



REPLY TO
ATTENTION OF

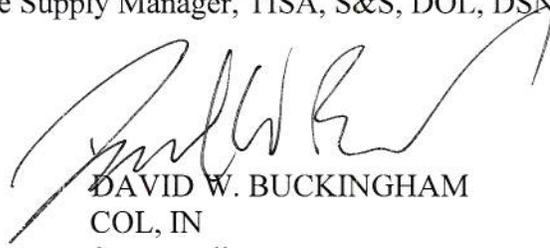
DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON VICENZA
DIRECTORATE OF LOGISTICS
UNIT 31401, BOX 14
APO AE 09630

IMEU-VIC-LGS

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Garrison Vicenza (USAG Vicenza), Troop Issue Subsistence Activity (TISA) External Standing Operating Procedures (SOP)

1. This SOP provides uniform guidance and procedures for units/activities that are authorized to request and/or receive subsistence support from the TISA. The provisions of this SOP are not intended to duplicate the information contained in the applicable directives and regulations, but the intent is to clarify and detail these requirements.
2. This SOP applies to all authorized units and activities requiring subsistence support from the TISA, whether this requirement stems from rations for training support, subsistence orders for the dining facilities, or units deploying or reintegrating.
3. This SOP is effective immediately. No changes, additions, deletions, or other variations of this SOP will be made without written consent of the undersigned.
4. POC for this SOP is the Subsistence Supply Manager, TISA, S&S, DOL, DSN 634-6892.


DAVID W. BUCKINGHAM
COL, IN
Commanding

DISTRIBUTION:
A1minus:
USAG Livorno

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USAG Vicenza Troop Issue Subsistence Activity External Standing Operating Procedures

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US Army Garrison Vicenza, Troop Issue Subsistence
Activity (TISA) External Standing Operating Procedures
(SOP)

1. **PURPOSE:** To establish policies and procedures for the operation of the USAG Vicenza TISA.

2. **APPLICABILITY:** This SOP applies to all units and activities that are authorized subsistence support by the TISA.

3. **REFERENCES:**

a. AE Reg 30-21, Field Feeding Program, dated 01 Aug 05.

b. DA Pam 30-22, Operating Procedures for the Army Food Program, dated 2 Jun 07.

c. ATTP 4-41 (FM 10-23), Basic Doctrine for Army Field Feeding and Class I Operations Management, dated, 14 Oct 2010..

d. AR 30-22, The Army Food Program, dated 10 May 05.

e. TB Med 530, Occupational and Environmental Health Food Sanitation, dated 30 Oct 02.

4. **GENERAL:**

a. **LOCATION:** The TISA office and warehouse is located behind the Post Exchange in Bldg 304. Telephone numbers are 634-6892 (Manager); 634-6890 (Admin Office); and 634-8348/6897 (Warehouse). Commercial numbers are, (039) 0444-71-6892/6890/8348, Fax 634-6895.

b. **HOURS OF OPERATION:** The TISA Office and Warehouse is open from 0730 - 1200 hours, and from 1300 – 1630 hours, Monday through Friday, Closed Saturdays, Sundays and American Holidays.

c. This SOP contains explicit instructions for commanders, unit supply personnel, food service personnel and facility managers on procedures to be used to request, receive and turn-in subsistence items at the TISA in a safe, accountable manner.

5. RESPONSIBILITIES AND PROCEDURES:

- a. FIELD FEEDING PROGRAM:** IAW AE REG 30-21, training units requiring subsistence support will establish an Army Field Feeding System (AFFS) account and submit a Memorandum of Intent (MOI) (See Annex A) to the TISA 75 days before the exercise start date with the following information in writing.

- (1) Purpose (unit's intent to open a field account with TISA).
- (2) Number of personnel to be fed.
- (3) Dates (from and to inclusive) of the exercise for which subsistence support is required.
- (4) Indicate dates of first and last meal and which meal is first/last (breakfast, lunch, or dinner).
- (5) Additional condiments needed to enhance the meal
- (6) List a primary and an alternate point of contact. Include DSN telephone and fax numbers.

b. STANDARD REQUIREMENTS TO BE ON HAND AT TISA:

- (1) Appointment orders for a Food Service Officer and a Food Service NCOIC.
- (2) Assumption of Command Orders (See Annex B) and a DA Form 1687, Notice of Delegation of Authority – Receipt for Supplies (See Annex C). The original DA Form 1687 will be maintained on file by TISA personnel, and will be valid for not longer than one year.

c. SPECIAL REQUESTS FOR SUBSISTENCE:

- (1) Special requests for subsistence must arrive at the TISA via MOI (Annex A) NLT 90 days prior to the Required Delivery Date (RDD) by the unit.
- (2) Multi-faith and religious kosher meals are also examples of special requests, and must be requested from TISA by MOI (See Annex A) NLT 90 days in advance of the unit's RDD.
- (3) Commercially prepared lunches (travel meals) are also examples of special subsistence requests. Travel meals will be issued only upon written request by MOI by the unit commander, for use as Travel Rations, and will be for consumption while unit is in transit (e.g. returning to home station). In order to provide adequate time for the TISA personnel to request, receive, and issue these travel meals, the meals must also be requested in writing from TISA by MOI 90 days in advance of the RDD.

d. TRAINING SUBSISTENCE: Subsistence for unit training will be IAW AE Reg 30-21, (Section II). Units participating in field training exercises must be served in the following or reverse order from days 1 through 29:

- (1) Unitized Group Rations (UGR)-A: Breakfast.
- (2) Meals, ready to eat (MRE): lunch.
- (2) Unitized Group Ration-Heat and Serve (UGR-H&S): dinner.

NOTE: Day 1 begins when the main body arrives. The final day ends after the main body departs.

Units participating in field training exercises for 30 days or more will be issued the UGR-A, MRE, and UGR-A ration cycle on days 16 – 30: Regular field feeding policy in paragraph d above will resume on day 31 of the exercise and be followed until the exercise is over. If UGR-H&S meals are not available, then UGR-A rations will be substituted, and when UGR-A rations are not available, then UGR-H&S rations will be substituted.

e. MEALS, READY TO EAT (MRE) SCHEDULING: Unit commanders have the flexibility to schedule MRE consumption in any manner necessary to coincide with mission requirements, provided MRE consumption is equal to an average of one MRE per individual per day, for the entire training period. (This one MRE per day is of course in addition to the UGR-A and UGR-H&S meals listed in Paragraph d., above).

f. PRESENT FOR DUTY STRENGTH: Unit commanders will monitor the present for duty strength of personnel being fed, and will be held responsible for any excess subsistence items gained through inflated headcount data.

g. CANCELLATION OF MOIs: Units requesting cancellation of their MOIs must provide a memorandum to TISA, signed by the unit commander, requesting cancellation of the original MOI (Annex D). If the requested rations are already on the ground, the requesting unit will be required to pay for transportation of rations from the shipping point in the US or Europe to the TISA warehouse.

h. POTABLE ICE: Potable ice is not subsistence funded. TISA personnel are not authorized to use Subsistence Funds to purchase ice. Small amounts of ice are maintained at TISA for use by units for training. Ice will be made available for issue to training units in limited quantities from 01 April to 01 October, annually. The ice must be transported in an ice chest, which is provided by the using unit.

i. BOTTLED WATER: Bottled drinking water cannot be purchased with TISA funds. Bottled water is only authorized under the following conditions: (1) for deploying units, and (2) when the public water supply has been declared by appropriate authorities to be unsafe for human consumption. For deploying units, a copy of the deployment orders, along with a memorandum indicating the unit's requirement, will be faxed to **DSCPE, ATTN: USAREUR Theater Food Advisor (DSN 370-6889, Fax # 370-6295)** NLT 30 days prior to the required delivery date. A minimum amount of two liters per Soldier multiplied by three per day is authorized. Water will be procured from a commercial vendor and shipped within 72 hours. Procedures are contained in AR 30-22, Para 4-14e: and in AE Reg 30-21, Para 11.

j. REQUESTING, ACCOUNTING FOR AND TURNING IN SUBSISTENCE:

(1) Rations will be accounted for under the AFFS, IAW DA Pam 30-22, and AE Reg30-11.

(2) All subsistence items will be listed on DA Form 3294-R, Ration Request/Issue/Turn-In Slip (Annex F), IAW the menus shown in AE Reg 30-21. All items that appear for the breakfast, lunch or dinner meal will be annotated as such.

(3) Training units will follow the established Meal Schedule in Table 1, AE Reg 30-21.

(4) All training units supported by TISA will adhere to the provisions of AE Reg 30-21. Status for rations issued will be maintained on DA Form 5913-R, Strength and Feeder Report (See Annex G). This report is required to be turned in to TISA upon completion of the unit training.

(5) Commanders will designate, by memorandum, all personnel authorized to request and receive subsistence (MOA) (See Annex H). These authorized personnel will be required to show a DA Form 577, Signature Card, when they arrive at TISA to receipt for or turn-in subsistence items.

(6) At least fourteen (14) days advance notice prior to RDD is required for fresh AAFES bread orders to be placed at the TISA by training units. Fresh fruit and vegetable orders will require four (4) days advance notice at TISA prior to the RDD by the using unit. To increase or decrease unit headcounts, the unit will present a corrected copy of DA Form 3294-R, Ration Request/Issue/Turn-In Slip (See Annex F), IAW AE Reg 30-21.

(7) Only semi-perishable items will be accepted, and the items must be clean and undamaged. Also all semi-perishable items must be inspected by veterinary personnel prior to turn-in. The DSN for the Vicenza Veterinary Detachment is 635-4845.

(8) In order for using units to turn-in semi-perishable items, those items must be listed on DA Form 3161, Request for Issue or Turn-in (Annex I). When the unit representative arrives at TISA to accomplish the turn-in (IAW the prearranged appointment), the items will be inspected by TISA personnel prior to receipt of the turn-in.

(9) No perishable items can be accepted by the TISA for turn-in.

(10) UGR- H&S and UGR- A (semi-perishable only) modules left over at the end of training can be turned in to TISA if the UGR modules are clean, unopened and veterinary inspected.

(11) Any leftover components from UGR modules will be returned to home station and upon approval of veterinary personnel will be integrated into DFAC operations.

k. LOADING AND UNLOADING SUBSISTENCE: All military vehicles (tactical or commercial) must have a tire blocked with a chock block before the vehicle can be loaded or unloaded at TISA. Privately Owned Vehicles (POVs) cannot be used to transport subsistence items.

l. BULK ISSUE OF SUBSISTENCE: Support units drawing a bulk issue of subsistence for forward units must initiate a Memorandum of Understanding (MOU) (Annex J) with TISA at least 60 days prior to date of pickup. This subsistence will only be issued in bulk.

m. VETERINARY REQUIREMENTS FOR TRANSPORTING SUBSISTENCE:

- (1) Canvas covers on all vehicles (front and tail curtains).
- (2) Clean cargo beds with pallets.
- (3) All subsistence will be placed on pallets.
- (4) Ice chests (provided by the requesting units) will be used to transport ice.

n. RATION PICKUP:

- (1) Unauthorized personnel are prohibited from entering the storage areas of the TISA warehouse.

(2) TISA personnel will load all semi-perishable subsistence items, and will also assist with large amounts of perishable items. Loading of small amounts of perishable items is the responsibility of the requesting unit.

(3) No on the spot deletions or additions will be allowed on the date of ration issue. Requests for issue changes will be made no later than two working days prior to date of issue, as a minimum.

(4) Units requesting multi-faith rations (Halal and Kosher) for members of their unit must have a name request signed by the unit chaplain or commander. Rations are designed to replace the standard MRE meal. Two (2) vegetarian meals are included in each box of MREs.

o. ENHANCEMENTS AND SUPPLEMENTS:

(1) A list of authorized enhancements and supplements can be found in Para 4-14 DA Pam 30-22.

(2) With an accounting period of one month, enhancements will be accounted for under DA Pam 30-22 and AE Reg 30-21. Training unit enhancements/supplements and warming beverage allowances will be computed by TISA personnel.

(3) Training units will not be allowed to exceed their monetary allowance for cooling/warming beverages or enhancements/supplements. Semi-perishable items only (i.e., UGR H&S; dry cereal; MREs) issued on DA Form 3294-R, Ration Request/Issue/Turn-In Slip (Annex F), will be accepted for turn-in at TISA and credit given to the unit.

(4) Any unit turning in an excessive amount of UGRs or enhancement items will be reported to the appropriate Food Service Officer, and an information copy will be provided to the Food Program Manager.

p. CLEARANCE FROM TISA: Upon completion of training, units are required to turn in a consolidated DA Form 5913-R, Strength and Feeder Report (Annex G). Ref DA30-22 Par.4-29 This report must be signed by the unit Food Service Officer for all meals consumed during training in order to clear TISA.

q. USAG VICENZA FOOD SERVICES DIVISION: The USAG Vicenza Food Program Manager (FPM), is located in Bldg 304 on Caserma Ederle, and is available to assist food service personnel, G-4, and S-4 personnel, unit supply and commanders. The USAG Vicenza FPM can be reached at DSN 634-6893

r. TISA POC: The TISA POC is the Subsistence Supply Manager, (DSN 634-6892 /FAX 634-6895), located in Bldg 304 on Caserma Ederle.

(SAMPLE)
ANNEX A

DEPARTMENT OF THE ARMY
CHARLIE COMPANY 1st BATTALION 503rd INFANTRY (ABN)
UNIT 31401, BOX 53, APO AE 09630

AESE-PCC-C

26 February 2011

MEMORANDUM THRU: Food Service Advisor, 173rd ABN Bde

TO: Troop Issue Subsistence Activity, USAG Vicenza

SUBJECT: Memorandum of Intent (MOI)

1. The purpose of this memorandum is to request that a field account be opened for Class I support at TISA, USAG Vicenza, for Charlie Company, 1/503rd IN Battalion (ABN). This subsistence support will be required during FTX Able Archer 00, which will be held from 13 through 15 November 2010. Current Assumption of Command Orders and a valid DA Form 1687, Notice of Delegation of Authority – Receipt for Supplies:

- Are attached to this memorandum.
- are already on file at the TISA office.

2. Types of rations that will be required are UGR-A-MRE-UGR-H&S.

3. The headcount will be as follows:

- a. 13 Nov 10 – 100 for lunch meal (first meal) and 100 for dinner meal.
- b. 14 Nov 10 – 100 for breakfast meal, 100 for lunch meal, and 100 for dinner meal.
- c. 15 Nov 10 – 100 for breakfast meal, 100 for lunch meal and 100 for dinner meal (last meal).

4. This form does not delete the requirement that the DA Form 5913-R (strength and Feeder Report) be submitted to the TISA.

5. POC for this action are SFC Wilkins (Primary) at DSN 634-7777, Fax 634-7771,
SGT Peoples (Alternate) at DSN 634-8888, Fax 634-8881.

CPT, IN
Commanding

(SAMPLE)
ANNEX A



DEPARTMENT OF THE ARMY
FUSION COMPANY
2-503D IN BN, 173D AIRBORNE BRIGADE COMBAT TEAM
CASERME EDERLE, ITALY
APO AE 09630

AESE-HD

11 August 11

AESE-BKK-F

Submission Date 11 Aug 11

MEMORANDUM THRU Command Food Service Advisor, 173rd ABCT, APO, AE 09630

TO: Dining Facility Manager South of the Alps Dining Facility

FROM: D, CO /Z-505 PIR

SUBJECT: Request for Food Service Support

- Nature of the requirement: FTX ABN OP RANGE EARLY/LATE OTHER
- Type of Meal(s) required: HOT MRE SACK LUNCH OTHER Juice Boxes 63 per case

3.

DATE	BREAKFAST	LUNCH	DINNER
28 AUG 11	MRE	MRE	MRE
29 AUG 11	MRE	MRE	MRE
30 AUG 11	MRE	MRE	MRE

5. Category of diners: SIK (meal card) 105 FAO CASH OTHERS

6. Name, grade, telephone number of individual authorized to pick up meals and TIME OF PICK-UP:

CPL Conrad Motis at DSN 634-8639, Conrad.motis@eur.army.mil pick up on 16 Aug 11

7. I have attached a deployment roster containing the name, rank, last four, and meal card or BAS Designated for the training event. I will update the FSO NLT 24 hours prior to meal preparation time. I accept full responsibility for the requested rations and understand that I will be held financially liable if these rations are not properly accounted for.

8. This form must be thoroughly completed and signed by the company commander, S 1, and the Food Service Officer before the Dining Facility can provide the requested support. Request must be submitted at least 2 weeks in advance of the desired date. In order for the Dining Facility to requisition the rations needed to support your request, IAW 30-22, only the company commander is authorized to request chow.

CHRISTOPHER M. NASH
CPT, IN
Commanding

9. Finance and Accounting Office (FAO) action (BAS recoupment and/or payroll deduction) has been / will be submitted for personnel participating in field duty.

S - 1 Officer APPROVAL/ DISAPPROVAL _____

FOOD SERVICE ADVISOR

APPROVAL/ DISAPPROVAL Cpl Mark

DINING FACILITY MANAGER

APPROVAL/ DISAPPROVAL SFC Murphy Jeffrey D.

IMEU-VIC-LGS

(SAMPLE)
ANNEX B

**DEPARTMENT OF THE ARMY
CHARLIE COMPANY 1st BATTALION 503rd INFANTRY (ABN)
UNIT 31401, BOX 53 APO AE 09630**

AESE-PCC-C

26 February 2011

MEMORANDUM FOR RECORD

SUBJECT: Assumption of Command for C Co, 1-503rs IN (ABN)

1. Effective 20 February 2011, CPT Baker, Gilbert A. SSN 227-00-0123, assumed command of Charlie Company, 1st Battalion, 503rd Infantry (ABN), APO.AE 09630.
2. The authority for the action is Para 2-3, AR 600-20
3. Period: From 20 February 2009 until officially relieved or released from assignment.

GILBERT A. BAKER
CPT, IN
Commanding

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES <i>For use of this form, see DA PAM 710-2-1 The proponent agency is DCS, G-4.</i>				DATE	
				04 March 2009	
AUTHORIZED REPRESENTATIVE(S)					
ORGANIZATION RECEIVING SUPPLIES IIIIID, 14th Transportation Battalion			LOCATION Casrema Ederle, USAG Vicenza Italy		
LAST NAME-FIRST NAME-MIDDLE INITIAL			AUTHORITY		SIGNATURE AND INITIALS
			REQ	REC	
WILKINSON, CARL D. CW3			YES	YES	
HICKS, LORNA D. SSG			NO	YES	
PARKER, LEROY B. SGT			NO	YES	
AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER					
THE UNDERSIGNED HEREBY <input checked="" type="checkbox"/> DELEGATES TO <input type="checkbox"/> WITHDRAWS FROM THE PERSON(S) LISTED ABOVE, THE AUTHORITY TO: Request and/or receive Class I items from TISA, USAG Vicenza					
REMARKS (SAMPLE) ANNEX C					
I ASSUME FULL RESPONSIBILITY					
UNIT IDENTIFICATION CODE WASCAA			DODAAC/ACCOUNT NUMBER WK9UUU		
LAST NAME-FIRST NAME-MIDDLE INITIAL		GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE
HERNANDEZ, JUAN B.		CPT	634-0000	4 March 2010	

DA FORM 1687, MAY 2009

PREVIOUS EDITIONS ARE OBSOLETE

APD PE v1 00ES

(SAMPLE)
ANNEX D

DEPARTMENT OF THE ARMY
UNITED STATES ARMY SOUTHERN EUROPEAN TASK FORCE
C Co 2nd Battalion 503rd Infantry (ABN)
Unit 31401, Box 104 APO AE 09630

AESE-KCC-C

26 February 2011

MEMORANDUM FOR TISA, Vicenza

SUBJECT: Cancellation of MOI

1. The purpose of the memorandum is to request cancellation of MOI from C Co, 2nd 503rd Inf (ABN) Subject: Memorandum of Intent, TISA, dated 27 Jan 09. Range Operations were scheduled for 07 through 11 Mar 09, but those operations were canceled until further notice due to other pressing training commitments.
2. POC for the above request is SGT Gary Colman, C Co, 2-503rd Inf Supply NCOIC at DSN 634-7878/1234.

DANIEL L. STOCKWELL
CPT, IN
Commanding

Figure 4-1
Instructions for preparing DA Form 5913, Strength and Feeder Report, at the unit level

Each unit will prepare and submit the DA Form 5913 to the designated supporting kitchen or supply point. The form will be submitted at the beginning of the training or training operation and reflect the present-for-duty strength, by Service component. The form will also indicate the number of days the unit will participate in training. The form will be submitted in 3 copies. The requesting unit maintains one, the field kitchen receives one, and one is forwarded to the supply function.

1. **Unit/organization** The preparing activity will enter the official unit designation. See note 1.
2. **To** Enter the supporting field kitchen or TISA.
3. **Date** Enter the date the form is prepared.
4. **Report dates** Enter in the first column only the date (YYMMDD) the unit began training at the training site. This date should coincide with the first day of support from the food service section.
5. **Request/Report** Leave blank.
6. **Personnel present for duty by service component** Enter on each appropriate line the number of unit personnel (assigned or under operational control) present for duty. Leave unused lines blank. See notes 2 and 3.
7. **Supported units** If necessary, enter any required categories of personnel that are not on the preprinted list in item 6. Enter on each appropriate line the number of unit personnel (assigned or under operational control) present for duty.

 Entry on line 7 will also be required when the primary unit is consolidating subsistence support for other organizations. When required, enter the unit designation and anticipated SIK strength for each unit requiring food service support. See notes 1 and 2.
8. **Meals sold for cash** Leave blank.
9. **Grand total** Add sections 6 and 7. This figure represents the total anticipated unit subsistence support requirement.
10. **Remarks** Enter any information that will assist the field kitchen in meeting the supported units mission. Information such as the number of personnel at each remote site to which rations are to be sent during the training. Enter remote site data with the number of personnel to be supported at each site in (). Any personnel not accounted for in remote feeding site data will be assumed to be fed at the MKT/kitchen site. Additionally, the unit

Figure 4-1. Instructions for preparing DA Form 5913 (Strength and Feeder Report)

will indicate the number of days the unit will participate in training and the anticipated date (YYMMDD) for the unit's departure from the training site.

11a. Signature The unit commander, food service officer, or first sergeant from the requesting unit will sign the form.

11b. Rank The person signing the form will enter their rank.

11c. Date Enter the date that the form is signed.

Notes:

1. For Reserve Component units operating under the Reserve Component Subsistence System (RCSS) see Appendix F for completion instructions.
2. This figure will include officers, enlisted soldiers, and civilians (if appropriate) who have completed the requirements of DOD FMR 7000.14 when in a training status.
3. This figure will include unit personnel hospitalized (simulated or inpatient) in medical units. Medical units will use DA Form 5913 to report the number of assigned and attached hospital staff only.

Figure 4-1. Instructions for preparing DA Form 5913 (Strength and Feeder Report) - continued

ANNEX G

STRENGTH AND FEEDER REPORT <small>For use of this form, see DA PAM 30-22; the proponent agency is DCS, G-4.</small>				
1. UNIT/ORGANIZATION HHIC, 734th CHEM BN		2. TO RSC/DRC/USPFO		3. DATE (YYYYMMDD) 20060308
4. REPORT DATES (YYYYMMDD)	20060307	20060308	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				
USAR	123	125		
7. SUPPORTED UNITS				
8. MEALS SOLD FOR CASH	2	1		
9. GRAND TOTAL	125	126		
10. REMARKS *07 Mar, 2 meals discarded				
ANNEX G				
11a. SIGNATURE Richard N. Anderson		11b. RANK MAJ		11c. DATE (YYYYMMDD) 20060308

(SAMPLE)
ANNEX H

DEPARTMENT OF THE ARMY
HEADQUARTERS AND HEADQUARTER DETACHMENT
14th TRANSPORTATION BATTALION (MC)
APO AE 09630

AERTMC-V-HD

26 FEBRUARY 2011

MEMORANDUM FOR TISA, Vicenza

SUBJECT: Memorandum of Authorization (MOA)

1. The following soldiers assigned to HHD, 14th Trans Bn (MC) are authorized to Class I support from TISA:

PHELPS, CAROL C.	1LT	Chief, Transportation Scheduling
HARTLEY, BRIAN F.	1LT	Chief, Maintenance Section
ROBBINS, ROBERT R.	CW2	Asst Ch, Maintenance Section

2. The following soldiers assigned to HHD, 14th Trans Bn (MC) are authorized to receipt for subsistence items at the TISA (NOTE: Each of these soldiers have been issued a DA Form 577, Signature Card):

REEDER, MARILYN F.	SFC	NCOIC, Supply
MARTIN, JOSE B.	SSG	NCOIC, Maintenance Section
WILLIAMS, ROY H.	SGT	Truckmaster
TOUPS, MARCEL K.	SGT	Truckmaster
JOHNSTON, EARLINE P.	SGT	Chief Dispatcher
ROYLSTON, MARK C.	SGT	Asst Dispatcher

3. POC for the above actions is the undersigned at DSN 634-0011/0211.

HAROLD K. RICHERDSON
CPT, TC
Commanding

(SAMPLE)
ANNEX J

HEADQUARTER SUPPORT COMPANY
UNITED STATES ARMY SOUTHERN EUROPEAN TASK FORCE (ABN)
UNIT 31401, BOX 56 APO AE 09630

AESE-HC

26 FEBRUARY 2011

MEMORANDUM FOR TISA, Vicenza

SUBJECT: Memorandum of Understanding (MOU)

1. The purpose of this memorandum is to establish a bulk Class I account with the TISA to support units of the 173rd Abn Bde, which is being deployed to Outer Slobovia.
2. Based on projected requirements, each request will include ten (10) pallets of MREs, and the first request will be made on or about 15 Oct 09 Request will follow regularly in more or less the same increments, every 5-7 calendar days.
3. Any other requirements, i.e., supplements and enhancements, Unitized Group Ration (UGR) etc, will be addressed as they occur.
4. Assumption of Command Orders, Assignment of Tasking Orders for this action, and DA Form 1687, Notice of Delegation of Authority – Receipt for Supplies, are attached.
5. POC for this action are CW3 Merrill, Thomas A., DSN 634-0000, Fax 634-1110,
MSG Haskins, Roy L. Jr., DSN 634-0202, Fax 634-0303.

DONALD F. SUTTER
COL, GS
Commanding