



Defense Logistics Agency
INSTRUCTION

DLAI 3221
Effective Date: **August 2013**

SUBJECT: VETERINARY MEDICAL AND INSPECTION OF SUBSISTENCE SUPPLIES AND SERVICES

REFERENCES: See Enclosure 1.

1. PURPOSE. This Instruction:

a. Cancels DLAR 4155.3 Reference (a).

b. Reissues DLAI 3221 Reference (b) with authority in DoD Directive 5101.1 Reference (c) to establish policy and assign responsibilities within the Defense Logistics Agency (DLA) for providing inspection service support for subsistence supplies and services; and provide direction on DLA Food Safety, Food Defense, and Quality Assurance programs.

2. APPLICABILITY. This DLA Instruction applies to DLA Headquarters (HQ); DLA Primary Level Field Activities (PLFA); DLA Regional Commands; Defense Depots (DD); Defense Contract Management Agency (DCMA); Army, Navy, Air Force, Marine Corps, and those activities of the Military Services, including Reserve Forces involved in the contracting, inspection, administration, shipment, storage, distribution, and maintenance of subsistence supplies and services; and affiliated organizations.

3. POLICY. It is DLA policy that:

a. Military veterinary/medical food inspection personnel will be utilized to perform receipt, in-storage, and prior-to-shipment inspections, of all subsistence items received, stored or shipped at depots, supply points, posts, camps, stations, and bases.

b. Under the Federal Food Program, the United States Department of Agriculture (USDA) has been designated as the Executive Agent responsible for Federal Quality Assurance and specification management of all Federal Agency food acquisitions in the United States. Within this program the USDA will perform all in-plant Quality Assurance inspections. The United States Department of Commerce (USDC), will be responsible for inspection of seafood items, with some exceptions for farm raised seafood inspected by USDA.

c. Military inspection in contractor facilities will normally be limited to in-plant Contract Quality Assurance (CQA) actions in overseas locations or Operational Ration assembly facilities.

d. Maximum utilization will be made of the existing inspection and grading services of other Federal Agencies to perform CQA actions in processing plants economically and efficiently. This includes CQA actions on food components, both animal and non-animal, for Operational Rations.

e. The Surgeons General of the Services are responsible for establishing acceptance criteria, sanitary standards, technical requirements and inspection procedures needed to assure wholesomeness and for certifying the workability of acceptance criteria based on technical requirements developed to assure subsistence is suitable for its intended use.

f. DCMA will be utilized to perform CQA for non-food ration components and may be utilized to perform CQA on selected non-animal semi-perishable subsistence items.

g. The Food and Drug Administration will be utilized to perform preaward and postaward evaluation of leaf tea and the National Coffee Association (NCA) of the USA. The (NCA) will perform grading and certification of green coffee on an as-required basis.

4. RESPONSIBILITIES. Refer to Enclosure 2.

5. RELEASABILITY. **Unlimited**. This instruction is approved for public release and is available on the Internet from the DLA Issuances Website at <http://www.dla.mil/dlaps/>.

6. EFFECTIVE DATE. This instruction is effective.

Enclosures:

1. References
 2. Responsibilities
- Glossary

ENCLOSURE 1

REFERENCES

- (a) DLA Regulation 4155.3, "Inspection of Subsistence Supplies and Services," November 3, 1986 (hereby cancelled)
- (b) DLA Instruction 3221 "Veterinary Affairs," July 24, 2003 (hereby cancelled)
- (c) DoD Directive 5101.10, "DoD Executive Agent (DoD EA) for Subsistence," September 27, 2004
- (d) DoD Directive 6400.04E, "DoD Veterinary and Public Health Services," June 27, 2013.
- (e) AR 40-660/DLAR 4155.26/NAVSUPINST 10110.8C/AFR 161-42/MCO 10110.38C, "DoD Hazardous Food and Nonprescription Drug Recall System," November 14, 2003. (under revision)
- (f) AR 40-657/NAVSUP 4355.4H/MCO P10110.31H, "Veterinary/Medical Food Safety, Quality Assurance, and Laboratory Service," January 21, 2005. (under revision)
- (g) AFI 48-116, "Food Safety Program," March 17, 2004.

ENCLOSURE 2

RESPONSIBILITIES

1. Headquarters, Defense Logistics Agency

a. The Veterinary Advisor, Technical and Quality Assurance (J-334) will:

(1) Manage DLA Food Safety, Food Defense, and Quality Assurance policy.

(2) Maintain, publish, and update this process.

(3) Provide policy guidance and exercise staff supervision for the Quality Assurance of subsistence material and services managed by DLA Troop Support Subsistence FT/QT.

(4) Be the point of contact on subsistence inspection policies for DLA-procured/managed subsistence items with the Services, other Government agencies, and industry.

(5) Administer the application of policy, programs, and procedures related to the inspection of DLA-managed subsistence items received, stored, maintained, or issued at worldwide wholesale subsistence, storage, and issue facilities.

b. The Chief, Technical and Quality Assurance Division, (HQ-DLA/J334) will:

(1) Provide Policy Guidance and exercise staff supervision for the Quality Assurance of subsistence material and services managed by DLA Troop Support and for CQA actions performed by DFAS elements on DLA Troop Support-issued subsistence contracts assigned for source inspection.

(2) Be the point of contact for DLA-procured/managed subsistence items with the Services, other Government agencies, and industry on subsistence inspection policies.

c. The Chief, Inventory Management Division (HQ-DLA/J332) will:

(1) Administer the application of policy, programs, and procedures related to the inspection of DLA-managed subsistence items received, stored, maintained or issued at worldwide wholesale subsistence, storage, and issue facilities.

2. DLA Primary Level Field Activities

a. The Commander, DLA Troop Support will:

(1) Ensure that the quality of DLA-managed subsistence supplies and services meet the requirements of DLA customers through efforts including, but not limited to:

(a) Establishment of contractor responsibilities for inspection.

(b) Selection of appropriate contract quality requirements based on item application and complexity.

(c) Development of acquisition and storage data packaged and review of technical data packages.

(d) Establishment of CQA procedures as appropriate for military veterinary/medical food inspection personnel and coordinate with USDA and USDC to ensure that all USDA- and USDC-originated CQA procedures are compatible with DLA policy.

(2) Coordinate standards, technical programs and procedures relating to sanitation, quality and wholesomeness of subsistence supplies and services with the Surgeons General of the Military Services.

(3) Arrange for the necessary preaward survey and sanitary inspection by DCMA, USDA, USDC, and the Public Health Command food inspection personnel as appropriate.

(4) Arrange for necessary Public Health Command support at Defense Subsistence Region Supply Points.

(5) Arrange for effective and economical utilization of available subsistence inspection resources through inspection assignments which are the most advantageous to the government.

(6) Develop a continuing program to evaluate the adequacy of technical requirements, product conformance to contract requirements, and the effectiveness of technical direction in conjunction, where necessary, with the activity responsible for coordinating technical requirements. This program will include Quality Systems Management Visits to contractor facilities; DLA worldwide integrated management of subsistence storage sites and other Government activities; and USDA, USDC and military subsistence inspection sites and policy offices for the purpose of evaluating the adequacy of specified requirements, determining conformance of product to specified requirements, and providing technical support/assistance.

(7) Develop and administer a program to assure the continuing reliability of contractor testing systems.

(8) Develop and administer in-storage quality control and inspection programs to assure the serviceability of stored subsistence.

(9) Designate the Director, Subsistence Supplier Operations, as the principal point of contact on wholesomeness, quality, and suitability-for-intended-use matters with:

(a) The Military Veterinary/Medical Services Representatives of the installations serviced.

(b) The regional offices of the Food and Drug Administration (FDA).

(c) The inspector in charge of the servicing USDA establishments.

(d) The DCMA administering DLA Troop Support contracts.

(e) The U.S. Army Public Health Command (USAPHC), overseas U.S. Army Major Command(s), and the U.S. Air Force (USAF) Major Command(s) in the area serviced by DLA Troop Support.

(10) Develop procedures facilitating direct communication between DLA Troop Support and the Commander, USAPHC, overseas USA Major Commands(s) and each USAF Major Command on subsistence inspection matters.

(11) Establish continuing liaison between DLA Troop Support, U.S. Army Natick Research, Development, and Engineering Center (NSRDEC); Defense Commissary Agency; Air Force Engineering and Services Center; Joint Culinary Center of Excellence; U.S. Navy Food Service Systems Office; HQ, US Marine Corps; and DCMA on matters related to subsistence inspection support, nonconforming subsistence materials, quality complaints and inspection system improvements.

(12) Operate a notification system in accordance with DLAR 4155.26/AR 40-660/NAVSUPINST 10110.8C/AFR 161-42/MCO 10110.38C Reference (e) for hazardous food alerts and recalls received from FDA, USDA, USDC, or other agencies which may involve the Military Services.

(13) Process, investigate, resolve, and respond to Product Quality Deficiency Reports (PQDR) and Supply Deficiency Reports (SDR). Send an interim or final reply to the activity forwarding the report within 60 calendar days after the date the report was received by DLA Troop Support. If an interim reply is sent, status to date and a projected date for final reply will be given. If the projected final reply date is not met, send a follow-up interim report. Repeat this process until the report is closed. Note: the overall guidance in DLAM 4155.2, Quality Assurance Program Manual, Section 2-8, Customer/Depot Complaints, for working customer complaints applies to DD Form 1608, as well.

(14) Render Quality Assurance support for first article inspection and production testing contracts.

(15) Provide Quality Assurance Letters of Instruction (QALI), as appropriate, to the assigned Quality Assurance Activity.

(16) Coordinate known or anticipated additional inspection requirements with the USDA, USDC, or military services, as appropriate.

(17) Comply with ISO 10012-1 or ANSI/NCLZ Z540-1, where applicable.

(18) Execute Memorandums of Understanding and other agreements for inspection service support, where necessary.

(19) Designate the Chief, Supplier Support Division as the principal point of contact and as the liaison between DLA Troop Support and supporting elements (including the Military

Services) for all Operational Rations matters including sanitation and integrated pest management, except for wholesomeness.

b. The Commanders of Defense Depots will:

(1) Arrange for the necessary AVI support of DLA-managed semi perishable subsistence items received, stored, and issued.

(2) Program for the necessary resources in terms of qualified personnel, equipment and facilities to perform the necessary quality and reliability assurance function.

c. The Commanders, DCMA will assure that subsistence contracts assigned to DCMA elements for CQA actions at source are administered efficiently and effectively in accordance with DCMA procedures, contract requirements, and QALIs.

3. The Military Services are jointly responsible for:

a. Establishing technical requirements and acceptance criteria to identify the quality level of subsistence, in accordance with (NRSDEC,) as applicable.

b. Providing a competent, technically qualified inspection service with their assigned areas of responsibility.

c. Positioning military veterinary/medical food inspection personnel in a manner to support the DLA procurement, storage, distribution, and issue programs.

d. Providing military veterinary/medical food inspection personnel to determine acceptability of subsistence supplies as to condition, quality, and wholesomeness. Naval/Marine Corps activities which have no assigned military veterinary personnel will provide technically qualified personnel for this function.

e. Determining requirements for an adequate inspection workload for training and mobilization of military veterinary/medical food inspection personnel, and to provide a base for rotation of personnel between the Continental United States (CONUS) and overseas assignments.

f. Notifying DLA Troop Support of suspected hazardous foods that are maintained in a service property account in accordance with Reference (f).

4. The Surgeons General of the Military Departments are jointly responsible for:

a. Establishing acceptance criteria, technical requirements, and inspection procedures needed to assure foods are wholesome and suitable for intended use. Wholesomeness assurance measures will include, but not be limited to:

(1) Evaluation of wholesomeness from a microbiological, toxicological, and radiological viewpoint.

(2) Inspection of sources for sanitation including sources of component items when required in accordance with AR 40-657/NAVSUP 4355.4H/MCO P10110.31H, Veterinary/Medical Food Safety, Quality Assurance, and Laboratory Service (Reference (f)).

(3) Approval of manufacturing processes to assure that technical procedures required to guarantee wholesomeness, quality, and suitability for intended use are incorporated and used.

(4) The use of test and examination techniques during processing or for the finished item to detect unsanitary practices or unwholesomeness of food.

b. Providing training programs, facilities, and funds for military veterinary/medical personnel that are responsive to the continuing development of the subsistence inspection systems.

c. Appointing individuals to represent the respective Medical Departments to pass on acceptance/rejection of subsistence with questionable wholesomeness.

d. Appointing individuals, when requested, to represent the respective Medical Departments to participate in the development of sanitary standards and wholesomeness criteria for subsistence items.

e. Developing a reporting system which will continually advise Federal and State regulatory agencies of the rejection of locally procured subsistence.

f. Appointing individuals, as considered appropriate, to service DCMA in an attending or liaison capacity.

5. The Commander, U.S. Army Public Health Command. CG, USAPHC will provide policy guidance and exercise staff supervision for CQA actions performed by USAPHC elements on DLA Troop Support subsistence contracts for Operational Rations assembly within CONUS, or outside CONUS, when designated in the contract.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

AFR	Air Force Regulation
AR	Army Regulation
AVI	Army Veterinary Inspector
ANSI	American National Standards Institute
CAS	Contract Administration Services
CFR	Code of Federal Regulations
CONUS	Continental United States
CQA	Contract Quality Assurance
DCSLOG	Deputy Chief of Staff for Logistics, US Army
DCMA	Defense Contract Management Agency
DD	Defense Depot
DDC	Defense Distribution Center
DFAS	Defense Finance and Accounting Services
DLA	Defense Logistics Agency
DLAM	Defense Logistics Agency Manual
DLAR	Defense Logistics Agency Regulation
FDA	Food and Drug Administration
HQ	Headquarters
ISO	International Organization for Standardization
JCCoE	Joint Culinary Center of Excellence
MCO	Marine Corps Order
MOU	Memorandum of Understanding
NAVSUP	Naval Supply Systems Command
NAVSUPINST	Navy Support Instruction
NCA	National Coffee Association of the U.S.A.
NCSL	The National Conference of Standards Laboratories
NSRDEC	U.S. Army Natick Soldier Research, Development and Engineering Center
OCONUS	Outside the Continental United States
PQDR	Product Quality Deficiency Report
QALI	Quality Letter of Instruction

ROD	Report of Discrepancy
SDR	Supply Deficiency Report
SF	Standard Form
USA	U.S. Army
USAF	U.S. Air Force
USAPHC	U.S. Army Public Health Command
USDA	United States Department of Agriculture
USDC	United States Department of Commerce

PART II. DEFINITIONS

Inspection Assignment. The Purchasing office determines which Federal or DoD agency can provide the most economical and effective inspection support, depending on the commodity involved and the point of inspection.

- a. Inspection assignments for subsistence material is normally made to the USDA, USDC, DCMA, or, under special circumstances, the military veterinary/medical personnel. Inspection assignments to the military veterinary/medical personnel are based on the current letter, “Location of Military Veterinary Personnel Available for Inspection and Services”, Office of the Surgeon General, Department of the Army.
- b. Inspection assignments to DCMA are based on DoD 4105.59H, DoD Directory of Contract Administration Services Components.
- c. USDA inspection/grading support is arranged directly with regional USDA offices.
- d. USDC inspection/grading support is arranged directly with the USDC.

Technically Qualified Personnel. Includes military veterinary/medical food inspection personnel, personnel of other Federal agencies, FDA inspectors, DLA Troop Support Quality Assurance Specialist, DCMA Quality Assurance Specialists, and DLA Defense Depot personnel designated as subsistence qualified. In the absence of inspection support from the Army military veterinary inspection personnel at Naval and Marine Corps receiving facilities, inspection will be provided by technically qualified personnel of the receiving Service. Such personnel would include military medical personnel, the receiving officer, or their designated representatives.

Worldwide. Includes any facility in or outside the CONUS which stores or issues DLA-managed subsistence supplies.