

Department of Defense

**Feds Feed Families
Campaign for 2011**

**Logistics Action
Plan**

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Logistics Action Plan

Purpose: To provide guidance regarding the logistics required to support the 2011 Feds Feed Families Campaign.

Objective: To collect 733,800 pounds of non-perishable food donations from DOD military and civilian employees across the Nation between 1 June thru 31 August 2011.

Process: To receive credit each activity must weigh (estimation of weight permitted) and record the donations. This data is then reported bi-weekly to the Logistics team at DoDFedsFeedFamilies@cpms.osd.mil . The final DoD donation weight will be reported to OPM on the national turn in dates. Please do not report donation weights directly to OPM.

KEY DATES/TIMES

The campaign runs from 1 June through 31 August 2011.

National reporting dates are: 29 June, 27 July and 31 August.

DOD reporting dates are flexible across each activity but must be reported to OSD Logistics team (see reporting requirements) no less than bi-weekly beginning 22 June 2011 with final reporting date of 29 August. (negative responses required) This will provide allowable time to submit totals as a Department for each national reporting date. Actual DOD dates are: *22 June, 6 July, 20 July, 3 Aug, 17 August, and 31 August.*

Below will outline the associated tasks required to successfully execute the collection and distribution of donated items.

- Transportation
- Materials
- Collection coordination
- Distribution

TERMS/DEFINITIONS:

Component: Parent organization

Activity: Local organization

HOW TO DEVELOP A TRANSPORTATION PLAN

- All participating activities should prepare a plan in place for ensuring that transportation requirements are met. This plan should be in coordination with all

other efforts supporting this campaign. Transportation support will consist of using DoD drivers and trucks to pick up and deliver non-perishable food items to local food banks. DoD Directive 5410.1, Section 4.2.4.3 (TAB C), allows for our support as part of customary community relations. DoD 5500.7-R, Section 3-211 (TAB D), allows DoD organizations to provide the type of requested support to the extent specific conditions are satisfied.

The following outlines the basic procedures in order to fulfill this requirement.

1. National Capital Region (NCR): Each activity that will be utilizing government transportation should:

- a. Begin transportation arrangements as soon as possible. Early planning is key. Contact the DOD logistics POC to request trucks to the extent authorized by law and regulation for the campaign
- b. Determine the anticipated size of your donation and provide this information to the logistics POC. The information will be used to determine the number and size of vehicles needed for pickups. [For example, a rule of thumb could be 1 pound per person within the Activity. 2200 people could result in approximately 2200 pounds of donated food].
- c. Develop a plan in case there is a surge in donation activity which would require additional collections outside the anticipated schedule.
- d. Determine the number of volunteers needed to lift, wrap, pack the non-perishable food donations. Also, include some volunteers to assist the driver when picking up donations. Determine any site-specific special requirements for vehicles (such as height or length limitations), and plan accordingly. (see How to Distribute Donations below).
- e. Coordinate pickup times, dates and delivery sites with DOD POC for Logistics. Gather POC information (including cell #) from all the collection sites and provide this information to the DOD POC for Logistics.
- f. Prior to pickups or deliveries, give DOD Logistics POC *up-to-date* site POC information, including an alternate person to contact, specific address, and loading dock POC information. In addition to GPS directions, a paper “strip map” would also be useful as backup.
- g. Assist the DOD Logistics POC with acquiring any necessary passes/permission for access to military facilities, and ensure that facility entrance police/guards are aware that FFF vehicles will be frequenting the base.
- h. The DOD Logistics POC will provide each driver with a signed letter describing the FFF event, to expedite their entry to bases.

- i. Due to the volume of donations being received during this campaign additional donation sites have been identified. Each box donated must clearly illustrate it is in support of the Feds Feed Families Campaign.
 - a. The Capital Area Community Food Bank located in Lorton, VA will be accepting donations. Contact the Capital Food Bank (Molly) at 202-256-5344 to coordinate a Lorton delivery.

Capital Area Community Food Bank
6833 Hill Park Drive
Lorton, VA 22079
Site: (703)541-3063

- b. The GSA warehouse in Springfield, VA will be accepting donations. Contact them prior to delivery and provide the number of boxes being donated.

GSA Warehouse
6808 Loisdale Road, Building A
Springfield, VA
Phone: 703-605-9318 POC: Sherlean Route

Note: If your agency does not need a pickup and is delivering its own donations on the collection dates – June 29, July 27, and August 31, first call the POC listed above to coordinate deliveries.

2. *Outside the NCR:* Each activity that will be utilizing government transportation should:

- a. Begin transportation arrangements as soon as possible. Early planning is key. Each installation should identify one Logistics POC to support all activities within the installation.
- b. The Installation Logistics POC will coordinate with the local Feds Feed Families POC to determine the food bank that will be receiving the donations.
- c. Transportation plans should be coordinated with the nearest military installation or depot commanders to ensure support in terms of vehicles, drivers, and storage if available. If not on or near an installation then coordinate independent transportation plans.
- d. Determine the anticipated size of your donation and provide this information to the installation logistics POC. The information will be used to determine the number and size of vehicles needed for pickups. For example, a rule of thumb could be 1 pound per person within the activity. 2200 people could result in approximately 2200 pounds of donated food.

- e. Have a contingency plan in case there is a surge in donation activity, as this may spark an increased demand for transportation.
- f. Determine if any site-specific special requirements for vehicles at your collection site (such as height or length limitations), and plan accordingly.
- g. Coordinate pickup times, dates and delivery sites with installation POC for Logistics.
- h. Prior to pickups or deliveries, give installation logistics POC *up-to-date* site POC information, including an alternate person to contact, specific address, and loading dock POC information. In addition to GPS directions, a paper “strip map” would also be useful as backup.
- i. Acquire any necessary passes/permission for access your collection site and ensure that facility entrance police/guards are aware that FFF vehicles will be frequenting the base.
- j. Installation Logistics POC will provide a signed letter describing the FFF event to drivers, to expedite their entry to bases.
- k. Installation Logistics POC will develop a detailed pickup and delivery plan to expedite and consolidate trips to the extent possible, and to maximize fuel conservation.
- l. Report to the local Logistics and FFF POC (or other designee) in a timely manner concerning any transportation requirements/issues that cannot be solved.

DEPARTMENT OF DEFENSE COMMISSARY PARTICIPATION

All 170 installation commissaries will be actively participating in the Feds Feed Families Campaign. Each commissary will have a collection box on site for donations. The Commissary manager will work with the installation logistics POC to schedule pickups.

A listing of all commissary names and phone numbers can be found on the DOD website under Logistic Support.

HOW TO OBTAIN AND MANAGE MATERIALS NEEDED FOR COLLECTION SITES:

As with transportation, early planning for the acquisition of necessary materials is essential for an operation of this scale.

1. *Inside NCR:* Each activity should:

- a. Contact the OPM at fedsfeedfamilies@opm.gov to order boxes that will be used for the Capital Area Food Bank.

- b. Ensure that each collection site within their purview has sufficient boxes (to the extent possible). Each box holds up to 200 pounds of food.
- c. Determine the number of pallets required for each scheduled pick up date. Each pallet holds four boxes. Note: if an agency is delivering directly to the Capital Area Food Bank, palletizing is not required.
- d. To the extent possible, develop a strategy for ordering extra boxes and determine what to do with extra boxes.
- e. Ensure that the appropriate labels are available for each of the boxes.
- f. Report to the local FFF POC (or other designee) in a timely manner concerning any transportation requirements/issues that cannot be solved.
- g. Note: Each commissary will provide its own boxes for donations.

2. *Outside the NCR:* Each activity should:

- a. Contact your local installation FFF POC to determine the planned food banks or pantry that will be receiving donations.
- b. Each site will provide information regarding if they provide donation boxes, must they be packed, specific hot items, etc.
- c. Ensure that each collection site within their purview has sufficient boxes (to the extent possible).
- d. If donations must be palletized determine the number of pallets required.
- e. To the extent possible, develop a strategy for getting extra boxes if needed (or offer assistance in this matter to the collection sites).
- f. Ensure that the appropriate labels are available for each of the boxes.
- g. Report to the local logistics POC in a timely manner concerning any transportation requirements/issues that cannot be solved.
- h. Determine what to do with extra boxes as appropriate
- i. Note: Each commissary will provide its own boxes for donations.
Recommend contact the commissary to determine if they could provide additional boxes.

HOW TO BEGIN COLLECTING DONATIONS:

Each activity should identify a primary and alternate point of contact that will be lead the collection of donations. The Services and fourth estate activities will consolidate all their POC's and provide OSD a primary and alternate.

Each activity POC managing the collection of donations should:

1. Recruit volunteers to assist in collecting, packing, storing and distributing (transportation) the donations.
2. Develop a plan to collect donations outside the scheduled collection dates to support the need for new boxes and potential storage until distribution

- of donations to food banks. Be sure to include a plan to resupply when collections are picked up.
3. Establish a schedule to collect the donations from each of the collection sites within your activity. Post this schedule to the workforce so they will know when to provide donations.
 4. Identify the boxes with the appropriate marketing label which can be found on the website at http://www.defense.gov/home/features/2011/0611_fedsfeedfamilies/. The labels may be adapted to meet the activities marketing plans.
 5. Each Commissary throughout the Department will be setting up donation sites and providing donation boxes for collection. (170 sites). Contact the Commissary manager to coordinate collection of donations.

1. National Capital Region (NCR):

Current Collection sites are all activities throughout the National Capital Region. The region stretches from Andrews AFB in Maryland to Quantico Marine Base in Virginia. It does not include Fort Meade, Fort Detrick or Dahlgren.

OPM in coordination with the Capital Area Food Bank have secured boxes to be used for collection of donations. Each box will hold approximately 200 pounds of food. Each activity should estimate the number of boxes needed for this campaign and order accordingly. Boxes may be ordered direct from OPM at FedsFeedFamilies@opm.gov or Washington Headquarters Services have agreed to order boxes for the national capital region which may be picked up at the Pentagon Docking area beginning 6 June 2011. The POC for pick up is Jackie Newton at 703-692-4077.

2. Outside the NCR:

Collection sites across the Nation will vary according to worksites. The Feds Feed Families Point of Contact for each activity worksite will coordinate with local food banks and/installation pantries to determine any specific requirements. Based on these requirements each activity will collect donations per the guidance provided above. OPM has not secured boxes for food banks outside the National Capital Region but it is understood some local food banks may provide specific boxes for donations.

Regardless of collection container ensure that all boxes are marked with the appropriate marking labels. The key to collection of donations is the ability to weigh the donations and report those weights.

HOW TO DISTRIBUTE THE DONATIONS TO THE SPECIFIC FOOD BANKS/PANTRIES:

Each activity should identify a primary and alternate point of contact who will be lead the distribution of donations. The Services and fourth estate activities will consolidate all their POC's and provide OSD a primary and alternate.

Each activity POC managing the distribution on the donations should:

- a. Recruit volunteers to assist in collecting, packing, storing and distributing (transportation) the donations.
- b. Contact the collection sites to coordinate the pickup requirements prior to scheduling pick up and provide this information to transportation team
 - i. Locations (physical address and phone numbers for assistance on pick up date)
 - ii. Identify any security requirements
 - iii. Physical limitations at collection site (size of truck allowed, parking, etc)
 - iv. Gather specific driving directions – don't rely on GPS
- c. Schedule pickup times and dates keeping in mind transportation challenges, fuel efficiency and DOD reporting date requirements.
- d. Coordinate schedule with food banks/pantries to ensure they are available to receive donations
- e. Establish plan for all donations to be weighed and reported. Some food banks have weighing capabilities however confirm prior to collection.

1. National Capital Region (NCR):

Distribution of donations will be coordinated through OPM directly. Please contact them direct at fedsfeedfamilies@opm.gov to schedule pick ups. Be sure to provide all the information identified in b above when scheduling a pickup.

2. Outside the NCR:

The Feds Feed Families Point of Contact for each activity will provide the specific food bank/pantry requirements. This information should include if the site can weigh the donations. It is key that all donations are weighed and reported for this campaign.

Some Commissaries have weighing capabilities so recommend contacting the Commissary manager to coordinate. Additionally, Commissaries do not have transportation for distribution of donations so ensure they are part of the distribution plans.

REPORTING REQUIREMENTS

All donations must be weighed and reported back to the OSD logistics team for consolidation into the DOD campaign totals. No activities should be reporting directly to OPM. Be sure to check with your parent activity regarding any internal reporting requirements. The weight could be a Commanders decision that each box full weighs a standard amount. In the NCR region the boxes hold approximately 200 lbs of non perishable food items. (box is 18.5" x 18.5" x 38" or 7.5 cu ft).

Record donation weights via email at DoDFedsFeedFamilies@cpms.osd.mil . The subject line should include your activity and Attn: Logistics Team. The other option is to use the automated tool on the website. To obtain access provide your contact information and CAC information to DoDFedsFeedFamilies@cpms.osd.mil .

If you have any questions contact the logistics team at DoDFedsFeedFamilies@cpms.osd.mil or 703-693-2815

TEMPLATE FOR COLLECTION OF DONATIONS

This template is to be used by everyone needing their donations collected. It should be provided to the Logistics POC. (NCR DOD Logistics POC or Installation Logistics POC). Additionally, the day before pick up provide any appropriate updates and the number of boxes that will be collected the following day.

Activity Name:

Physical Loading Dock Address:

Point of Contact Office Number, Cell Phone and Email:

Security Requirements:

Limitations for collection: (e.g. only pick ups, low dock, etc)

Potential Challenges: (no truck parking on south side, one way street, etc)

Specific Driving Instructions:

POC for pick up day (must be able to be reached):