

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY VETERINARY COMMAND
OPERATIONAL RATIONS INSPECTION PROCEDURE (OPRATS IP20)
Revision 4, 3 March 2011

Unitized Group Rations – UGR H&S/UGR-B/UGR-E Inspection Database (Lotus Notes)

1.0 **PURPOSE:** To provide instructions on entering Unitized Group Rations - Heat & Serve (UGR-H&S)/UGR-B/UGR-E surveillance inspection data in the VETCOM Lotus Notes UGR-H&S/UGR-B/UGR-E Inspection Database.

2.0 **SCOPE:** This document applies to all Army Veterinary Inspectors (AVI) assigned to post, camp, or station with responsibility for entering UGR-H&S/UGR-B/UGR-E surveillance inspection reports in the VETCOM Lotus Notes UGR-H&S/UGR-B/UGR-E Inspection database.

3.0 **DEFINITIONS:**

3.1 DSCP Handbook 4155.2, Paragraph V. Definitions.

3.2 DSCP Handbook 4155.2, Appendix B, Paragraph H, Definitions.

3.3 DSCP Handbook 4155.2, Appendix J, Paragraph H, Definitions.

3.4 DSCP Handbook 4155.2, Appendix K, Paragraph H, Definitions.

4.0 **REFERENCES:**

4.1 DSCP Handbook 4155.2

4.2 DSCP Handbook 4155.2, Appendix B

4.3 DSCP Handbook 4155.2, Appendix J

4.4 DSCP Handbook 4155.2, Appendix K

4.5 MEDCOM Regulation 40-28

4.6 MEDCOM Pamphlet 40-13

5.0 **PROCEDURES:**

NOTE: You must first select what type of UGR inspection you are performing by selecting “Create UGR H&S”, “Create UGR B”, or “Create UGR E” from the list of tabs found at the top of the page (Figure 1).

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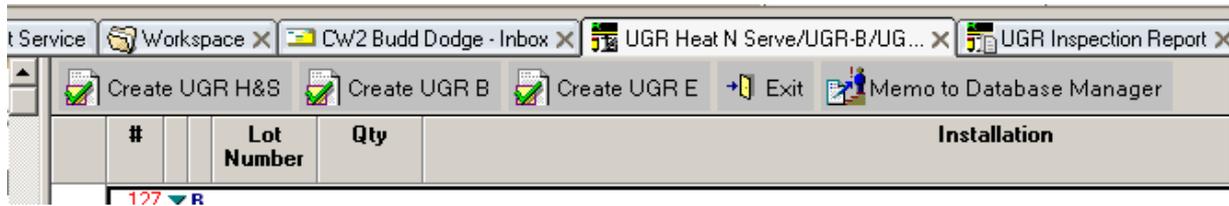


Figure 1. Selecting Correct UGR Inspection Type.

5.1 Part I. Inspection Activity Information (Figure 4).

5.1.1 The District Veterinary Commander will ensure that newly assigned AVI's information is updated by:

5.1.1.1 The UGR-H&S/UGR-B/UGR-E inspection database shares the same personnel information with the MRE Inspection database. If the supervisor already requested to update DVC/branch AVI information through the MRE Inspection database, there is no need to request an update for the UGR-H&S/UGR-B/UGR-E Inspection database.

5.1.1.2 If an update is still required, point the mouse to the "Memo to Database Manager" hot link (Figure 2). This is an email hotlink to the UGR-H&S/UGR-B/UGR-E Database Manager. Annotate the following required information:

Subject: Add Inspector/Supervisor (new Subject line)

- a. Name
- b. Section
- c. Branch
- d. District
- e. Region
- f. Supervisor/s

5.1.1.3 The UGR-H&S/UGR-B/UGR-E Database Manager Hotline (Figure 3) is an email to the database manager. Change the subject line as instructed in paragraph 5.1.1.2 and disregard the note that appears in the email workspace.

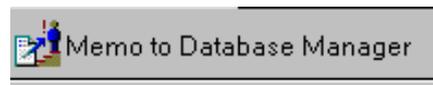


Figure 2. Memo to Database Manager Hot Link.

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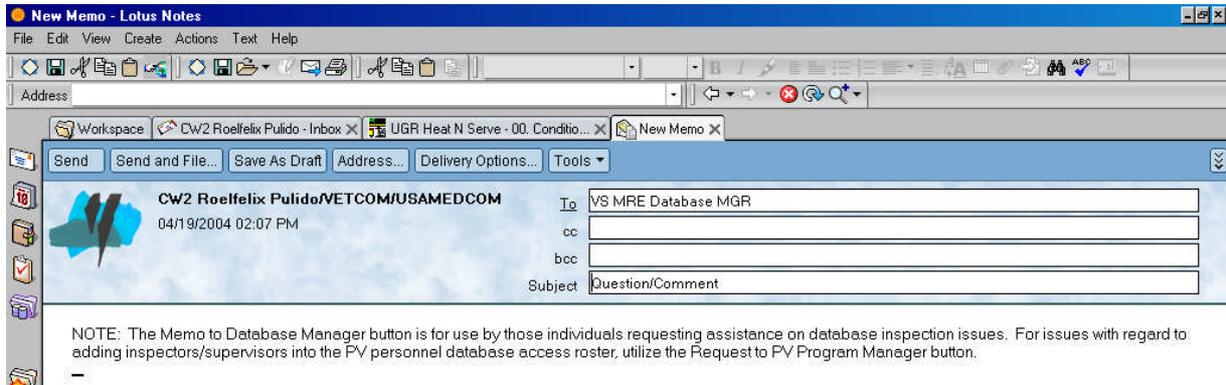


Figure 3. LN Email Work Page.

5.1.2 Part I (Figure 4). The AVI will complete Part I by pointing the mouse anywhere in Part I and left clicking the mouse. The database will automatically fill Part I, Inspection Activity Information using the information provided under paragraph 5.1.1.

5.1.2.1 You may manually change the date if needed and may also change the inspector name. However, after any manual changes be sure to left click anywhere back in Part I for the changes to take.

| INSPECTION INFORMATION | |
|--|--------------------------------|
| PART I - INSPECTION ACTIVITY INFORMATION | |
| INSPECTOR: PV2 ALEXIS NAVARRO | DATE OF INSPECTION: 03/03/2003 |
| SECTION: ATLANTA SECTION | BRANCH: GORDON BRANCH |
| DISTRICT: SAVANNAH RAPIDS DVC | REGION: SOUTHEAST RVC |

Figure 4. Inspection Activity Information.

NOTE: The database cannot auto-fill Part I if the AVI's information was not provided to and updated by the MRE Database Manager.

5.2 Part II. Inspected Unit Information (Figure 5).

| PART II - INSPECTED UNIT INFORMATION | |
|--|---------------------|
| INSTALLATION: ABERDEEN PROVING GROUND | UNIT NAME: APG TISA |
| STORAGE LOCATION OF RATIONS: TROOP ISSUE WAREHOUSE | |

Figure 5. Inspected Unit Information.

5.2.1 The AVI will select the installation from a pick list. Left click on the down arrowhead to draw the pick list (Figure 6).

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5.2.2 Highlight the installation from the pick list, then select “OK”(Figure 6).

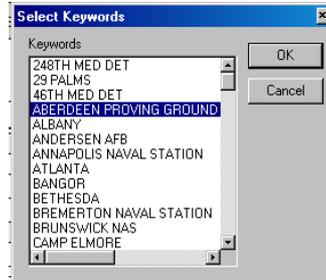


Figure 6. Installation Pick List.

5.2.3 Manually type in Unit Name and Storage Location of Rations.

5.2.4 Do not use uncommon abbreviations especially for unit names.

5.3 Part III. Ration Assembler Information (Figure 7).

5.3.1 The AVI will select the assembler information from the pick list by pointing and left clicking the mouse at the down arrow (Figure 8).

| | |
|--|------------------------|
| PART III - RATION ASSEMBLER INFORMATION | |
| | ASSEMBLER: TRACY DEPOT |

Figure 7. Ration Assembler Information.

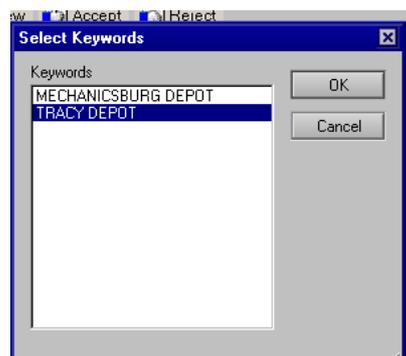


Figure 8. Assembler Pick List.

5.3.2 Highlight the assembler from the pick list, then select “OK” (Figure 8).

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5.4 Part IV. Inspection Information (Figure 9).

| PART IV - INSPECTION INFORMATION | |
|---|--|
| CLASS OF INSPECTION: <input checked="" type="radio"/> 5 <input type="radio"/> 9 <input type="radio"/> OTHER | TYPE OF INSPECTION: <input checked="" type="radio"/> ROUTINE <input type="radio"/> SPECIAL |
| TYPE OF INSPECTION LOT: <input type="radio"/> GRAND <input checked="" type="radio"/> ASSEMBLERS | RATION RECEIVED FROM: <input type="text" value="TRACY DEPOT"/> |

Figure 9. Inspection Information.

5.4.1 Class of Inspection.

5.4.1.1 The AVI will select Class 5 if the UGR-H&S/UGR-B-UGR-Es that will be inspected are coming from the following:

5.4.1.1.1 Shipment from a DLA depot or war reserve (San Diego DLA Depot, Norfolk DLA Depot, Albany Depot, Mechanicsburg Depot, Tracy Depot, etc.)

5.4.1.2 The AVI will select Class 9 for cyclic in-storage inspection, prior to issue or sale, or whenever there is a change in accountable officers.

5.4.1.3 The AVI will select “Other” only when performing examination for transportation damage/obvious defects as outlined in VETCOM OPRATS IP19, IP22, and IP24. This is also covered in the DSCP Handbook 4155.2, Appendices B, J, and K. Annotate in the Additional Inspection Comments (See Figure 10) the following statement: “Inspected for transportation damage/obvious defects – shipment delivered directly from assembler.”

5.4.2 The AVI will select the Type of Inspection lot as defined in DSCP Handbook 4155.2 Appendix B, Appendix J, or Appendix K.

5.4.3 Select type of inspection, use applicable appendices if you have questions on type of inspection..

5.4.4 Ration Received From.

5.4.4.1 Do not use abbreviations.

5.4.4.2 Do not annotate the assembler unless the UGR-H&S were received directly from the assembler. Annotate the actual location the UGR-H&S were received from.

NOTE: The yellow highlighted “Ration Received From” indicates a warning. Point the mouse at the yellow highlight, left click, and hold. A warning message will appear that is covered by paragraph 5.4.4.2 above.

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5.5 Part V. Inspection Results (Figure 10).

5.5.1 The AVI will base the entries on Part V on the inspection results.

| PART V - INSPECTION RESULTS | |
|--|--|
| CONDITION CODE: <input type="radio"/> A <input type="radio"/> B <input checked="" type="radio"/> C <input type="radio"/> H <input type="radio"/> J <input type="radio"/> L CONDITION CODE B, C INSPECTOR RECOMMENDATION TO ACCOUNTABLE OFFICER: | NEXT INSPECTION DUE: 04/07/2003 |
| SPECIAL INSPECTION REQUIRED: <input checked="" type="radio"/> Y <input type="radio"/> N | SPECIAL INSPECTION PERFORMED: <input type="radio"/> Y <input checked="" type="radio"/> N |
| STORAGE CONDITION: <input type="radio"/> REFRIG. <input checked="" type="radio"/> NON-REFRIG. | STORAGE TEMPERATURE: <input type="radio"/> < 80° F <input checked="" type="radio"/> UNKNOWN <input type="radio"/> > 80° F |
| TTI STATUS: STAGE 4 - CENTER SLIGHTLY DARKER THAN OUTER RING | |
| ADDITIONAL INSPECTION COMMENTS: MODIFIED SAMPLING. SAMPLES COLLECTED BY THE RATION OWNERS AND SHIPPED TO VETCOM HQ. ALTHOUGH THE SPECIAL INSPECTION HAS NOT BEEN PERFORMED ON THIS RATION, A CONDITION CODE HAS BEEN ASSIGNED TO PROVIDE THE UNIT WITH TANGIBLE IDEA OF THE CONDITION OF THESE RATIONS. FURTHER RECOMMEND A SPECIAL INSPECTION ON THIS MRE LOT. ***ISSUE AND CONSUME THE RATIONS IMMEDIATELY WITH THE FOLLOWING SPECIAL INSTRUCTIONS: ISSUE WITH REPLACEMENTS FOR THE PEANUT BAR (MENUS 11 AND 12) AND THE GRANOLA BAR (MENUS 11, 13, 14). BOTH OF THESE DEFECTIVE COMPONENTS ARE COMMERCIALY AVAILABLE.*** | |

Figure 10. Inspection Results.

5.5.2 Condition Code.

5.5.2.1 The AVI will select the Condition Codes of the lot/s on the inspection results and DSCPH 4155.2 Appendix B, Appendix J, or Appendix K.

NOTE: The yellow highlighted area provides a definition of Condition Codes A through L. Point the mouse the highlighted condition code area left click and hold. A definition window will appear (Figure 11).

| |
|---|
| A - ISSUABLE WITHOUT QUALIFICATION B - ISSUABLE WITH QUALIFICATION C - ISSUABLE WITH QUALIFICATION H - UNSERVICEABLE. DESTROY IN ACCORDANCE WITH LOCAL POLICY J - LABORATORY TESTING, MEDICAL HOLD, REWORK OR RECLASSIFICATION HOLD L - WARRANTY ACTION HOLD |
|---|

Figure 11. Condition Code Definition.

5.5.2.3 UGR-H&S/UGR-B/UGR-E condition coded other than A will automatically generate an additional information section in the Condition Code block that requires the inspector to provide recommendations to the accountable officer. The recommendation can include, but is not limited to, the special instructions in the issue and use of the UGR-H&S/UGR-B/UGR-E in condition code other than A.

5.5.3 Special Inspection Required. Select “Y” or “N.”

5.5.4 Storage Condition. Select whether the UGRs were stored under refrigeration or non-refrigeration.

5.5.5 Next Inspection Due.

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5.5.5.1 The date fills in automatically once Condition Code is selected. You may, however, manually change the date. A longer period between inspections based on Condition Code assigned should not be manually entered into this block. A shorter period is acceptable.

5.5.5.2 To change the next inspection date point and left click at the date entry area. A Next Inspection Due window will appear (Figure 12).

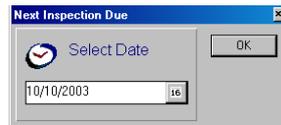


Figure 12. Next Inspection Due

5.5.5.3 Select the date, point and left click on “OK.”

5.5.6 Storage Temperature. Select from the three selections the closest temperature the UGRs were held at.

5.5.7 Additional Inspection Comments.

5.5.7.1 Annotate additional inspection comments pertinent to the inspection on this section.

5.5.7.2 Annotate the narrative recommendation on the lot/s inspected in this section.

5.6 Lot Information.

5.6.1 Menu number. Enter the menu number of the module.

5.6.2 Date of Pack (DOP). Enter the numerical date marked on the box. **Do not use Julian dates on this section.** The DOP is also the lot number.

5.6.3 Quantity (modules). On a lot-by-menu number basis.

5.6.4 Comments. Use the comment section for additional lots and narrative pertinent to the lots inspected.

5.7 Sampling Results (Figure 13).

5.7.1 Shipping Container Lot Size. Enter the Lot Information Quantity (modules).

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5.7.2 Annotate the rest of the sampling criteria as obtained from DSCP Handbook 4155.2 Appendix B, Appendix J, or Appendix K.

| SAMPLING RESULTS | | | | | | |
|-------------------------------|-----------|-------------|--------------|---------------|---------------|-------------------------------------|
| TABLE OF EXAM | LOT SIZE | SAMPLE SIZE | DEFECT CLASS | ACTION NUMBER | TOTAL DEFECTS | DEFECTS BY COMPONENT CLASSIFICATION |
| TABLE A SHIPPING CONTAINER | 3 Modules | 2 | MAJOR A | 1 | 0 | NA |
| | | | MAJOR B | 1 | 0 | |
| | | | MINOR | 2 | 0 | |
| TABLE C MODULE CONTENTS | 3 Modules | 1 | MAJOR A | 1 | 0 | PRIMARY: 0 |
| | | | MAJOR B | 1 | 0 | SECONDARY: 0 |
| | | | MINOR | 2 | 0 | ANCILLARY: 0 |

Figure 13. Sampling Results.

5.7.3 Manually edit the Total Defects and Defects by Component Classification to reflect the inspection results.

5.8 Nonconformance Summary (Figure 14).

| NONCONFORMANCE SUMMARY | | | | | | | | |
|-----------------------------|-----------|------------|-----------|-----------|-------|-----------|-----------|-------------|
| COMP ABR | COMPONENT | COMP CLASS | DEF TABLE | DEF CODE* | DEF # | COMP PROC | COMP CODE | ASSEM LOT # |
| | | | | | | | | |
| COMMENTS: NO DEFECTS NOTED. | | | | | | | | |
| *DEFECT DESCRIPTION: | | | | | | | | |

Figure 14. Nonconformance Summary

5.8.1 To enter nonconformance summary click on “Edit Table” (Figure 15).

Figure 15. Nonconformance Summary Edit Table.

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5.8.2 Down arrows are pick lists hot links. Select from the pick list the component abbreviation, defect description, and component processor.

5.8.3 Component Code. Enter the embossed or inked processing code on the packet or pouch.

5.8.4 Menu Number. Enter the menu number of the meal the defect was found.

5.8.5 Defect Number. Enter the defect number assigned from DSCPH 4155.2 Appendix B, Appendix J, or Appendix K.

5.8.6 Assembly Lot Number. Enter the lot number marked on the shipping container.

NOTE: If a component is not listed in this nonconformance summary table, list all pertinent information for the component in the Inspector Comment Section (Figure 16).

5.9 Comments and Submission.

5.9.1 Inspector Comments to Supervisor. Enter additional narrative on the inspection for the reviewing/approving supervisor on this section (Figure 16).

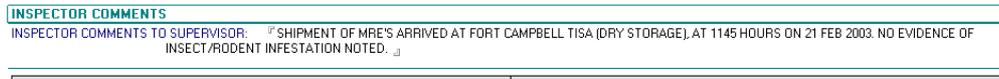


Figure 16. Inspector Comments to Supervisor.

5.9.1 Submit the report for review. Go back to the top of the report and click on “Submit for Review” (Figure 17).



Figure 17. Submit for Review, Accept, and Reject Tabs

NOTE: Do not “Submit for Review” a report until all blocks on the report have been completed. If awaiting further information to complete the report, leave the report in the draft stage.

6.0 RECORDS, REPORTS, AND FORMS:

6.1 Supervisor Review and Approval.

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6.1.1 The supervisor will review reports within 48 hours of submission and have the reports approved within 96 hours.

6.1.2 Click the “Accept” tab for approved reports (Figure 17).

6.1.3 Click on the “Reject” tab for rejected reports (Figure 17). The supervisor will place a comment on the “Supervisor Comments to Inspector” section on the reason the report was rejected (Figure 18). This informs the inspector of the corrections needed on the report.

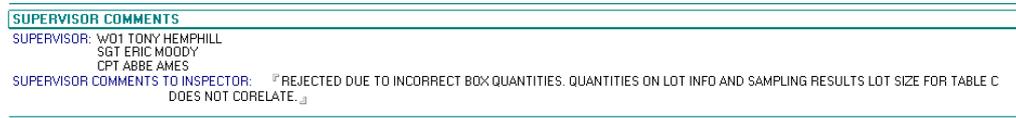


Figure 18. Supervisor Comments.

6.1.4 Rejected reports should be corrected/edited by inspector and re-submitted for review within 48 hours of initial rejection. Supervisors should follow procedures in paragraph 6.1.1 above.

6.2 Post all inspection reports in the Lotus Notes UGR-H&S/UGR-B/UGR-E Inspection database with exception of reports identified in paragraph 6.3 below.

6.3 Do not post UGR-H&S/UGR-B/UGR-E turn-in inspection reports in the database.