



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
U. S. ARMY QUARTERMASTER SCHOOL
Joint Culinary Center of Excellence
1630 BYRD AVENUE Building 4200
FORT LEE, VIRGINIA 23801-1601

ATSM-CES

12 August 2013

MEMORANDUM FOR Record

SUBJECT: Food Management Assistance Team Analysis and Rating Procedures for the Army Food Program

1. Purpose. The purpose of this memo is to provide Commanders and Food Program personnel with feedback to support decisions that will improve the Army Food Service Program by measuring performance against a standard, and to provide criteria for rating food service operations/missions. The objective of the mission is to assist with the overall improvement of food service operations.

2. The Installation Food Program is reviewed in three broad areas: Installation Food Program; Dining Facility Operations; and Facilities and Equipment. The specific areas of the review and analysis are listed in the attachment, as well as the results of the overall rating of the review and analysis in accomplishing the feeding mission. See attached evaluation checklist.

3. **Installation Food Program**: Overall analysis rating of the food program is based on points awarded in each assessed area. A score of 401-600 results in an “Excellence” rating, 201-400 is a “Success” rating, and a score of 0-200 indicates that potential food safety hazards are present and significant improvement is needed. Each area on the checklist is divided into thirds, and rated Needs Improvement, Success, or Excellence. A score of “0” on items indicated in bold in the attachment result in a “Needs Improvement” rating for the entire inspection.

Needs Improvement	Success (meets standards)	Excellence (exceeds standards)
0-200 pts	201- 400 pts	401 – 600 pts

4. The final Food Management Assistance Team Memorandum of Visit outlining the details of the mission, will include the checklist in the Appendix filled-in with details of the mission, and will be distributed to the Army Deputy Chief of Staff Logistics G4, Army Material Command, Army Sustainment Command, Installation Management Command, Installation Commander, Army Field Support Brigade G4, Installation Food Program Manager, and responsible Food Advisors.

5. The Joint Culinary Center of Excellence (JCCoE) members participating in this mission are based upon AR 30-22 policy required areas of review and installation coordination for additional areas of emphasis or training.

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6. The JCCoE FMAT is always available to provide training and/or assessment for installations on a scheduled or requested basis. Please contact us if your command requires additional assistance. The point of contact at JCCoE is CW4 Michael Mozenko, commercial (804) 734-3374, DSN 687-3374 or Michael.mozenko@us.army.mil.



LUIS A. RODRIGUEZ
LTC, LG
Director

DISTRIBUTION:

DEPUTY CHIEF OF STAFF FOR LOGISTICS G4
ARMY MATERIAL COMMAND
ARMY SUSTAINMENT COMMAND
INSTALLATION MANAGEMENT COMMAND
INSTALLATION / JOINT BASE COMMANDER
ARMY FIELD SUPPORT BRIGADE G4
GARRISON COMMANDER
INSTALLATION FOOD PROGRAM MANAGER
DIVISION FOOD ADVISOR

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**Appendix
FMAT Inspection Checklist**

**Section I
Analyst Review Areas**

Item	Complete Y/N	Pts: Awd / Poss	Comments	References
a. FOOD PROGRAM MANAGEMENT OFFICE:			Points: 0 / 7	
Staffing		0 / 4	<i>Example:</i> FPMO consists of one permanently assigned staff member performing the duties of the FPM and Contractor Officer Representative (COR)	AR 30-22, 3-11, a, b, AR 570-4
Organization	N	0 / 3		
Installation Foot Print			<i>Example:</i> One military operation w/ contracted DFA services	
Memorandum of Agreement – Food Service Annex		0 / 0		<i>Future: MOA Food Service annex template</i>
b. ANNUAL BUDGET:			Points: 0 / 15	
Submitted for FY	N	0 / 5	Total: \$XX,XXX	AR 30-22, Para 3-12, a. (3)
Funded Date	N			
Includes:				
Food Safety	N	0 / 4		
Training	N	0 / 3		
PAC, Culinary Arts	N	0 / 3		
c. REQUIRED ACTIONS			Points: 0 / 45	
Monitoring Accounts	N	0 / 3		AR 30-22, 3-12, a. (4)
Provide assistance to DFAC Food Service Staff	N	0 / 4		AR 30-22, 3-12,a. (7)
Semi-Annual and end-of-year inventories conducted by disinterested part	N	0 / 4		

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Conduct Mid Year Financial Reviews	N	0 / 4		AR 30-22, 3-15, a
Menu Standard Deviation as applicable	N	0 / 3		AR 30-22, 3-24, b
Inventory Deviation as applicable	N	0 / 5		AR 30-22, 3-26, a (2)
Food Service Management Plan on file?		0 / 5		AR 30-22, 3-10, c
EOY FLIPL/LOD/ procedures/copy on file		0 / 4		AR 30-22, 3-16, b, 3-17
AFMIS Maintenance/Recipe update		0 / 5		AFMIS Help Menu
A la carte		0 / 2		AR 30-22, 3-29, DA Pam 30-22, 3-40
Unannounced Cash Count and Quarterly Reviews	Y	0 / 4		AR 30-22, 3-1, d DA PAM 30-22, 3-9, App C
Place actual contract costs into AFMIS		0 / 3		TM 4-41.12, 2-12
d. CASH CONTROL BOOK				Points: 0 / 15
Appointment Orders Cash Control Officer		0 / 5		AR 30-22, 3-1, r
Cash Books Validated at the end of FY		0 / 5		AR 30-22, 3-27, e
Copy of memo on file		0 / 5		DA PAM 30-22, 3-35,d
e. PROGRAMS				Points: 0 / 39
Food Safety and Nutrition Training		0 / 5		AR 30-22, 3-57
Food Risk Mngt; Pest Mngt		0 / 6		DA PAM 30-22 3-7, b. (1), b. (3), (2), (a)
Preventive Medicine Inspections		0 / 4		TB MED 530, Ch 11
Nutrition program	N	0 / 5		AR 30-22, 3-1, u; 3-58
Recognition programs:				
Culinary Arts	N	0 / 4		AR 30-22, 3-50
Philip A. Connelly	N	0 / 4		AR 30-22, 3-1, k, 3-49
Cook of the Quarter		0 / 4		AR 30-22, 3-1,k

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Safety Program	N	0 / 6		AR 30-22, 3-54
HAZCOM	N	0 / 5		TB MED 530 Ch 11
Zero Waste Initiative	N			Technical Report NREL/TP-7A2-48876
f. UTILIZATION RATE REVIEWS				Points: 0 / 7
Are the reviews conducted annually	N	0 / 4		AR 30-22, 3-1, j
Quarterly Installation Utilization Rate	N	0 / 3	XX% for all diners; XX% for SIK	DA PAM 30-22, 3-5
g. DINER USE POLICY				Points: 0 / 14
Is it current and signed by CDR?	N	0 / 5		AR 30-22, 3-1, g
Does it impact SIK Diners?	Y	0 / 5		AR 30-22, 3-37
Is a copy in each Headcount SOP?		0 / 4		DA PAM 30-22, App D
h. FOOD SERVICE MANAGEMENT BOARD				Points: 0 / 24
Conducted Qtrly/Minutes Published	Y	0 / 5	Conducted X SEP 20XX	DA PAM 30-22, App F
Voting/NonVoting Members/Vets	N	0 / 5		AR 30-22, 3-56, c, (1) (2)
Is the FPM coordinating with DLA-TS Vendor Contract Rep to resolve vendor related issues?		0 / 4		Doing Business with the Army Food Program; Vendor Catalog Buyer's Guide, DA PAM 30-22
Is the FPM recommending changes to items listed on the catalog IAW DA Pam 30-22 (i.e. catalog items added/deleted by qualified FSMB members vote)?		0 / 5		DA Pam 30-22, App I
Procedures for new subsistence items		0 / 5		DA PAM 30-22, 3-12, App I
i. INSTALLATION CONTINGENCY PLAN				Points: 0 / 9
Does it meet all requirements?	Y	0 / 5		DA PAM 30-22, h, 2
Is a copy shared with	Y	0 / 4		

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Food Advisors?				
j. ACTION PLAN MSC				Points: 0 / 12
Quarterly	Y	0 / 5		DA PAM 30-22, h, 2
Conducted IAW regulation?	Y	0 / 4		
Copy on file		0 / 3		
k. VALIDATION AND ANALYSIS MSC				Points: 0 / 9
Conducted as required		0 / 5		DA PAM 30-22, 3-45, f
Copy on file		0 / 4		
l. QUARTERLY EVALUATIONS MSC				Points: / 9
Conducted quarterly		0 / 5		AR 30-22, 3-1, k
Copy on file		0 / 4		
m. OPERATIONAL REVIEWS MSC				Points: 0 / 24
Semi-Annual Requisition		0 / 5		AR 30-22, 3-14 DA PAM 30-22, App C
Semi-Annual Receiving		0 / 5		
Semi-Annual Physical Sec		0 / 5		
Monthly High Dollar Reviews		0 / 5		
Copy on file		0 / 4		
n. SUBSISTENCE VENDOR CONTRACT DISCREPANCY REPORT (SVC DR) DA FORM 7589/7590				Points: / 13
Form properly filled out		0 / 4		AR 30-22, 3-46 DA PAM 30-22, Appendix H
Corrective Action/Status		0 / 5		
Forwarded to DLA Rep/JCCoE		0 / 4		
o. SUBSISTENCE PRIME VENDOR CUSTOMER SERVICE				Points: N/A
Vendor:			<i>Example:</i> U.S. Food Service, Baltimore, Maryland	
Quality	Y			DA PAM 30-22, Appendix H
Communication	Y			
Performance	Y		<i>Example:</i> Regional fill rate: 98% Current fill rate: 98.4%	
p. CONTRACTING				Points: / 5
# of contract DFACs		<i>Ex: 1</i>		
Have all measures been considered to reduce contract costs?		0 / 5		TM 4-41.12, Ch 3
q. CONTRACT OFFICER REP AND PERFORMANCE ASSESSMENT EVALUATOR TRAINING AND SURVEILLANCE				Points: 0 / 28
Training Certificates on	Y	0 / 5	<i>Example:</i> Certified in the Food Service	AR 30-22, 3-42

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file/valid			Contract Management (FSCM) Course on 24 February 2011	DA PAM 30-22, 3-56, TB MED 530
JCCoE COR Workshop	Y	0 / 5		
DAU CLC 106, COR w/ Mission Focus	Y	0 / 5	13 June 20XX	
TB MED 530, Section V, 2-18	Y	0 / 5	<i>Example:</i> ServSafe 12 March 2010 Ethics training 2 May 2012.	
Surveillance Inspection Sheets	Y	0 / 4		
Surveillance Schedule	Y	0 / 4		
r. CONTRACTOR			Points:	0 / 5
Performance Assessment Plan mirrors the Performance Work Statement (PWS)		0 / 5		AR 30-22, 3-42 DA PAM 30-22, 3-56
s. TRAINING			Points:	0 / 10
Are training records on each individual on file?		0 / 5		AR 30-22, 3-39 DA PAM 30-22, 3-56
Is training IAW contract requirements?		0 / 5		
t. CONTRACT			Points:	N/A
Name			<i>Example:</i> Service Source, D/DA Fairfax Opportunities Unlimited Inc, Alexandria, Virginia	<i>Ex:</i> Firm Fixed Price, Performance Based, food service contract
Tenure			<i>Example:</i> The contract is in its base year	
Cost			<i>Example:</i> \$899,000.00	
Personnel				

Section II
FMAT NCO Review Areas:

Item	Complete Y/N	Pts: Awd / Poss	Comments	References
a. ARIMS			Points:	0 / 16
Folders/container labeled properly	Y	0 / 4		AR 25-400-2
Files IAW regulation	Y	0 / 4		DA PAM 25-

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Does the Installation have a RHA?	N	0 / 4	<i>Example Assessment:</i> The disposition of transfer records as outlined in AR 25-400-2 requires that after records reach maturity at two years in the Current Files Area (CFA), they are then transferred to the RHA. Transfer files for the DFAC are the cash receipt reports which require an audit trail of six or more years. The FMAT recommends the FPM establish a Standard Operation Procedure (SOP) for the DFM on proper procedures to transfer and move these records to the installation RHA once identified. Refresher training on the proper maintenance of files and disposition to include hands-on training focusing on container file content labels and guide files was provided to the DFM and Administrative personnel IAW AR 25-400-2, Chapters 5 and 7. Additionally, the DFM was provided the JCCoE web site and was given guidance on training materials to assist in ongoing training and future training of all FSP.	403
Are records being transferred from CFA to RHA at two years?	N	0 / 4		
b. AFMIS/ ADMINISTRATION				Points: 0 / 32
<i>A score of 0 for items in bold in this section results in a "Needs Improvement" for the entire inspection.</i>				
Do the DFM/FSP have a working knowledge of AFMIS procedures?	N	0 / 5		AFMIS Help Menu
Auto Receipt	Y	0 / 4		
Are FSP communicating recipe deviations to the DFM/FPM for AFMIS update?		0 / 4		DA PAM 30-22, 3-13, 23, 56
Are Production Schedules properly prepared and adhered to?	N	0 / 5	<i>Example:</i> Special instructions not annotated and Critical Control Point (CCP) area not complete. The FMAT recommends immediate training and execution of the DA Form 3034 to ensure regulatory compliance. The FMAT recommends the DFM monitors the Shift Leader for accuracy and completion of DA Form 3034 to ensure regulatory compliance is adhered to	AR 30-22, 3-27
Meal Requests for Support		0 / 4		AR 600-38

Cdr ensuring collections are implemented		0 / 5		
S-1, G-1, Mil Finance Office processing/submitting DA Form 4187 to DFAS		0 / 5		
c. CASH			Points:	0 / 33
Unannounced Meal Card Verifications		0 / 5		AR 30-22, 3-29
Are Unannounced Cash Counts conducted?		0 / 5		AR 30-22, 3-29
Open Cash Vouchers		0 / 4		
Cash on hand	N	0 / 5	<i>Example:</i> Cash on hand (\$1723.05) exceeded the authorized limit of \$500	DA PAM 3022, 3-26
Change Fund Authorization		0 / 4		DA PAM 30-22, 3-26, DoD 7000.14R
Memorandum on File	N	0 / 5	<i>Example:</i> DFAC does not have an approved memorandum to exceed the \$500 limit	
Cash Turn In Procedures	N	0 / 5	<i>Example:</i> The Food Service Officer (FSO) or designated individual must turn in funds to the appropriate financial institution or consolidating headquarters when the funds on hand reach \$500. The \$500 limitation may be increased by the Installation Commander or the DOL. The FMAT recommends turn-ins should be done more frequently before reaching the \$500 limit, or if more frequent turn-ins are not practical due to large cash collections, the FMAT recommends the cash limit be increased and cash turn-ins be completed at least once a month.	DA PAM 30-22, 3-29
d. HEADCOUNT PROCEDURES			Points:	0 / 19
<i>A score of 0 for items in bold in this section results in a "Needs Improvement" for the entire inspection.</i>				
Is the Headcount SOP updated?		0 / 4		DA PAM 30-22, App D
Are Headcounters supervised during the meal?		0 / 5		AR 30-22, 3-28, DA PAM 30-22, App D-3
Is the Diner Use Policy available?		0 / 5		DA PAM 30-22, 3-25
Are ID/Meal Cards being verified ?		0 / 5		
e. ACCOUNT MANAGEMENT			Points:	0 / 10

<i>A score of 0 for items in bold in this section results in a "Needs Improvement" for the entire inspection.</i>				
Earnings & Expenditures	N	0 / 5	<i>Example:</i> Current inventory value: \$14,701 Inventory objective: \$11,148 Surplus inventory: \$3,553 8 DOS	AR 30-22, 3-34, DA PAM 30-22, 44
Is the current account status IAW regulatory guidance?	N	0 / 5	<i>Example:</i> \$1,001 overspent based on earnings of \$20,433 = 4% overspent. Recommend the FPM continue to monitor the account and provide guidance to the DFM to ensure the account closes out at zero or under spent at the end of the FY	AR 30-22, 3-35 DA PAM 30-22, 3-45
f. INVENTORY MANAGEMENT				Points: 0 / 12
<i>A score of 0 for items in bold in this section results in a "Needs Improvement" for the entire inspection.</i>				
Deviation memo on file	N	0 / 5		AR 30-22, 3-26 a.
Days of Supply (DOS)	N	0 / 7	<i>Example:</i> Recommend incorporating slow moving items into the menu rotation. The team further recommends the Senior Food Operation Sergeant assist the DFM in staying within the regulatory guidance of 6 DOS. The FMAT provided hands-on training in the principles of inventory management; this management tool is used as positive reinforcement geared toward alerting management of the importance of adhering to these guidelines.	AR 30-22, 3-26
g. GROUND BEEF STANDARDS				Points: 0 / 3
Bulk: 10% fat content		0 / 3		DA PAM 30-22, 3-70 d.(8); Table I-1
Patties: 15% fat content		0 / 0		
h. FOOD PREPARATION				Points: 0 / 28
Recipe Card Use	Serving Line	Replenishing	Progressive Cooking	
Are quality products prepared?	Y	0 / 5		TM 4-41.11, Chap 7 TB MED 530 TM 10-412
Are recipe cards used?	N	0 / 5	<i>Example:</i> FSP have the AFMIS recipes; however, some were observed not following recipe instructions. The benefit of following the recipe cards includes consistent food preparation, uniform products, enhanced cooking techniques, and ensures limited fluctuation in recipe costs. The FMAT recommends the DFM continue to review recipe cards, and inform the FPM of any discrepancies which may result in substandard products and inaccurate meal costs.	
Is the serving line set up on time?	Y	0 / 5		
Is the food garnished?		0 / 4	<i>Example:</i> Garnish lacks eye appeal. Recommend the	

			DFM refer to the JCCoE website, Quality Assurance Division (QUAD), Garnishing Guide, for ideas and garnishing tools to improve in this area.	
Are proper replenishing procedures used?	N	0 / 4	<i>Example:</i> Replenishment procedures were discussed with the DFM and Shift Leader. Replenishing should take place in the kitchen by changing the pans on the line out for a fresh pan of items IAW TM 4-41.11, paragraph 8-8. Replenishing should be used to reduce food waste by putting food on the serving lines in amounts that are not excessive. Recommend the Shift Leaders ensure foods are monitored throughout the meal and to replenish when low as opposed to when food runs out.	
Is Progressive Cooking used?	N	0 / 5	<i>Example:</i> DA Form 3034 should list start amounts of what items require progressive cooking. Progressive cooking would ensure that fresh hot items are served throughout the meal serving period and would eliminate/reduce waste. The FMAT recommends the DFM reference DA PAM 30-22. Paragraph 3-40, e. 1-2.	
i. FOOD PROTECTION			Points: 0 / 14	
<i>A score of 0 for items in bold in this section results in a "Needs Improvement" for the entire inspection.</i>				
Are foods properly protected from contamination to include Glove Use, Thaw, Cover, Label, Cross Contamination?	Y	0 / 7		TB MED 530 TM 4-41.11
Leftover Disposition		0 / 7		
j. GO FOR GREEN			Points: 0 / 12	
Is Go for Green properly implemented?	N	0 / 5	<i>Example:</i> DFM has posted nutritional education materials throughout the DFAC, but this does not comprise an adequate nutrition program. Recommend DFM with the Dietitian in procuring additional educational material and to provide training.	Nutritional Program AR 30-22, par 3-55, 56, 57
Are diner nutrition education materials available?	Y	0 / 4		JCCoE Website
Is a healthy Model Plate displayed?	Y	0 / 3		
k. MENU STANDARDS			Points: 0 / 17	
Are Menus IAW Menu Standards?	Y	0 / 5		DA PAM 30-22, 3-70, TM

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Is a Cyclic Menu used?	N	0 / 4		4-41, Chap 3
Do they offer a good variety?	N	0 / 5		
Fitness Bar	N	0 / 3		
I. FOOD RISK MANAGEMENT			Points:	0 / 5
Are the DA Forms 7458/59 properly filled out IAW regulation?	N	0 / 5	<p><i>Example:</i> The proper amounts of items were not listed; cooking times were not checked periodically versus at the end of the cooking cycle; temperatures were not recorded at the actual times listed. Table 3-1 provides clear guidance on the proper preparation of these documents included in the Army Food Program to mitigate risk of food borne illness. Leftovers were not recorded as prescribed in DA PAM 30-22, paragraph 3-7, which states the following: leftovers will be recorded on the DA Form 7458 and highlighted with a translucent marker; heated to 165⁰F before serving to the diners. Leftovers must be properly accounted for and used as soon as possible. Discarding leftover foods that can be kept from meal to meal contributes to food waste. The DFM should ensure that the Shift Leaders are checking periodically, documenting times, and annotating leftovers. The AFMIS tutorial provides guidance for items listed with a yellow triangle, these items require monitoring. Recommend the Shift Leaders ensure the proper items and amounts of each are properly documented.</p>	DA PAM 30-22, Table 3-1
m. RECEIVING AND STORAGE			Points:	0 / 10
Receiving procedures being met	Y	0 / 5		
Proper storage procedures to include dating, QCC upon delivery, temperatures, FIFO, H&S meals used and recorded in AFMIS Class I inventory?	Y	0 / 5	<p><i>Example:</i> FMAT recommends during receipt procedures that the receiving personnel open all cases prior to the departure of the delivery driver, if possible, to ensure product integrity and serviceability. The receiving personnel must also compare what is being received to what was originally ordered using the shopping list and not verify items received strictly by the vendor's receipt.</p>	TB MED 530, 3-31 TM 4-41.11, Chap 4
n. SANITATION			Points:	0 / 5
Overall Sanitation throughout DFAC to include equipment	N	0 / 5	<p><i>Example:</i> FMAT observed FSP cleaning and sanitizing the kitchen areas using the "clean as you go" concept; however, additional emphasis should be placed on grills, ovens, meat slicer, microwave, pizza warmer,</p>	TB MED 530, TM 4-41.11, Chap 5

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			and equipment not being utilized. The FMAT recommends the DFM develop a cleaning schedule that includes all equipment and ensures cleaning is conducted on a daily basis. Improper sanitation can result in food-borne illness outbreaks and loss of DFAC credibility. FSP must be trained to know the causes of food-borne illness so that they can take steps to eliminate them. The FPM must ensure all FSP are familiar with the standards contained in TB MED 530.	
o. SUPPORT AGENCIES			Points:	0 / 13
Is PM conducting Comprehensive Food Establishment Inspections?	Y	0 / 4	<i>Example:</i> No recurring deficiencies were found. PM personnel are conducting the quarterly Comprehensive Food Establishment, DA Form 5161-R, utilizing the comprehensive format with a numerical score given. A report and an out-brief are provided to the DFM upon completion. The out-brief is used as an opportunity for training and to ensure that all questions are answered and deficiencies explained. PM provides quarterly training to FSP and will provide training upon request from the DFM. The FMAT highly encourages the DFM to take advantage of this opportunity to enhance their food protection and safety training for all FSP. PM personnel are ServSafe certified and authorized to proctor ServSafe and food handlers' certifications.	TB MED 530, Chap 12
IS PHC conducting Subsistence Prime Vendor (SPV) product inspections? Vets using AFMIS to report unfit subsistence?	Y	0 / 3	<i>Example:</i> PHC Personnel: SSG Garcia-Nunez, SPC Ortiz, and SPC Lawrence	TM 4-41.12, 1-11
Installation Support Plan (ISP)	Y	0 / 3	<i>Example:</i> A PHC on-call roster is provided to key FSP in the event an immediate response is required to resolve any food safety issues.	TM 4-41.12, 1-11
Are they providing training		0 / 3		
p. TRAINING			Points:	0 / 21
Personnel training records	N	0 / 4	<i>Example:</i> DFM should have individual training packets on each FSP in order to track progress and improvement in needed areas.	TM 4-41.11, 1-15, 1-27, App A
Training schedules	N	0 / 4		TM 4-41-11, 1-13
Established training	N	0 / 4	<i>Example:</i> The DFM is not conducting or documenting	ATTP 4-41,

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program in place?			On-the-Job Training. The Training Program is deficient and needs a collaborative effort to ensure maximum training and enforcement is provided and documented. Training on the operation and maintenance of equipment is not being conducted. The DFM does not provide equipment training and does not have training forecasted. The FMAT recommends this training be incorporated into the daily work schedule to ensure all FSP meet the standards when utilizing the equipment. Additionally, the proper use of kitchen equipment will help extend the equipment's life expectancy, saving the installation and the Army thousands of dollars in replacement costs. The FMAT also recommends the FPM and Brigade assist the DFM with the development, execution, monitoring, and documentation of an established Training Program.	Appendix A-18 TM 4-41.11 Chapt 1
Food Safety & Sanitation Certification (initial 8 & 40Hr)	N	0 / 5		TB MED 530, par 2-18
q. 92G PERSONNEL				Points: 0 / 11
Cook Status Report	Y	0 / 2		AFMIS Tutorial
NCOs utilized IAW rank structure	Y	0 / 4		TM 4-41.12, Chap 1-9
92Gs are assigned & working in DFAC	Y	0 / 5		TM 4-41.12, Chap 1-9
r. DINER SATISFACTION				Points: 0 / 4
DFAC/Comment Cards/ICE	Y	0 / 4	<i>Example:</i> The FMAT conducted diner surveys using the JCCoE survey sheet in an effort to assess the diners' general perception of the quality of food and service currently being provided. The FMAT surveyed 20 diners. All surveys were administered in an effort to assess the diners' general perception of the quality of food service. Completed surveys show a vast majority of ratings were Very Good to Excellent. There were no negative trends developing. The surveys were discussed with the DFM, and the FMAT shared with the DFM benefits of being a visible manager in the DFAC.	TM 4-41.11, Chap 10

DFM visible during service			
Surveys			

Section III
FMAT FED Analyst Review Areas:

Item	Serviceable Yes / No	Deficiency	Reference
INTRODUCTION			
		<i>Example:</i> The FMAT visited the installation operational DFAC: Building 404 JBMHH.	
a. INFRASTRUCTURE			Points: 0 / 10
Number of DFACs	1		
Years in operation	46		
Ceiling tiles [<i>Areas of concern will be listed as appropriate</i>]	N	<i>Example:</i> Require repair and painting	
b. MCA/MAJOR RENOVATION			Points: 0 / 5
Projects coordinated with JCCoE/ACES?	Y	<i>Example:</i> Total: \$985,000	AR 30-22, Para 3-12, a. (3)
c. DINING FACILITY MODERNIZATION PLAN, DA Form 4945			Points: 0 / 5
Is plan up to date?	Y		
d. FOOD SERVICE EQUIPMENT			Points: 0 / 10
Equipment Replacement Record, DA Form 3988 / AFMIS up to date?	N	<i>Example:</i> Needs updating. Half of the FSE currently in the DFAC has exceeded its life expectancy. The FMAT reviewed this with the FPM and DFM, and recommended that the DFM conduct a 100% inventory of all equipment and verify it in AFMIS. <i>Example:</i> A statement was listed on the equipment replacement record to extend the life expectancy, but the	

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			actual life expectancy year was never changed to bring the equipment current. This prevents AFMIS from displaying the accurate FSE requirement on the FSE replacement report screen in AFMIS.	
e. FSE ANNUAL BUDGET			Points: 0 / 5	
f. MAINTENANCE REQUEST REGISTER DA FORM 2405			Points: 0 / 5	
Maintenance Request Register, DA Form 2405 utilized correctly?				
g. ENERGY CONSERVATION			Points: 0 / 5	
Energy and water conservation measures			<i>Example:</i> Needs additional emphasis in shutting off water, and turning off lights and electrical equipment when not in use. The FMAT recommends the FPM implement an in-house Energy Conservation Plan that supports the installation's plan.	
Deficiencies				
h. FIELD FEEDING EQUIPMENT				
Food Containers and Beverage Dispensers stored correctly?			<i>Example:</i> Food Containers and Beverage Dispensers allowed to air dry	
Were there any issues or concerns with field feeding systems?			<i>Example:</i> FSC not fielded to unit, MBU's will not stay lit.	
Deficiencies				