

**Warrant Officer One (WO1)  
Command Food Advisor  
Handbook**



**“YOUR FIRST 90 DAYS”**

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WOAC 002-2014  
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*As of 14 May 2014***

## TABLE OF CONTENTS

<u>TOPIC</u>	<u>PAGE</u>
1. Introduction	3
2. Meeting the Command	4
3. Officer Evaluation Record System (OER)	6
4. Tip of the Spear Design	8
5. Planning	10
6. Professional Development	11
7. Team Building	14
8. Maintenance	15
9. Evaluation	18
10. Website/Publication Resources	20
11. Summary	20

## 1. INTRODUCTION

You have just finished the Warrant Officer Basic Course and have been assigned as a Brigade Food Advisor/Command Food Service Advisor for the very first time. What are your first steps? What must you know in order to establish an effective Food Service Program?

If you are lucky you have, or had previously, a strong logistics mentor who can or did show you the ropes. Unfortunately, this is often not the case, especially in the Army Reserve or Army National Guard. Most Warrant Officers learned through trial and error. This is the reality for most of you who have to hit the ground running and it seems to never slow down. In food service, the mission never ends. It is very easy to get overwhelmed in the Command Food Advisor Position. That is why it is important to focus on what the real priorities are in your job. These are:

- Making sure your Command's Food Service Program supports its Soldiers for all missions by providing quality meals at the right place, the right time, and with the right equipment. This includes support from your home station to the units that are training/deployed.
- Ensuring that the unit's food service personnel are prepared for war.
- Ensuring that food service equipment on hand is in good maintenance condition.
- Ensuring that all personnel in the food support area are trained and ready.

This guide does **NOT** attempt to cover everything you will have to do in your unit but it will get you off to a good start. It contains information and experience gathered, often the hard way, over the course of a long career. We wish we had been given such a guide when we first became Command Food Advisor(s).

We do **NOT** claim this guide is perfect. If there is something in this guide that conflicts with an established updated Army or DOD regulation then what is stated in that regulation takes precedence over the conflicting statement in this guide. We hope you find it useful.

Best regards,  
WOAC Students: Class 002-14

## 2. MEETING THE COMMAND

As a newly arrived Warrant Officer you are expected to report to your unit with enough information at your disposal to be an immediate mission contributor. Be prepared to integrate into the unit as soon as possible. The first few months may require more time on station to learn your new responsibilities. Investing the time now will pay off for you and your units. Being approachable as well as coachable will give your units the confidence needed to open the lines of trust and communication required for success. Below you will find key information for in-processing and meeting the leaders essential to your success.

a. Unit Adjutant (S1): The Adjutant will probably be the first person to provide you with a unit orientation. The purpose of the meeting is to provide you an opportunity to discuss your transition concerns. The Adjutant will provide you with your rating scheme and social roster information. The S1 will introduce you to the commander and all the primary staff members. The Adjutant can also provide command and staff times and locations. Below are services the Adjutant (S1) can provide:

- Update your ORB
- Provide you with a rating scheme
- Request an office call with the XO and Commander
- BDE MTOE <https://fmsweb.army.mil/unprotected/splash/>

b. Meet your Brigade Senior Warrant Officer and Division Food Advisor.

c. Meet your Rater: The rater's goal is not to intimidate you, but to provide purpose, direction, and put you on the right path to improve the unit. They will provide you with guidance from a command perspective. A successful interview will depend on your ability to understand your logistics management officer mission. The rater should advise you of the performance standards as they recognize them. Be prepared to tell your new boss what you bring to the fight.

Receiving the Rater's intent and focus:

- Set aside enough time to receive their intent
- Request a copy of their support form
- Request time and locations of meetings expected to attend

d. Meet your Senior Rater: The Senior Rater's goal is to witness your performance from an improved organizational perspective. They are very busy and will not have time to observe your greatness on a daily basis. Your ability to take in command issues, and provide measurable resolutions will be the best way to show your impact. Your Senior Rater should know you personally not by your words, but by your performance. You should expect to attend unit functions and support the command's priorities. Inform them of the importance of Warrant Officer continuing education and training. Remain active in the field of logistics, and maintain a current logistical network (LOGNet) account.

Receiving the Senior Rater's intent and focus:

- Make your appointment
- Be prepared to take comprehensive notes
- Ask about specific command concerns

e. Meet your supported units and DFAC OPCON Command Team: Get on the DFAC OPCON Command Team calendar to discuss their intent for the overall operation of their dining facility. The command deserves your best effort in everything you do. You are a highly professional Logistician. Establish your own set of tasks that support the commander's intent at all levels of command (BCT, BDE, BN and Co) and always seek to improve their goals. The atmosphere you create is the one you must live in for your tenure in that command. Your initial presentation of your products will carry you as a professional manager or a professional that must be managed. You may also want to discuss DFAC rating scheme.

Familiarize yourself with their area of operation:

- Expect to meet the Battalion Commander and Executive Officer
- Request a list of immediate support required
- Remain unbiased by opinions of other individuals

### 3. OFFICER EVALUATION RECORD SYSTEM (OER)

The Officer evaluation Record System (OER) is the primary vehicle for recording a quality officer's performance. It is the tool the Army uses to promote the right people like you and me and assign us where we can best be utilized. You can find excellent career information at the U.S. Army Human Resources Command (HRC) website (<http://hrc.army.mil/>) and the U.S. Army Warrant Officer Career Center website ([http://usawocc.army.mil/warrant\\_off/career.htm](http://usawocc.army.mil/warrant_off/career.htm)).

I will cover basic topics to help ease your transition into the Warrant Officer Corps. Do not wait until the last minute to learn about your rating chain, evaluation process, types of reports, or your officer record brief. You can road map your success by influencing your career and learning how to become your own career manager. Your evaluation process starts at the beginning of the rated period (day one in your unit). Therefore, you must become familiar with your rating chain's direction and focus. The forms used in the evaluation process can be found at (<https://evaluations.hrc.army.mil/>). For examples on how to build your OER, or OER support form use the following link, <http://thenewoer.com/>.

**DA form 67-10-1 (Officer Evaluation Report Support Form), references AR 623-3 and DA Pam 623-3:** Your support form is a wonderful tool to establish priorities, focus, and goals. You must learn how to sell yourself on your support form. Your OER is done annually. It is one of the most important documents that promotion boards use for selecting officers for promotion. You must carefully review and ensure the administrative section of this form is correct. Read the rater and senior rater's comments to ensure they touch key elements such as performance, potential, and promotion. You should receive a good OER if you do your job well, reflect Army Values, and support your Commander's programs.

**Rated officer responsibilities:** You must prepare yourself to discuss duty description and performance objectives with your rater within 30 days. The Warrant Officer that you are replacing can assist and mentor you to accurately describe duties, objectives, and give you an example on how to record significant contributions at the end of the rating period on DA form 67-10-1A(officer evaluation report support form) and 67-10-1 (officer evaluation report). If you do not know your duties you can refer to [http://www.usarec.army.mil/hq/warrant/WOgeninfo\\_mos.shtml](http://www.usarec.army.mil/hq/warrant/WOgeninfo_mos.shtml) or get with a senior Warrant Officer. You must use a log or periodically update the significant contributions on the support form. Always keep in mind that if the goal is not achieved due to unforeseen circumstances you can rewrite that portion of the support form as the rating period goes by to show what you achieved. You want to ensure that your goals are

attainable. As the rated officer you must also initiate your 360 assessment before completing your OER. The 360-degree approach applies equally to junior leaders as well as company levels and senior leaders. This gives the ability to receive honest feedback from subordinates, peers, and supervisors. This is a requirement when completing your OER. Start the assessment by going to <http://msaf.army.mil/LeadOn.aspx> and follow the login instructions.

**Rater Responsibilities:** Your rater should provide you with their support form and their senior rater's support form. If not, ask for it. Your rater will discuss your duty and performance scope within the first 30 days, if not seek them out. Your rater is required to counsel you quarterly utilizing DA form 67-10-1 (Support Form). If they do not, seek counseling by periodically reminding them. Remember you can always add value to the organization and can correct problems when they are known. It is too late to make corrections at the end of the rating period; therefore, solid rapport with the rater and senior rater is the key to ensure that you are on track with the commander's intent.

**Senior Rater Responsibilities (SR):** Your senior rater will review your counseling record throughout the rating period. Your SR will approve your DA form 67-9-1 development plan. At the end of the period, your SR will assess and evaluate your performance based on your support form.

**Type of Reports:** As you become familiar with the OER System you will learn that there are two types of reports: mandatory and optional. These are further divided into 90-calendar-day minimum rating period (Change of Duty, Annual, Departure on TDY or special Duty, TDY and SD Supervisor's evaluation, and Officer Failing promotion Selection) and other than a 90-day requirement (Complete the record, Senior Rater Option, Rater Option, Sixty-day Option, Relief for cause, and HRC Directed).

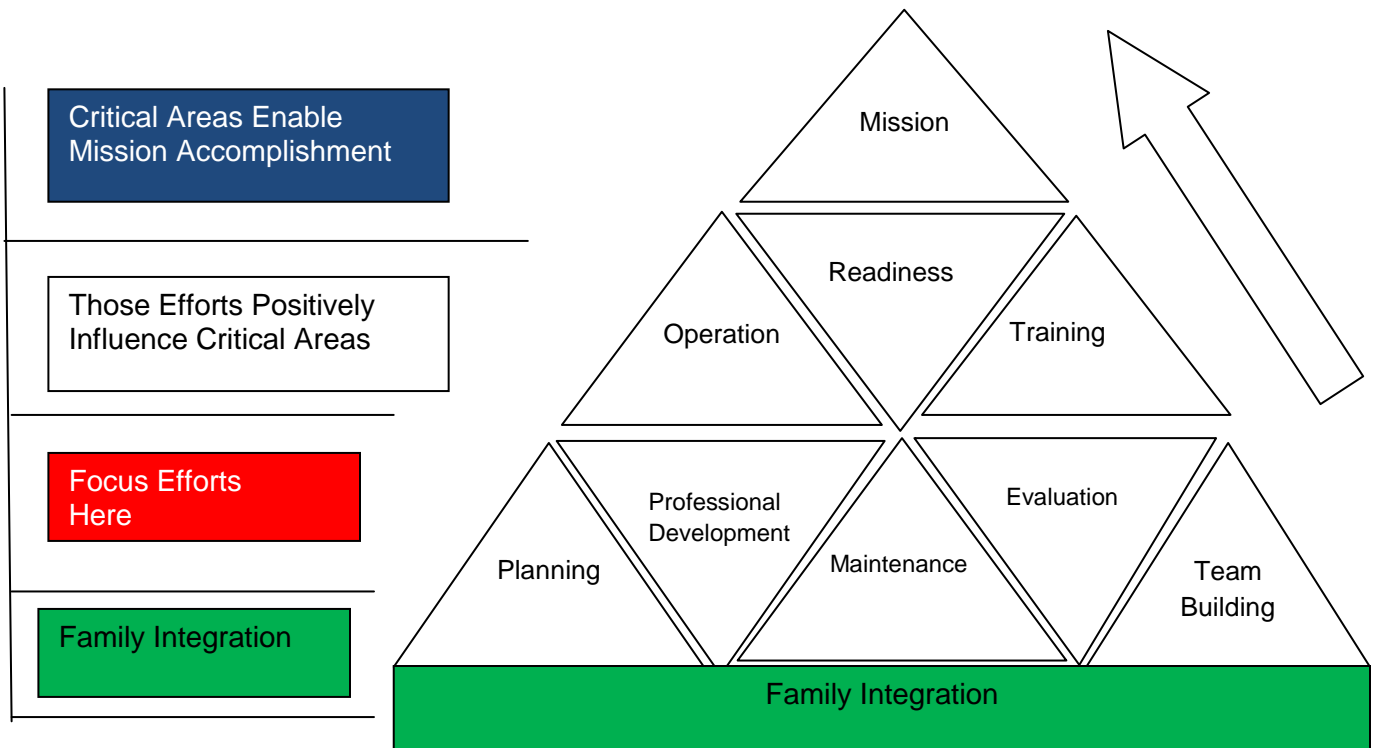
**Officer Record brief (ORB):** Your ORB serves as your military resume (Officer's resume), career history, training, and experience log. Your commander keeps a personal copy of the ORB on every officer in his or her command for easy reference. In addition, your commanders usually demand an ORB from every inbound officer on orders to their command. You need to maintain an accurate and up to date ORB, as it is always required for officers considered for nominative and special assignments. More importantly, your ORB is one of three documents (OER Evaluations and photo are the other two) used by promotion boards. You can find the officer record brief (ORB) guide at [https://g1arng.army.pentagon.mil/Programs/RecordBrief/Documents/Supporting%20Documents/Soldier's%20Training%20Guide%20to%20the%20Officer%20Record%20Brief\\_02MAY12.pdf](https://g1arng.army.pentagon.mil/Programs/RecordBrief/Documents/Supporting%20Documents/Soldier's%20Training%20Guide%20to%20the%20Officer%20Record%20Brief_02MAY12.pdf) and you can view or print your officer record brief (ORB) at

<https://www.hrcapps.army.mil/portal/> for the reserve and <https://arngg1.ngb.army.mil/selfservice> for NG.

**Summary:** The support form and the officer evaluation report are tools to assist senior officers to develop future leaders. Mr. John C. Maxwell said in his book 360 Degrees Leader, “You may not be a follower at the lowest level of the organization, but you are not the top dog either- yet you still want to lead, to make things happen, to make a contribution.” All Warrant Officers should strive for the top of their game by reaching their full potential as leaders and technicians.

#### 4. Tip of the Spear Design

By design, here is the basic focus of the guide:



Our premise is that by focusing on the lower level “blocks” you will influence the areas that combine to add the most impact to accomplishing your mission to support the Soldier. We have chosen to highlight our experience in the areas of **Planning, Professional Development, Maintenance, Evaluation, and Team Building** as areas that we thought were critical to our success in the first 90 days of becoming a food advisor. You may experience something a little different. Again, this guide is not meant



to be all- encompassing and is limited by the amount of time in which we have to work on it.

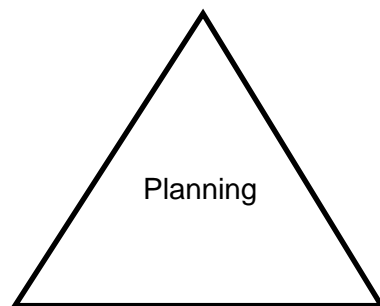
It is meant to provide information to the Warrant Officer assigned to both the Brigade Combat Team (BCT) S-4 and the support operations shops, as well as the NCO assigned in lieu of the Warrant Officer to fill those positions. We realize that some of the material may not pertain, but have tried to provide what we can. We also acknowledge that there is much material that focuses on the two very different areas of garrison operations and tactical operations. At the very least we have tried to provide insight on both areas where applicable. Below you will find detailed information on planning, development, maintenance and team building as it applies to your family.

**Family Planning:** Pre-planning is very integral in the first thirty days. Your family should be abreast of the location where you will be living, kids' school, and closest grocery stores. Also, include kids' summer programs.

**Family Development:** You must include any professional development for your spouse [www.cpol.org](http://www.cpol.org). Ensuring your spouse knows the proper procedures for employment.

**Family Maintenance:** To strengthen family stability ensure your spouse and children are taking full advantage of all of the services offered by Army Family Support organizations [www.militaryonesource.mil](http://www.militaryonesource.mil).

**Family Team Building:** Just as important as your professional team is your family team. Concentrate on building you family team strength, and they will provide the support necessary for you to be successful within your professional team environment.



## 5. PLANNING

Upon arrival you should note that you are behind in planning by several months. As the Army is ending current combat operations abroad, we are focusing on Garrison/Sustainment Operations. This includes all areas of logistical management of

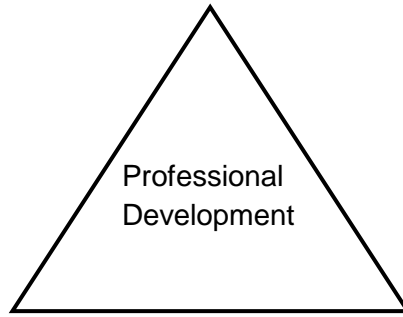
DFAC operations and field feeding operations. It is our opinion that a Brigade Food Advisor must plan 3-6 months out for operations and field exercises. Your number one priority is to review your Brigade's long range training calendar and make coordinations to support future missions. Make certain the appropriate paperwork for opening CL I accounts and ordering subsistence is completed correctly.

Over the past decade, the relevancy of Food Service personnel has declined as a result of contractors being hired to provide Class I support while deployed. It is important to ensure that Food Service personnel know the basics. Your second priority is to train the Food Service personnel (Senior NCOs and Soldiers) to include officers who are appointed as Food Service Officers (FSOs). Remember that most of the 92Gs have deployed multiple times and may have lost the skill set to be successful in garrison operations. The training should be dictated by the Food Service Soldiers Training Publications (STP) 10-92G2S-SM-TG. It is strongly advised that the checklists for each level of the STPs are included in your Standard Operating Procedures (SOP).

An important aspect to planning is communication. You must also be very proactive in your efforts to communicate your plan and its development to the stakeholders internal and external to your organization. Examples of elements outside of your unit are the Installation Food Program Manager and other Food Service Advisors. We highly recommended you establish a contacts list and, if at all possible, interact with other 922As within your footprint. This means giving them a phone call instead of always sending anonymous e-mails to communicate. For some, e-mails are the most preferred method, but it's important to have an interpersonal relationship with the food service personnel in your footprint when you are in need of assistance

Develop a budget that will assist your Brigade Food Program to be successful. Events such as, but not limited to: extra decorations and other items needed for Holiday meals, Phillip A. Connelly competitions, ice for field training, DFAC improvements, incentive programs for 92Gs, and TDY trips to the Culinary Competition at Fort Lee, Va. Present your budget to your supervisor and the Installation Food Program Manager. **REMEMBER NOT TO GET DISCOURAGED OR FRUSTRATED** if any or all of your request are denied, but never stop fighting to get the funds you are requesting.

Never be too proud or embarrassed to ask for assistance from other Food Service elements outside of your units. Make plans to have higher headquarters and/or FMAT to perform assistance visits, preferably within 90 days of arrival. This will give you a glimpse of the posture of your operations through un-bias and experienced eyes. This will tell you how much work that needs to be done in order to get your Food Service Program going in the direction you want.



## 6. PROFESSIONAL DEVELOPMENT

Upon arrival to the SPO/BDE S4 shop in the first 90 days, you need to formulate a plan to develop yourself professionally. It is to identify your strengths and weaknesses and get to work on them. At this point we are concerned with those strengths and weaknesses that are specific to the food service tasks at hand. Are you familiar with the regulations you will use to inspect? Do you know how to check your dining facility account status (head count summary, meal cost report, earnings and expenditures, open transaction report, and meal cost report)? These are the 50 meter targets that you will have to engage in the first 90 days.

Also worth noting is that you will have to council and rate a Senior NCO in the first 90 days. It is critical that you develop your competencies to be able to do this to standard. To do this, consider working with a MSG or CSM to ensure you are ready and up to speed very quickly.

**Civilian/Military Education:** Some military courses/classes to consider are the Action Officers Course, Support Operations Phase 1 (SPO Phase 1), Contracting Officer's Representative (COR), sanitation, and nutrition classes. This will give you a baseline and certificates of training to certify your knowledge and experience. The WOBC, WOAC, Training With Industry (TWI), unit/ brigade/ installation SOPs, AR 30-22, DA Pam 30-22, TB Med 530, AR 40-25, ATTP 4-41, TM 4-41.11, and TM 4-41.12 as well as any supplements to these manuals, to include the JCCoE Quartermaster Website, and mentorship/networking with your senior is where you draw you knowledge. Using these military assets will increase your knowledge base and develop you as an up and coming technical Warrant Officer.

Education is the key to success. A WO1 should complete their Associates or Bachelors degree. This is going to be a challenge because you are going to have to complete your studies using your personnel/ family time. To make this task a little easier, the civilian sector has made internet courses accessible to military personnel; you may consider on-line courses. Taking advantage of the information provided, it will

increase your chances for promotion and make you more marketable for future assignments.

**Mentorship:** As a Warrant Officer, you will be expected to function as a staff officer in your unit. It is important to establish credibility as an officer from the beginning. It is highly recommended that you reach out for mentorship at all levels. This is to include but not limited to Senior NCOs, Senior Warrant Officers, Field Grade Officers (MAJ and above), and civilians. Also, inquire about your local chapter within the Warrant Officer Association (WOA).

**Operations:** With the decrease of theatre of operations, and a downsizing of forces there has been a recent call upon Warrant Officers Army-wide to perform above and beyond their technical areas in order to achieve unit success. It is our recommendation that a Warrant Officer support the unit as needed in order to achieve mission accomplishment but also to keep the Rater and Senior Raters educated and informed on your technical requirements for an even keel.

#### **Staff Officer Roles and Responsibilities:**

- Staff synchronization. Learn to function as a element of the staff along side your fellow staff officers by becoming familiar with the Military Decision Making Process (MDMP) and cross-referencing all multi-lane operations with fellow staff officers in order to make planning more efficient and timely for both commanders and soldiers.
- Effective planning. Think plans all the way through from the beginning and always develop three courses of action for all issues and dilemmas before briefing the commander.
- When staffing plans, policies, and information, always ask yourself who else needs to know and bring them into the loop.
- Staff officers provide analysis. Commanders usually make decisions based on the staff's analysis. Do not say "No" to a commander with the exception of a blatant violation of military ethics. Provide them with different courses of action to help meet their intent.
- You must have the courage to advise commanders and senior staff officers on regulatory guidance and provide recommendations.
- Do not give Field Grade Officers raw data. Do the analysis yourself and give them the bottom line up front with highlights (during briefing) and data rollups (on paper). They'll ask you if they require additional information.

## Briefing Techniques:

➤ Providing highlights does not mean you will not need to do in-depth analysis. You will always want to do a good analysis and be prepared to answer questions. It is better to tell a commander that you'll get back with him/her if you don't know the answer. Warrant Officers are technical experts, and therefore, not knowing the answer on a frequent basis will diminish your credibility.

➤ Before briefing, think about what you might get asked. The main reason commanders and senior staff officers stop a briefing and ask questions is because they want to know how your plan coincides with the other staff officer's plans. In other words, if you are briefing Class I delivery, you should have already coordinated dates and times with your S-3 (to confirm requirement), S-1 (to confirm unit numbers and locations), SPO (to establish Class I point), unit transportation and SSMO (in order to bring out refers and flatbeds already loaded), and subordinate unit logistics (in order to ensure they can pick up on time). The more you can incorporate this information into your briefing the fewer questions you'll be asked.

➤ Know what to brief to whom: BSB Commanders and executive officers will want a lot of details while an Infantry Brigade Commander will only want highlights. Always have plans reviewed and approved by your rater and senior rater before briefing it to your commander.

➤ A brief to a Brigade Commander during a mission analysis, based on the aforementioned scenario can be as simple as follows:

*"Sir/ma'am, my Class I plan is an A-M-A meal cycle with all enhancements and supplements on a 2-2-3 push, with MRE's for beginning and ending days. I have pre-coordinated and synchronized dates and times for all pickups and deliveries with the TISA, SPO, transportation officer, and the Battalions, the plan was given to the Brigade S-4 and XO in-depth and preapproved, subject to your questions..."*

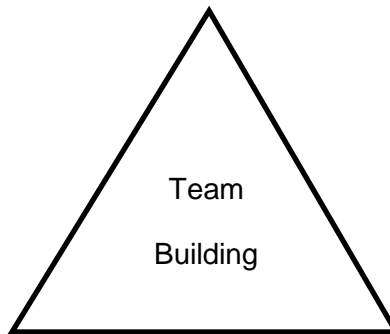
➤ The plan will change during execution as it comes into play (possibly even before), expect it, revise and provide updates to all who need to know.

➤ When providing recommendations, put yourself in the commander's shoes, as well as the Soldiers' shoes and provide recommendations based on the unit's best interest as a whole.

➤ Become fluent in Microsoft Office Programs, primarily: Word, Excel,

Power Point, and Outlook. Proper use of these can easily save you time on an exponential curve (the more you learn and use, the time saved will multiply).

➤ Become familiar with staff abbreviations, acronyms and jargon. ISO=in support of, IRT=in reference to, ICW=in conjunction with, BPT=be prepared to, IOT=in order to, “Muddy the waters” = bringing in confusion, SWAG-systematic wild guess, “sign up for”=agree to something, etc.

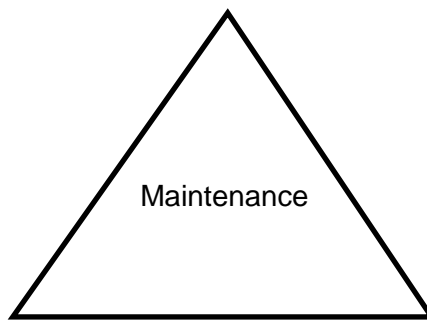


## **7. TEAM BUILDING:**

A major cornerstone of your Food Service Program will depend on your ability to build a team that accomplishes the mission at all times. You will not be able to be everywhere to supervise everything. Here's the real kicker, you must build the team to include not only the food service professionals, but also all leaders in the Brigade. How do you do this? You start by ensuring all (Food Service) Soldiers are trained, treated with respect, given an environment where they can exhibit their abilities, and are well taken care of. Secondly, you communicate with leaders at all levels. Your goal is to support their Soldiers the best that you can and get their buy-in to help you do this. Leaders support you when you support them.

When coming into a new unit, you want to become part of the team not an outsider. To integrate successfully with your new unit, you want to assess any problems before making changes; this is done in the first thirty days. To integrate effectively, ADP 6-22 outlines three basic stages: formation, enrichment, and sustainment. In the formation stage learn about leaders and other members, learn about team purpose, task and standards, develop patience, a hard working attitude and good interpersonal skills. In the enrichment stage, you reinforce desired group norms, adjust to feelings about how things ought to be done, and cooperate with other team members. New team members gradually move from questioning everything to trusting themselves, their

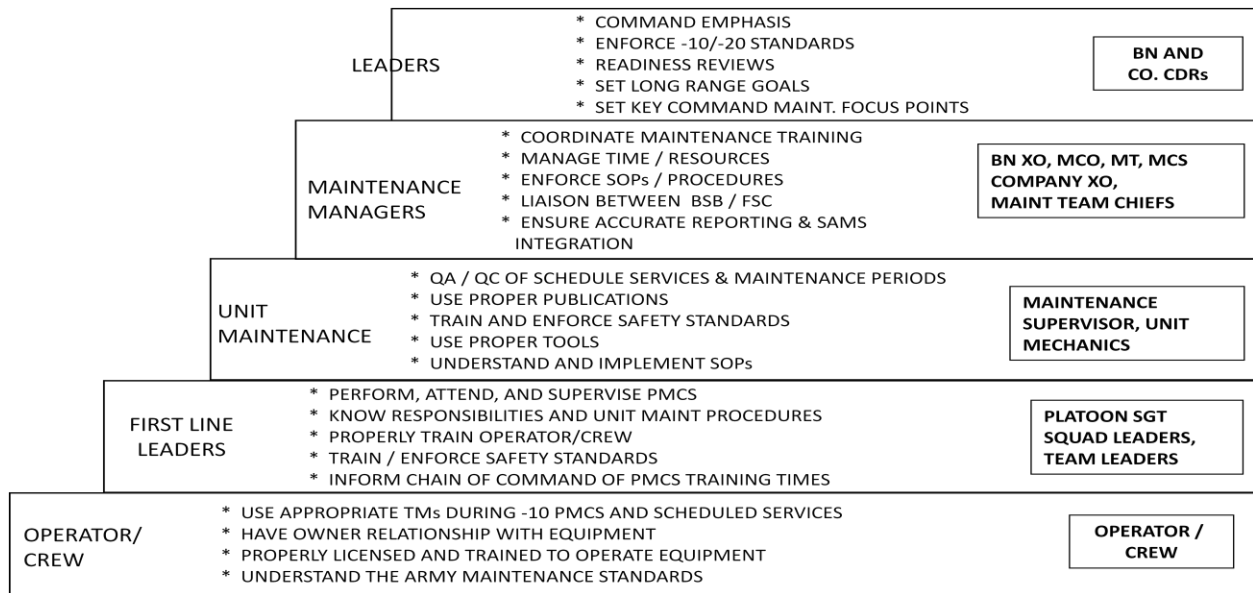
peers, and their leaders. Leaders learn to trust by listening. The most important thing a leader does to strengthen the team is training. In the sustainment stage focus on teamwork, training, maintaining, assist other team members, and adjusting to continuous operations. Create an internal Incentives Program within the DFAC and create Soldier feedback activities/meetings. In this stage members identify with their team. You are also the liaison for the 92G population within your organization.



## **8. MAINTENANCE:**

Maintenance further supports, and most directly impacts, readiness as it pertains to the Tip of the Spear concept. Readiness deals with taking care of what you have and acquire what you need. This applies to both personnel and equipment. Unit Modified Table of Organization and Equipment (MTOE) is the first step in the readiness process. Gain access to FMSWEB to get an idea of what equipment your BDE will have. It basically deals with identifying what you have in contrast to what you need. Food Service Advisors must monitor their unit's MTOE, (both current and at least two years ahead) for current and future personnel and equipment authorizations. Use this information to assist in filling shortages in order to achieve readiness. Food Service Advisors should assist their units in coordinating personnel shortages through their unit S-1, and equipment shortages through the unit Property Book Officer (PBO).

**Maintenance Program:** Food Service Advisors are expected to assist commanders and their unit food service teams within their Command Maintenance Program in support of unit readiness. A strong maintenance program is the grand pillar to mission accomplishment. Below is a basic guideline to assist you in developing your Food Service Maintenance Program.



Maintenance as it applies to Food Service MTOE equipment includes preventive maintenance checks and services (PMCS), Reset/Regen programs, and maintenance work order (MWO) upgrades.

Maintenance as it applies to Dining Facility Operations includes the Equipment Replacement Program (ERP), Vendor Merchandising Equipment, and GSA purchasing for small equipment. The Dining Facility Equipment Replacement Program begins with the dining facility maintaining a DA Form 3988 Equipment Replacement Record (ERR) which includes every appliance in the dining facility minus vendor merchandising (leased) equipment. This form is consolidated at the Brigade and Division levels and used at the Installation level for forecasting upcoming equipment requirements for the entire installation. Also get with the Division Food Advisor or other Food Advisors on your installation to get an overlook of the CFSDP check list.

**Maintenance Inspections:** When inspecting unit field feeding equipment, consider the following:

- Equipment knowledge:
- All publications on hand to include all equipment TM's.
- Soldier's knowledge and proper licensing of all food service and



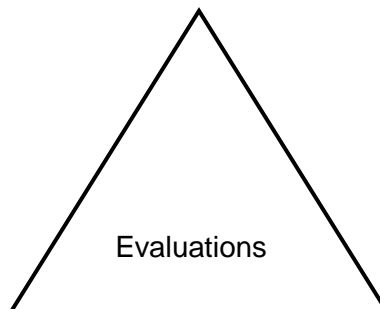
associated equipment.

- Equipment serviceability:
  - All end items are on a maintenance schedule with completed DA Form 5988 (preferably) or maintenance is scheduled on a DD Form 314 with completed DA Form 2404.
  - b. Up-keeping of fragile equipment (Fire extinguishers recharged, lantern globes, light sets).
  - Proper storage and labeling of MBU's, fuel cans, and fuel hose assemblies.
- Equipment accountability:
  - Copies of applicable MTOE, all hand receipts, missing items on shortage annex and ordered on valid document register.
  - All end item equipment is assigned administrative numbers and loaded into SAMS-E
  - Equipment Cleanliness: All equipment is clean and properly stored, (This includes tents, and water blivets).

**Field Food Service Equipment:** Below is a list of food service equipment within the Army Feeding Program that must be input into SAMS-E to ensure proper maintenance.

The following equipment must be entered into SAMS-E:

- Containerized Kitchen (CK) w/10K Onboard Generator
- Mobile Kitchen Trailer (MKT) NSN 7360-01-483-8617  
(LIN L28351)(\*SubLIN C27633)
- Kitchen, Company Level, Field Feeding  
-(KCLFF) NSN 7360-01-200-9828: (LIN K28601)(\*SubLIN A94943)  
-KCLFF-E NSN 7360-01-374-1980: **SAME AS ABOVE**
- Modern Burner Unit (MBU V3) NSN 7310-01-507-9310
- Assault Kitchen (AK) NSN 7360-01-558-3100 (LIN A94943)(\*SubLIN K28601)
- 2K Generator NSN 6115-01-435-1567 (LIN G36169)
- 3K Tactical Quiet Generator NSN 6115-01-285-3012 (LIN G18358)(\*SubLIN G11966,  
G36237, G42238, J35813)
- Multi-Temperature Refrigerated Container System (MTRCS) NSN 8145-01-534-3597 (LIN  
M30688)



## 9. EVALUATIONS:

Evaluations measure unit readiness and are designed to assist subordinate units in improving and enhancing their operation. The three most common evaluations food service advisors conduct are: dining facility operations, field kitchen operations, and field equipment maintenance. There are many different evaluation formats. Our best advice is to request checklist formats from your next higher headquarter. This way, you will be working to improve areas in the format that those inspecting you will check.

**Dining Facility Evaluations:** Evaluations should be conducted on all military-operated dining facility operations on a monthly or quarterly basis. These periodic evaluations ensure the dining facility is operating efficiently and within regulatory requirements. Evaluations of contractor-operated dining facility operations should be conducted according to the contract PWS and PAP. You should reference the sample evaluation checklist found in TM 4-41.12, Figure G-1, as a guideline for developing your brigade evaluation checklist.

**Field Feeding Evaluations:** When evaluating field kitchen operations, use the sample evaluation checklist in ATTP 4-41, Appendix E and F as a guide. It is the Brigade Food Advisors responsibility to ensure all Class I and field kitchen operations during training exercises and operational deployments meet the Army Food Program standards. The food advisor's main responsibilities when evaluating a field kitchen is to advise commanders, assist Class I managers, assist the SFOS, and assist in resolving food service-related problems. The Food Advisor must be familiar with all areas of the AFFS and provide assistance in field operations from as early as possible in the planning phase until the mission is complete.

**Field Feeding Equipment Evaluations:** When evaluating your units Field Feeding Equipment as a part of the Command Food Service Discipline Program (CFSDP) use the maintenance SOP in ATTP 4-41, Appendix D as a guide. You will want to ensure you mirror your divisional level CFSDP and elaborate on the details at the battalion and company level. Most Division CFSDP evaluations are broad spectrum as they encompass your Brigade Food Service Programs and files at the Brigade level as well as the unit's Field Feeding Equipment Maintenance. When formulating a Brigade CSDP you will gear it toward your battalion field feeding teams. Itemized checklists for each piece of equipment can be found in the equipment TM. You should also cover battalion or company level programs, SOPs, ARIMS files, and training records. It is also a good idea to add your quarterly CSDP evaluations into your Brigade Food Service Incentives Program.

## 10. WEBSITES/PUBLICATIONS:

1. BDE MTOE <https://fmsweb.army.mil/unprotected/splash/>
2. HRC <http://hrc.army.mil/>
3. Warrant Officer Career Center [http://usawocc.army.mil/warrant\\_off/career.htm](http://usawocc.army.mil/warrant_off/career.htm)
4. OER Evaluation Process Forms <https://evaluations.hrc.army.mil/>
5. New OER/OER Support Form <http://thenewoer.com/>
6. 360 Assessment <http://msaf.army.mil/LeadOn.aspx>
7. Spouse/Family Websites [www.cpol.org](http://www.cpol.org). [www.militaryonesource.mil](http://www.militaryonesource.mil).
8. JCCoe [http://www.quartermaster.army.mil/jccoe/jccoe\\_main.html](http://www.quartermaster.army.mil/jccoe/jccoe_main.html)
9. FMSWEB [www.fmsweb.army.mil](http://www.fmsweb.army.mil)
10. The Army Food Program: **AR 30-22**
11. Operating Procedures for the Army Food Program: **DA Pam 30-22**
12. Army Field Feeding and Class I Operations: **ATTP 4-41**
13. Food Sanitation: **TB Med 530**
14. Dining Facility Operations: **TM 4-41.11**
15. Nutrition Standards and Education: **AR 40-25**
16. Food Program Operations: **TM 4-41.12**
17. OER Support Form References: **AR 623-3** and **DA Pam 623-3**

## 12. SUMMARY:

This WO1 Handbook is designed to guide you for the first 90 days of your new career. The handbook contains researched information and personal experiences of Warrant Officers that are currently in the field with up to date data and references. We hope this helps guide you and puts you on the correct path.