

STP 10-92G25-SM-TG

**HEADQUARTERS
DEPARTMENT OF THE ARMY**

**Soldier's Manual
and Trainer's Guide**

MOS 92G

FOOD SERVICE SPECIALIST

SKILL LEVELS 2, 3, 4, and 5

APRIL 2004



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Soldier's Manual and Trainer's Guide

MOS 92G

Food Service Specialist

Skill Levels 2, 3, 4, and 5

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PREFACE

This publication is for Skill Levels (SL) 2,3,4 and 5 soldiers holding MOS 92G and for trainers and first-line supervisors. It contains standardized training objectives, in the form of task summaries, to train and evaluate soldiers on critical tasks , which support unit mission during wartime. Trainers and first-line supervisors should ensure soldiers holding MOS/SL 92G 2,3,4,and 5 have access to this publication. It should be made available in the soldier's work area, unit learning center, and unit libraries.

This manual applies to both Active Component and Reserve Component soldiers.

The proponent of the publications is HQ TRADOC. Send comments and recommendations on DA Form 2028 (Recommended Changes To Publications And Blank Forms) directly to:

DEPARTMENT OF THE ARMY
TRAINING DIRECTORATE
QUARTERMASTER TRAINING DIVISION
ATTN ATCL AQ
410 1ST STREET SUITE 227
FORT LEE, VA 23801-1511

Unless this publication states otherwise, masculine nouns and pronouns so not refer exclusively to men.

Chapter 1

INTRODUCTION

1-1. GENERAL

a. This soldier's manual (SM) identifies the individual military occupational specialty (MOS) training requirements for soldiers in MOS 92G. This SM is designed to support the Army Individual Training Evaluation Program (ITEP). The ITEP was established to formalize the role of individual evaluation in units throughout the Army. Commanders, trainers, and soldiers should use it to plan, conduct, and evaluate individual training in units. This manual is the primary MOS reference to support the self-development and training of every soldier.

b. Use this manual with the soldier's manuals of common tasks (SMCT) STP 21-1-SMCT and STP 21-24-SMCT, Army training and evaluation programs (ARTEPs), and the Army training and doctrine field manuals (FM 7-0, FM 25-4, and FM 25-101), to establish effective training plans and programs that integrate individual and collective tasks.

1-2. TASK SUMMARIES

Task summaries outline the wartime performance requirements of each critical task in the soldier training publication (STP). They provide the soldier and the trainer with the information necessary to prepare, conduct, and evaluate critical task training. At a minimum, task summaries include information you must know and the skill that you must perform to standard for each task. The format for the task summaries included in this STP is as follows—

- **Task Number.** A 10-digit number identifies each task or skill. Include this task number, along with the task title, in any correspondence relating to the task.
- **Task Title.** The task title identifies the action to be performed.
- **Conditions.** The task conditions identify all the equipment, tools, references, job aids, and supporting personnel that the soldier needs to perform the task in wartime. This section identifies any environmental conditions (such as visibility, temperature, or wind) that can alter task performance. This section also identifies any specific cues or events (such as chemical attack or identification of a threat vehicle) that trigger task performance.
- **Standards.** The task standards describe how well and to what level you must perform a task under wartime conditions. Standards are typically described in terms of accuracy, completeness, and speed.
- **Evaluation Guide.** This section identifies the specific actions, known as performance measures, the soldier must do to successfully complete the task. These actions are located in the Evaluation Guide section of the task summary and listed in a "Pass/Fail" format for easy evaluation. For some tasks, the Training and Evaluation section may also include detailed training information in a Training Information outline and an Evaluation Preparation section. The Evaluation Preparation section indicates necessary modifications to task performance in order to train and evaluate a task that cannot be trained to the wartime standard under wartime conditions. It may also include special training and evaluation preparation instructions to accommodate these modifications and any instructions that should be given to the soldier before evaluation.

- Reference. This section identifies references that provide more detailed and thorough explanations of task performance requirements than those given in the task summary description.
- Warnings. Warnings alert users to the possibility of immediate personal injury or damage to equipment.
- Notes. Notes provide a small, extra supportive explanation or hint relative to the performance standards.

1-3. SOLDIER'S RESPONSIBILITIES

Each soldier is responsible for performing individual tasks that the first-line supervisory identifies based on the unit's mission essential task list (METL). The soldier must perform the task to the standards listed in the STP. If the soldier has a question about how to do a task or which task in this manual he must perform, it is the soldier's responsibility to ask the first-line supervisor, who knows how to perform each task or can direct the soldier to the appropriate training materials.

1-4. NONCOMMISSIONED OFFICER SELF-DEVELOPMENT AND THE SOLDIER'S MANUAL

a. Self-development is one of the key components of the leader development program. It is a planned, progressive, and sequential program followed by leaders to enhance and sustain their military competencies. It consists of individual study, research professional reading, practice, and self-assessment. Under the self-development concept, the noncommissioned officer (NCO), as an Army professional, has the responsibility to remain current in all phases of the MOS. The STP is the primary source for the NCO to use in maintaining MOS proficiency.

b. Another important resource for NCO self-development is the Army Correspondence Course Program (ACCP). Refer to DA Pamphlet 351-20 for information on enrolling in this program and for a list of courses, or write to: Army Institute for Professional Development, U.S. Army Support Center, ATTN: ATIC-IPS, Newport News, VA 23628-0001.

1-5. TRAINING SUPPORT

This manual includes the following appendixes and information, which provide additional training support information.

- Glossary. The glossary is a single, comprehensive list of acronyms, abbreviations, definitions, and letter symbols.
- References. This section contains a list of references that support training of all tasks in this STP. Required references are listed in the condition statement and are required for the soldier to do the task. Related references are materials that help a trainer prepare for the task and are not required to perform the task.

1-6. FEEDBACK STATEMENT

The following feedback statement applies to all task summaries in this STP:

FEEDBACK: Score the soldier GO if all steps are passed. Score the soldier NO-GO if any steps are failed. If the soldier scores NO-GO, show what was done and how to do it correctly.

Chapter 2

TRAINER'S GUIDE

2-1. GENERAL. The MOS Training Plan (MTP) identifies the essential components of a unit-training plan for individual training. Units have different training needs and requirements based on differences in environment, location, equipment, dispersion, and similar factors. Therefore, the MTP should be used as a guide for conducting unit training and not a rigid standard. The MTP consists of two parts. Each part is designed to assist the commander in preparing a unit training plan which satisfies integration, cross training, training up, and sustainment training requirements for soldiers in this MOS.

Part One of the MTP shows the relationship of an MOS skill level between duty position and critical tasks. These critical tasks are grouped by task commonality into subject areas.

Section I lists subject area numbers and titles used throughout the MTP. These subject areas are used to define the training requirements for each duty position within an MOS.

Section II identifies the total training requirement for each duty position within an MOS and provides a recommendation for cross training and train-up/merger training.

Duty Position column. This column lists the duty positions of the MOS, by skill level, which have different training requirements.

Subject Area column. This column lists, by numerical key (see Section I), the subject areas a soldier must be proficient in to perform in that duty position.

Cross Train column. This column lists the recommended duty position for which soldiers should be cross-trained.

Train-up/Merger column. This column lists the corresponding duty position for the next higher skill level or MOSC the soldier will merge into on promotion.

Part Two lists, by general subject areas, the critical tasks to be trained in an MOS and the type of training required (resident, integration, or sustainment).

Subject Area column. This column lists the subject area number and title in the same order as Section I, Part One of the MTP.

Task Number column. This column lists the task numbers for all tasks included in the subject area.

Title column. This column lists the task title for each task in the subject area.

Training Location column. This column identifies the training location where the task is first trained to soldier training publications standards. If the task is first trained to standard in the unit, the word "Unit" will be in this column. If the task is first trained to standard in the training base, it will identify, by brevity code (UNIT, BNCOC, ANCO, FSM), the resident course where the task was taught. Figure 2-1 contains a list of training locations and their corresponding brevity codes.

UNIT	Trained in the Unit
BNCOC	Basic NCO Course
ANCO	Advanced NCO Course
FSM	Food Service Management

Figure 2-1. Training Locations

- Sustainment Training Frequency Column. This column indicates the recommended frequency at which the tasks should be trained to ensure soldiers maintain task proficiency. Figure 2-2 identifies the frequency codes used in this column.
- Sustainment Training Skill Level Column. This column lists the skill levels of the MOS for which soldiers must receive sustainment training to ensure they maintain proficiency to soldier's manual standards.

BA	Biannually
AN	Annually
SA	Semiannually
QT	Quarterly
MO	Monthly
BW	Biweekly
WK	Weekly

Figure 2-2. Sustainment Training Frequency Codes

2-2. SUBJECT AREA CODES

Skill Level 2 (SL2)

- 7 Supervisory Functions
- 8 Field Kitchen Operations
- 9 Dining Facility Equipment and Subsistence Items
- 10 Sanitation Services
- 11 Safety and Security

Skill Level 3 (SL3)

- 12 Personnel Management
- 13 Accounting and Record Keeping
- 14 Food Quality and Equipment inspection
- 15 Field Kitchen Operations Supervision
- 16 Safety, Security, and Energy Control
- 17 Dining Facility and Field Kitchen Sanitation

Skill Level 4 (SL4)

- 18 Administrative Functions
- 19 Staff and Support Coordination
- 20 Food Service Management
- 21 Field Site Operation and Evaluation

Skill Level 5 (SL5)

- 22 Administrative Requirements
- 23 Staff and Support Functions
- 24 Food Management

2-3. DUTY POSITION TRAINING REQUIREMENTS

SKILL LEVEL	DUTY POSITION	SUBJECT AREA	CROSS TRAINING	TRAIN-UP MERGER
SL2	92G20	7-11	NA	92G30
SL3	92G30	12-17	NA	92G40
SL4	92G40	18-21	NA	92G50
SL5	92G50	22-24	NA	NA

2-4. CRITICAL TASKS LIST

**MOS TRAINING PLAN
92G25**

CRITICAL TASKS

Subject Area	Task Number	Title	Training Location	Sust Tng Freq	Sust Tng SL
Skill Level 2					
7. Supervisory Functions	101-92G-2103	Direct Personnel Who Are Undergoing On-the-Job Training (OJT)	UNIT	DA	2-4
	101-92G-2151	Direct Personnel Setting Up and Dismantling the Mobile Kitchen Trailer (MKT)	UNIT	SA	2-4
8. Field Kitchen Operations	101-92G-2154	Direct Personnel Setting Up and Maintaining the Water-Sterilizing Bags	UNIT	SA	2-4
	101-92G-2163	Direct Personnel Operating and Maintaining the Field Kitchen Equipment	UNIT	SA	2-4
	101-92G-2164	Direct Personnel Preparing and Serving Meals at a Field Kitchen Site	UNIT	SA	2-4
9. Dining Facility Equipment and Subsistence Items	101-92G-2105	Direct Optimal Nutrition Procedures During Food Preparation and Serving	UNIT	SA	2-4
	101-92G-2160	Direct Personnel in Storage and Use of Leftovers	UNIT	SA	2-4
	101-92G-2162	Direct Personnel Operating and Maintaining the Dining Facility Equipment	UNIT	SA	2-4
	101-92G-2165	Direct Personnel Preparing and Serving Meals in a Dining Facility	UNIT	SA	2-4
	101-92G-2166	Direct Personnel Receiving and Storing Subsistence Items	UNIT	SA	2-4
10. Sanitation Services	101-92G-2201	Direct Personnel in Cleaning and Sanitizing Dining and Cooking Equipment/Utensils in a Dining Facility	UNIT	SA	2-4
	101-92G-2203	Direct Personnel in Implementing Sanitation Practices at a Field Kitchen Site	UNIT	SA	2-4
	101-92G-2204	Direct Personnel in Implementing Sanitation Practices in a Dining Facility	UNIT	SA	2-4

CRITICAL TASKS

Subject Area	Task Number	Title	Training Location	Sust Tng Freq	Sust Tng SL
	101-92G-2205	Direct Personnel Applying Food Protection Measures in a Dining Facility and at a Field Kitchen Site	UNIT	SA	2-4
11. Safety and Security	101-92G-2161	Implement the Safety and Fire Prevention Program	UNIT	SA	2-4
	101-92G-2168	Direct Personnel Applying Security Measures in a Dining Facility and at a Field Kitchen Site	UNIT	SA	2-4
Skill Level 3					
12. Personnel Management	101-92G-3105	Conduct Daily Meetings With Personnel	BNCOC	SA	3-4
	101-92G-3254	Implement On-the-Job Training (OJT)	BNCOC	SA	3-4
	101-92G-3278	Schedule Shift Work, Develop Work Schedules, and Supervise Food Service Personnel	BNCOC	SA	3-4
	101-92G-3280	Monitor and Prepare Performance Documentation of Contracted Services	BNCOC	SA	3-4
13. Accounting and Record Keeping	101-92G-3159	Conduct Inventories and Process Inventory Records	BNCOC	SA	3-4
	101-92G-3160	Maintain Dining Facility Files	BNCOC	SA	3-4
	101-92G-3161	Prepare and Maintain the Cash Meal Payment Sheet and the Control Record	BNCOC	SA	3-4
	101-92G-3203	Receive Subsistence Items	BNCOC	SA	3-4
	101-92G-3260	Brief Headcounter and Process Headcount Forms	BNCOC	SA	3-4
	101-92G-3261	Complete and Maintain Production Schedule and Kitchen Requisition Item Disposition	BNCOC	SA	3-4
14. Food Quality and Equipment Inspection	101-92G-3107	Supervise the Preparing, Serving, and Storage of Food Items to Ensure Optimal Nutritional Value and Customer Satisfaction	BNCOC	SA	3-4
	101-92G-3266	Supervise Personnel in the Operation, Cleaning, and Maintenance of Dining Facility Equipment	BNCOC	SA	3-4
	101-92G-3268	Supervise the Receipt and Storage of Subsistence Items	BNCOC	SA	3-4
	101-92G-3282	Conduct Quality Assurance Evaluation of Food Preparation and Finished Products	BNCOC	SA	3-4

CRITICAL TASKS

Subject Area	Task Number	Title	Training Location	Sust Tng Freq	Sust Tng SL
15. Field Kitchen Operations Supervision	101-92G-3202	Request Subsistence Items	BNCOC	SA	3-4
	101-92G-3255	Establish Layout of Field Feeding Area Site	BNCOC	SA	3-4
	101-92G-3256	Supervise Food Service Personnel in a Field Environment	BNCOC	SA	3-4
	101-92G-3267	Supervise Personnel in the Operation, Cleaning, and Maintenance of the Field Equipment	BNCOC	SA	3-4
	101-92G-3275	Supervise the Operation and Maintenance of the Mobile Kitchen Trailer (MKT)	BNCOC	SA	3-4
	101-92G-3276	Monitor and Provide Technical Guidance for the Operation and Maintenance of the Kitchen Company Level Field Feeding (KCLFF) and KCLFF-Enhanced (KCLFF-E)	BNCOC	SA	3-4
	101-92G-3279	Determine Requirements and Establish Procedures in Support of Field Operations	BNCOC	SA	3-4
	101-92G-3281	Direct Personnel in the Protection and Decontamination of Subsistence Items and Equipment, in a Nuclear, Biological, or Chemical (NBC) Environment	BNCOC	SA	3-4
16. Safety, Security, and Energy Control	101-92G-3106	Implement Security Procedures in a Dining Facility	BNCOC	SA	3-4
	101-92G-3259	Maintain Energy Conservation Program	BNCOC	SA	3-4
	101-92G-3283	Administer the Safety and Fire Prevention Program	BNCOC	SA	3-4
17. Dining Facility and Field Kitchen Sanitation	101-92G-3257	Supervise Field Kitchen Sanitation Operations	BNCOC	SA	3-4
	101-92G-3258	Supervise Dining Facility Sanitation Operations	BNCOC	SA	3-4

CRITICAL TASKS

Subject Area	Task Number	Title	Training Location	Sust Tng Freq	Sust Tng SL
Skill Level 4					
18. Administrative Functions	101-92G-4101	Assign Personnel to Duty Positions	ANCOC	SA	4-5
	101-92G-4102	Develop the On-the-Job Training (OJT) Program	ANCOC	SA	4-5
	101-92G-4103	Develop and Initiate Physical Security Program	ANCOC	SA	4-5
19. Staff and Support Coordination	101-92G-4105	Coordinate With Food Advisor	ANCOC	SA	4-5
	101-92G-4106	Plan Menus to Ensure the Serving of Nutritionally Balanced Meals	ANCOC	SA	4-5
	101-92G-4115	Coordinate Dining Facility Activities With Food Service Officer (FSO) and First Cook	ANCOC	SA	4-5
	101-92G-4118	Coordinate With Troop Issue Subsistence Activity (TISA)	ANCOC	SA	4-5
	101-92G-4119	Coordinate with Facility Engineers	ANCOC	SA	4-5
	101-92G-4121	Coordinate With Civilian Personnel Officer or Contracting Officer	ANCOC	SA	4-5
	101-92G-4134	Consult With Preventive Medicine and/or Veterinarian Service	ANCOC	SA	4-5
20. Food Service Management	101-92G-4100	Review and Ensure Accuracy of Accounting Records	ANCOC	SA	4-5
	101-92G-4109	Implement and Monitor Headcount Procedures	ANCOC	SA	4-5
	101-92G-4110	Evaluate Preparation, Cooking, and Serving of Food Products	ANCOC	SA	4-5
	101-92G-4112	Evaluate the Sanitation Program in a Garrison Dining Facility	ANCOC	SA	4-5
	101-92G-4130	Prepare Documentation for Lost, Damaged, or Destroyed Subsistence Items	ANCOC	SA	4-5
	101-92G-4131	Develop Standing Operating Procedures (SOP) for Dining Facilities and Field Kitchens	ANCOC	SA	4-5
	101-92G-4132	Evaluate Subsistence Protection and Decontamination Procedures	ANCOC	SA	4-5

CRITICAL TASKS

Subject Area	Task Number	Title	Training Location	Sust Tng Freq	Sust Tng SL
	101-92G-4133	Review Hand Receipt (DA Form 2062) and Prepare Request for Issue and Turn-in (DA Form 3161)	ANCOC	SA	4-5
	101-92G-4135	Develop and Initiate Safety, Energy, and Fire Prevention Programs	ANCOC	SA	4-5
	101-92G-4136	Request Subsistence Items for a Garrison Operation	ANCOC	SA	4-5
	101-92G-4137	Prepare Production Schedule and Kitchen Requisition Item Disposition Form	ANCOC	SA	4-5
	101-92G-4138	Maintain Dining Facility Account Card	ANCOC	SA	4-5
	101-92G-4139	Evaluate Performance of Contracted Services	ANCOC	SA	4-5
	101-92G-4141	Review and Monitor the Requisition and Turn-in of Subsistence Items the Army Field Feeding System (AFFS)	ANCOC	SA	4-5
21. Field Site Operation and Evaluation	101-92G-4140	Develop, Evaluate, and Maintain Field Kitchen Layout and Field Site	ANCOC	SA	4-5
Skill Level 5					
22. Administrative Requirements	101-92G-5102	Compute Food Service Requirements for the Budget Committee	FSM	SA	5
	101-92G-5103	Participate in Installation Food Service Management Board	FSM	SA	5
23. Staff and Support Functions	101-92G-5155	Coordinate With the Surgeon or Director of Medical Services	FSM	SA	5
	101-92G-5160	Assist in Drafting or Revising a Performance Work Statement for Food Service Operations	FSM	SA	5
24. Food Management	101-92G-5104	Evaluate Unit Nutrition Program	FSM	SA	5
	101-92G-5106	Evaluate Requisitioning and Accounting Procedures	FSM	SA	5
	101-92G-5107	Prepare Reports on Design Deficiencies in Equipment and Facilities	FSM	SA	5
	101-92G-5201	Provide Assistance to Officers and NCOs Operating Dining Facilities	FSM	SA	5

CRITICAL TASKS

Subject Area	Task Number	Title	Training Location	Sust Tng Freq	Sust Tng SL
	101-92G-5202	Provide Assistance to Officers and NCO's Operating Field Kitchens Sites	FSM	SA	5
	101-92G-5204	Evaluate the Subsistence Sanitation Program	FSM	SA	5
	101-92G-5205	Monitor Army Field Feeding System (AFFS) Requisitioning and Accounting Procedures	FSM	SA	5
	101-92G-5206	Coordinate With Class I Operations	FSM	SA	5
	101-92G-5207	Prepare Quarterly Reviews and/or Action Plan	FSM	SA	5

Chapter 3

MOS/Skill Level Tasks

Skill Level 2

Subject Area 7: Supervisory Functions

Direct Personnel Who Are Undergoing On-the-Job Training

101-92G-2103

Conditions: New personnel have been assigned to your dining facility. As the first cook in the dining facility, you must ensure that the cooks on your shift learn specific jobs according to the standards set in the food operation sergeant's OJT program. In MOPP 4 conditions, all food service operations cease. Equipment and materials required are an established OJT program document and the necessary training aids.

Standards: Direct personnel using the unit's OJT program and FM 10-23. All performance measures must be completed accurately to ensure that soldiers are properly trained to do specific jobs in the dining facility.

Performance Steps

1. Prepare to train soldiers.
 - a. Review and study the training program.
 - b. Assemble the required training aids and supplies.
 - c. Schedule training so that it will not interfere with the mission workload.
2. Inform the soldier of the requirements.
 - a. Brief the soldier on the purpose of training.
 - b. Brief the soldier on what is expected of him and on the training standards.
 - c. Explain to the soldier his responsibilities.
3. Demonstrate techniques and principles.
 - a. Put the soldier at ease.
 - b. Show the soldier how to perform the task one step at a time.
 - c. Be patient and be thorough so that details are not missed.
 - d. Have the soldier perform each step after it has been demonstrated.
 - e. Ask questions to make sure that the soldier understands the operation.
4. Evaluate the soldier's performance.
 - a. Ask the soldier to demonstrate the operation and to explain each step.
 - b. Correct errors with tact.
 - c. Tell the soldier that he is doing a good job.
 - d. Give further instruction if necessary.
5. Follow up on the effectiveness of the OJT and schedule refresher training if necessary.
6. Report the soldier's progress to the supervisor.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Prepared to train soldiers.	—	—
2. Informed the soldier of the requirements.	—	—
3. Demonstrated techniques and principles.	—	—
4. Evaluated the soldier's performance.	—	—
5. Followed up on the effectiveness of the OJT and scheduled refresher training if necessary.	—	—
6. Reported the soldier's progress to the supervisor.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO-GO if any steps are failed. If the soldier scores NO-GO, show what was done wrong and how to do it correctly.

References

Required
AR 30-22
FM 10-23

Related
IS8701

Direct Personnel Setting Up and Dismantling the Mobile Kitchen Trailer
101-92G-2151

Conditions: In a field environment, you must direct your soldiers setting up the MKT for operation. When the mission is complete, you must ensure that the MKT is dismantled and packed up for movement. Upon redeployment from a contaminated area, you must decontaminate the MKT before performing this task. Equipment and materials required is a mobile kitchen trailer with all accessories and TM 10-7360-206-13.

Standards: Ensure that your soldiers unpack, set up, dismantle, and pack up the MKT properly. Soldiers must perform all steps, in sequence, to avoid serious injury to them and to keep from damaging the equipment.

Performance Steps

1. Direct soldiers in positioning the trailer.
 - a. Have them position the trailer in an area clear of large rocks and trees and on firm ground with good water drainage.
 - b. Make sure the area of operation is at least 30 feet by 30 feet and has an overhead clearance of at least 11 feet.
 - c. Make sure there is at least four feet between the kitchen trailer (packed) and any large obstacles.
 - d. Make sure the MKT is turned so that the rear entry will be on the side away from the wind.
2. Direct soldiers in raising the travel cover.
 - a. Make sure the three gasoline cans are removed and stored at least 50 feet from the MKT.
 - b. Make sure all shock cords on the travel covers are unhooked.
 - c. Make sure all hooks on the bottom edge of the MKT are unhooked.
 - d. Make sure all Velcro strips on the four upper corners and under the gasoline can mounts are unhooked.
 - e. Make sure the covers are placed over the top of the MKT.
 - f. Make sure the aisle strap assembly is released and the ramp corner struts are removed.
3. Direct soldiers in lowering one rear-leveling jack before disconnecting the trailer from the towing vehicle.
 - a. Make sure that one rear-leveling jack is lowered and locked into place.

WARNING: The leveling jacks are heavy and will swing free when the quick-release pins are removed. To avoid serious injury, keep your head out from under the trailer when lowering jacks.

- b. Make sure the jack handle is used when lowering the jack footpad to within 4 to 6 inches of the ground.

WARNING: Before disconnecting the trailer from the towing vehicle, lower one rear leveling jack assembly into the down position and lock it to prevent the kitchen trailer from tipping when it is released.

- c. Make sure the hitch wheel handle is pulled up to release the pins from the upper side of the block.
 - d. Make sure the wheel assembly is swung down and pins are locked into the lower side of the block.
 - e. Make sure the electrical power cord and air brake hose are disconnected and the manual brakes are set.
 - f. Make sure the trailer is disconnected from the towing vehicle and the MKT is pushed into position.

4. Direct soldiers in leveling the MKT.
 - a. Make sure the three remaining leveling jacks are lowered (as in step 3) until all four jacks touch the ground.
 - b. Make sure the jack handle is turned until the bubbles are centered over the bench level indicators on the corners of the ramp (see Figure 3-1, page 3-4).

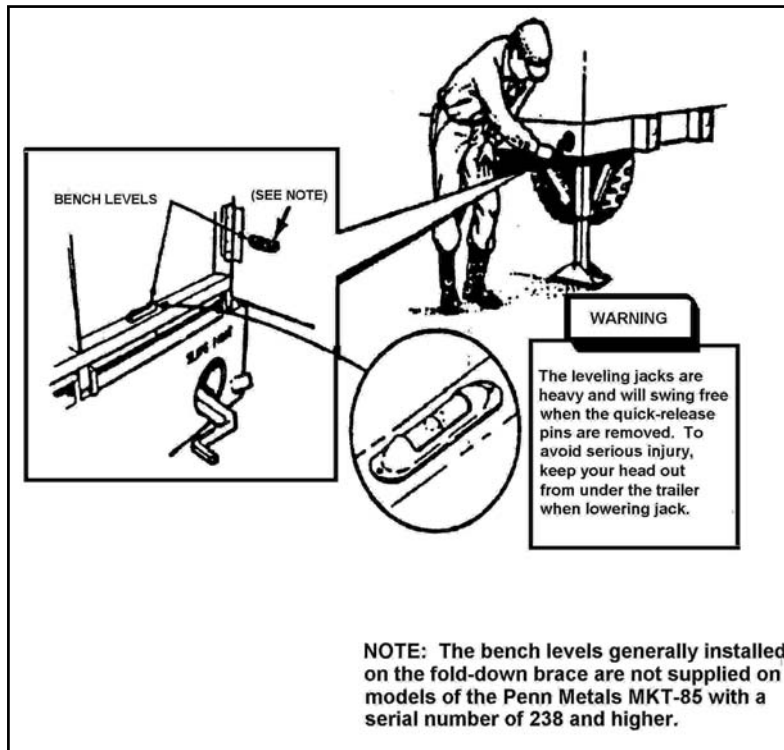


Figure 3-1. Turning the Jack Handle

Performance Steps

5. Direct soldiers in setting up the ramp.
 - a. Make sure all braces are folded out on the side ramps (see Figure 3-2).
 - b. Make sure that one person is at each corner to hold the side ramp and to raise the eye bolt latch or Z-bar latch to release the ramp.
 - c. Make sure that one person is at the front corner ramp and that one person is at the rear corner ramp on the same side to fold out the corner ramps.
 - d. Make sure the side ramp is carefully lowered.

WARNING: Be extremely careful when lowering ramps. Serious injury can result if adequate care is not taken.

- e. Make sure the corner ramp struts are installed in the two corner ramps.
 - f. Make sure steps a through e is to be repeated for the opposite side.
6. Direct soldiers to lower the two end ramps.
 - a. Make sure all four braces are pulled out.
 - b. Make sure the eyebolt latch (or Z-bar latch) is lifted.
 - c. Make sure the end ramp is carefully lowered.
 - d. Make sure the slide-lock pins are pushed into place, locking the corner ramp assemblies to the end ramp assembly.
 - e. Make sure steps a through d is repeated on the opposite end.
 - f. Make sure the travel cover is rolled under and secured with straps so that water will not collect in the fabric roll.

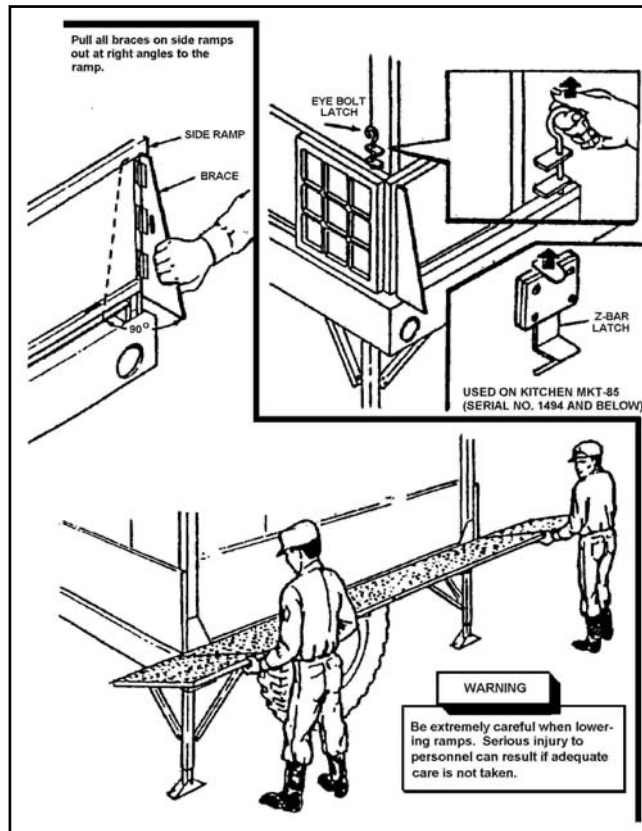


Figure 3-2. Lowering the Side Ramps

Performance Steps

7. Direct soldiers to raise the roof.
 - a. Make sure the two roof jacks are placed into position at the front and rear of the roof in the center aisle.
 - b. Make sure the pin at the bottom of the jack is in the corresponding hole in the kitchen floor, and the top is placed under the roof edge.
 - c. Make sure that the person at each jack and the one on each side of the roof raise both ends of the roof at the same time.

NOTE: As an alternate, the roof may be raised with one person lifting on each of the four lifting loops on all four corners at the same time. Before lowering or raising the roof-lifting jack, be sure to depress the latch plate. Should the roof assembly bind while it is being raised, stop and raise the lower corner to match the higher corners, then continue with the raising.

- d. Make sure the locking stops are placed into holes near the bottom of the inside tube of the posts when the roof is in a raised position.
8. Direct soldiers to take down and arrange equipment (see Figure 3-3, page 3-6).
 - a. Have them remove the field tables and set them up outside of the kitchen.
 - b. Have them remove the liquid dispensers and water containers and set them on field tables.
 - c. Have them loosen the strap assemblies.
 - d. Have them set aside all other equipment stored on the cooking racks, the cooking cabinet, and in the center aisle.
 - e. Have them store equipment under the kitchen ramps.

Performance Steps

- f. Have them remove the three ladders and handrails and install them onto ramps at the entry and exit (see Figure 3-4 and Figure 3-5).
 - g. Have them remove the two side cabinet strap assemblies and the insulated food container strap, roll up the straps and store them under the front edge of the field range burners.
 - h. Have them place the movable cabinet next to the cooking racks on the end ramp.
 - i. Have them place the ice chest next to the field range on the rear ramp (see Figure 3-6, page 3-8).
 - j. Have them put their weapons in the rifle rack (see Figure 3-7, page 3-8).
 - k. Have them remove the fire extinguishers from storage and place them in the brackets (see Figure 3-8, page 3-9).
 - l. Have them put the lanterns on the hooks of the roof brackets (see Figure 3-8, page 3-9).
- WARNING:** Do not place gasoline lanterns at any place other than on hooks provided in roof brackets.
- m. Have them install utensil holders across inside corners of roof assembly frame in two places (see Figure 3-9, page 3-9).
 - n. Have them remove the fabric curtains and stow them.
 - o. Have them remove the tent poles and the handrails.

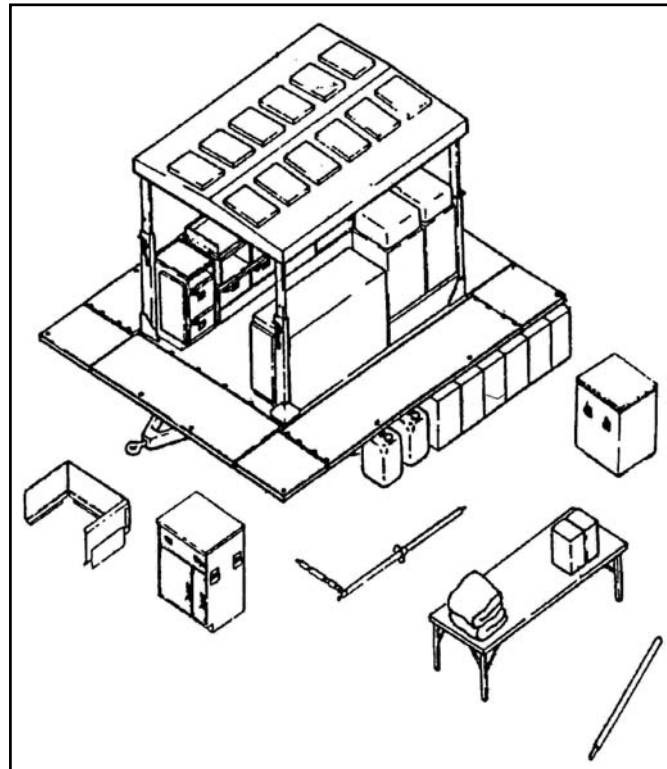


Figure 3-3. Taking Down Equipment

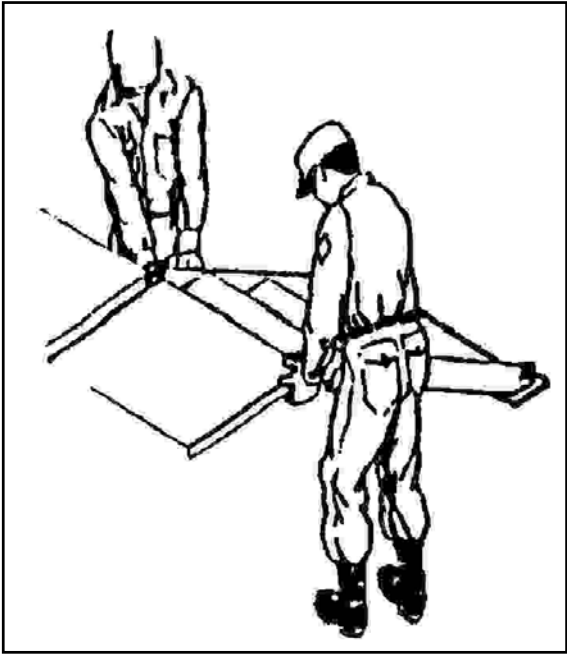


Figure 3-4. Install Ramp

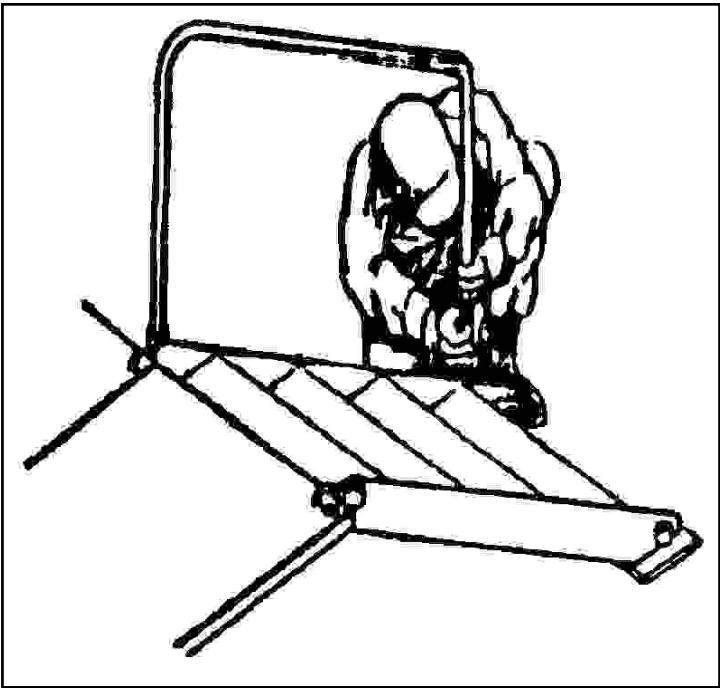


Figure 3-5. Installing Handrail

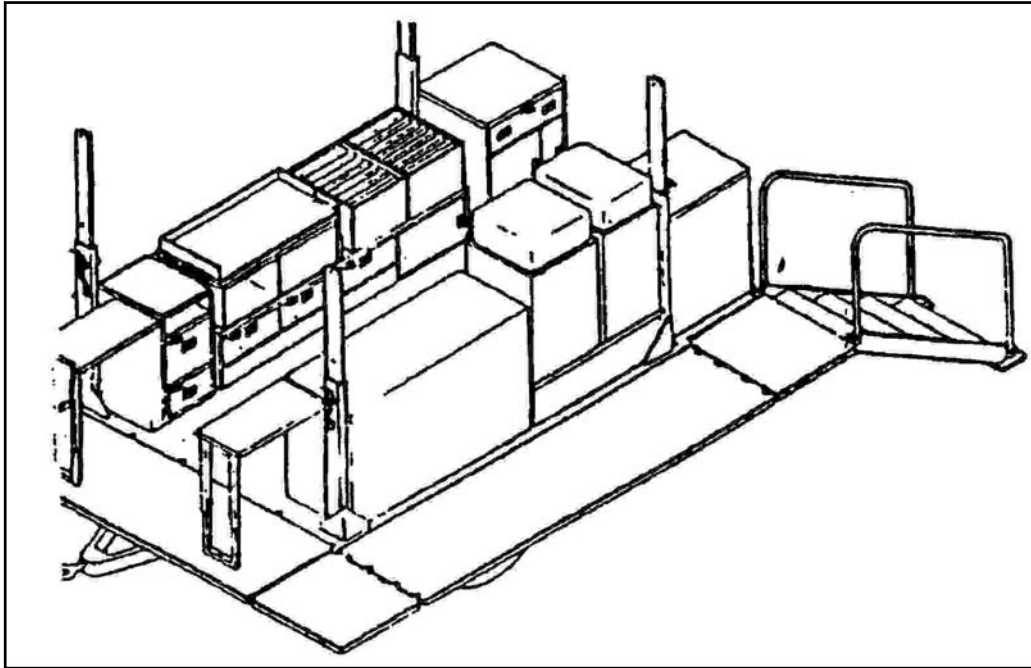


Figure 3-6. Movable Cabinet and Ice Chest

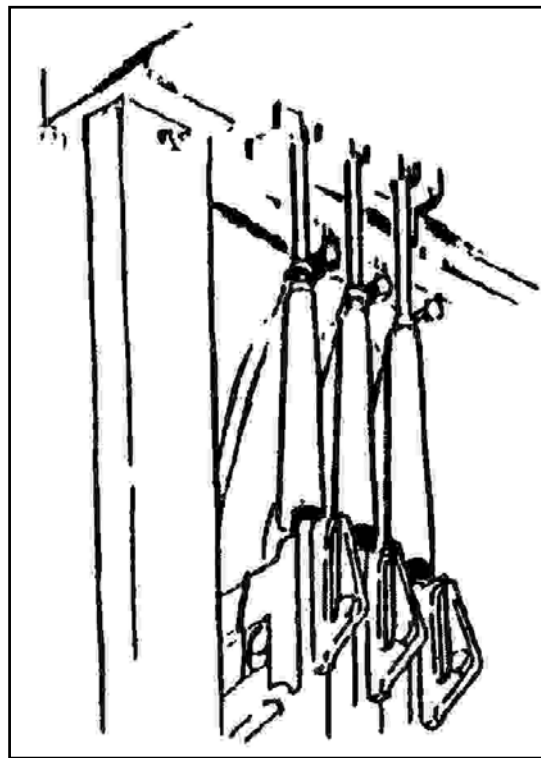


Figure 3-7. Rifle Rack

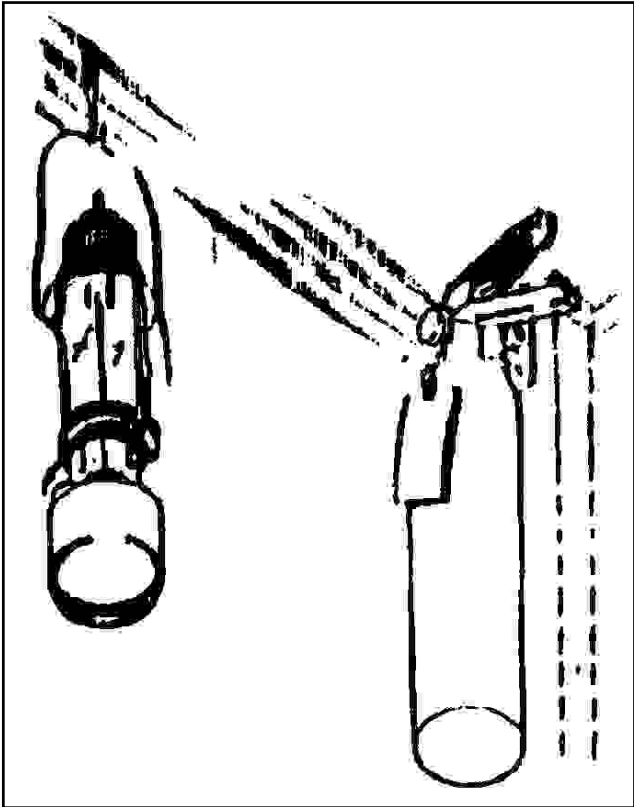


Figure 3-8. Gasoline Lantern and Fire Extinguisher Hook

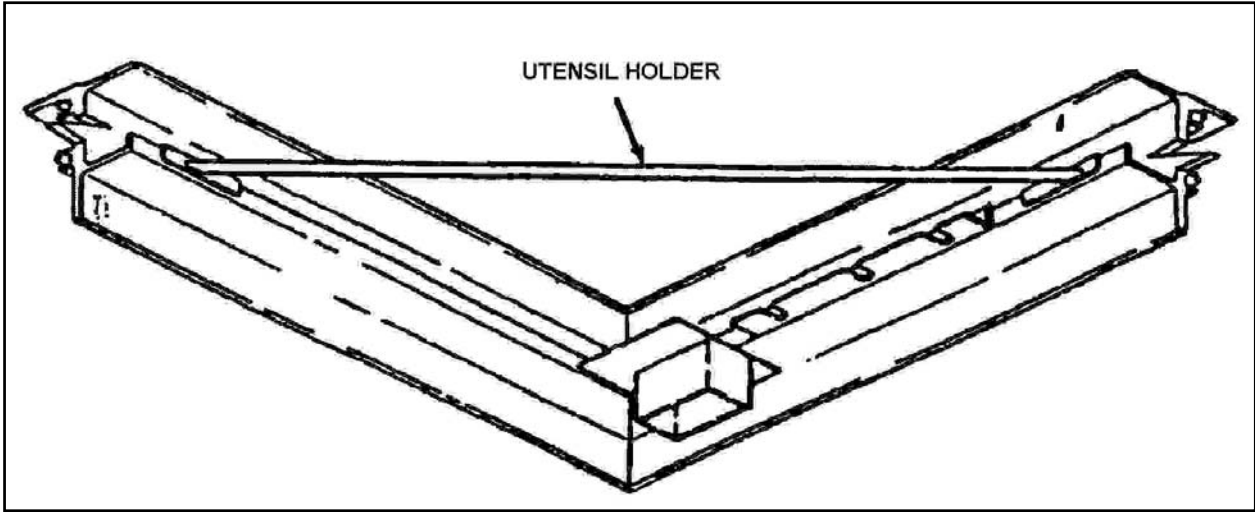


Figure 3-9. Utensil Holder

Performance Steps

9. Direct soldiers to erect the tent.
 - a. Have them extend the roof canopy and install corner tent poles by inserting the end of the small adjustable strut into the corner strut assembly.
 - b. Have them place the tent pole grommet pin through the grommet and insert the bottom pole into the hole in the decking.
 - c. Have them rotate the small adjustable strut on the tent poles until the fabric is tight (see Figure 3-10).
 - d. Have them install the remaining tent poles by inserting pins into the holes of the roof canopy and corresponding holes in the decking. Adjust tension by rotating the adjustable arms counterclockwise until the fabric is tight.
 - e. Have them insert the handrails into the sockets on the tent poles at the sides and ends, allowing openings for the entry and exit.
 - f. Have them install screens, if used. Attach snaps to loops on the flap of the roof canopy, then fasten Velcro straps along all top edges.
 - g. Have them install the foul weather cover assemblies using the same procedure as in step f.
 - h. Have them secure the bottom edge of the screens and cover to the ramps with nylon elastic cord and S hooks.
 - i. Have them open the screens and the covers at the entrances to allow use of the serving line entrance and exit, as well as the cook's access to the center aisle.
 - j. Have them lay the griddle carefully on top of the cooking racks and frames between the front and rear of the lips and install the splashguard.
 - k. Have them install the grease catcher and funnel on the right-hand side of the cooking rack frame under the slot on the griddle.
 - l. Have them open the roof vents to allow adequate ventilation.

WARNING: Severe burns may result if attempt is made to adjust roof vents from the center aisle during kitchen operation. Any vent adjustment required during operation should be done from the outside ramps to prevent contact with or upsetting hot components.

- m. Have them install the condiment tray inboard onto any vertical roof post (see Figure 3-11).
- n. Have them install the can opener assembly on the bracket on the top right-hand corner of the storage cabinet. Place knives in the cutlery rack.
- o. Have them erect drop-leaf tables on the sides of the storage cabinet and condiment cabinet.
- p. Have them remove burners from the field ranges and cooking rack frames to service and operate.

WARNING: Perform service on burners 50 feet away from the kitchen and 50 feet away from the fuel storage area.

- q. Have them install the burner units back into the field ranges and cooking rack frames after lighting.
10. Direct soldiers to dismantle and secure the trailer for movement by reversing the procedures in all the steps above except step 1.

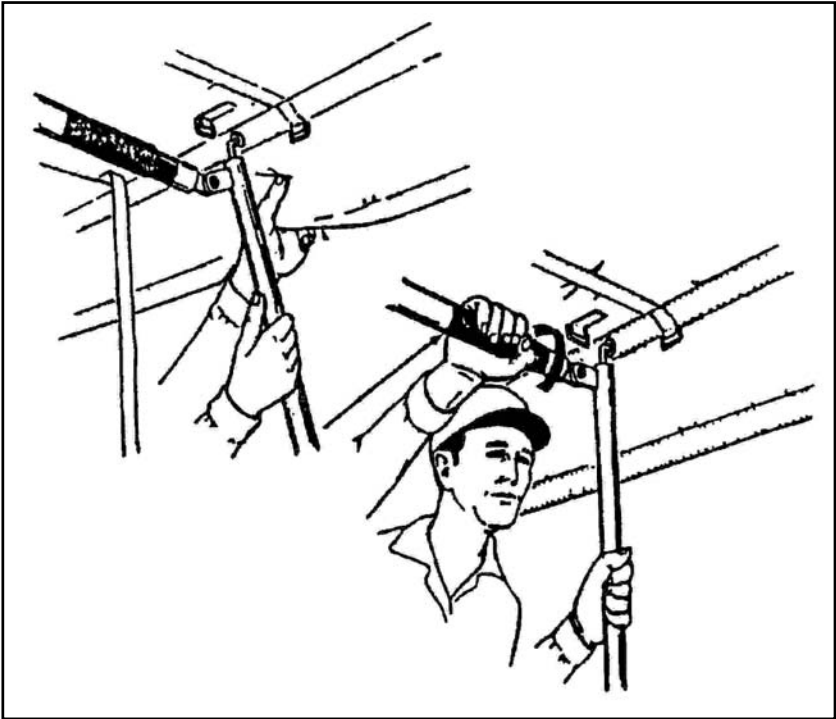


Figure 3-10. Extending Roof Canopy

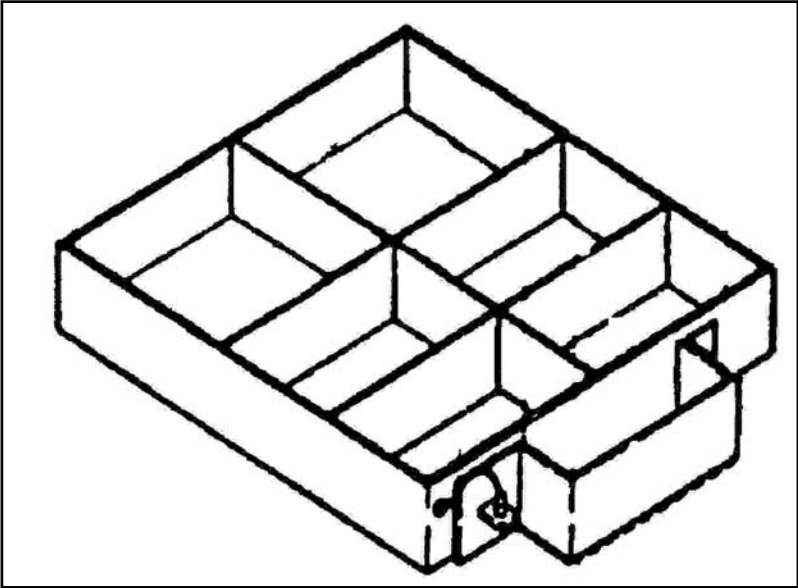


Figure 3-11. Condiment Tray

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Directed soldiers in positioning the trailer.	—	—
2. Directed soldiers in raising the travel cover.	—	—
3. Directed soldiers in lowering one rear leveling jack before disconnecting the trailer from the towing vehicle.	—	—
4. Directed soldiers in leveling the MKT.	—	—
5. Directed soldiers to lower the two end ramps.	—	—
6. Directed soldiers in setting up the ramp.	—	—
7. Directed soldiers to raise the roof.	—	—
8. Directed soldiers to take down and arrange equipment.	—	—
9. Directed soldiers to erect the tent.	—	—
10. Directed soldiers to dismantle and secure the trailer for movement by reversing the procedures in all the steps above except step 1.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO-GO if any steps are failed. If the soldier scores NO-GO, show what was done wrong and how to do it correctly.

References

Required
 FM 10-23
 TM 10-7360-206-13

Related
 AR 30-22

Subject Area 8: Field Kitchen Operations

Direct Personnel Setting Up and Maintaining the Water-Sterilizing Bags
101-92G-2154

Conditions: You are the first cook assigned to a field kitchen. You must direct your soldiers in setting up and maintaining the water-sterilizing bags. In MOPP 4 conditions, all food service operations cease. Equipment and materials required are serviceable water-sterilizing bags, tent poles, rope, gravel, crushed stone, an authorized water container, potable water, and a shovel.

Standards: Ensure that your soldiers set up and maintain the water-sterilizing bags according to the performance measures. Soldiers must perform all steps in sequence to avoid injuring themselves or other soldiers and to avoid damaging their equipment or the environment. Task is complete when bags have been stored.

Performance Steps

1. Direct soldiers selecting an area to set up the water-sterilizing bags.
 - a. Have them select an area in the bivouac and dining area.
 - b. Have them select an area that provides good drainage.
 - c. Have them select an area that provides overhead protection.
2. Direct soldiers to set up the water-sterilizing bags.
 - a. Have them use the limb of an available tree to set up the water-sterilizing bags.
 - (1) Have them position the bag at the desired height from the ground.
 - (2) Have them secure the bag to a limb with the rope attached to the bag.
 - (3) Have them encircle and fill the soakage pit with gravel and stones.
 - b. Have them use a tripod to set up the water-sterilizing bags.
 - (1) Have them construct a tripod by securing three tent poles together with a rope.
 - (2) Have them position the bag at the desired height from the ground.
 - (3) Have them suspend the bag from the tripod with the rope attached to the bag.
 - (4) Have them dig a soakage pit under the bag.
 - (5) Have them encircle and fill the soakage pit with gravel and stones.
 - c. Check the final setup for any errors.
3. Direct soldiers to fill the water-sterilizing bags.
 - a. Have them untie each bag and lift the cover off the bag. Inspect the bag for cleanliness. If the bag is dirty, it should be scrubbed and treated with a strong chlorine solution (refer to procedures in TB MED 530).
 - b. Have them fill the bag with potable water from water trailers, water cans, or tank trucks.
 - c. Have them check the spigots of the bags for leaks and tighten them if necessary.
 - d. Have them replace the cover and secure it tightly.
 - e. Have them check the water for proper chlorine residue.
4. Direct soldiers to clean and store the water-sterilizing bags when not in use.
 - a. Have them take the water-sterilizing bags down.
 - b. Inspect and have soldiers clean bags if necessary.
 - c. Have them hang each bag until it is completely dry.
 - d. Have them fold each bag and wrap it with craft paper.
 - e. Have them store each bag in a new fiberboard box.
 - f. Have them store boxes in a clean, dry place.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Directed soldiers selecting an area to set up the water-sterilizing bags.	—	—
2. Directed soldiers to set up the water-sterilizing bags.	—	—
3. Directed soldiers to fill the water-sterilizing bags.	—	—
4. Directed soldiers to clean and store the water sterilizing bags when not in use.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO-GO if any steps are failed. If the soldier scores NO-GO, show what was done wrong and how to do it correctly.

References

Required
FM 10-23
FM 21-10

Related
TB MED 530

Direct Personnel Operating and Maintaining the Field Kitchen Equipment
101-92G-2163

Conditions: As the first cook in a field kitchen, you must ensure that soldiers properly maintain and operate field kitchen equipment. In MOPP 4 conditions, you and your soldiers must decontaminate yourselves and your equipment before resuming your operations. Equipment and materials required are an operational field kitchen with all accessories, gasoline in appropriate container, gas nozzle, safety gloves, matches or lighting device, cleaning materials, hand tools, lubricating oil, anti-seize compound, fire extinguisher, potable water, DA Form 2404, DD Form 314, TM 10-7360-204-13&P, TM 10-7360-209-13&P, and TM 10-8340-205-13&P.

Standards: Conduct safety briefings and brief soldiers on the area layout as well as the location of major field kitchen equipment. After the briefing, assign duties to your soldiers and conduct OJT. To avoid serious injury to personnel or damage to equipment, you must make sure that all soldiers are trained, licensed, and qualified to operate the field kitchen equipment. Supervise soldiers operating field kitchen equipment and make sure that they document maintenance intervals on DD Form 314. Recommend corrective action, when necessary, and ensure that soldiers perform periodic preventive maintenance checks and services (PMCS) and document their findings on DA Form 2404.

CAUTION: Handle and dispose of hazardous materials; (such as cleaning compounds, contaminated fuel, contaminated rags, and so on) IAW unit SOP, Operations Orders (OPORD), local regulations, and/or host nation laws.

Before performing this task, read and comply with the appropriate Material Safety Data Sheet (MSDS). Also wear the appropriate personal protective equipment (PPE) and clean and secure the PPE upon completion of this task.

Performance Steps

1. Direct soldiers to review safety precautions and procedures for applicable equipment in the appropriate technical manual.
2. Conduct a safety briefing.
 - a. Ensure that you brief soldiers on the safety of each piece of field kitchen equipment.
 - b. Make sure soldiers are aware of the fire prevention rules to follow when operating gas equipment.
 - c. Make sure that soldiers are aware of the possibility of burns, collisions, and falls and that they know the proper techniques for lifting heavy objects.
 - d. Tell soldiers not to horseplay while operating equipment.
3. Brief soldiers on the area layout and point out the location for major equipment.
 - a. Select an area in which to set up the major field kitchen equipment.
 - b. Make sure that equipment layout is along a good access road.
4. Assign duties to soldiers.
 - a. Determine what tasks are to be done.
 - b. Decide the time required to do each task.
 - c. Determine the level of skills required to perform each task before assigning each soldier his duties.
 - d. Rotate the tasks so that each person has an opportunity to learn a variety of tasks.
5. Direct soldiers undergoing OJT.
 - a. Review and study the training program.
 - b. Assemble the required training aids and supplies.
 - c. Inform the soldiers of the requirements.
 - d. Brief the soldiers on the purpose of the training.
 - e. Brief the soldiers on what is expected and on the training standards.

Performance Steps

- f. Explain soldiers' responsibilities.
- g. Demonstrate techniques and principles.
- h. Have the soldiers perform each step after it has been demonstrated.
- i. Evaluate soldiers' performance.

- 6. Ensure that soldiers have been trained to operate the equipment and are licensed or qualified to operate the different types of field kitchen equipment.
- 7. Supervise soldiers under certain conditions.
 - a. Operate and maintain the MKT, M1948 kitchen tent, or KCLFF.
 - b. Operate and maintain the mess kit laundry or the sanitation center.
 - c. Operate and maintain M2A burner unit, the MS9 field range, and the immersion heater.
 - d. Operate and maintain the gasoline lantern.
 - e. Use and sanitize cooking and serving utensils.
 - f. Use and sanitize the insulated food containers.

NOTE: Always refer to the applicable technical manual for specific operating and maintenance procedures.

- 8. Monitor maintenance services by ensuring that soldiers document maintenance intervals on DD Form 314.
- 9. Recommend corrective action when problems arise.
- 10. Ensure that soldiers perform PMCS periodically and annotate shortcomings and deficiencies on DA Form 2404 to detect potential problems and downtime.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Directed soldiers to review safety precautions and procedures for applicable equipment in the appropriate technical manual.	—	—
2. Conducted a safety briefing.	—	—
3. Briefed soldiers on the area layout, and point out the location for major equipment.	—	—
4. Assigned duties to soldiers.	—	—
5. Directed soldiers undergoing OJT.	—	—
6. Ensured that soldiers have been trained to operate the equipment and are licensed or qualified to operate the different types of field kitchen equipment.	—	—
7. Supervised soldiers under certain conditions.	—	—
8. Monitored maintenance services by ensuring that soldiers document maintenance intervals on DD Form 314.	—	—
9. Recommended corrective action when problems arise.	—	—
10. Ensured that soldiers perform PMCS periodically and annotate shortcomings and deficiencies on DA Form 2404 to detect potential problems and downtime.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO-GO if any steps are failed. If the soldier scores NO-GO, show what was done wrong and how to do it correctly.

References**Required**

DA FORM 2404

DD FORM 314

FM 10-23TM 10-7360-204-13&P

TM 10-7360-204-13&PTM 10-7360-209-13&P

TM 10-7360-209-13&P

TM 10-8340-205-13&P

Related

DA PAM 738-750

GTA 10-01-005

GTA 10-01-007

QM6062

Direct Personnel Preparing and Serving Meals at a Field Kitchen Site

101-92G-2164

Conditions: You are the first cook in a field environment. You must ensure that meals are properly prepared and served. In MOPP 4 conditions, stop all food service operations and protect subsistence from contamination. Equipment and materials required are an operational field kitchen, subsistence items, cleaning supplies, and potable water.

Standards: Assign duties, review the production schedule, brief servers, and schedule cleanup operations. Make sure that the serving line is set up according to the type of feeding operation. Also, monitor soldiers' performance during meal preparation as well as serving procedures. Ensure that soldiers set up the fueling and lighting areas according to the performance measures. You must complete all performance measures accurately to ensure that the feeding mission is completed in a safe and timely manner.

Performance Steps

1. Assign duties to soldiers.
 - a. Decide who is to perform each task by comparing the level of skills required with each soldier's previous performance.
 - b. Inform soldiers of their duties.
 - c. Enter the names of persons preparing foods in the column provided on the production schedule.
2. Review the production schedule (when used) with soldiers.
 - a. Assign each Cook specific items to prepare.
 - b. Review the instructions on the number of portions to be prepared.
 - c. Review the recipes, SOPs, or field menu notes to be used.
 - d. Review the preparation and cooking times and temperatures.
 - e. Review special instructions.
3. Direct soldiers operating and maintaining field kitchen equipment.
 - a. Conduct a safety briefing.
 - b. Ensure that soldiers have been trained to operate the equipment.
4. Ensure that separate fueling and lighting areas are established and separated from the kitchen area.
 - a. Make sure that soldiers set up the fueling area at least 50 feet from the kitchen area.
 - b. Make sure that soldiers set up the lighting area at least 50 feet from the fueling and kitchen areas.
5. Monitor performance during meal preparation and provide on-the-spot corrections when required.
 - a. Ensure that soldiers follow the production schedule when it is used.
 - b. Make sure that soldiers follow the preparation procedures on the recipe card.
 - c. Stop and correct soldiers on the spot if they are following incorrect procedures.
6. Direct the setup of the serving line based on the type of operational setting.
 - a. Make sure they set up a U-shaped line when attack is not likely, when using the MKT.
 - b. Make sure they set up two serving lines, one on each side of the trailer, when there is threat of attack.
 - c. Make sure they use a staggered serving line when serving from the kitchen tent under threat of attack.

Performance Steps

7. Brief servers on the following duties.
 - a. Maintaining good personal hygiene.
 - b. Practicing portion control.
 - c. Keeping equipment clean while serving and cleaning up spills immediately.
 - d. Using the proper serving utensils for each food item.
8. Monitor the serving of the meal and direct the replenishment of food items.
 - a. Designate one or more persons to replenish food items.
 - b. Make sure traffic flow is not hampered when replenishing food items.
 - c. Make sure the servers are alerted when replenishing food items.
9. Schedule and monitor cleanup operations.
 - a. Make sure that soldiers use the mess kit laundry line for washing and sanitizing the pots, pans, and serving utensils.
 - b. Monitor proper temperatures and procedures during cooking and serving of food and also during cleanup.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Assigned duties to soldiers.	—	—
2. Reviewed the production schedule (when used) with soldiers.	—	—
3. Directed soldiers operating and maintaining field kitchen equipment.	—	—
4. Ensured that separate fueling and lighting areas are established and separated from the kitchen area.	—	—
5. Monitored performance during meal preparation and provide on-the-spot corrections when required.	—	—
6. Directed the setup of the serving line based on the type of operational setting.	—	—
7. Briefed servers on the following duties.	—	—
8. Monitored the serving of the meal, and direct the replenishment of food items.	—	—
9. Scheduled and monitored cleanup operations.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO-GO if any steps are failed. If the soldier scores NO-GO, show what was done wrong and how to do it correctly.

References

Required

- AR 30-22
- FM 10-23
- TB MED 530
- TM 10-412
- TM 10-7360-204-13&P

Related

- 800-101-0098-B
- GTA 10-01-005
- GTA 10-01-007

Subject Area 9: Dining Facility Equipment and Subsistence Items

**Direct Optimal Nutrition Procedures During Food Preparation and Serving
101-92G-2105**

Conditions: As the first cook in a dining facility or a field kitchen, you must ensure that the cooks on your shift follow the proper procedures to prepare and serve nutritional food items. In MOPP 4 conditions in a field environment, stop all food service operations and protect subsistence from contamination. Equipment and materials required are an operational dining facility or a field kitchen, selected food items for preparation, a production schedule with complete instructions from the FOS, SOP, and TM 10-412 or automated equivalent.

Standards: Assign duties, review the production schedule, brief servers, and schedule cleanup operations. Make sure that the serving line is set up according to the type of feeding operation. Also, monitor soldiers' performance during meal preparation as well as serving procedures. Ensure that soldiers set up the fueling and lighting areas according to the performance measures. You must complete all performance measures accurately to ensure that the feeding mission is completed in a safe and timely manner.

Performance Steps

1. Direct cooks to use the correct preparation and storage methods for calorie control and for nutrient retention.
 - a. Have them prepare the four basic food groups according to the master menu or field menu.
 - b. Have them store subsistence items at the recommended temperatures.
 - c. Make sure they practice the first-in, first-out storage method by using the earliest date shown on pack first.
2. Direct cooks to use the correct cooking methods for calorie control and nutrient retention.
 - a. Have them follow cooking procedures according to the recipe card or SOP.
 - b. Have them prepare alternates for fried items.
 - c. Have them trim any visible excess fat from meat items before preparing them.
 - d. Have them drain excess fat from foods after cooking them.
3. Direct cooks to prepare food in small quantities when possible.
 - a. Determine if progressive cooking is appropriate.
 - b. Ensure production schedule directions for progressive cooking are followed.
4. Monitor food-holding temperature before and during serving to ensure nutrient retention.
 - a. Make sure the correct temperature for the serving line is maintained.
 - b. Make sure food is covered until service begins.
 - c. Make sure food items are not boiled on the serving line.
5. Direct cooks to post caloric values of all food served, by portion size, as provided by the dining facility manager.
 - a. Have them display calorie cards showing the caloric counts per serving portion.
 - b. Ensure they post all information accurately on the calorie cards.
6. Direct cooks to use portion control when serving.
 - a. Have them use proper serving utensils.
 - b. Make sure they refer to the recipe card for the correct serving portion.
7. Direct cooks to assist diners in the selection of the low-calorie menu for that meal.
 - a. Have them suggest a reduced calorie portion rather than the regular portion for the weight conscious diners.
 - b. Make sure they answer all questions from diners regarding calorie content.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Directed cooks to use the correct preparation and storage methods for calorie control and for nutrient retention.	—	—
2. Directed cooks to use the correct cooking methods for calorie control and nutrient retention.	—	—
3. Directed cooks to prepare food in small quantities when possible.	—	—
4. Monitored food holding temperature before and during serving to ensure nutrient retention.	—	—
5. Directed cooks to post caloric values of all food served, by portion size, as provided by the dining facility manager.	—	—
6. Directed cooks to use portion control when serving.	—	—
7. Directed cooks to assist diners in the selection of the low-calorie menu for that meal.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO-GO if any steps are failed. If the soldier scores NO-GO, show what was done wrong and how to do it correctly.

References

Required
 FM 10-23-2
 TM 10-412

Related
 AR 40-25
 FM 10-23
 TB MED 530

Direct Personnel in Storage and Use of Leftovers
101-92G-2160

Conditions: As the first cook in an operational dining facility, you must direct soldiers in the storage and use of leftover food items. In MOPP 4 conditions, all food service operations cease. Equipment and materials required are an operational dining facility, food service SOP, leftover foods, plastic wrap or suitable covers, labels, marker, subsistence supplies, TB MED 530, and DA Form 3034 or automated equivalent.

Standards: Determine the disposition of leftovers and post the information on the production schedule. To prevent food contamination and personal illness, ensure that your Soldiers cover, label, and store leftovers according to TB MED 530 and that they dispose of leftovers properly.

Performance Steps

1. Determine the disposition of leftovers and post the information on the production schedule.
 - a. Identify foods that are potentially hazardous.
 - b. Identify foods that must be discarded immediately after serving.
 - c. Enter (in red ink) on the production schedule the leftover foods to be used.
2. Make sure refrigerated or heated storage of leftover PHFs intended for use is maintained.
 - a. Have soldiers use the rapid cool method then cover, label, and refrigerate leftover PHFs immediately after the serving period.
 - b. Ensure that after PHFs are prepared, they are cooled to an internal temperature of 70°F within 2 hours, then bring PHF items to 41°F coming off the serving line.
 - c. Refrigerate foods by using shallow pans.
 - d. Use hot food holding units for heated storage of leftovers for the next meal.
3. Ensure that leftovers to be discarded are disposed of properly.

NOTE: Make sure that food offered for self-service is discarded after the meal.

4. Ensure that leftovers are properly covered and labeled.
 - a. Make sure that leftovers are placed in clean, covered containers.
 - b. Make sure that covers are sealed and nonabsorbent to prevent cross-contamination.
 - c. Make sure the label with the date and time of preparation and identified as "Leftover" is placed on the cover.
5. Determine how leftovers are intended to be reused and post the information on the production schedule.
 - a. Incorporate leftover food into another product if practicable.
 - b. Determine the meal at which the leftover foods are to be used.
 - c. Alter leftover foods from their original appearance.
6. Discuss the use of leftovers with assigned soldiers.
7. Verify that leftover PHFs are stored at 41°F or below.

NOTE: Chill leftover PHFs at 41°F (7°C) or below by using rapid cooling method IAW TB MED 530.

8. Verify that leftover PHFs are held at 140°F or above and that they are retained for no more than five hours.
9. Verify that chilled leftovers that are to be re-served hot are reheated to an internal temperature of 165°F within 2 hours.

NOTE: Chilled leftovers intended to be served hot shall be reheated rapidly to an internal product temperature of 165°F (74°C) or higher before being served.

10. Make sure that leftovers are re-served only once and that they are then discarded.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Determined the disposition of leftovers and post the information on the production schedule.	—	—
2. Made sure refrigerated or heated storage of leftover PHFs intended for use is maintained.	—	—
3. Ensured that leftovers to be discarded are disposed of properly.	—	—
4. Ensured that leftovers are properly covered and labeled.	—	—
5. Determined how leftovers are intended to be reused and posted the information on the production schedule.	—	—
6. Discussed the use of leftovers with assigned soldiers.	—	—
7. Verified that leftover PHFs are stored at 41°F or below.	—	—
8. Verified that leftover PHFs are held at 140°F or above and that they are retained for no more than five hours.	—	—
9. Verified that chilled leftovers that are to be re-served hot are reheated to an internal temperature of 165°F within 2 hours.	—	—
10. Made sure that leftovers are re-served only once and that they are then discarded.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO-GO if any steps are failed. If the soldier scores NO-GO, show what was done wrong and how to do it correctly.

References

Required
 DA FORM 3034
 TB MED 530

Related
 AR 30-22

**Direct Personnel Operating and Maintaining the Dining Facility Equipment
101-92G-2162**

Conditions: As the first cook in an operational dining facility, you must ensure that dining facility equipment is operated and maintained properly. In MOPP 4 conditions, all food service operations cease. Equipment and materials required are an operational dining facility, work order logbook, hand tools, cleaning and lubricating materials, and the manufacturer’s manual for equipment maintenance.

Standards: Ensure that your soldiers have been trained to operate and maintain dining facility equipment. You must monitor soldiers’ performance and provide on-the-spot corrections. You must ensure that equipment is inspected, serviceable, clean, and safe for use. Ensure that soldiers follow a cleaning schedule and that they call in and log work orders properly.

Performance Steps

1. Ensure that soldiers have been trained to operate and perform maintenance on the equipment.
 - a. Ensure that there is a training program for all dining facility soldiers on the operation and maintenance of food service equipment.
 - b. Ask assistance from DEH on newly installed equipment.

NOTE: Always refer to the manufacturer’s manual for specific operation and maintenance procedures.

2. Monitor soldiers’ performance and provide on-the-spot corrections when necessary.
3. Check to determine if equipment is ready for use.
 - a. Check for damage or tampering before operation.
 - b. Make sure that soldiers inspect electrical wiring and that connections are dry, clean, and secure.
4. Ensure that equipment is unplugged or that switches are in the off position when not in use.
5. Ensure that operator maintenance is performed according to the instructions posted on the equipment or in the equipment maintenance manual.
6. Inspect equipment for damage, sanitary condition, and working condition.
 - a. Check to see if there is an indication of shorting or burning in the electrical system.
 - b. Make sure that all guards and safety devices are in place and in good condition.
 - c. Ensure that equipment is clean before it is operated.
7. Ensure soldiers follow the cleaning schedule.
 - a. Make sure equipment is cleaned after each use.
 - b. Have them refer to the manufacturer’s instructions on cleaning schedules.
8. Ensure that work orders are called in and logged properly.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Ensured that soldiers have been trained to operate and perform maintenance on the equipment.	—	—
2. Monitored soldiers’ performance and provided on-the-spot corrections when necessary.	—	—
3. Checked to determine if equipment is ready for use.	—	—
4. Ensured that equipment is unplugged or that switches are in the off position when not in use.	—	—
5. Ensured that operator maintenance is performed according to the instructions posted on the equipment or in the equipment maintenance manual.	—	—

Performance Measures

	<u>GO</u>	<u>NO GO</u>
6. Inspected equipment for damage, sanitary condition, and working condition.	—	—
7. Ensured soldiers follow the cleaning schedule.	—	—
8. Ensured that work orders are called in and logged properly.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO-GO if any steps are failed. If the soldier scores NO-GO, show what was done wrong and how to do it correctly.

References

Required

Related

- 800-101-0009-B
- 800-101-0012-B
- 800-101-0025-B
- 800-101-0026-B
- 800-101-0027-B
- 800-101-0028-B
- 800-101-0029-B
- 800-101-0030-B
- 800-101-0057-B
- 800-101-0280-B
- 800-101-0308-B
- 800-101-0312-B
- AR 30-22
- AR 420-49
- DA PAM 30-22

Direct Personnel Preparing and Serving Meals in a Dining Facility
101-92G-2165

Conditions: You are the first cook in a dining facility. It is your duty to ensure that meals are properly prepared and served. In MOPP 4 conditions, all food service operations cease. Equipment and materials required are an operational dining facility, sanitation checklist, subsistence items, TM 10-412, and DA Form 3034 or automated equivalent.

Standards: Assign duties to your soldiers. Brief them on specific duties and review the production schedule with them. Brief your soldiers on safe operation and maintenance of dining facility equipment. Also, monitor your soldiers during meal preparation and serving and cleanup operations. Ensure that soldiers set up the serving line properly and check the food items against the production schedule. To prevent illness from contamination, direct your soldiers in safe storage and use of leftovers and check the sanitary condition of the dining facility according to the approved checklist.

Performance Steps

1. Assign duties to soldiers.
 - a. Decide who is to perform each task by comparing the level of skills required with each individual's previous performance.
 - b. Inform soldiers of their duties.
 - c. Enter the name of persons preparing foods in the column provided on the production schedule.
 - d. Rotate tasks so that each cook has an opportunity to learn a variety of skills.
2. Review the production schedule with soldiers.
 - a. Assign each Cook specific items to prepare.
 - b. Review the instructions on the number of portions to be prepared.
 - c. Review the recipe, SOP, or master menu note to be used.
 - d. Review the preparation and cooking time.
 - e. Review special instructions.
3. Direct soldiers operating and maintaining dining facility equipment.
 - a. Conduct a safety briefing.
 - b. Ensure that soldiers have been trained to operate the equipment.
 - c. Check to determine if equipment is ready for use.
 - d. Ensure that soldiers perform operator maintenance.
4. Monitor the performance of soldiers during meal preparation and provide on-the-spot corrections when necessary.
 - a. Ensure that soldiers follow the production schedule.
 - b. Make sure that soldiers follow the preparation procedures on the recipe cards.
 - c. Stop and correct soldiers on the spot if they are using incorrect procedures.
5. Direct soldiers to set up serving lines and check food items against the production schedule.
 - a. Have them preheat the steam table(s).
 - b. Have them chill cold serving counters and pans.
 - c. Ensure that food items are garnished before placing them on the serving line.
 - d. Have them arrange food on the serving line.
 - e. Have them place hot items on the steam table.
 - f. Have them place cold items on the cold food counter or in the cold pans.
 - g. Have them place condiments in a separate area near the end of the line.
 - h. Have them place the designated type of serving utensil beside each item.
 - i. Check the items on the serving line against the items on the production schedule to ensure that all items are in place.

Performance Steps

6. Brief the servers on specific duties.
 - a. Ensure soldiers follow standard sanitation practices.
 - b. Make sure that servers practice portion control.
 - c. Make sure they wipe up spills on serving line and self-service area as they occur.
 - d. Make sure that servers use the proper serving utensil for each food item.
7. Monitor serving operations, and direct replenishment of food items.
 - a. Designate one or more persons to replenish food items.
 - b. Make sure that traffic flow is not interrupted while replenishing food items.
 - c. Have them remove empty serving pan from the serving line and take it to the kitchen.
 - d. Make sure self-service items are replenished when needed.
 - e. Make sure the servers are alerted when fresh food is brought to the serving line.
8. Monitor cleanup operations, and direct soldiers in storage and use of leftovers.
 - a. Ensure that soldiers clean the serving line area.
 - b. Check to see that food preparation tables are cleaned and sanitized after each use.
 - c. Ensure that steam tables and cold food lines are free of food spills or dried food particles.
 - d. Ensure that leftovers to be discarded are disposed of properly.
 - e. Ensure that leftovers are properly covered and labeled.
 - f. Ensure that leftover PHFs intended for use are held at the proper storage temperature.
9. Check sanitation in the dining facility using an approved checklist.
 - a. Check the kitchen area.
 - b. Check the pot and pan wash area.
 - c. Check the dining room area.
 - d. Check the storeroom.
 - e. Check the outside garbage and refuse disposal areas.
 - f. Check the serving lines.
 - g. Check the dishwashing area.
 - h. Check the equipment and utensils.
 - i. Check lavatory and toilet facilities.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Assigned duties to soldiers.	—	—
2. Reviewed the production schedule with soldiers.	—	—
3. Directed soldiers operating and maintaining dining facility equipment.	—	—
4. Monitored the performance of soldiers during meal preparation and provide on-the-spot corrections when necessary.	—	—
5. Directed soldiers to set up serving lines and check food items against the production schedule.	—	—
6. Briefed the servers on specific duties.	—	—
7. Monitored serving operations, and direct replenishment of food items.	—	—
8. Monitored cleanup operations, and direct soldiers in storage and use of leftovers.	—	—
9. Checked sanitation in the dining facility using an approved checklist.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO-GO if any steps are failed. If the soldier scores NO-GO, show what was done wrong and how to do it correctly.

References

Required

DA FORM 3034
TM 10-412

Related

800-101-0018-B
800-101-0134-B
800-101-0136-B
AR 30-22
FM 10-23

Direct Personnel Receiving and Storing Subsistence Items
101-92G-2166

Conditions: Subsistence items have just arrived. You are the first cook in a dining facility. You must ensure that your soldiers follow proper procedures for receiving and storing subsistence items. In MOPP 4 conditions, all food service operations cease. Equipment and materials required are an operational dining facility or field kitchen, ration vehicle, pallets, storage shelves, dunnage, refrigerators, galvanized cans with lids, plastic liners, subsistence supplies, wire cutters, gloves, thermometers, and cleaning supplies.

Standards: Ensure that your soldiers check subsistence items for quantity and quality to account for shortages, overages, damage, spoilage, and expiration dates. Ensure that soldiers follow safe storage procedures and that they monitor previously stored subsistence to prevent loss from spoilage and insect and rodent infestation.

Performance Steps

1. Direct soldiers to check subsistence supplies for damage, signs of spoilage, insect or rodent infestation, and expired package dates.
 - a. Make sure that soldiers inspect semi-perishable items for damage.
 - (1) Inspect canned goods for leaks, holes, cracks, and swelling.
 - (2) Inspect dry storage items such as flour, sugar, and cereal for insect and rodent activity.
 - b. Ensure that soldiers inspect perishable items for spoilage.
 - (1) Check meat, poultry, and fish for slime and offensive odor.
 - (2) Check fruits and vegetables for molds and rot.
 - c. Check the expiration dates on all subsistence items.
2. Direct soldiers to weigh or count subsistence supplies.
 - a. Ensure that soldiers count items issued by units.
 - b. Ensure soldiers weigh each item issued by weight (in pounds and ounces).
3. Review discrepancies before accepting subsistence supplies.
 - a. Check the quantity received against the quantity requested.
 - b. Verify the quantity and condition of all subsistence before signing the ration issue slip.
4. Coordinate efforts to prepare subsistence items for storage.
 - a. Ensure that adequate storage area is available.
 - b. Ensure that chill box and freezer are in good working order.
 - c. Ensure that storage area is clean.
5. Advise soldiers on the storage of subsistence supplies and spot-check soldiers as they perform their duties.
 - a. Ensure that cases or large bags are placed on dunnage at least 6 inches above the floor level.
 - b. Ensure that canned or packaged items are stacked on storage shelves.
 - c. Ensure that frozen items are placed and stacked on storage shelves in freezer, using the FIFO method.
6. Inspect subsistence items while in storage to detect outdated products and signs of insect or rodent infestation and determine the need for cleaning, dusting, or rotating stock.
 - a. Check expiration date on all perishable and semi-perishable items.
 - b. Look for signs of rodent and insect infestation.
 - c. Have soldiers wipe dust and food spillage from the shelves.
 - d. Have them move the oldest stock from the back to the front of the storage area, using the FIFO method.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Directed soldiers to check subsistence supplies for damage, signs of spoilage, insect or rodent infestation, and expired package dates.	—	—
2. Directed soldiers to weigh or count subsistence supplies.	—	—
3. Reviewed discrepancies before accepting subsistence supplies.	—	—
4. Coordinated efforts to prepare subsistence items for storage.	—	—
5. Advised soldiers on the storage of subsistence supplies and spot-check soldiers as they perform their duties.	—	—
6. Inspected subsistence items while in storage to detect outdated products and signs of insect or rodent infestation and determine the need for cleaning, dusting, or rotating stock.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO-GO if any steps are failed. If the soldier scores NO-GO, show what was done wrong and how to do it correctly.

**References
Required**

Related
800-101-0135-B
FM 10-23
TB MED 530

Subject Area 10: Sanitation Services

Direct Personnel in Cleaning and Sanitizing Dining and Cooking Equipment/Utensils in a Dining Facility**101-92G-2201**

Conditions: Dining and cooking utensils must be cleaned and sanitized for use. As the first cook in a dining facility, you must ensure that soldiers clean and sanitize dining and cooking utensils properly. In MOPP 4 conditions, all food service operations cease. Materials and equipment required are a dining facility completely equipped with dish washing pre-flush machine; stainless steel, three-compartment sink; mechanical dish washing compound; food service hand dish washing compound; food service disinfectant; chemical sanitizer; scraper; wire basket; brushes; hot and cold running potable water; eating and cooking utensils; storage racks; thermometer; garbage disposal containers with lids, and TB MED 530.

Standards: Ensure that soldiers properly set up sinks for washing, rinsing, and sanitizing when they must manually wash eating and cooking utensil. Also, ensure that soldiers properly set up the dishwasher for mechanical washing and shut it down after operations are complete. You must inspect the dishwashing process, making sure that soldiers handle only the handles of cleaned utensils after they have been air dried and that utensils are stored in a self-draining position. You must accurately complete all performance measures to prevent illness and disease in your dining facility.

CAUTION: Before performing this task, read and comply with the appropriate MSDA. Wear the appropriate PPE and clean and secure the PPE upon completion of this task.

Performance Steps

1. Direct soldiers in setting up sinks for washing, rinsing, and sanitizing when the manual method is used for washing eating and cooking utensils.
 - a. Have them clean the sinks prior to using.
 - b. Have them pre-flush or pre-scrape equipment and utensils when necessary.
 - c. Make sure that equipment and utensils are washed in the first compartment with a detergent solution and a water temperature between 100°F to 120°F (43°C to 49°C).
 - d. Ensure that they use clean, hot water (120°F to 140°F) in the second compartment for rinsing.
 - e. Make sure they sanitize utensils and equipment in clean, hot water at a temperature of at least 170°F (77°C) in the third compartment.

NOTE: An alternate method of sanitizing in the third compartment is to sanitize for at least one minute in a clean solution containing at least 50 ppm of available chlorine at a temperature of at least 75°F (24°C) but not more than 110°F (43°C). Another alternate method of sanitizing in the third compartment is to sanitize for at least one minute in a clean solution containing at least 12.5 ppm of available iodine and having a pH not higher than 5.0 at a temperature of at least 75°F (24°C) but not more than 110°F (43°C).

2. Direct soldiers setting up the dishwasher for mechanical washing.

NOTE: Ensure that soldiers set up the dual- or single-tank dishwasher according to procedures in the manufacturer's operating manual.

Performance Steps

3. Inspect the dishwashing process.
 - a. Check to see that wash temperatures are maintained.
 - b. Check to see that rinse temperatures are maintained.
 - c. Ensure that a numeric-scale indicating thermometer is provided in each tank of the machine.
 - d. Check to see that eating and cooking utensils are scraped or pre-flushed prior to being washed.
 - e. Check to see that the right chemical sanitizer (detergent) is used.
 - f. Ensure that the items to be washed are arranged in trays, racks, or baskets so that each item is washed.
4. Make sure that clean items are handled only by soldiers with clean hands and that only the handles of utensils are touched.
5. Make sure that clean utensils are air dried before being stored or that they are stored in a self-draining position.
 - a. Ensure that glasses and cups are stored inverted.
 - b. Ensure that other utensils, plates, saucers, and bowls are covered or inverted to protect them from recontamination.
 - c. Make sure holders for knives, forks, and spoons are used at any self-service location for the consumer.
6. Direct soldiers in shutting down the dishwasher.

NOTE: Use procedures in the manufacturer’s operating manual for shutting down the dishwasher.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Directed soldiers in setting up sinks for washing, rinsing, and sanitizing when the manual method is used for washing eating and cooking utensils.	—	—
2. Directed soldiers setting up the dishwasher for mechanical washing.	—	—
3. Inspected the dishwashing process.	—	—
4. Ensure cleaned items are to be handled only by soldiers with clean hands and that only the handles of utensils are touched.	—	—
5. Ensure that clean utensils are air dried before being stored or that they are stored in a self-draining position.	—	—
6. Directed soldiers in shutting down the dishwasher.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO-GO if any steps are failed. If the soldier scores NO-GO, show what was done wrong and how to do it correctly.

References

Required
 TB MED 530
 FM 10-23-2

Related
 800-101-0134-B

Direct Personnel in Implementing Sanitation Practices at a Field Kitchen Site
101-92G-2203

Conditions: Sanitation services must be performed in the field for the health of the soldiers. You are the first cook responsible for ensuring that your soldiers maintain overall sanitary conditions. In MOPP 4 conditions, upon redeployment from a contaminated area, you must decontaminate equipment before performing this task. Equipment and materials required are an assembled field kitchen, mess kit laundry or sanitation center, potable water, food service dish washing compound, food service disinfectant, gasoline in approved containers, gasoline nozzle, funnel, matches or lighting devices, safety gloves, long-handled brushes, garbage disposal containers with lids, pesticides, thermometer, dunnage, FM 10-23, FM 21-10, and TB MED 530.

Standards: Ensure that soldiers remove and dispose of food preparation waste properly and that they follow proper procedures to control insects and rodents. Also, ensure that soldiers practice approved sanitation procedures for food preparation areas as well as the mess kit laundry. You must complete all performance measures accurately to protect the health and well being of your soldiers and to protect the surrounding environment from contamination and infestation.

CAUTION: Before performing this task, read and comply with the appropriate MSDS. Wear the appropriate PPE and clean and secure the PPE upon completion of this task.

Performance Steps

1. Direct soldiers to remove food preparation waste from the kitchen area immediately.
 - a. Ensure they keep working areas clear of waste materials daily.
 - b. Have them put preparation waste in designated receptacles.
 - c. Make sure they use trash bags when hauling food waste, cartons, and cans.

NOTE: Inform all soldiers of the policy on garbage disposal in an area of operations.

- d. Make sure receptacles are covered at all times.

2. Direct soldiers to dispose of food preparation waste according to specified procedures.
 - a. Make sure they dispose of grease and liquid waste in a soakage pit or trench (see Figure 3-12, page 3-34).
 - b. Make sure they dispose of solid waste by burying or burning.
 - (1) Be sure to use a garbage pit or trenches when burying solid waste.
 - (2) Be sure to use an incinerator when burning solid waste (see Figure 3-13, page 3-34).

NOTE: Most state laws prohibit burying or burning of trash except during wartime. Incinerators make smoke. Do not use an incinerator if it will possibly disclose your location to the enemy.

3. Direct soldiers in maintaining the mess kit laundry in a sanitary condition.
 - a. Ensure they change water when it becomes greasy or dirty between meals or after approximately 80 people have used the laundry or sanitation center.
 - b. Ensure they scrub cans or sinks before putting clean water in them.
 - c. Ensure they clean around the mess kit laundry and surrounding area to keep it from becoming unsanitary or muddy.
 - d. Ensure they keep the area around the laundry line or sanitation center free of food particles.

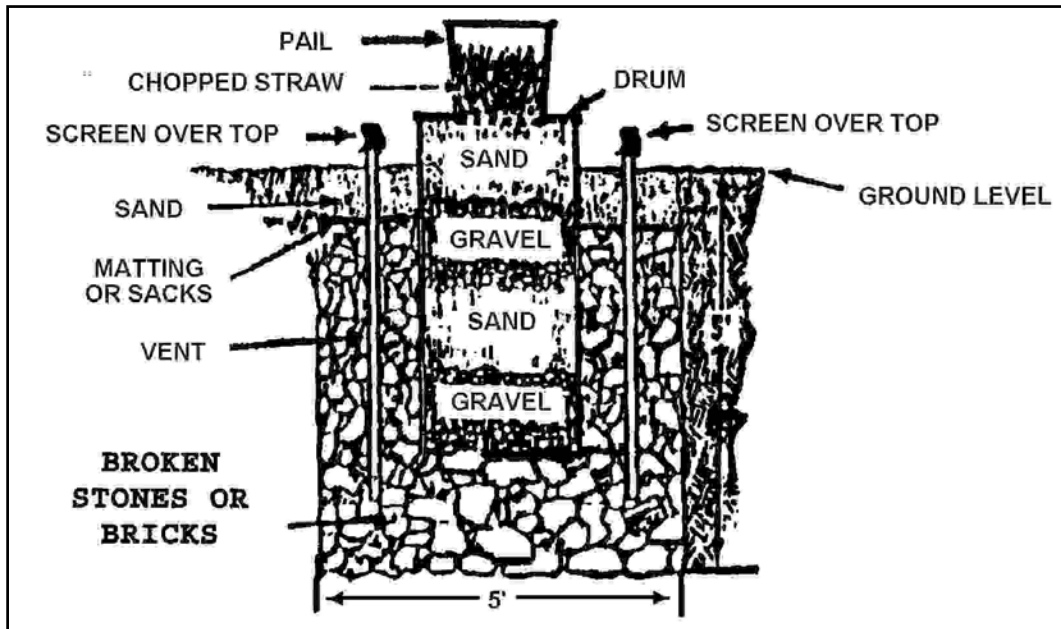


Figure 3-12. Grease Trap and Soakage Pit

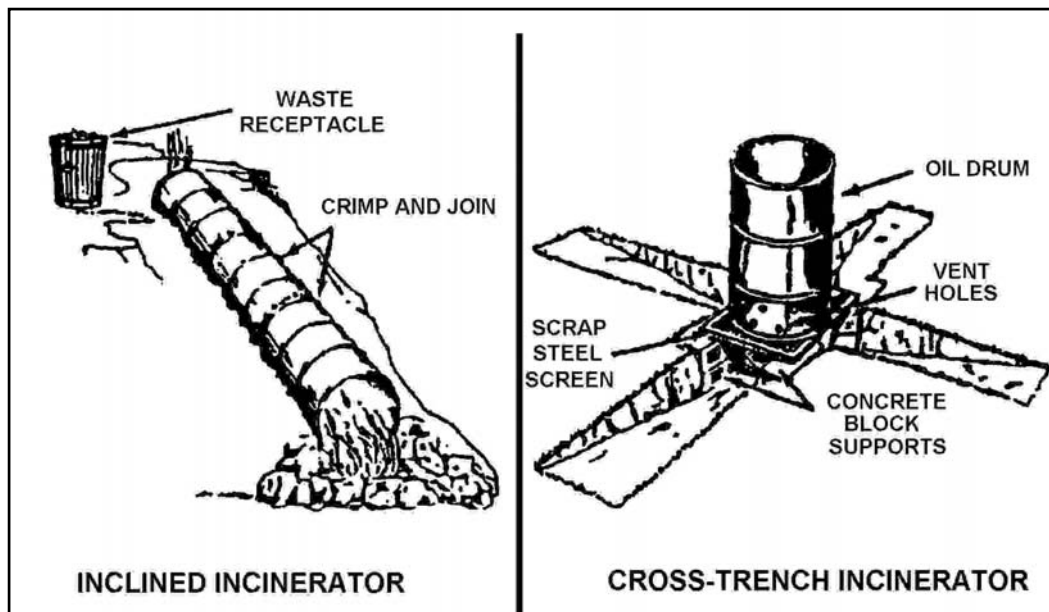


Figure 3-13. Incline and Cross-trench Incinerators

Performance Steps

4. Direct soldiers to take the following insect and rodent control measures.
 - a. Keep food covered when not being used.
 - b. Store dry items in bags or cartons in galvanized containers with plastic liners and lids.

NOTE: Keep items in original containers.

- c. Clean up spilled foods immediately.
- d. Store food items at least 6 inches off the ground.
- e. Keep garbage cans covered with tight-fitting lids.

NOTE: Make sure that all food is removed or adequately covered. Wash all exposed working surfaces and utensils after application of pesticide to prevent poisoning.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Directed soldiers to remove food preparation waste from the kitchen area immediately.	—	—
2. Directed soldiers to dispose of food preparation waste according to specified procedures.	—	—
3. Directed soldiers in maintaining the mess kit laundry in a sanitary condition.	—	—
4. Directed soldiers to take the following insect and rodent control measures.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO-GO if any steps are failed. If the soldier scores NO-GO, show what was done wrong and how to do it correctly.

References

Required

FM 10-23
 FM 21-10
 TB MED 530

Related

800-101-0238-B
 FM 8-250
 GTA 10-01-007

Direct Personnel in Implementing Sanitation Practices in a Dining Facility
101-92G-2204

Conditions: Sanitation services must be performed in the dining facility to protect the health and well being of your soldiers. You are the first cook in a dining facility. You must ensure that your soldiers follow all sanitation procedures in your dining facility. In MOPP 4 conditions, all food service operations cease. Materials and equipment required are a dining facility completely equipped with dish-washing and pre-flushing machines, fans, garbage cans with lids, three-compartment sink, mechanical dish-washing compound, chemical sanitizer, wire baskets, food service hand-washing compound, hot and cold potable water, and TB MED 530.

Standards: Ensure that your soldiers clean and sanitize the kitchen area; the dining room; the storeroom; the serving line; and the dish, pot, and pan wash area. Also, ensure that they clean and sanitize the area outside of your dining facility. You must complete all performance measures accurately to prevent illness and to protect your dining facility from insect and rodent infestation.

CAUTION: Before performing this task, read and comply with the appropriate MSDS. Wear the appropriate PPE and clean and secure the PPE upon completion of this task.

Performance Steps

1. Direct and follow up to ensure soldiers clean and sanitize the kitchen area.
 - a. Food preparation tables are cleaned and sanitized after each use.
 - b. Utensil racks and other fixtures are cleaned.
 - c. Kitchen fans and range hoods are cleaned.
 - d. Walls and windows are kept clean.
 - e. Floors are swept and mopped.
 - f. Eating and cooking equipment and utensils are cleaned and sanitized.
2. Direct and follow up to ensure soldiers clean and sanitize the dining room.
 - a. Tables and chairs are cleaned during and after the meal.
 - b. Self-service dispensers are free of litter and spilled liquids.
 - c. Condiment containers and dispensers are cleaned, sanitized, and filled after each meal.
 - d. Floors are swept and mopped after each meal.

NOTE: All exposed food must be covered when soldiers are sweeping to prevent dust from contaminating the food.

3. Direct and check to ensure soldiers clean and sanitize the storeroom.
 - a. Floors are swept and mopped.
 - b. Shelves are free of dust and spills.
 - c. Walls and Window Sills are cleaned.
 - d. Refrigerators are cleaned.
 - e. Freezers are defrosted.
 - f. Evidence of insects or rodents is reported to the supervisor.
4. Direct and check to ensure soldiers clean and sanitize the outside area.
 - a. Areas around the dining facility are policed.
 - b. Garbage storage area is free of spills and litter and garbage containers are properly covered.
 - c. Mops and brooms are hung up and hoses are coiled when not in use.
5. Direct and check to ensure soldiers clean and sanitize the serving line area.
 - a. Steam tables and cold food counters are free of food spills or dried food particles.
 - b. Floor is swept and mopped.
 - c. Self-service equipment is free of spills.

Performance Steps

6. Direct and ensure soldiers clean and sanitize the dish, pot, and pan wash area.
 - a. Dishwashers and pre-flush machines are drained, disassembled, and cleaned.
 - b. Three-sink compartments are drained and scrubbed.
 - c. Racks and walls are free of food particles.
 - d. Garbage cans are taken outside and properly covered.
 - e. All floors are swept and mopped.

NOTE: Personnel performing such custodial chores as cleaning garbage cans, grease traps, sewers, drains, or latrines will not be used for food service work until they change into clean uniforms and thoroughly wash their hands.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Directed soldiers to clean and sanitize the kitchen area.	_____	_____
2. Directed soldiers to clean and sanitize the dining room.	_____	_____
3. Directed soldiers to clean and sanitize the storeroom.	_____	_____
4. Directed soldiers to clean and sanitize the outside area.	_____	_____
5. Directed soldiers to clean and sanitize the serving line area.	_____	_____
6. Directed soldiers to clean and sanitize the dish, pot, and pan wash area.	_____	_____

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO-GO if any steps are failed. If the soldier scores NO-GO, show what was done wrong and how to do it correctly.

References

Required
 TB MED 530
 FM 10-23-2

Related
 800-101-0018-B
 800-101-0134-B
 800-101-0135-B
 800-101-0136-B
 GTA 10-01-007
 QM6055

Direct Personnel Applying Food Protection Measures in a Dining Facility and at a Field Kitchen Site

101-92G-2205

Conditions: You are the first cooking in a dining facility or a field kitchen. You have been directed by the food service sergeant to ensure that your soldiers follow the required procedures when receiving, storing, preparing, cooking, and serving food. In MOPP 4 conditions, all food service operations cease. Equipment and materials required are an operational dining facility or field kitchen and food service personnel.

Standards: Ensure that your soldiers follow approved personal hygiene practices and that they are familiar with the food protection rules in TB MED 530. You must complete all performance measures accurately to prevent loss, spoilage, and contamination.

Performance Steps

1. Ensure that food service personnel maintain hygiene standards.
 - a. Wear a clean uniform daily.
 - b. Do not wear any jewelry with the exception of a plain wedding band.
 - c. Wear headgear or a hair net to restrain hair.
 - d. Keep fingernails cleaned and trimmed.
 - e. Wash hands before, during, and after preparing food items, after using toilet facilities, and after handling soiled equipment and utensils.
 - f. Wash hands after using any type of tobacco.
 - g. Wash hands after performing any type of custodial duty.
2. Ensure that soldiers are familiar with the food protection measures in TB MED 530.
 - a. Correct internal product temperatures of PHFs are maintained.
 - b. PHF items are cooked sufficiently to kill harmful microorganisms.
 - c. Product thermometers are available and accurate.
 - d. Make sure that food items are covered and stored properly.
 - e. Food service soldiers prepare the food according to the recipe card or SOP.
 - f. Food is prepared with the least possible manual contact.
 - g. PHF items are heated to the required internal temperature before they are placed into the hot food holding units.
 - h. Surfaces of equipment and utensils used for preparation are cleaned and sanitized after each use.
 - i. Food display and service are according to the SOP.
 - j. Poisonous and toxic materials are labeled, stored, and used properly.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Ensured that food service personnel maintain hygiene standards:	_____	_____
2. Ensured that soldiers are familiar with the food protection measures in TB MED 530.	_____	_____

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO-GO if any steps are failed. If the soldier scores NO-GO, show what was done wrong and how to do it correctly.

References

Required
TB MED 530

Related
800-101-0018-B
800-101-0134-B
800-101-0135-B
FM 10-23

Subject Area 11: Safety and Security

Implement the Safety and Fire Prevention Program**101-92G-2161**

Conditions: As the first cook in a dining facility or a field kitchen, you must ensure that the fire prevention and safety program is implemented. In MOPP 4 conditions, all food service operations cease. Equipment and materials required are an operational dining facility or field kitchen, safety and fire prevention SOPs or local policy statement, paper, pen, or pencil AR 420-90, applicable MSDS, PPE, and applicable technical and manufacturers' manuals.

Standards: Using the required publications, brief your soldiers on safety procedures. Also, ensure that your soldiers are trained to operate equipment and that they followed the approved procedures for using and storing gas. Make sure that they followed all safety precautions in all food service operations. Train your soldiers on how to use and maintain fire extinguishers. Brief them on the building layout, exits, and the location of fire alarms and fire extinguishers. Make sure that spills and grease were cleaned from equipment, floors, and exhaust fans and that electrical equipment was unplugged when being cleaned or not in use. Report unserviceable or damaged equipment and wiring to your supervisor. In case of fire, you must know how to notify the fire department and evacuate the building. Maintain applicable MSDA. You must complete all performance measures accurately to protect your soldiers from serious injury.

Performance Steps

1. Brief soldiers on the safety measures listed in the SOPs, applicable manufacturers' and technical manuals, and Army regulations.
 - a. Refer to the current materials when operating different types of equipment.
 - b. Stress warnings in manuals.
 2. Ensure that soldiers are trained to operate mechanical equipment.
 3. Advise soldiers on the safe handling of supplies, on the use and care of knives, and on the precautions to take during cooking, baking, and serving of food.
 - a. Use their thigh and shoulder muscles when lifting supplies.
 - b. Stack supplies the right way.
 - c. Use the right knife for the job.
 - d. Do not use a knife to open cans.
 - e. Do not try to catch a falling knife.
 - f. Do not run or hurry when carrying food.
 - g. Keep field range and oven doors closed.
 - h. Clean up spills immediately.
 - i. Use hot pads when handling hot items.
 - j. Follow safety precautions when using knives.
 - k. Keep pots and pans from pointing out over the edge of the cooking surface.
 4. Ensure that chemicals and cleaning supplies are not stored with food items.
- CAUTION:** Wear the appropriate personal protective equipment (such as face shield/goggles and chemical protective gloves) as identified in the applicable reference (MSDS).
- a. Make sure that chemical and cleaning supplies are stored in a separate cabinet.
 - b. Make sure that all materials are labeled for easy identification.
 - c. Maintain appropriate MSDS.
 - (1) Obtain MSDS for all chemicals that might be handled.
 - (2) Post the MSDS in an accessible location.
 - (3) Update the MSDA as required.

Performance Steps

- d. Wear PPE as appropriate.
 - (1) Wear face shield/goggles.
 - (2) Wear gloves, as needed.
 - (3) Notify the fire department and evacuate the building in case of fire.
 - (4) Wear respirator, as required.
 - 5. Check to ensure that spills and grease are removed from equipment, floors, and exhaust fans.
 - a. Make sure floors are clean and dry.
 - b. Make sure floors are free of items that soldiers might trip over.
 - c. Make sure grease and other flammable materials are discarded to reduce fire hazards.
 - 6. Train soldiers on the use and maintenance of fire extinguishers.
 - a. Make sure that soldiers know how to identify and use the different types of fire extinguishers (A, B, and C).
 - b. Ensure that soldiers inspect fire extinguishers monthly or more frequently if necessary.
 - 7. Report unserviceable or damaged equipment and wiring to the supervisor.
 - a. Check for damage from tampering
 - b. Make sure that electrical wiring, connections, and components are dry, clean, secure, and in good operating condition.
 - 8. Check to see that electrical equipment is unplugged when being cleaned and when not in use.
 - a. Make sure that the switches are off and equipment is unplugged before cleaning.
 - b. Make sure the equipment is unplugged when not in use.
 - 9. Advise soldiers to use and store gas away from an open flame.
- NOTE:** Keep gas a minimum distance of 50 feet from any open flame.
- 10. Ensure that soldiers are aware of the building layout, the exits, and the locations of fire alarms and fire extinguishers.
 - a. Ensure that there is a fire evacuation plan posted in several areas of the building.
 - b. Make sure that not all exits are blocked.
 - c. Check fire extinguishers for serviceability.
 - 11. Notify the fire department and evacuate the building in case of fire.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Briefed soldiers on the safety measures listed in the SOPs, applicable manufacturers' and technical manuals, and Army regulations.	—	—
2. Ensured that soldiers are trained to operate mechanical equipment.	—	—
3. Advised soldiers on the safe handling of supplies, on the use and care of knives, and on the precautions to take during cooking, baking, and serving of food. Ensure that they-	—	—
4. Ensured that chemicals and cleaning supplies are not stored with food items.	—	—
5. Checked to ensure that spills and grease are removed from equipment, floors, and exhaust fans.	—	—
6. Trained soldiers on the use and maintenance of fire extinguishers.	—	—
7. Ensured Reported unserviceable or damaged equipment and wiring to the supervisor.	—	—
8. Checked to see that electrical equipment is unplugged when being cleaned and when not in use.	—	—

Performance Measures

	<u>GO</u>	<u>NO GO</u>
9. Advised soldiers to use and store gas away from an open flame.	—	—
10. Ensured that soldiers are aware of the building layout, the exits, and the locations of fire alarms and fire extinguishers.	—	—
11. Notified the fire department and evacuate the building in case of fire.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO-GO if any steps are failed. If the soldier scores NO-GO, show what was done wrong and how to do it correctly.

References

Required

AR 200-1
 AR 385-10
 AR 420-90
 FM 10-23
 FM 10-23-2

Related

610-091-0360-B
 AV0587
 IS1705
 DA PAM 200-1
 QM2386
 QM6062

Direct Personnel Applying Security Measures in a Dining Facility and at a Field Kitchen Site
101-92G-2168

Conditions: As the first cook, you must ensure that soldiers physically secure subsistence and physically protect the building or field kitchen area. In MOPP 4 conditions, all food service operations cease. Equipment and materials required are an operational dining facility or field kitchen, security SOP, approved locking devices, safe, key depository, AR 30-22, AR 190-13, and AR 190-51.

Standards: Use a checklist or an approved SOP to establish security measures. Ensure that only authorized personnel are listed on the access roster and that the key custodian maintains control of all keys. Also, ensure that cash meal payment sheets are secured in a locked safe. Ensure that your soldiers check the security of the building or the field kitchen area at scheduled times, making sure that windows and doors are secured at the close of business.

Performance Steps

1. Use a checklist or an approved SOP to establish security measures.
2. Ensure that only authorized personnel are listed on the access roster kept by the key custodian.
3. Ensure that all windows and doors are secured at the close of business.
 - a. Have soldiers lock the doors to the exterior from the inside and secure them with a dead bolt lock, cross bar, or similar locking device.
 - b. Have them secure all windows with individual locking devices.
4. Check the security of the building or field kitchen area at scheduled times.
5. Direct the security of subsistence supplies.
 - a. Arrange for surveillance during non-duty hours.
 - b. Control keys and padlocks protecting assets.
 - c. Inspect containers and flatten boxes before disposing of them.
 - d. Protect subsistence stored outside by a perimeter fence.
 - e. Ensure that operational rations stored in enclosed vans, trailers, or armored vehicles are locked or under the surveillance of a responsible unit member or guard.
 - f. Limit access to storage areas to personnel on official business.
 - g. Ensure that soldiers store personal packages in lockers located away from storage areas.
 - h. Ensure that subsistence storage facilities (warehouses, rooms, and refrigeration units) are secured at all times when entrances or exits are not under the surveillance of permanently assigned soldiers.
6. Maintain security of cash meal payment sheets.
 - a. Ensure that cash meal books are not retained in the dining facility.
 - b. Ensure that access to the safe is limited to those soldiers whose names are on the access roster.
 - c. Ensure that the safe or field safe is locked and securely affixed to an internal structure of an immovable object.
7. Maintain control of the keys.
 - a. Ensure that keys are signed out to authorized soldiers as needed or are listed on a key control register.
 - b. Ensure that the key depository is kept under surveillance during duty hours and located in a room that can be locked during non-duty hours.
 - c. Reconcile the keys on hand with the key control register each day at the close of business.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Used a checklist or an approved SOP to establish security measures.	—	—
2. Ensured that only authorized personnel are listed on the access roster kept by the key custodian.	—	—
3. Ensured that all windows and doors are secured at the close of business.	—	—
4. Checked the security of the building or field kitchen area at scheduled times.	—	—
5. Directed the security of subsistence supplies.	—	—
6. Maintained security of cash meal payment sheets.	—	—
7. Maintained control of the keys.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO-GO if any steps are failed. If the soldier scores NO-GO, show what was done wrong and how to do it correctly.

References

Required
 AR 190-13
 AR 190-51
 AR 30-22

Related
 800-101-0135-B
 MP1000
 QM6025
 QM6056

Skill Level 3

Subject Area 12: Personnel Management

**Conduct Daily Meetings With Personnel
101-92G-3105**

Conditions: You are the assistant food operation sergeant in a dining facility. You must keep your cooks informed on dining facility operations and unit activities and functions. Daily contact enables you to discuss all necessary topics with your personnel. In MOPP 4 conditions, all food service operations cease. Equipment and materials required are a production schedule with complete instructions from the food operation sergeant.

Standards: Keep personnel informed of all dining facility activities, individual responsibilities, and personal expectations. You must complete all performance measures accurately to ensure efficient operation and accomplishment of the feeding mission.

Performance Steps

1. Schedule meetings when workload is light.
 - a. Schedule meetings when all personnel can be present.
 - b. Ensure that meetings last no longer than 30 minutes.
2. Select topics to be discussed.
 - a. Obtain information from the FOS on unit functions, activities, and training that could influence work requirements.
 - b. Review and discuss the production schedule daily, before assigning items to be prepared.
 - c. Review the production schedule for upcoming meals that need special preparation.
 - d. Discuss cleaning and sanitation practices.
 - e. Discuss morale problems when necessary.
 - f. Ask for suggestions and recommendations from unit enlisted dining councils.
3. Establish procedures for conducting meetings.
 - a. Start each meeting on time.
 - b. Discuss subjects in order of importance.
 - c. Discuss each subject thoroughly.
 - d. Encourage orderly group discussions.
 - e. Relay positive comments to the cooks as warranted.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Scheduled meetings when workload is light.	_____	_____
2. Selected topics to be discussed.	_____	_____
3. Established procedures for conducting meetings.	_____	_____

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO-GO if any steps are failed. If the soldier scores NO-GO, show what was done wrong and how to do it correctly.

References

- Required**
 AR 30-22
 FM 10-23
 FM 10-23-2

Related

Implement On-the-Job Training (OJT)

101-92G-3254

Conditions: As the assistant food operation sergeant, you must decide who needs training and what type of training should be offered. In MOPP 4 conditions, all food service operations cease. Equipment and materials required are a list of newly assigned personnel requiring OJT, a copy of the OJT program, and required training aids.

Standards: Set up a training program during duty hours to teach newly assigned personnel how to do a specific job or to train experienced workers in a new technique or position. Set up and maintain records annotating each trainee's progress. Conduct training, evaluate proficiency, and counsel trainees. When a trainee successfully completes training, reward him and follow up on his progress at his work site. You must complete all performance measures accurately to ensure that all soldiers are proficient in performing their duties.

Performance Steps

1. Identify, who needs training.
 - a. Select newly assigned personnel.
 - b. Select experienced personnel for a new position.
 - c. Select personnel for automation positions based on skill level.
2. Identify the type of training required.
 - a. Select tasks and job standards required for soldiers at each skill level.
 - b. Consider the trainee's unit requirements for training and his other duties.
 - c. Consider automation-training requirements for duty positions.
3. Set up and maintain trainee records to record training data and progress.
4. Conduct training to include correction of detected faults in preparing food items.
 - a. Correct errors with tact.
 - b. Talk directly to the trainee but not over his head.
 - c. Have the trainee demonstrate the operation and explain each step.
 - d. Be thorough and patient so that details are not missed.
5. Counsel the trainee and evaluate proficiency.
 - a. Stress to the trainee the need for a positive approach and an optimistic attitude.
 - b. Inspect the trainee's work.
 - c. Acknowledge trainee's work if he is doing a good job.
 - d. Make sure the trainee gets more instruction, if necessary, to help them do a better job.
6. Award successful completion.
 - a. Reward the trainee for successful completion of a task or portion of a task.
 - b. Give the trainee a pat on the back or a letter of commendation for a job well done.
7. Perform follow-up.
 - a. Interview the trainee and observe him at his work site.
 - b. Ensure that the trainee is using the skills he learned in OJT.
 - c. Plan new methods and use new materials if the trainee needs refresher training.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Identified who needs the training.	—	—
2. Identified the type of training required.	—	—
3. Set up and maintained trainee records to record training data and progress.	—	—
4. Conducted training to include correction of detected faults in preparing food items.	—	—
5. Counseled the trainee and evaluated proficiency.	—	—
6. Awarded successful completion.	—	—
7. Performed follow-up.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO-GO if any steps are failed. If the soldier scores NO-GO, show what was done wrong and how to do it correctly.

References

Required
AR 30-22
FM 10-23

Related
IS8701

Schedule Shift Work, Develop Work Schedules, and Supervise Food Service Personnel
101-92G-3278

Conditions: You are the assistant food operation sergeant responsible for kitchen operations in garrison and in the field. Work schedules must be developed to ensure that enough personnel are on duty to prepare a complete meal. As an assistant food operation sergeant, you must plan the work schedules for the personnel on your shift. You must monitor your personnel while they are performing their daily routines. In MOPP 4 conditions, all food service operations cease.

Standards: Determine which tasks are to be done, the time required to do each task, and who will perform that task. Rotate task assignments and inform soldiers of their duties. Prepare the production schedule and schedule work shifts. Monitor personnel as they prepare, serve, and store food to ensure that they follow safety and sanitation procedures. Also, monitor the use and maintenance of equipment. You must complete all performance measures accurately to ensure that enough personnel are scheduled for meal preparation on all shifts.

Performance Steps

1. Select tasks to be performed.
 - a. Decide the level of skill required to perform each task.
 - b. Determine the time required to complete each task.
 - c. Decide the level of skill required to perform automation tasks.
 - d. Determine the time required to complete automated tasks.
2. Determine personnel required.
 - a. Review tasks to be performed.
 - b. Compare required skill levels for each task with each individual's previous performance.
 - c. Determine the feeding requirement based on projected head count.
 - d. Ensure adequate personnel are available to prepare each meal.
 - e. Coordinate with other units for assistance when feeding their personnel.
3. Prepare work schedules.
 - a. Enter the name of persons preparing foods in the appropriate column on DA Form 3034 IAW AR 30-22.
 - b. Rotate tasks so that each cook learns a variety of skills.
 - c. Inform personnel of their duties.
4. Schedule shifts to work in support of the type of feeding operation (three meals a day or a 24-hour operation).
5. Begin scheduling once menus is planned.
6. Vary the work force so that individuals report and depart as the requirement demands.
7. Set up the schedule with a goal of having each cook work no more than 40 hours per week, with two consecutive days off (see Figure 3-14, page 3-48).
 - a. Schedule personnel to report to work only when needed.
 - b. Schedule personnel so that weekend, holiday, and evening work is shared equally.
 - c. Establish schedules, when possible, at least one week before actual duty.

	MON		TUE		WED		THUR		FRI		SAT		SUN	
	ON	OFF	ON	OFF	ON	OFF	ON	OFF	ON	OFF	ON	OFF	ON	OFF
Cook One	0500	1330	1100	1830	0530	1400	OFF	OFF	OFF	OFF	1100	1900	0700	1530
Cook Two	0530	1330	OFF	OFF	OFF	OFF	1100	1830	0530	1400	1100	1900	0700	1530
Cook Three	0530	1400	1100	1830	0500	1330	1100	1830	0530	1330	OFF	OFF	OFF	OFF
Cook Four	OFF	OFF	OFF	OFF	1100	1930	0500	1330	1100	1930	0700	1530	1100	1900
Cook Five	1100	1930	0500	1300	OFF	OFF	OFF	OFF	1100	1930	0700	1530	1100	1900
Cook Six	1100	1930	0530	1400	1100	1930	0500	1330	OFF	OFF	OFF	OFF	1100	1900
Cook Seven	1100	1930	0500	1330	100	1930	0530	1400	1100	1930	OFF	OFF	OFF	OFF
Cook Eight	OFF	OFF	1100	1930	0500	1330	1100	1830	0500	1330	1100	1900	OFF	OFF
FOS	Program Schedule Based on Requirements of Facility													

Figure 3-14. Sample Dining Facility Work Schedule (7-Day Operation)

Performance Steps

8. Monitor personnel storing, preparing, and serving food.
 - a. Ensure personnel store items at the recommended temperatures.
 - b. Ensure personnel store items in dry, ventilated areas.
 - c. Make sure personnel practice the FIFO method.
 - d. Ensure personnel maintain nutrient retention.
 - e. Ensure personnel maintain calorie control.
 - f. Make sure personnel use progressive cooking.
 - g. Make sure personnel set up the serving line properly.

9. Monitor safety and sanitation practices.
 - a. Ensure personnel maintain a high degree of personal cleanliness.
 - b. Ensure personnel wear a clean uniform daily.
 - c. Make sure personnel are trained in the prevention of food borne illness.
 - d. Ensure floors are clean and dry.
 - e. Ensure personnel follow instructions on operating equipment.
 - f. Make sure personnel clean up spilled food or liquid immediately.
 - g. Ensure personnel do not horseplay in the kitchen.

10. Monitor the use and maintenance of equipment by following the maintenance procedures in the owner’s equipment and maintenance manual.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Selected tasks to be performed.	—	—
2. Determined personnel required.	—	—
3. Prepared work schedules.	—	—
4. Scheduled shifts to work in support of the type of feeding operation (three meals a day or a 24-hour operation).	—	—
5. Began scheduling once menus are planned.	—	—
6. Varied the work force so that individuals report and depart as the requirement demands.	—	—
7. Set up the schedule with a goal of having each cook work no more than 40 hours per week, with two consecutive days off.	—	—
8. Monitored personnel storing, preparing, and serving food. Ensure that they--	—	—
9. Monitored safety and sanitation practices.	—	—
10. Monitored the use and maintenance of equipment by following the maintenance procedures in the owner's equipment and maintenance manual.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO-GO if any steps are failed. If the soldier scores NO-GO, show what was done wrong and how to do it correctly.

References

Required

AR 30-22
 DD FORM 3034
 FM 10-23
 FM 10-23-2

Related

QM4150
 TB MED 530

**Monitor and Prepare Performance Documentation of Contracted Services
101-92G-3280**

Conditions: You are the assistant food operation sergeant in a dining facility in which contracted dining facility attendant’s work. You must monitor the performance of the attendants and prepare documentation to support your findings. In MOPP 4 conditions, all food service operations cease. Equipment and materials required are a performance inspection form that has been approved by the installation food advisor.

Standards: Monitor food service contracts constantly to make sure contractors are performing according to the requirements of the contract. Make sure that deficiencies are documented and reported immediately to the contracting officer’s representative (COR). You must perform all performance measures accurately to ensure that performance meets the terms of the contract.

Performance Steps

1. Establish the interval between evaluations.
2. Monitor contracted personnel to determine the level of proficiency.
 - a. Ensure personnel perform according to requirements of the contract.
 - b. Conduct performance evaluations using terms of the contract.
 - c. Conduct on-site evaluation of the work performed.
3. Prepare documentation of the findings.
 - a. List deficiencies on the performance inspection checklist.
 - b. Submit the list of performance deficiencies to the COR.
4. Assist the dining facility attendants to achieve satisfactory performance.
 - a. Review deficiencies found during the inspection.
 - b. Provide feedback and make recommendations for corrective actions.

NOTE: A checklist for evaluating dining facility attendants can be obtained locally from the contracting officer.

5. Furnish the commander copies of all correspondence.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Established the interval between evaluations.	_____	_____
2. Monitored contracted personnel to determine the level of proficiency.	_____	_____
3. Prepared documentation of the findings.	_____	_____
4. Assisted the dining facility attendants to achieve satisfactory performance.	_____	_____
5. Furnished the commander copies of all correspondence.	_____	_____

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO-GO if any steps are failed. If the soldier scores NO-GO, show what was done wrong and how to do it correctly.

References

Required
AR 30-22

Related
800-101-0018-B
800-101-0134-B
800-101-0135-B
800-101-0136-B

Subject Area 13: Accounting and Record Keeping

Conduct Inventories and Process Inventory Records
101-92G-3159

Conditions: You are the assistant food operation sergeant in a dining facility. You must inventory perishable and semi-perishable subsistence supplies on hand. You must prepare, use, and process an inventory both manually or automation record. In MOPP 4 conditions, all food service operations cease. Equipment and materials required are an automated food service system, weighing scales, perishable and semi-perishable subsistence supplies, DA Form 3234, DA Form 3234-1, and AR 30-22.

Standards: Conduct monthly inventories to ensure that an accurate record of subsistence items is on hand. You must complete all performance measures accurately to ensure that all subsistence supplies are accounted for and all required forms are completed.

Performance Steps

1. Schedule time to conduct the inventory after the ingredients for the dinner meal for the last day of the month have been issued.
 - a. Exclude operational rations and open containers (except high dollar items) for kitchen use.
 - b. Determine if automated issues and receipts have been processed (see Figure 3-15, page 3-52).
2. Record the inventory data on DA Form 3234 in two copies.
 - a. Enter the number of each page of the inventory record in the PAGE NO. block.
 - b. Enter the total number of pages in the NO. OF PAGES block.
 - c. Enter the full unit designation, including installation and zip code, in the ORGANIZATION block.
 - d. Enter the accounting month covered and the calendar year of the inventory in the appropriate blocks.
 - e. List items by group that are normally carried in the inventory.
 - f. Enter the unit of issue.
 - g. Enter the cost at the current month's price regardless of the cost at the time of original purchase.
 - h. Enter (in ink) the quantity of the actual inventory.
 - i. Multiply the unit price times the quantity to determine the monetary value of each inventoried item.
 - j. Total the dollar value of each sheet to compute the sheet total.
 - k. Ensure that the designated person reviews and signs the inventory record.
3. Process inventory using an automated system.
 - a. Print inventories count sheets.
 - b. Conduct physical inventory by either counting or scanning.
 - c. Enter or download physical inventory counts into automated system.
 - d. Review and resolve count and system discrepancies.
 - e. Reconcile inventory differences.
 - f. Finalize inventory process.

NOTE: Before signing the inventory record, the appointed individual should verify the dollar amount entered in the value column of all sensitive and high dollar subsistence items of randomly selected sheets to verify (adding all dollar amounts entered under value) the dollar entry in the sheet total section. When more than one sheet is used to record the inventory, only the last sheet will require the signature and date of the verifying officer.

INVENTORY RECORD For use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.				1. PAGE <u>1</u> OF <u>5</u>	
2. ORGANIZATION <u>A CO, 236TH BN, QM BDE, FORT LEE, VA</u>			3. MONTH <u>FEB</u>	4. YEAR <u>2003</u>	
5. ITEM	6. UNIT	7. UNIT PRICE	8. LAST DAY		
			QTY	VALUE	
MACARONI, ELBOW	LB	1.16	10	11.60	
MACARONI, SHELLS	LB	0.81	10	8.10	
NOODLES, EGG	LB	2.07	10	20.70	
NOODLES, CHOW MEIN, #10 CAN	CN	3.03	5	15.65	
PANCAKE MIX	PG	3.69	5	18.45	
PIE CRUST MIX	BG	2.85	1	2.85	
RICE, BROWN, 5 LB BAG	BG	5.00	1	5.00	
RICE, LONG GRAIN, 10 LB BAG	BG	10.00	1	10.00	
ROLL MIX, #10 CAN	CN	3.05	4	12.20	
SPAGHETTI	LB	20.00	1	20.00	
TACO SHELLS	CO	7.90	1	7.90	
TOASTER PASTRY, APPLE	EA	0.35	45	15.75	
BUTTERSCOTCH CHIPS	PG	2.87	1	2.87	
CHOCOLATE CHIPS, SEMISWEET	PG	1.28	5	6.40	
ICING MIX, CHOCOLATE	BG	4.24	2	8.48	
ICING MIX, VANILLA	BG	4.24	2	8.48	
MARSHMALLOWS	LB	1.08	1	1.08	
MOLASSES, #2 1/2 CAN	CN	1.96	1	1.96	
POWDERED SUGAR, 5 LB BAG	BG	3.60	1	3.60	
BROWN SUGAR, 1 LB BOX	BX	0.73	5	3.65	
GRANULATED SUGAR, 10 LB BAG	BG	5.00	5	25.00	
CORN SYRUP, LIGHT	JR	2.27	4	9.08	
PEANUT BUTTER, 28 OZ. JAR	JR	2.54	5	12.70	
SOUP, CONDENSED, TOMATO	CN	0.80	5	4.00	
9. SHEET TOTAL				235.00	

DA FORM 3234, JUL 2002

DA FORM 3234-R, AUG 1984, IS OBSOLETE.

USAPA V1.00

Figure 3-15. Sample of a Completed DA Form 3234

Performance Steps

4. Enter the date the inventory was taken on DA Form 3234-1 (see Figure 3-16, page 3-54).

5. Enter the total number of pages used for the inventory.

NOTE: When additional recap sheets are needed, an additional sheet will be used as a continuation sheet.

6. Enter the total dollar value of perishable subsistence for each DA Form 3234 used in the inventory.

Performance Steps

7. Enter the total dollar value of semi-perishable subsistence for each DA Form 3234 used in the inventory.
8. Enter the dollar value of each line by adding the value of perishable and semi-perishable subsistence on the total line for each page.
9. Enter the total dollar value of all sheets used in the inventory on the grand total line.
10. Have the FOS sign the inventory recap sheet.
 - a. FOS will compute the net verified inventory in the REMARKS section of this form.
 - b. FOS will enter his signature in the REMARKS section when all entries are accurate and complete.
11. Ensure that the FSO or designated individual enters his or her signature after verifying that all entries and computations are complete and accurate.
 - a. FOS will compute the net verified inventory in the REMARKS section of this form.
 - b. FOS will enter his signature in the REMARKS section when all entries are accurate and complete.
12. Ensure that the FSO or designated individual enters his signature after verifying that all entries and computations are complete and accurate.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Scheduled time to conduct the inventory after the ingredients for the dinner meal for the last day of the month have been issued.	—	—
2. Recorded the inventory data on DA Form 3234 in two copies.	—	—
3. Processed inventory using an automated system.	—	—
4. Entered the date the inventory was taken on DA Form 3234-1.	—	—
5. Entered the total number of pages used for the inventory.	—	—
6. Entered the dollar value of perishable subsistence for each DA Form 3234 used in the inventory.	—	—
7. Entered the total dollar value of semi-perishable subsistence for each DA Form 3234 used in the inventory.	—	—
8. Entered the dollar value of each line by adding the value of perishable and semi-perishable subsistence on the total line for each page.	—	—
9. Entered the total value of each column (perishable, semi perishable, and total).	—	—
10. Entered the total dollar value of all sheets used in the inventory on the grand total line.	—	—
11. Had the FOS sign the inventory recap sheet.	—	—
12. Ensured that the FSO or designated individual enters his or her signature after verifying that all entries and computations are complete and accurate.	—	—

MONTHLY INVENTORY RECAP SHEET for DA FORM 3234		
For use of this form see DA PAM 30-22, the proponent agency is DCS, G4.		
1. UNIT CO A, 236TH BN, QM BDE, FORT LEE, VA	2. DATE (YYYYMMDD) 20020228	
3. PAGE of PAGES	4. TOTAL	
1 of 5	\$ 235.00	
2 of 5	\$ 350.00	
3 of 5	\$ 535.00	
4 of 5	\$ 195.00	
5 of 5	\$ 70.00	
6 of _____	\$ _____	
7 of _____	\$ _____	
8 of _____	\$ _____	
9 of _____	\$ _____	
10 of _____	\$ _____	
11 of _____	\$ _____	
12 of _____	\$ _____	
13 of _____	\$ _____	
14 of _____	\$ _____	
15 of _____	\$ _____	
16 of _____	\$ _____	
5. GRAND TOTAL	\$ 1,385.00	
6. REMARKS		
7. FOS SIGNATURE Robert D. Bell, SFC	8a. FSO/DESIGNATED INDIVIDUAL SIGNATURE Jeffery R. Proffitt	8b. RANK CPT

DA FORM 3234-1, JUL 2002

DA FORM 3234-1-R, AUG 1987, IS OBSOLETE.

USAPA V1.00

Figure 3-16. Sample of a Completed DA Form 3234-1

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO-GO if any steps are failed. If the soldier scores NO-GO, show what was done wrong and how to do it correctly.

References

- Required**
- AR 30-22
- DA FORM 3234
- DA FORM 3234-1

Related

Maintain Dining Facility Files
101-92G-3160

Conditions: You are the assistant food operation sergeant in a dining facility. You must maintain the files for forms and automated reports used in the operation of the dining facility according to existing regulations. In MOPP 4 conditions, all food service operations cease. Equipment and materials required are computer produced reports, completed forms used in the operation of the dining facility, filing cabinets, file folders, folder labels, a ballpoint pen, AR 30-22, and AR 25-400-2.

Standards: Prepare file folders and file guides. Maintain and dispose of dining facility files on a fiscal and calendar year basis.

Performance Steps

1. Prepare file folders with labels showing the file number, file title, disposition instructions, inclusive dates, and cutoff dates (see Figure 3-17).
 - a. Type or print labels so that they are easy to read.
 - b. Ensure that you include file number, file title, disposition instructions, and year of accumulation if appropriate.
 - c. Label folders to denote the disposition.
 - d. Use folders to keep related records together, to assist in retrieval of records by the label identification, and to protect the records.

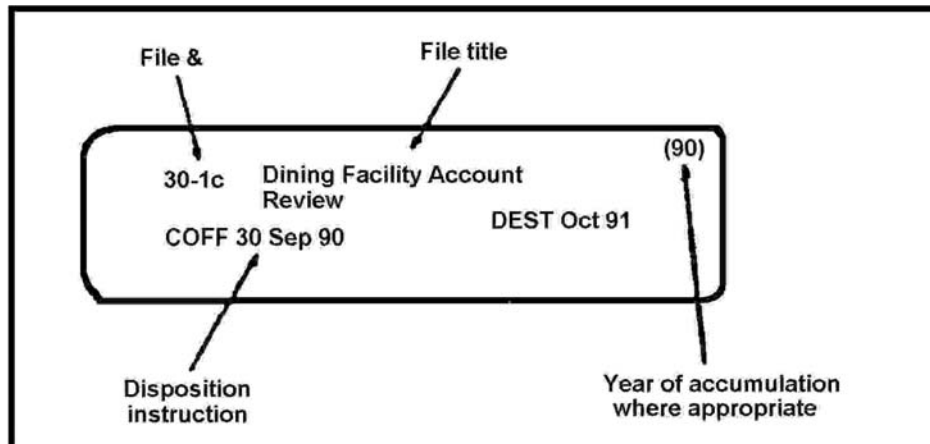


Figure 3-17. Sample Label Showing Various Elements

Performance Steps

2. Prepare file guides (see Figure 3-18).
 - a. Use guides to divide files and to identify subdivisions so that particular records can be easily filed and retrieved.
 - b. Label each guide to denote disposition.
3. Dispose of records as required.
 - a. Destroy records that are not to be transferred to the record holding area according to the disposition instructions.
 - b. Destroy other documents as they are superseded.
 - c. Maintain active Army and RC dining facility files on a fiscal year basis.
 - d. Refer to AR 25-400-2 for any type of disposition (cutoff dates or supersession dates) of Army food program documents.

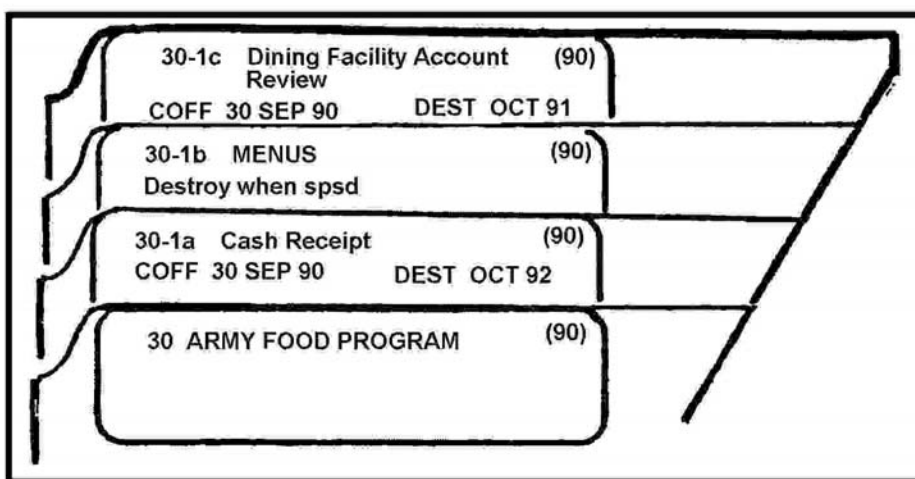


Figure 3-18. Sample Label Showing File Guides

Performance Measures

1. Prepared file folders with labels showing the file number, the file title, disposition instructions, inclusive dates, and cutoff dates.
2. Prepared file guides.
3. Disposed of records as required.

<u>GO</u>	<u>NO GO</u>
—	—
—	—
—	—

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO-GO if any steps are failed. If the soldier scores NO-GO, show what was done wrong and how to do it correctly.

References

- Required**
 AR 25-400-2
 AR 30-22

Related

Prepare and Maintain the Cash Meal Payment Sheet and the Control Record
101-92G-3161

Conditions: The cash meal payment sheet and cash collected must be accounted for at all times. As the assistant food operation sergeant in a dining facility, you prepare and process the control records for the facility. In MOPP 4 conditions, all food service operations cease. Equipment and materials required are a pen, cash turned in by the headcounter, AR 30-22, DD Form 1544, DA Form 3546, and automated head count reports.

Standards: Prepare and maintain the cash meal payment sheet and the control record following the steps in the performance measure. You must complete all performance measures accurately to ensure that all transactions are documented and all cash is accounted for in your dining facility.

Performance Steps

NOTE: Refer to Figure 3-19, page 3-58 for Performance Steps 1 through 6.

1. Ensure that the serial number on each cash meal payment sheet corresponds with the serial number of the cash meal payment book.
2. Have the officer or designated individual sign the cash meal payment sheet before you issue it to the headcounter.
3. Verify the organization and installation designation.
 - a. Enter the official designation of the unit operating the dining facility.
 - b. Ensure the organization and installation designation block is completed before it is issued to the headcounter.
4. Enter the food charges and surcharge rates for each type of meal as published and dispatched by message from HQDA.
5. Have the headcounter at the conclusion of each meal enter the date, payroll signature, and rank/grade on the next unused line.
6. The final headcounter will total up the various columns and close out the form.

NOTE: Use the REMARKS section to clarify any transactions regarding the collection of cash or surcharge, such as operational rations sold as cash, one-line entries, or cash overages or shortages. Sheets with unused lines will be turned in. They will be lined out from the top left corner, marked "NOT USED," and signed by the unit commander or FSO.

7. Prepare the dining facility control record (see Figure 3-20, page 3-59).
 - a. Enter the designated unit operating the dining facility on the control record.
 - b. Enter the serial number assigned to the DD Form 1544 book in the Serial Number block.
 - c. Enter the sheet number on the control record.
 - d. Ensure the individual to whom the sheet is issued signs the appropriate block.
 - e. Enter the organization to which the individual is assigned or attached.
 - f. Enter the amount of cash given to the headcounter as a change fund, if authorized.
 - g. Enter the date that the sheet was issued.
 - h. Enter the date that the sheet is received by the food service sergeant.
 - i. Enter the amount of cash turned in to the FOS along with the DD Form 1544.
 - j. Ensure the person receiving the money from the headcounter for DD Form 1544 and the change fund signs the dining facility control record.

CASH MEAL PAYMENT SHEET										1234567	
To be completed when the government is to be reimbursed for meals furnished											
ORGANIZATION OR DINING FACILITY								INCLUSIVE DATES COVERED			
Co A, 236th BN, QM BDE, Fort Lee Va,								FROM		THROUGH	
								30-Jan-02		31-Jan-02	
FOOD CHARGES				SURCHARGES (S/C)				PER DIEM SURCHARGE			
B	L	D		B	L	D		B	L	D	
\$1.60	\$3.25	\$3.25									
BR	DB	Other		BR	DB	Other		BR	DB	Other	
\$3.65	\$4.45										
GRADE	NAME	DOLLAR VALUE				GRADE	NAME	DOLLAR VALUE			
		B	L	D	S/C			B	L	D	S/C
SFC	Harold Donning	\$ 1.60					BALANCE BROUGHT FORWARD	\$ 12.80	\$ 16.25	\$ 6.50	
CPT	James J. Johnson	1.60				31-Jan 2002	Bobby W. Brandy	SGT			
LT	Tally Tanha	1.60				MAJ	Thomas C. Ballard		3.25		
LTC	Frank J. Smith	1.60				LT	Susan M. Reading		3.25		
30-Jan 2002	Harold J. Tifford	SGT				SFC	William R. Tyree		3.25		
CIV	Dorndall Kopper		3.25			SFC	Sharon A. Tyree		3.25		
CW5	James Hill		3.25			31-Jan 2002	Bobby W. Brandy	SGT			
CM	Kimberly Williams		3.25			SGM	Mary Jones			3.25	
SGT	Joe B. Kelly		3.25			DFA	Roger Polk			3.25	
COL	Willie B. Jones		3.25			SFC	Timothy Drey			32.50	
30-Jan 2002	Harold J. Tifford	SGT				31-Jan 2002	Bobby W. Brandy	SGT			
MAJ	Edward Lane			3.25							
CPT	Thomas Tully			3.25							
30-Jan 2002	Harold J. Tifford	SGT					TOTAL	\$ 12.80	\$ 29.25	\$ 45.50	
SFC	Sharon Smith	1.60					TOTAL CHARGES	\$ 87.55			
SSG	Eargo Flower	1.60					CASH OVER (SHORT)		-0.05		
MSG	Roderick Piggott	1.60					CASH TURNED IN		\$ 87.50		
SGM	Roger Mansly	1.60					REMARKS	Line # 16 1 MRE SOLD Line # 27- One Line Entry for 10 Group Feeding Meals			
	TOTAL	\$ 12.80	\$ 16.25	\$ 6.50							
SIGNATURE OF UNIT COMMANDER OR FOOD SERVICE OFFICER						SIGNATURE OF LAST OR ONLY HEADCOUNTER					
Jeffery R. Proffitt CPT						Bobby W. Brandy SGT					

SHEET 1

Figure 3-19. Sample of a Completed DD Form 1544

CONTROL RECORD FOR DINING FACILITY - DD FORM 1544							
1. UNIT <i>CO. A, 236TH BN, QM BDE, FORT LEE, VA</i>						2. SERIAL NO. <i>1234567</i>	
3. SHEET NO.	4. ISSUED TO				5. RECEIVED BY		
	a. SIGNATURE	b. ORGANIZATION	c. Change Fund	d. Date Issued	a. Date Received	b. TURNED IN Cash (+) (-)	c. SIGNATURE
1	<i>SGT TOM DAY</i>	<i>CO A, 236TH BN</i>	<i>5.00</i>	<i>20030130</i>	<i>20030130</i>	<i>6.40</i>	<i>SSG SUE HILL</i>
1	<i>SGT TOM DAY</i>	<i>CO A, 236TH BN</i>	<i>5.00</i>	<i>20030130</i>	<i>20030130</i>	<i>16.25</i>	<i>SSG SUE HILL</i>
1	<i>SGT TOM DAY</i>	<i>CO A, 236TH BN</i>		<i>20030130</i>	<i>20030130</i>	<i>6.50</i>	<i>SSG SUE HILL</i>
1	<i>SGT JOE BOYD</i>	<i>CO B, 236TH BN</i>	<i>4.00</i>	<i>20030131</i>	<i>20030131</i>	<i>6.30</i>	<i>(.10) SFC BOB BELL</i>
1	<i>SGT JOE BOYD</i>	<i>CO B, 236TH BN</i>	<i>6.00</i>	<i>20030131</i>	<i>20030131</i>	<i>13.00</i>	<i>SFC BOB BELL</i>
1	<i>SGT JOE BOYD</i>	<i>CO B, 236TH BN</i>	<i>2.00</i>	<i>20030131</i>	<i>20030131</i>	<i>39.55</i>	<i>SFC BOB BELL</i>

DA FORM 3546, JUL 2002 DA FORM 3546-R, JAN 1977, IS OBSOLETE. USAPA V1.00

Figure 3-20. Sample of a Completed DA Form 3546

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Ensured that the serial number on each cash meal payment sheet corresponds with the serial number of the cash meal payment book.	—	—
2. The officer or designated individual signed the cash meal payment sheet before you issued it to the headcounter.	—	—
3. Verified the organization and installation designation.	—	—
4. Entered the food charges and surcharge rates for each type of meal as published and dispatched by message from HQDA.	—	—
5. The headcounter at the conclusion of each meal entered the date, payroll signature, and rank/grade on the next unused line.	—	—
6. The final headcounter totaled up the various columns and closed out the form.	—	—
7. Prepared the dining facility control record.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO-GO if any steps are failed. If the soldier scores NO-GO, show what was done wrong and how to do it correctly.

References

Required

- AR 30-22
- DA FORM 3546
- DD FORM 1544

Related

Receive Subsistence Items
101-92G-3203

Conditions: As the food operation sergeant in a garrison dining facility, you request subsistence supplies based on troop preference using ARCS. You must also turn in subsistence items. In MOPP 4 conditions, all food service operations cease. Equipment and materials required are an Automated Food Service System, automated subsistence and inventory reports, DA Form 2970, DA Form 3294, and DA Form 3161. Required references are AR 30-22 and FM 10-23.

Standards: Request, receive, and turn in subsistence items using the appropriate forms. You must complete all performance measures accurately to ensure that subsistence items are requested, received, and turned in according to accountability regulations.

Performance Steps

1. Perform preparation of the Headcount Report, DA Form 2970. (See Figure 3-21, pages 3-62 and 3-63).
 - a. Prepare DA Form 2970 for each unit operating under ARCS.
 - b. Prepare DA Form 2970 for consolidated reports.
 - (1) Review the existing headcount or request records.
 - (2) Review the unit mission to determine amounts to request.
 - (3) Consider special occasions and holidays.
 - c. Enter the estimated number of meals required in the field ration request section only when required by the TISO.
 - (1) Review consolidated feeder reports from PAC or unit orderly rooms.
 - (2) Review consolidated headcount data from field ration issues of operational rations.
 - d. Forward the request to the TISA or the ration breakdown point.
2. Request subsistence supplies using a ration request/issue/turn-in slip (see Figure 3-22, page 3-64). Complete form entries as follows:
 - a. TO. Enter the designation of the supply activity to whom is the request being sent.
 - b. FROM. Enter the unit designation of the field kitchen preparing and submitting the request.
 - c. REQUEST. Place an "X" in the "Request" block and enter the date the request is being submitted.
 - d. Consumption Date(s). Enter the date(s) on which the rations are to be consumed.
 - e. ITEMS. Enter the menu number of the T-Ration module requested.
 - f. U/I. Enter the appropriate unit of issue for all preprinted items requested.
 - g. B/L/D Columns. Enter, in the proper column, the number of ration items required to support the mission.
 - h. TOTAL. Enter the total requested.
 - i. REQUESTED BY. The FOS will sign this block.
 - j. REMARKS. Enter remarks necessary to explain any entry.
3. Request subsistence using an automated food service system.
 - a. Review existing automated headcount reports.
 - b. Review automated inventory reports.
 - c. Review processed automated subsistence orders and receipts.
 - d. Review automated Master Menu and Prime Vendor Catalogue.
 - e. Review and revise projected subsistence request.
 - f. Process and forward the request to the TISA or the automated subsistence point.

HEADCOUNT REPORT									
For use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.									
1. MONTH AND YEAR <i>MARCH 2002</i>			2. UNIT <i>Co A, 236TH BN, QM BDE, FT LEE, VA</i>						
SECTION A - ARMY									
LINE	CATEGORY <i>a</i>	M E A L	DATE (YYYYMMDD)	DATE (YYYYMMDD)	DATE (YYYYMMDD)	DATE (YYYYMMDD)	TOTAL OF COLUMNS b THRU e <i>f</i>	TOTALS FROM LAST REPORT <i>g</i>	TOTAL TO DATE <i>h</i>
			<i>20020301</i>	<i>20020302</i>	<i>20020303</i>	<i>20020304</i>			
1	SIK <i>(DA Form 3032)</i>	B/BR	<i>100</i>	<i>120</i>	<i>80</i>	<i>90</i>	<i>390</i>		<i>390</i>
		L	<i>100</i>	<i>100</i>	<i>100</i>	<i>95</i>	<i>395</i>		<i>395</i>
		D/S	<i>70</i>	<i>75</i>	<i>65</i>	<i>50</i>	<i>260</i>		<i>260</i>
2	FIELD TRAINING	B	<i>75</i>	<i>75</i>	<i>75</i>		<i>225</i>		<i>225</i>
		L							
		D	<i>75</i>	<i>75</i>	<i>75</i>		<i>225</i>		<i>225</i>
3	CASH <i>(DD Form 1544)</i>	B/BR	<i>20</i>	<i>30</i>	<i>20</i>		<i>70</i>		<i>70</i>
		L	<i>30</i>	<i>25</i>	<i>35</i>		<i>90</i>		<i>90</i>
		D/S	<i>10</i>	<i>15</i>	<i>5</i>		<i>30</i>		<i>30</i>
SECTION B - COMMON SERVICE									
4	ACTIVE US AIR FORCE	B/BR	<i>2</i>	<i>2</i>	<i>2</i>	<i>4</i>	<i>10</i>		<i>10</i>
		L	<i>2</i>	<i>2</i>	<i>2</i>	<i>2</i>	<i>8</i>		<i>8</i>
		D/S	<i>2</i>	<i>2</i>	<i>2</i>	<i>2</i>	<i>8</i>		<i>8</i>
5	ACTIVE US NAVY	B/BR	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>	<i>4</i>		<i>4</i>
		L	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>	<i>4</i>		<i>4</i>
		D/S	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>	<i>4</i>		<i>4</i>
6	ACTIVE US MARINES	B/BR	<i>10</i>	<i>15</i>	<i>15</i>	<i>15</i>	<i>55</i>		<i>55</i>
		L	<i>10</i>	<i>15</i>	<i>20</i>	<i>15</i>	<i>60</i>		<i>60</i>
		D/S	<i>5</i>	<i>10</i>	<i>5</i>	<i>5</i>	<i>25</i>		<i>25</i>
7	ARNG	B/BR	<i>25</i>	<i>25</i>	<i>50</i>	<i>50</i>	<i>150</i>		<i>150</i>
		L	<i>25</i>	<i>25</i>	<i>25</i>	<i>25</i>	<i>100</i>		<i>100</i>
		D/S	<i>10</i>	<i>25</i>	<i>15</i>	<i>10</i>	<i>60</i>		<i>60</i>
8	USAR	B/BR	<i>2</i>	<i>2</i>	<i>1</i>	<i>1</i>	<i>6</i>		<i>6</i>
		L	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>	<i>4</i>		<i>4</i>
		D/S	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>	<i>4</i>		<i>4</i>
SECTION C - REIMBURSEMENTS									
9	CENTRAL VA UNIVERSITY SROTC	B/BR	<i>5</i>				<i>5</i>		<i>5</i>
		L	<i>5</i>				<i>5</i>		<i>5</i>
		D/S	<i>5</i>				<i>5</i>		<i>5</i>
10	CANADIAN ARMY	B/BR		<i>5</i>			<i>5</i>		<i>5</i>
		L		<i>5</i>			<i>5</i>		<i>5</i>
		D/S		<i>5</i>			<i>5</i>		<i>5</i>
11	USAF RESERVE	B/BR			<i>5</i>		<i>5</i>		<i>5</i>
		L			<i>5</i>		<i>5</i>		<i>5</i>
		D/S			<i>5</i>		<i>5</i>		<i>5</i>
12		B/BR							
		L							
		D/S							
13		B/BR							
		L							
		D/S							
14		B/BR							
		L							
		D/S							
SECTION D - TOTALS									
15	TOTAL	B/BR	<i>240</i>	<i>375</i>	<i>249</i>	<i>161</i>			
16	TOTAL	L	<i>174</i>	<i>174</i>	<i>189</i>	<i>139</i>			
17	TOTAL	D/S	<i>179</i>	<i>209</i>	<i>174</i>	<i>69</i>			

DA FORM 2970, JUL 2002

REPLACES DA FORM 2970, AUG 1986, AND DA FORM 3033, AUG 1986.

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Figure 3-21. Sample of Completed DA Form 2970 for Active Army

SECTION E - OPERATIONAL RATIONS									
LINE	CATEGORY a	MEAL	DATE (YYYYMMDD)	DATE (YYYYMMDD)	DATE (YYYYMMDD)	DATE (YYYYMMDD)	TOTAL OF COLUMNS b THRU e	TOTALS FROM LAST REPORT g	TOTAL TO DATE h
			HEADCOUNT b	HEADCOUNT c	HEADCOUNT d	HEADCOUNT e			
18	US ARMY	MRE							
		UGR-A							
		UGR-H&S	44				44		44
		B/L		100			100		100
19	ARNG	MRE							
		UGR-A							
		UGR-H&S							
20	USAR	MRE							
		UGR-A							
		UGR-H&S							
21	US MARINES	MRE							
		UGR-A							
		UGR-H&S							
22		MRE							
		UGR-A							
		UGR-H&S							
23		MRE							
		UGR-A							
		UGR-H&S							
24		MRE							
		UGR-A							
		UGR-H&S							
25		MRE							
		UGR-A							
		UGR-H&S							
26		MRE							
		UGR-A							
		UGR-H&S							
27		MRE							
		UGR-A							
		UGR-H&S							
28	MEALS SOLD FOR CASH	MRE							
		UGR-A							
		UGR-H&S	2				2		2
3. REMARKS									
4. DATE (YYYYMMDD) 2002 0306					5. SIGNATURE OF FSO/COMMANDER JEFF R. GARRETT, CPT, FSO, CONUS				

DA FORM 2970, JUL 2002

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Figure 3-21. Sample of Completed DA Form 2970 for Active Army (continued)

RATION REQUEST/ISSUE/TURN-IN SLIP													DATE (YYYYMMDD)	
For the use of this form, see DA PAM 30-22; the proponent agency is DCS, G4													20030718	
TO: HQ, 1JF DIV													REQUEST ISSUE	
FROM: CDR, 1st FSC													TURN-IN ISSUE	
CONSUMPTION DATE(S) 21 JULY 2003														
NUMBER OF MEAL(S) REQUESTED														
ITEMS	UI	B	L	D	B	L	D	B	L	D	TOTAL	SUPPLY ACTION	UNIT PRICE	DOLLAR VALUE
UGR AFS BREAKFAST MENU #1 1MO PER 50 MD											65			
UGR-A DINNER MENU #1 1MO PER 50 MD											65			
UHT MILK, 1/2 PT, 50 CB PER 50, WHITE CS											246			
CHOCOLATE CS											123			
CEREAL, ASST, 1ND, 50 EA PER 50 CS											33			
FRESH FRUIT, 18 LB PER 50, APPLES LB											1,170			
ORANGES LB											1,170			
SALAD MIXED, 5-LB BAG PER 50 Bg											65			
TOMATOES 6 LB PER 50 LB											390			
SALAD DRESSING, 1ND, 1 BX PER 50, ITALIAN BX											33			
BLUE CHEESE BX											33			
MRE BX											273			
REQUESTED BY: BILL MICHAELS, MSG													TOTAL DOLLAR	
RECEIVED BY:													CONTROL NO.	
ISSUED BY:														
RECEIVED BY:														
PAGE NO. /														
NO. OF PAGES /														
REMARKS:														

DA FORM 3294, JUL 2002
 DA FORM 3294-R, JUN 1990, IS OBSOLETE.
 USAPA V1.00

Figure 3-22. Sample of a Completed DA Form 3294

Performance Steps

4. Review and process receipt documents using an automated system when subsistence is received at the dining facility.
 - a. Check item description, type, NSN, and quantity to ensure that requested quantities are received.
 - b. Record additional or substituted items when identified at receipt.
 - c. Annotate quantity actually received.
 - d. Annotate discrepancies at the time of receipt.
 - e. Enter and process receipts through an automated system.
5. Review the DA Form 3294 when the subsistence is received at the dining facility and record receipt of subsistence.
 - a. Check item quantity to ensure that requested quantities are received.
 - b. Annotate the supply action column with the quantity actually received.
 - c. Sign the DA Form 3294.
 - d. Retain a copy of the completed DA Form 3294 for your records.
6. Request subsistence supplies using DA Form 3161 (see Figure 3-23, page 3-66).
 - a. Prepare DA Form 3161 to request special items authorized in C-C8900-SL.
 - b. Prepare DA Form 3161 to request operational rations.
7. Prepare a DA Form 3161 for turn-in of subsistence items (see Figure 3-24, page 3-67).
 - a. Enter an "X" at the top of the form when it is used for a turn-in.
 - b. Enter name, UIC, and hand or sub-hand receipt number of the organization receiving the items.
 - c. Ensure that the person receiving the property enters his name and rank.
 - d. Enter item numbers, in sequence.
 - e. Enter the stock number and LIN (if available).
 - f. Enter a description of the item.
 - g. Enter the serial number.
 - h. Enter the code of the item.
 - i. Enter the condition code.
 - j. Enter the unit of issue.
 - k. Enter the quantity to be turned in.
 - l. Enter the proper turn-in code.

NOTE: Enter "NOTHING FOLLOWS" below the last item entered on the form.
m. Sign appropriate blocks.

8. Request and receive operational rations and box lunch meals using an automated system.
 - a. Review meals available through the system.
 - b. Enter in identified meals and quantities required.
 - c. Process and forward requests.
 - d. Review items received at the time of issue to ensure requested quantities are received.
 - e. Annotate discrepancies.
 - f. Process and forward receipts.
9. Transfer and turn in subsistence supplies using an automated system.
 - a. Enter in appropriate header information.
 - b. Enter in items and quantities.
 - c. Process and forward transfers and turn-ins.

NOTE: All entries except signatures will be made in ink or typewritten. Signatures will be handwritten in ink.

REQUEST FOR ISSUE OR TURN-IN (DA PAM 710-2-1)		X	ISSUE TURN-IN	SHEET NO.	NO. SHEETS	1. REQUEST NO. 2001-001		2. VOUCHER NO.	
3. SEND TO: TROOP ISSUE SUBSISTENCE ACTIVITY		4. DATE MATERIAL REQUIRED (YYYYMMDD)		5. DODAAC W45N1Q7		6. PRIORITY		7. ACCOUNTING/FUNDING DATA SEE FAO FOR ACCT CLASS.	
8. REQUEST FROM: ARMY CENTER OF EXCELLENCE, COOK SCHOOL, FT DEE, GA		9. END ITEM IDENT		9a. NAME/MANUFACTURER		9b. MODEL		9c. SERIAL NO.	
* CODE		ISSUE		TURN-IN		EX-Excess		SC-Smt of Charges	
I-Initial		R-Replacement		FMT-Fair Wear And Tear		RS-Report of Survey		LT-Lateral Transfer	
12. ITEM NO.		STOCK NO.		ITEM DESCRIPTION.		UNIT OF ISSUE		QUANTITY	
a		b		c		d		e	
j.		i.		h.		g.		f.	
POSTED		DATE		BY		TOTAL COST		11. JOB ORDER NO.	
YYYYMMDD		YYYYMMDD		YYYYMMDD		TOTAL COST		11. JOB ORDER NO.	
1	8905-00-126-4054	LIVER SAUSAGE	LB	150			0.00		
2	8905-00-126-3754	LAMB CARCASS, FROZEN	LB	65			0.00		
		LAST ITEM							
PURPOSE FOR ISSUE: AIT CLASS IN MEAT PREPARATION									
STATEMENT: I WILL BE RESPONSIBLE FOR THE PROPER USE AND DISPOSITION OF									
ALL ITEMS ISSUED MANUFACTURED OR PRODUCTS GENERATED AS A									
RESULT OF THE ISSUANCE OF ITEMS LISTED ABOVE. I FURTHER STATE									
THAT THE PRODUCTS WILL BE USED FOR GOVERNMENT BUSINESS ONLY.									
APPROVED: JOHN DOE COL, DIR. OF OPERATIONS									
Ralph Jones, CW2 OIC, MEAT BRANCH									
SHEET TOTAL									
GRAND TOTAL									
13. ISSUE/TURN-IN QUANTITY REQUESTED		DATE (YYYYMMDD)		14. ISSUE QTY IN "SUPPLY ACTION" COLUMN		DATE (YYYYMMDD)		15. REC QTY IN "SUPPLY ACTION" COLUMN	
BY CW2 RALPH JONES		DATE (YYYYMMDD)		BY TISA REPRESENTATIVE		DATE (YYYYMMDD)		BY	

DA FORM 3161, DEC 2000 PREVIOUS EDITION MAY BE USED. USAPA V1.00

Figure 3-23. Sample of a Completed DA Form 3161 for Requesting Subsistence Supplies

REQUEST FOR ISSUE OR TURN-IN (DA PAM 710-2-1)				1. REQUEST NO. W54C50		2. VOUCHER NO.					
3. SEND TO:		ISSUE TURN-IN	SHEET NO.	SHEETS REQUIRED	5. DODAAC						
8. REQUEST FROM: AHC, 176 INF, DINING FACILITY, FT LEE, YA 23801		4. DATE MATERIAL REQUIRED (YYYYMMDD) 20030115		6. PRIORITY		7. ACCOUNTING/FUNDING DATA					
* CODE		9. END ITEM IDENT		9a. NAME/MANUFACTURER		9b. MODEL					
ISSUE I-Initial R-Replacement		TURN-IN FWT-Fair Wear And Tear RS-Report of Survey		EX-Excess SC-Smt of Charges		10. PUBLICATION					
12. ITEM NO.		STOCK NO.		ITEM DESCRIPTION.		11. JOB ORDER NO.					
a	b	c		UNIT OF ISSUE d	QUANTITY e	CODE f	SUPPLY ACTION g				
				UNIT PRICE h	TOTAL COST i	j. POSTED DATE (YYYYMMDD) BY					
1	8905-00-127-8472	COD FISH		LB	30		30	1.60	48.00		
2	8915-00-117-3358	LETTUCE		LB	70		70	0.28	19.60		
3	8915-00-126-8748	BANANAS		LB	15		15	0.24	3.60		
—	—	LAST ITEM		—	—		—	—	—		
				THE ITEMS LISTED ABOVE HAVE BEEN INSPECTED AND ARE UNFIT FOR HUMAN CONSUMPTION/INTENDED USE.				THE ITEMS LISTED ABOVE ARE UNFIT FOR THEIR ORIGINAL INTENDED USE. THERE IS NO EVIDENCE THAT THE DAMAGE OR DETERIORATION WAS DUE TO THE FAULT OR NEGLIGENCE OF PERSONNEL ITEMS HAVE NO SALE VALUE.			
				JOHN C. HANCOCK LTC, VC				B.J. GOOD DAG 65-9 T 150			
				DISPOSAL OF THE ABOVE ITEMS WAS DONE ON 25 JAN 03 FOR THE FORT LEE TISA BY (LANDFILL) (CONTRACTOR) (DUMMASTER).							
				EVA J. SMITH CPT, QM APPOINTED							
13. ISSUE/TURN-IN "QUANTITY" COLUMN IS REQUESTED		DATE (YYYYMMDD)		14. ISSUE QTY IN "SUPPLY ACTION" COLUMN		DATE (YYYYMMDD)		15. REC QTY IN "SUPPLY ACTION" COLUMN		DATE (YYYYMMDD)	
20030125		20030125		JOHN C. HANCOCK		BY		7120		B.J. GOOD	
DA FORM 3161, DEC 2000				PREVIOUS EDITION MAY BE USED.				USAPA V1.00			

Figure 3-24. Sample of a Completed DA Form 3161 for Turning-in Subsistence Supplies

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Requested subsistence supplies using the subsistence report and field ration request.	—	—
2. Requested subsistence supplies using a field ration issue slip.	—	—
3. Requested subsistence using an automated food service system.	—	—
4. Reviewed and processed receipt documents using an automated system when subsistence was received at the dining facility.	—	—
5. Reviewed the DA Form 3294 when the subsistence was received at the dining facility and recorded receipt of subsistence.	—	—
6. Requested subsistence supplies using a DA Form 3161.	—	—
7. Prepared a DA Form 3161 for turn-in of subsistence items.	—	—
8. Requested and received operational rations and box lunch meals using an automated system.	—	—
9. Transferred and turned in subsistence supplies using an automated system.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO-GO if any steps are failed. If the soldier scores NO-GO, show what was done wrong and how to do it correctly.

References

Required

AR 30-22
 DA FORM 2970
 C-C8900-SL
 DA FORM 3161
 DA FORM 3294
 DA PAM 30-22
 FM 10-23

Related

AR 710-2
 FM 10-23-2

Brief Headcounter and Process Headcount Forms
101-92G-3260

Conditions: As an assistant food operation sergeant, you must account for all diners subsisting in your dining facility. You must complete and process all headcount forms and automated reports used to account for all categories of diners subsisting in your dining facility. In MOPP 4 conditions, all food service operations cease. Equipment and materials required are a list of civilian personnel authorized to be subsisted and a copy of the headcount instructions, Automated Food Service System, scanner, and or Point-of-Sale equipment, DA Form 3032, DD Form 1544, AR 30-22, and DA Pamphlet 30-22.

Standards: Brief headcounter on reviewing and filling out DA Form 3032 and DD Form 1544. You must complete all performance measures accurately to ensure that all diners in your facility are counted.

Performance Steps

1. Verify the cash meal payment sheet is complete (see Figure 3-25, page 3-70).
2. Verify entries on the signature headcount sheet for use. Ensure the following blocks are complete and accurate (see Figure 3-26, page 3-71).
 - a. The full unit designation, installation, and zip code.
 - b. The date (day, month, year).
 - c. The appropriate meal.
 - d. Service component.
 - e. The appropriate diner category.
3. Prepare the headcount record for use (see Figure 3-27, pages 3-72 and 3-73).
 - a. Enter the unit designation, installation, and zip code.
 - b. Enter an "X" in the appropriate block for the component.
 - c. Enter the date (day, month, year).
 - d. Line out the meal for which headcount is not being reported.
 - e. Enter the headcount for the personnel subsisted under the appropriate meal column (Breakfast/Brunch, Lunch, Dinner/Supper) and by the type of ration served (A Ration, B Ration, MRE, T Ration, or other).
 - f. Enter the number of personnel subsisted in the appropriate "Common Service" and "Requiring Reimbursement" columns.
 - g. Enter the total number of personnel subsisted in the "Total A Rations" and "Total Operational Rations" blocks.
 - h. Enter an explanation in the "REMARKS" section if applicable.
 - i. Ensure the FOS enters his signature and grade after all entries are complete.
 - j. Enter the date the form is completed.
4. Brief the headcounter on maintaining headcount forms.
 - a. Provide the headcounter with written instructions and forms.
 - b. Instruct the headcounter on maintaining headcount forms.
 - (1) Ensure the diner enters his signature prior to consuming any meal.
 - (2) Ensure the meal card number is entered as it appears on DD Form 714 (or orders if applicable).
 - (3) Ensure headcounter enters any remarks to clarify headcount data.
 - (4) Make sure the headcounter enters his signature and grade at the end of each scheduled meal.

CASH MEAL PAYMENT SHEET										1234567	
To be completed when the government is to be reimbursed for meals furnished											
ORGANIZATION OR DINING FACILITY								INCLUSIVE DATES COVERED			
Co A, 236th BN, QM BDE, Fort Lee Va,								FROM		THROUGH	
								30-Jan-02		31-Jan-02	
FOOD CHARGES				SURCHARGES (S/C)				PER DIEM SURCHARGE			
B	L	D		B	L	D		B	L	D	
\$1.60	\$3.25	\$3.25									
BR	DB	Other		BR	DB	Other		BR	DB	Other	
\$3.65	\$4.45										
GRADE	NAME	DOLLAR VALUE				GRADE	NAME	DOLLAR VALUE			
		B	L	D	S/C			B	L	D	S/C
SFC	Harold Donning	\$ 1.60	\$	\$	\$		BALANCE BROUGHT FORWARD	\$ 12.80	\$ 16.25	\$ 6.50	\$
CPT	James J. Johnson	1.60				31-Jan 2002	Bobby W. Brandy	SGT			
LT	Tally Fanka	1.60				MAJ	Thomas C. Ballard		3.25		
LTC	Frank J. Smith	1.60				LT	Susan M. Reading		3.25		
30-Jan 2002	Harold J. Tifford	SGT				SFC	William R. Tyree		3.25		
CIV	Dorddall Hopper		3.25			SFC	Sharon A. Tyree		3.25		
CW5	James Hill		3.25			31-Jan 2002	Bobby W. Brandy	SGT			
CM	Kimberly Williams		3.25			SGM	Mary Jones			3.25	
SGT	Joe B. Kully		3.25			DFA	Roger Polk			3.25	
COL	Willie B. Jones		3.25			SFC	Timothy Gray			32.50	
30-Jan 2002	Harold J. Tifford	SGT				31-Jan 2002	Bobby W. Brandy	SGT			
MAJ	Edward Lane			3.25							
CPT	Thomas Tully			3.25							
30-Jan 2002	Harold J. Tifford	SGT					TOTAL	\$ 12.80	\$ 29.25	\$ 45.50	\$
SFC	Sharon Smith	1.60					TOTAL CHARGES	\$ 87.55			
SSG	Earge Flower	1.60					CASH OVER (SHORT)		-\$0.05		
MSG	Roderick Piggott	1.60					CASH TURNED IN		\$87.50		
SGM	Roger Mansly	1.60					REMARKS	Line # 16 1 MRE SOLD Line # 27- One Line Entry for 10 Group Feeding Meals			
	TOTAL	\$ 12.80	\$ 16.25	\$ 6.50	\$						
SIGNATURE OF UNIT COMMANDER OR FOOD SERVICE OFFICER						SIGNATURE OF LAST OR ONLY HEADCOUNTER					
Jeffery R. Proffitt CPT						Bobby W. Brandy SGT					

SHEET 1

Figure 3-25. Sample of a Completed DD Form 1544

HEADCOUNT REPORT									
For use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.									
1. MONTH AND YEAR MARCH 2002				2. UNIT CO A, 236TH BN, QM BDE, FT LEE, VA					
SECTION A - ARMY									
LINE	CATEGORY a	M E A L	DATE (YYYYMMDD) 20020301	DATE (YYYYMMDD) 20020302	DATE (YYYYMMDD) 20020303	DATE (YYYYMMDD) 20020304	TOTAL OF COLUMNS b THRU e f	TOTALS FROM LAST REPORT g	TOTAL TO DATE h
			HEADCOUNT b	HEADCOUNT c	HEADCOUNT d	HEADCOUNT e			
1	SIK (DA Form 3032)	B/BR	100	120	80	90	390		390
		L	100	100	100	95	395		395
		D/S	70	75	65	50	260		260
2	FIELD TRAINING	B	75	75	75		225		225
		L							
		D	75	75	75		225		225
3	CASH (DD Form 1544)	B/BR	20	30	20		70		70
		L	30	25	35		90		90
		D/S	10	15	5		30		30
SECTION B - COMMON SERVICE									
4	ACTIVE US AIR FORCE	B/BR	2	2	2	4	10		10
		L	2	2	2	2	8		8
		D/S	2	2	2	2	8		8
5	ACTIVE US NAVY	B/BR	1	1	1	1	4		4
		L	1	1	1	1	4		4
		D/S	1	1	1	1	4		4
6	ACTIVE US MARINES	B/BR	10	15	15	15	55		55
		L	10	15	20	15	60		60
		D/S	5	10	5	5	25		25
7	ARNG	B/BR	25	25	50	50	150		150
		L	25	25	25	25	100		100
		D/S	10	25	15	10	60		60
8	USAR	B/BR	2	2	1	1	6		6
		L	1	1	1	1	4		4
		D/S	1	1	1	1	4		4
SECTION C - REIMBURSEMENTS									
9	Central Virginia University SROTC	B/BR	5				5		5
		L	5				5		5
		D/S	5				5		5
10	Canadian Army	B/BR		5			5		5
		L		5			5		5
		D/S		5			5		5
11	USAF Reserve	B/BR			5		5		5
		L			5		5		5
		D/S			5		5		5
12		B/BR							
		L							
		D/S							
13		B/BR							
		L							
		D/S							
14		B/BR							
		L							
		D/S							
SECTION D - TOTALS									
15	TOTAL	B/BR	240	275	249	161			
16	TOTAL	L	174	174	189	139			
17	TOTAL	D/S	179	209	174	69			

DA FORM 2970, JUL 2002

REPLACES DA FORM 2970, AUG 1986, AND DA FORM 3033, AUG 1986.

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Figure 3-27. Sample of a Completed DA Form 2970

SECTION E - OPERATIONAL RATIONS									
L I N E	CATE- GORY <i>a</i>	MEAL	DATE (YYYYMMDD) 20020301	DATE (YYYYMMDD) 20020302	DATE (YYYYMMDD) 20020303	DATE (YYYYMMDD) 20020304	TOTAL OF COLUMNS <i>b</i> THRU <i>e</i> <i>f</i>	TOTALS FROM LAST REPORT <i>g</i>	TOTAL TO DATE <i>h</i>
			HEADCOUNT <i>b</i>	HEADCOUNT <i>c</i>	HEADCOUNT <i>d</i>	HEADCOUNT <i>e</i>			
18	US ARMY	MRE							
		UGR-A							
		UGR-H&S	44				44		44
		B/L		100			100		100
19	ARNG	MRE							
		UGR-A							
		UGR-H&S							
20	USAR	MRE							
		UGR-A							
		UGR-H&S							
21	US MARINES	MRE							
		UGR-A							
		UGR-H&S							
22		MRE							
		UGR-A							
		UGR-H&S							
23		MRE							
		UGR-A							
		UGR-H&S							
24		MRE							
		UGR-A							
		UGR-H&S							
25		MRE							
		UGR-A							
		UGR-H&S							
26		MRE							
		UGR-A							
		UGR-H&S							
27		MRE							
		UGR-A							
		UGR-H&S							
28	MEALS SOLD FOR CASH	MRE							
		UGR-A							
		UGR-H&S	2				2		2
3. REMARKS									
4. DATE (YYYYMMDD) 20020306					5. SIGNATURE OF FSO/COMMANDER Jeffery R. Proffitt, CPT, FSO, CONUS				

Figure 3-27. Sample of a Completed DA Form 2970 (continued)

Performance Steps

5. Ensure that the headcounter maintains headcount forms and makes on-the-spot corrections when necessary.
 - a. Provide headcount with written instructions and diagrams on equipment.
 - b. Instruct the headcounter on the procedures for processing diner information.
 - c. Provide headcounter with written corrective measure instructions.
6. Process headcount information using an automated system.
 - a. Ensure access procedures are followed.
 - b. Ensure diner information is correctly entered or scanned into the automated headcount.
 - c. Download or enter information into management system.
 - d. Review headcount information for accuracy.
 - e. Process headcount information.
7. Ensure that the headcounter maintains DA Form 3032, operates and follows procedures using automated equipment, and makes on-the-spot corrections when necessary.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Verified the cash meal payment sheet and the dining facility control record are complete.	—	—
2. Verified entries on the signature headcount sheet for use. Ensure the following blocks are complete and accurate.	—	—
3. Prepared the headcount record for use.	—	—
4. Briefed the headcounter on maintaining headcount forms.	—	—
5. Ensured that the headcounter maintains headcount forms and makes on-the-spot corrections when necessary.	—	—
6. Processed headcount information using an automated system.	—	—
7. Ensured that the headcounter maintains DA Form 3032, operates and follows procedures using automated equipment and makes on-the-spot corrections when necessary.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO-GO if any steps are failed. If the soldier scores NO-GO, show what was done wrong and how to do it correctly.

References

Required	Related
AR 30-22	
DA FORM 3023	
DA FORM 3161	
DA Pamphlet 30-22	
DD FORM 1544	

Complete and Maintain Production Schedule and Kitchen Requisition
101-92G-3261

Conditions: As a food operation sergeant in a dining facility, you must provide written instructions for food preparation and document the use of kitchen requisition. In MOPP 4 conditions, all food service operations cease. Equipment and materials required are an Automated Food Service System, automated production and disposition reports, DA Form 3034, DA Form 4552, AR 30-22, TB MED 530, and TM 10-412.

Standards: Complete and maintain the production schedule. Document on DA Form 4552 the kitchen requisition. You must complete all performance measures accurately to ensure that meals are served on time and that you account for kitchen requisition.

Performance Steps

1. Complete the production schedule (see Figure 3-28, page 3-76).
 - a. Enter the names of the persons assigned to prepare menu items.
 - b. List all menu items to be prepared and/or served.

NOTE: Do not enter portions to prepare for items that are normally self-service and have no preparation time.

- c. Enter the number of portions actually produced from the raw ingredients used.
 - d. Enter (in red ink) the amount of leftovers to be retained and incorporated into subsequent menu entree items.
 - e. Enter food items to be discarded in blue, black, or blue/black ink.
 - f. Enter special instructions regarding a product, such as recipe variation or deviation or change in portion size.
 - g. Sign your name and grade at the completion of each meal.
2. Maintain the production schedule.
 - a. Document all Class I subsistence received, regardless of type.
 - b. List all menu items to be prepared and/or served.
 - c. Ensure that all kitchen requisition items (such as meat, fish, poultry, coffee, and commercial pastries) are documented.
 - d. Enter number of estimated portions to be prepared.
 - e. Enter special instructions.
 - f. Review production schedule for accuracy.
3. Complete the kitchen requisition form (see Figure 3-29, page 3-77).
 - a. Enter the actual weight or measure of each product that was issued or drawn from stock for initial issue.
 - b. Enter the quantity, which was not used and was returned to stock.
 - c. Enter the quantity of all kitchen requisition items actually used to serve the meal.
 - d. Enter any comments pertaining to kitchen requisition items.
 - e. Sign your name and grade at the completion of each meal.

PRODUCTION SCHEDULE							
For use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.							
1. UNIT <i>Co A, 236TH BN, QM BDE, FORT LEE, VA</i>				2. SERVING PERIOD <i>1130 - 1300</i>			
3. DATE (YYYYMMDD) <i>20030628</i>		4. MEAL B <input type="checkbox"/> L <input checked="" type="checkbox"/> D <input type="checkbox"/> BR <input type="checkbox"/> S <input type="checkbox"/> SO <input type="checkbox"/> N <input type="checkbox"/> B/L <input type="checkbox"/>			5. PROJECTED HEADCOUNT <i>100</i>		6. ACTUAL HEADCOUNT <i>92</i>
7. PERSON ASSIGNED	8. RECIPE NUMBER	9. RECIPE NAME	10. PREP TIME	11. PORTIONS TO PREPARE	12. ACTUAL PORTIONS PREPARED	13. LEFTOVER/DISCARD	14. SPECIAL INSTRUCTIONS
<i>HUGHES</i>	<i>L-80</i>	<i>PORK CHOP SUEY</i>	<i>0700</i>	<i>75</i>	<i>80</i>	<i>8</i>	
<i>HUGHES</i>	<i>L-19-4</i>	<i>HERB BAKED FISH</i>	<i>1000</i>	<i>25</i>	<i>24</i>	<i>3</i>	
<i>KENNEDY</i>	<i>E-5</i>	<i>STEAMED RICE</i>	<i>1015</i>	<i>50</i>	<i>50</i>	<i>15</i>	<i>USE FOR DINNER MEAL</i>
<i>KENNEDY</i>	<i>Q-48</i>	<i>MASHED POTATOES</i>	<i>1030</i>	<i>50</i>	<i>50</i>		
<i>KENNEDY</i>	<i>Q-G-3</i>	<i>SEASONED CAULIFLOWER</i>	<i>1045</i>	<i>50</i>	<i>50</i>		
<i>KENNEDY</i>	<i>Q-G-3</i>	<i>SEASONED PEAS</i>	<i>1045</i>	<i>50</i>	<i>50</i>		
<i>RUSSELL</i>	<i>M-47</i>	<i>TOSSED GREEN SALAD</i>	<i>0900</i>	<i>80</i>	<i>100</i>		
<i>RUSSELL</i>	<i>M-5</i>	<i>CARROT SALAD</i>	<i>0930</i>	<i>20</i>	<i>25</i>	<i>9</i>	
<i>LOUZON</i>	<i>H-13</i>	<i>SUGAR COOKIES</i>	<i>0800</i>	<i>50</i>	<i>50</i>		
<i>LOUZON</i>	<i>G-21-1</i>	<i>ALMOND POUND CAKE</i>	<i>0700</i>	<i>50</i>	<i>50</i>		
<i>PETERS</i>	<i>SOP-12</i>	<i>MILK, LOWFAT, 1%</i>					
<i>PETERS</i>	<i>SOP-21</i>	<i>KOOL AID</i>					<i>PASSION PINK</i>
<i>PETERS</i>	<i>SOP-99</i>	<i>COFFEE</i>					
<i>PETERS</i>	<i>SOP-22</i>	<i>SOFT DRINKS</i>					
<i>PETERS</i>	<i>SOP-25</i>	<i>INDIVIDUAL SALAD DRESSINGS</i>					
<i>RUSSELL</i>	<i>SOP-38</i>	<i>SALAD BAR</i>					<i>USE 15 SERVINGS LEFTOVER BACON</i>
<i>RUSSELL</i>	<i>SOP-15</i>	<i>ASSORTED BREADS</i>					
<i>RUSSELL</i>	<i>SOP-11</i>	<i>MARGERINE</i>					
<i>RUSSELL</i>	<i>SOP-37</i>	<i>ASSORTED CONDIMENTS</i>					
<i>HUGHES</i>	<i>SOP-35</i>	<i>CHOW MEIN NOODLES</i>					
<i>HUGHES</i>	<i>N-35</i>	<i>ROAST BEEF SANDWICH</i>	<i>1000</i>	<i>20</i>			<i>SOP-50</i>
15a. FOS/MANAGER SIGNATURE <i>ROBERT D. BELL</i>			15b. RANK <i>SFC</i>	16a. SHIFT LEADER SIGNATURE <i>SUE HILL</i>			16b. RANK <i>SSG</i>

DA FORM 3034, JUL 2002

DA FORM 3034, AUG 1984, IS OBSOLETE.

USAPA V1.00ES

Figure 3-28. Sample of a Completed DA Form 3034

KITCHEN REQUISITION For use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.			1. PAGE 1 OF 1			
2. UNIT CO A 236TH BN, QM BDE, FT. LEE, VA		3. DATE (YYYYMMDD) 20020628	4. MEAL B <input type="checkbox"/> L <input checked="" type="checkbox"/> D <input type="checkbox"/> BR <input type="checkbox"/> S <input type="checkbox"/> SO <input type="checkbox"/> N <input type="checkbox"/> B/L <input type="checkbox"/>			
5. ITEM NAME	6. UNIT OF ISSUE	7. QUANTITY DRAWN	8. QUANTITY RETURNED	9. TOTAL USED		
PORK DICED	LB	28	4	24		
SOLE FILLETS	LB	8		8		
PEPPER, BLACK	CN	1		1		
TOMATOES	LB	20		20		
BREAD, WHITE	LF	5		5		
BREAD, WHEAT	LF	5		5		
BREAD, RYE	LF	2		2		
MILK, LOWFAT, 1%	CO	1		1		
SODA, ORANGE	CO	1		1		
MARGARINE PRINTS	LB	3		3		
DRESSING, FRENCH, INDIVIDUAL	BX	1		1		
DRESSING, 1000 ISLAND, INDIVIDUAL	BX	1		1		
HOT SAUCE	BT	2		2		
SOY SAUCE	BT	2		2		
COFFEE	LB	10	8	2		
CHOW MEIN NOODLES	CN	2		2		
ONIONS	LB	2		2		
LETTUCE	LB	12		12		
OLIVES, RIPE	CN	4		4		
OLIVES, GREEN	JR	4		4		
JALAPENO PEPPERS	CN	1		1		
10. SHIFT LEADER'S SIGNATURE TREVOR J. ELLIOT			11. RANK SSG			

DA FORM 4552, JUL 2002

REPLACES DA FORM 4552-R, JAN 1977, AND DA FORM 3034-1, AUG 1984.

USAPA V1.00

Figure 3-29. Sample of a Completed DA Form 4552

Performance Steps

4. Maintain the kitchen requisition form.
 - a. Account for all sensitive items in the unit of issue.
 - b. Ensure that all kitchen requisition items are documented during production.
 - c. List all commercial pastry and coffee.
 - d. Enter the number of portions actually produced.
 - e. Enter the amount of leftover items.
 - f. Enter food items to be discarded.
 - g. Review entries for accuracy.

5. Complete DA Form 4552.
 - a. Enter the actual weight or measure of each product that was issued or drawn from stock for initial issue.
 - b. Enter the quantity, which was not used and was returned to stock.
 - c. Enter the quantity of all kitchen requisition items actually used to serve the meal.
 - d. Enter any comments pertaining to kitchen requisition items.
 - e. Sign your name and grade at the completion of each meal.

6. Maintain DA Form 4552.
 - a. Account for all sensitive items in the unit of issue.
 - b. List all commercial pastry and coffee.

7. Maintain and document sensitive and kitchen requisition items on an automated system.
 - a. Account for all sensitive items at the time of issue.
 - b. Enter items issued and/or returned into the system.
 - c. Review entries for accuracy.
 - d. Closeout and print final report.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Maintained the production schedule.	—	—
2. Completed the production schedule.	—	—
3. Completed the kitchen requisition form.	—	—
4. Maintained the kitchen requisition form.	—	—
5. Completed DA Form 4552.	—	—
6. Maintained DA Form 4552.	—	—
7. Maintained and documented kitchen requisition items on an automated system.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO-GO if any steps are failed. If the soldier scores NO-GO, show what was done wrong and how to do it correctly.

References

Required	Related
AR 30-22	
DA FORM 3034	
DA FORM 4552	
TB MED 530	
TM 10-412	

Subject Area 14: Food Quality and Equipment Inspection

Supervise the Preparing, Serving, and Storage of Food Items to Ensure Optimal Nutritional Value and Customer Satisfaction**101-92G-3107**

Conditions: You are the first cook in a dining facility or a field kitchen. You are responsible for ensuring that the cooks on your shift use proper procedures for preparing, serving, and storing food items to maintain optimal nutritional value. In MOPP 4 conditions, all food service operations cease. Equipment and materials required are a DA Form 3034 or automated equivalent and TM 10-412 with complete instructions from the food operation sergeant.

Standards: Monitor storage temperatures, stock rotation, and the condition of fresh fruits and vegetables. Ensure that frozen foods are thawed properly to prevent contamination. Monitor food preparation and cooking to ensure that meals are served as scheduled. Also, monitor holding and serving temperatures. Ensure that cooks follow proper procedures on the serving line. You must complete all performance measures accurately to prevent illness, to serve nutritionally adequate meals, and to ensure optimum sanitation in storage areas.

Performance Steps

1. Monitor storage temperatures.
 - a. Ensure personnel keep frozen food frozen and stored at a product temperature of 0° F (-8° C) or below.
 - b. Ensure personnel operate and maintain refrigeration storage equipment at a temperature of 40° F (4° C) or below to ensure that stored product temperatures are maintained.
 - c. Ensure personnel cool PHFs requiring refrigeration after preparation to an internal product temperature of 41° F (7° C) or below within four hours.
 - d. Ensure personnel store items in dry, ventilated areas.
2. Monitor stock rotation.
 - a. Ensure personnel move the oldest stock from the back to the front of the storage areas.
 - b. Ensure personnel practice the FIFO rule. Use the oldest stock first. However, this rule does not apply to bread.
3. Monitor the condition of fresh fruits and vegetables.
 - a. Ensure personnel check fresh fruits and vegetables to see that there is no mold or rot.
 - b. Ensure personnel cull fruits and vegetables.
 - c. Ensure personnel remove items from soiled or damaged containers.
 - d. Ensure personnel store vegetables in a covered container.
4. Monitor thawing practices.
 - a. Ensure personnel thaw frozen food in tempering or rapid thaw units that operate at a maximum air temperature of 41° F (7° C).
 - b. Ensure personnel thaw frozen food under potable running water at a temperature of 70° F or below. Frozen food should be placed in a sanitized pot and water allowed to overflow into the sink. This is the least preferred method of thawing or tempering frozen food.

Performance Steps

5. Monitor sanitation practices in storage areas.
 - a. Ensure personnel store canned or packaged items on storage shelves or can storage racks.
 - b. Ensure personnel keep storage racks and containers at least 6 inches above the floor surface.
 - c. Ensure personnel clean the storage area daily.
 - d. Ensure personnel store bulk flour, sugar, and other similar items in covered metal ingredient bins (with disposable food grade plastic liners when required).
 - e. Ensure personnel cover different types of raw meat or raw and cooked items stored in the same refrigeration unit to prevent cross contamination.
 - f. Ensure personnel place meat that requires the highest internal cooking temperature on the bottom rack when meat is thawed.

NOTE: Only NSF-approved material will be used for plastic liners that are in direct contact with food.

6. Monitor preparation and cooking methods.
 - a. Ensure personnel follow the production schedule.
 - b. Ensure personnel follow steps and methods according to the recipe card, SOP, or master menu notes.
 - c. Ensure personnel use progressive cooking when possible.
 - d. Ensure personnel prepare and assemble all equipment and utensils for use.
 - e. Ensure personnel follow the recipe card in order to control nutrient and caloric content during preparation.
 - f. Ensure personnel prepare alternatives to fried items.
 - g. Ensure personnel steam food if possible, especially vegetables.
 - h. Ensure personnel avoid excessive cutting and chopping.
7. Monitor holding and serving temperatures.
 - a. Ensure personnel keep serving lines at the proper temperature.
 - b. Ensure personnel serve hot food at 140° F or higher.
 - c. Ensure personnel serve cold food at 41° F or lower.
 - d. Ensure personnel chill cold serving counters to manufacturer’s instructions.
 - e. Ensure personnel preheat serving line according to the manufacturer’s instructions manual.
8. Monitor serving practices.
 - a. Ensure personnel use the correct serving utensil for each food item.
 - b. Ensure personnel avoid touching food with their hands.
 - c. Ensure personnel avoid sneezing and coughing on food.
 - d. Ensure personnel wash hands frequently when they are soiled or when handling food.
 - e. Ensure personnel replenish an item in the kitchen and not on the serving line.
 - f. Ensure personnel offer reduced-calorie portions for weight conscious diners.
 - g. Ensure personnel serve the correct portion size according to the production schedule or recipe card.
 - h. Ensure personnel do not stir or play with food products on serving line.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Monitored storage temperatures.	—	—
2. Monitored stock rotation.	—	—
3. Monitored the condition of fresh fruits and vegetables.	—	—
4. Monitored thawing practices.	—	—
5. Monitored sanitation practices in storage areas.	—	—
6. Monitored preparation and cooking methods.	—	—
7. Monitored holding and serving temperatures.	—	—
8. Monitored serving practices.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO-GO if any steps are failed. If the soldier scores NO-GO, show what was done wrong and how to do it correctly.

References**Required**

TM 10-412
DA FORM 3034

Related

800-101-0018-B
800-101-0097-B
800-101-0135-B
800-101-0136-B
AR 30-22
FM 10-23
QM0348
QM0353
QM0394
TB MED 530

**Supervise Personnel in the Operation, Cleaning, and Maintenance of Dining Facility Equipment
101-92G-3266**

Conditions: You are an assistant food operation sergeant in a dining facility. You must ensure that dining facility personnel use correct methods for cleaning and performing before-, during-, and after-operation maintenance, when required, on all dining facility equipment. In MOPP 4 conditions, all food service operations cease. Equipment and materials required is TB MED 530.

Standards: Develop a cleaning schedule. Monitor before-, during-, and after- operation maintenance. You must complete all performance measures accurately to ensure that personnel keep equipment clean and serviceable.

Performance Steps

1. Develop a cleaning schedule.
2. Monitor before-operation maintenance.
 - a. Ensure personnel check for damage from tampering.
 - b. Ensure personnel inspect water, gas, and steam lines, connections, components, instruments, and controls.
 - c. Ensure personnel inspect electrical wiring, connections, and components.
 - d. Ensure personnel report deviations or deficiencies to the facility engineers.
3. Monitor operations.
 - a. Ensure personnel do not smoke or light a flame in the kitchen area.
 - b. Ensure personnel do not "horseplay."
 - c. Ensure personnel keep floors clean and dry.
 - d. Ensure personnel keep floors free of spills.
 - e. Ensure personnel get rid of trash and flammable materials.
 - f. Ensure personnel use dry cloths to handle utensils.
 - g. Ensure personnel get help moving heavy containers.
 - h. Ensure personnel clean ovens, stoves, and heating surfaces when cooled.
 - i. Ensure personnel avoid overfilling containers.
 - j. Ensure personnel follow instructions posted on equipment.
 - k. Ensure personnel keep alert at all times.
4. Monitor after-operation maintenance to ensure that equipment is unplugged and switches are turned off when operator maintenance or cleaning is performed.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Developed a cleaning schedule.	_____	_____
2. Monitored before-operation maintenance.	_____	_____
3. Monitored operations of dining facility equipment.	_____	_____
4. Monitored after-operation maintenance to ensure that equipment is unplugged and switches are turned off when operator maintenance or cleaning is performed.	_____	_____

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO-GO if any steps are failed. If the soldier scores NO-GO, show what was done wrong and how to do it correctly.

References

Required
TB MED 530

Related

Supervise the Receipt and Storage of Subsistence Items

101-92G-3268

Conditions: Food supplies are being received in the dining facility or field kitchen. You are an assistant food operation sergeant responsible for ensuring that the supplies received are the correct weight, size, and amount. You must also ensure that supplies are stored properly. In MOPP 4 conditions, all food service operations cease. Equipment and materials needed are a field ration issue slip or machine printout, storage shelves, dunnage, refrigerators, freezer, thermometers for refrigerators and freezer, 100-pound-capacity scale, a sink with potable water, galvanized cans with lids, subsistence supplies, plastic bags, ice chest, cleaning supplies, wire cutters, and paring knife.

Standards: Ensure that there is adequate space in your walk-in refrigerators and freezers to store subsistence. Direct your soldiers in proper storage procedures. Inspect subsistence on hand and as it is being received for signs of damage or deterioration. You must complete all performance measures accurately to prevent spoilage and loss.

Performance Steps

1. Ensure that storage space in walk-in refrigerators and freezers is adequate to store food items.
 - a. Ensure that there is a 4-inch wall clearance and 2-foot ceiling clearance when containers are stacked.
 - b. Ensure that a fan is used for ventilation to prevent excessively high temperatures.
 - c. Ensure that subsistence supplies are placed on pallets or dunnage in an open storage area.
 - d. Ensure that adequate lighting is maintained.
2. Check subsistence on hand for signs of contamination.
 - a. Check perishable items such as fresh fruit and vegetables for mold, wilt, rot, and other defects.
 - b. Inspect meat and poultry for color, odor, damage, and slime.
 - c. Check canned goods for rust, swelling, leaking, and dents.
 - d. Inspect jars, cardboard containers, and paper bags for signs of insects or rodents.
3. Receive of subsistence supplies and check the quantity and condition.
 - a. Check the issue slip for the quantity requested and compare with the quantity issued.
 - b. Weigh items issued by weight.
 - c. Count items issued by units.
 - d. Inspect subsistence supplies for damage or deterioration.
4. Direct storage of subsistence supplies.
 - a. Ensure that frozen items are transferred to freezer storage.
 - b. Ensure that storage racks and containers are at least 6 inches off the ground.
 - c. Ensure that sugar, flour, and rice are placed in metal containers with tightly fitting lids.
 - d. Ensure potatoes and onions are stored in a dry place on dunnage.
 - e. Make sure compatible products are stored together to prevent color loss, taste changes, and odor absorption.
 - f. Ensure that personnel do not stack supplies so high as to cause containers on the bottom to be crushed or their contents damaged or bruised.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Ensured that storage space in walk-in refrigerators and freezers is adequate to store food items.	—	—
2. Checked subsistence on hand for signs of contamination.	—	—
3. Received subsistence supplies and check the quantity and condition.	—	—
4. Directed storage of subsistence supplies.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO-GO if any steps are failed. If the soldier scores NO-GO, show what was done wrong and how to do it correctly.

**References
Required**

Related
FM 10-23
FM 8-34
QM0475
QM6030
TB MED 530

Conduct Quality Assurance Evaluation of Food Preparation and Finished Products
101-92G-3282

Conditions: You are an assistant food operation sergeant responsible for all food being prepared in a dining facility or a field kitchen. You must conduct a quality assurance evaluation of the food preparation procedures used by the cooks and evaluate the finished product. In MOPP 4 conditions, all food service operations cease. Materials required are DA Form 3034, FM 10-23, FM 10-23-2, and TM 10-412.

Standards: Develop a checklist and standards for evaluating food preparation and finished products. Advise your cooks of the standards before you evaluate them. Provide both positive and negative feedback. You must complete all performance measures accurately to ensure that your cooks are following food preparation procedures and that the finished product is acceptable.

Performance Steps

1. Evaluate food preparation procedures.
 - a. Evaluate the work performed.
 - b. Evaluate personnel proficiency in progressive cooking, service, using correct serving utensils, and replenishing the serving line.
 - c. Determine the cause of and identify the effect of inspection deficiencies.
 - d. Review inspection deficiencies and provide recommendations.
2. Evaluate finished products.
 - a. Develop a checklist for evaluating food.
 - b. Set the standards for evaluation.
 - c. Advise personnel on the quality assurance program standards.
 - d. Perform the quality assurance evaluation.
 - (1) Check food for structure (such as volume, holes or tunnels, heaviness, and texture).
 - (2) Check food for taste (including foreign, burned, or scorched taste) and for flavoring or seasoning added.
 - (3) Check food for overcooking by determining if foods have a dry texture or have shrunk.
 - (4) Check food for undercooking by determining the time and temperature used to cook foods versus the instructions on the recipe cards.
 - (5) Direct on-the-spot corrections of detected faults, if possible.
 - (6) Document the results, listing the deficiencies.
 - (7) Determine the cause of acid and identify the effect of deficiencies.
 - (8) Provide both positive and negative feedback and make recommendations as needed.
3. Review inspection and provide deficiencies recommendations.
4. Determine the cause of and identify the effect of inspection deficiencies.
5. Develop a checklist for evaluating food.
6. Set the standards for evaluation.
7. Advise personnel on the quality assurance program standards.
8. Perform the quality assurance evaluation.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Evaluated food preparation procedures.	—	—
2. Evaluated finished products.	—	—
3. Reviewed inspection and provided deficiencies recommendations.	—	—
4. Determined the cause of and identified the effect of inspection deficiencies.	—	—
5. Developed a checklist for evaluating food.	—	—
6. Set the standards for evaluation.	—	—
7. Advised personnel on the quality assurance program standards.	—	—
8. Performed the quality assurance evaluation.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO-GO if any steps are failed. If the soldier scores NO-GO, show what was done wrong and how to do it correctly.

References

Required
 DA FORM 3034
 FM 10-23
 FM 10-23-2
 TM 10-412

Related
 800-101-0018-B
 800-101-0135-B
 QM0348
 QM0353
 QM0394

Subject Area 15: Field Kitchen Operations Supervision

Request Subsistence Items**101-92G-3202**

Conditions: As the food operation sergeant in a field environment, you must obtain subsistence supplies and condiments from the TISA and the ration breakdown point. In MOPP 4 conditions, all food service operations cease. Equipment and materials required are an UGR-A, UGR-H&S, or MRE menu; AR 30-22; DA Pamphlet 30-22; FM 10-23; DA Form 3294; and DA Form 5913.

Standards: Request rations and condiments from the forward supply point. Review the present-for-duty reports for remote site feeding requirements and consolidate the reports. Review the unitized ration control sheet for the number of meals drawn and the number of meals issued. Prepare DA Form 3294 for turning in subsistence. You must complete all performance measures accurately to ensure that subsistence items are properly requisitioned and accounted for.

Performance Steps

1. Review present-for-duty reports to determine remote site feeding requirements.
 - a. Ensure each supported unit commander provides data to the FOS daily or for a period of up to three days.
 - b. Enter present-for-duty report data on DA Form 5913.
 - c. Ensure the FOS consolidates all data from the units and reports it to the supply point at least once every three days.
2. Request rations from the forward supply point.
 - a. Request T-Ration meals in 18-meal modules.

NOTE: Bread, milk, and enhancements will also be requested.

- b. Request MRE in boxes (12 meals per box), rounding quantity up to the next box to meet requirements.
 - c. Order B Rations as modules or as meals.
 - d. Order A Rations as meals when required by the FOS.
 - e. List quantities of all required items on DA Form 3294.
 - f. Prepare DA Form 3294 in a minimum of three copies.
3. Request authorized enhancement items from the forward supply point.
 - a. Request enhancements based on the data provided on DA Form 5913.
 - b. Convert requests for enhancements to quantities required, using the established issue factor for each requested item.
 - c. Prepare a minimum of three copies of DA Form 3294 when requesting enhancements from the supply point.
4. Review the unitized ration control sheet for meals drawn and meals issued.
 - a. Check item quantity on DA Form 3294 to ensure that requested quantities are received.
 - b. Annotate the supply column with the quantity actually received, if different from that indicated in the column.
 - c. Ensure that each supported unit is issued meals based on the requisition on DA Form 3294.
5. Review the present-for-duty reports for consolidation.
 - a. Ensure the total number of personnel assigned (including officers, enlisted soldiers, and civilians (if appropriate) when in field duty status) is reported.
 - b. Include personnel hospitalized in a field hospital in medical units.
 - c. Consolidate all the present-for-duty reports of each unit and submit data to the supply point once every three days.

Performance Steps

6. Prepare three copies of DA Form 3294 for turn-in of subsistence. Complete form entries as follows:
 - a. TO. Enter the designation of the supply activity to which the turn-in is being sent.
 - b. FROM. Enter the designation of the field kitchen preparing and submitting the turn-in.
 - c. TURN-IN. Place an "X" in the "TURN-IN" block and enter the date the rations are submitted.
 - d. ITEM. Use the preprinted DA Form 3294 for all items listed on the form.
 - e. Use blank forms for all items not preprinted on DA Form 3294. Enter the NSN, nomenclature, and can size (if available) for each item listed on the blank form.
 - f. U/I. Enter "box," "pan," "pound," or other appropriate units of issue.
 - g. TOTAL. Enter the total quantity of each line item to be turned in.
 - h. SUPPLY ACTION. The supply point enters the total quantity of each line item turned in.
 - i. ISSUED BY. The person making the turn-in signs the block.
 - j. RECEIVED BY. The supply activity receiving personnel sign in this block.
 - k. REMARKS. Enter any necessary explanation (if applicable).
7. Accounting for Class I items returned to the garrison dining facility.
 - a. Use DA Form 3294 to transfer items from the field to the garrison account.
 - b. List MRE as meals and T Rations as pans (entrees, vegetables, desserts, and starches).
 - c. List T-Ration items as pans on the DA Form 3034 when they are programmed for use in the dining facility or in support of training.
 - d. Upon receipt of the DA Form 3294, the food service manager prepares one DA Form 5914 for all T-Ration items received and a separate DA Form 5914 for MRE meals.

NOTE: The status of T-Ration items listed on the garrison DA Form 5914 will be monitored during routine staff visits, but not less frequently than once quarterly for active Army units and annually for RC.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Requested rations from the forward supply point.	—	—
2. Requested authorized enhancement items from the forward supply point.	—	—
3. Reviewed present-for-duty reports to determine remote site feeding requirements.	—	—
4. Reviewed the unitized ration control sheet for meals drawn and meals issued.	—	—
5. Reviewed the present-for-duty reports for consolidation.	—	—
6. Prepared three copies of DA Form 3294 for turn-in of subsistence.	—	—
7. Accounted for Class I items returned to the garrison dining facility.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO-GO if any steps are failed. If the soldier scores NO-GO, show what was done wrong and how to do it correctly.

References

Required

- AR 30-22
- DA FORM 3294
- DA FORM 5913
- DA PAM 30-22
- FM 10-23

Related

- DA FORM 3034
- QM6023

Establish Layout of Field Feeding Area Site

101-92G-3255

Conditions: You are a food operation sergeant in a field environment. You must develop the layout of a field feeding area for your unit. In MOPP 4 conditions, all food service operations cease. Materials required are a list of field equipment used by your unit. Required reference is FM 10-23.

Standards: Establish a layout for a field kitchen site in an area with as many good features as possible; with waste disposal facilities, latrines, and water-sterilizing bags properly placed; with smooth traffic flow through the serving line and mess kit laundry line; and with maximum protection from the enemy. You must complete all performance measures accurately to ensure maximum protection from the enemy, to prevent environmental contamination and to keep your soldiers healthy. Conduct environmental risk assessment to determine high risks. Comply with all pertinent environmental regulations. Make decisions and develop a plan to reduce environmental impact of mission.

Performance Steps

1. Identify hazards to the environment during mission analysis and planning.
 - a. Identify potential hazards to streams, lakes, ponds, and wetlands.
 - b. Identify potential hazards to threatened and endangered species.
 - c. Identify potential hazards to historical and archeological sites.
 - d. Identify potential hazards for maneuver damage.
 - e. Identify potential sources of noise pollution.
 - f. Identify potential sources of air pollution.
2. Assess the probability of environmental damage and violations using environmental risk-assessment matrices.
 - a. Evaluate potential air pollution hazards for each type of unit operation.
 - b. Evaluate potential archeological and historical site hazards for each type of unit operation.
 - c. Evaluate potential hazardous materials and wastes problems for each type of unit operation.
 - d. Evaluate potential noise pollution hazards for each type of unit operation.
 - e. Evaluate potential threatened and endangered species hazards for each type of unit operation.
 - f. Evaluate potential water pollution hazards for each type of unit operation.
 - g. Evaluate potential dangers to wetlands for each type of unit operation.
 - h. Identify high-risk missions by environmental area.
 - i. Determine overall environmental risk.
3. Make decisions and develop measures to reduce high risks.
 - a. Make decisions to reduce or accept risk at the appropriate level.
 - b. Ensure an increase of soldier awareness of high-risk areas.
 - c. Ensure an increase of supervision for high-risk areas.
4. Brief the chain of command on proposed plan and potential high-risk areas.
 - a. Inform chain of command of the proposed plan.
 - b. Inform chain of command of decisions to reduce or eliminate risk.
 - c. Inform chain of command of potential high-risk areas.
 - d. Inform chain of command of measures to increase soldier awareness.
 - e. Inform chain of command of measures to increase supervision.
 - f. Determine whether environmental office must be informed.
5. Comply with host nation, local, state, and federal environmental laws and regulations.
 - a. Follow all host-nation, local, state, and federal environmental laws and regulations.
 - b. Follow all installation and Army regulations.

Performance Steps

6. Determine the best available site for the field kitchen operation (see Figure 3-30).
 - a. Select an area that provides good natural cover.
 - b. Select an area that provides good access roads.
 - c. Select an area on high and dry ground near a protected slope.
 - d. Select an area that has enough space to prevent crowding.
 - e. Select an area near a source of potable water.
 - f. Select an area with sandy loam or gravelly soil.

7. Select locations for sanitation areas.
 - a. Locate, if possible, latrines 100 yards (90 meters) downhill from the kitchen.
 - b. Locate the grease trap, garbage pit, and soakage pits 30 yards (27 meters) from the kitchen and dining areas.
 - c. Place water-sterilizing bags in bivouac and dining areas.
 - d. Place fuel 50 feet (15 meters) from the kitchen and bivouac areas.
 - e. Place mess kit laundry line 50 feet (15 meters) from the kitchen.

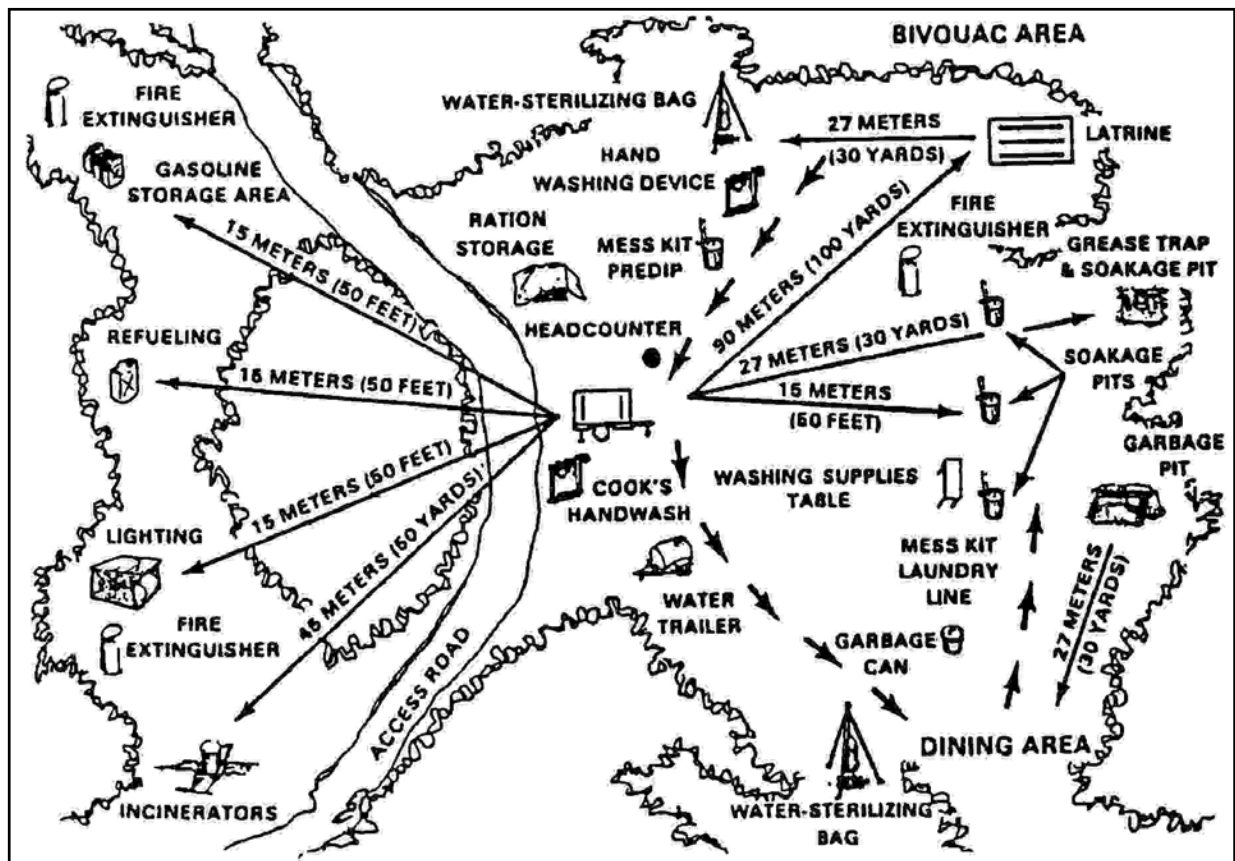


Figure 3-30. Field Kitchen Layout in a Rear Area

Performance Steps

- f. Set up serving lines.
 - (1) One-way staggered (see Figure 3-31).
 - (2) One-way straight (see Figure 3-32).
 - (3) U-shaped (MKT) (see Figure 3-33, page 3-92).
 - (4) Two serving lines (MKT) (see Figure 3-34, page 3-92).

8. Determine what equipment requires camouflaging.

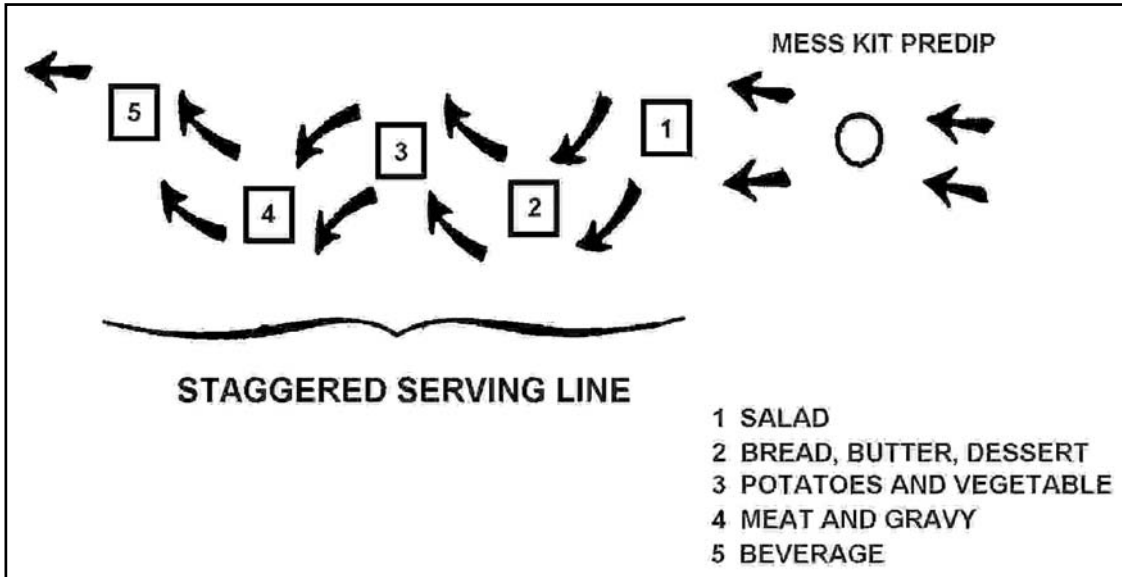


Figure 3-31. Serving Lines Under Threat of Attack

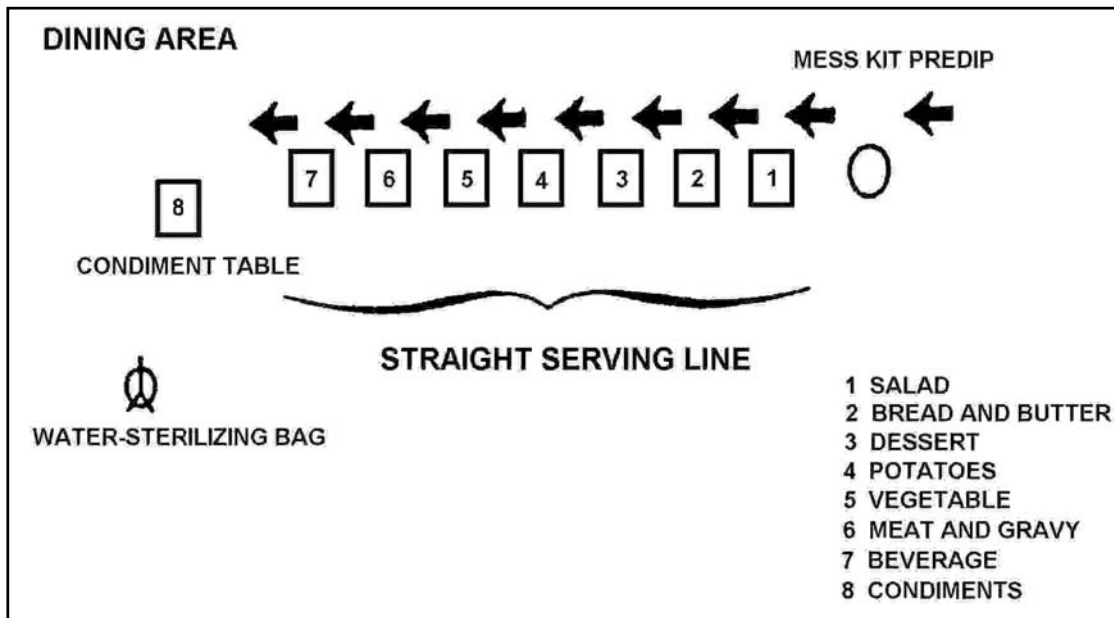


Figure 3-32. Serving Lines When Attack is Unlikely

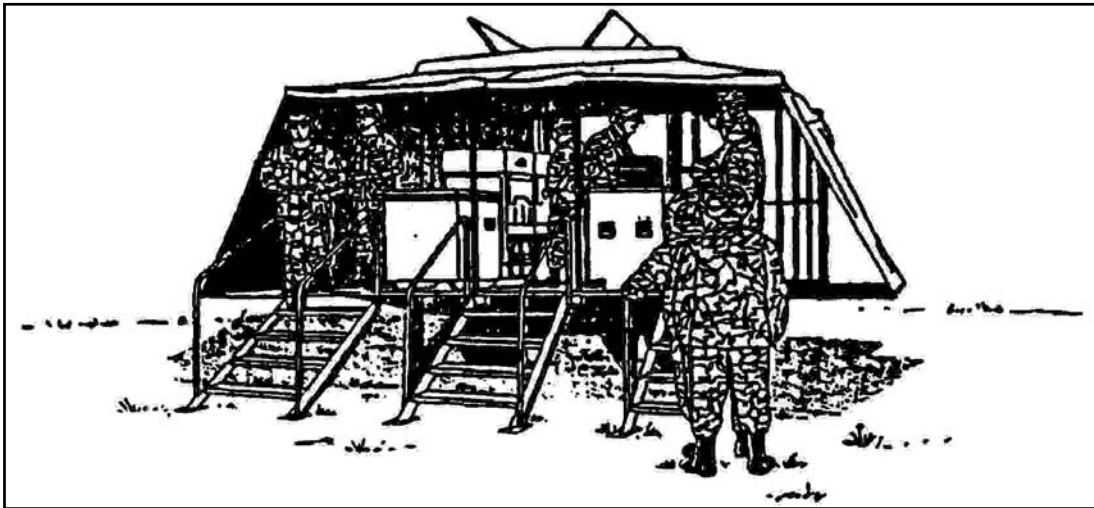


Figure 3-33. Trailer-mounted Field Kitchen With U-shaped Serving Line

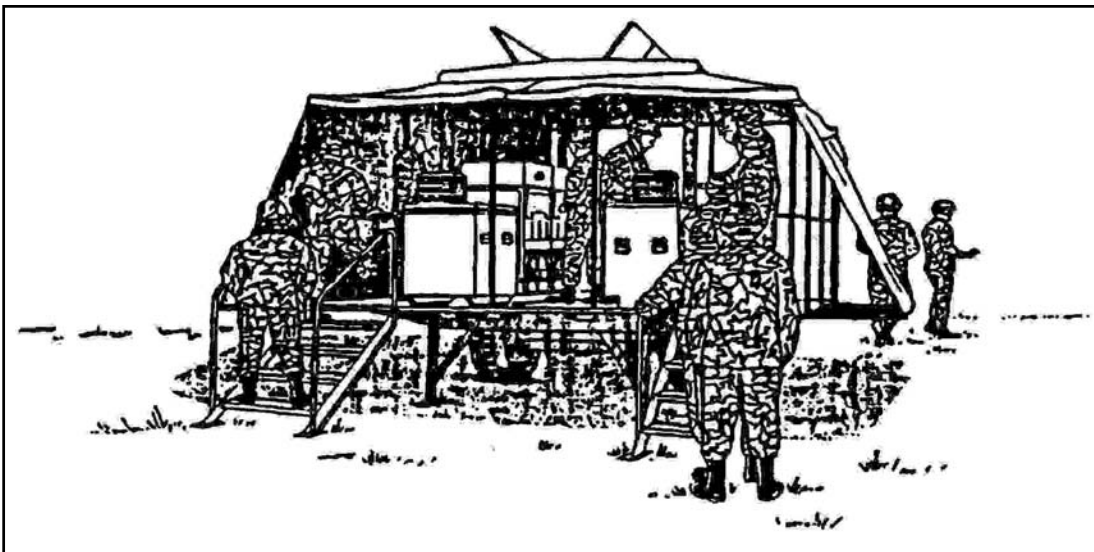


Figure 3-34. Trailer-mounted Field Kitchen With Two Serving Lines

Performance Measures

1. Identified hazards during mission analysis.
2. Assessed the probability of environmental damage/violations using risk assessment matrixes.
3. Made decisions to reduce high risks.

GO NO GO

— —

— —

— —

Performance Measures

	<u>GO</u>	<u>NO GO</u>
4. Briefed the chain of command on proposed plan and potential high-risk areas.	—	—
5. Supervised environmental standards.	—	—
6. Determined the best available site for the field kitchen operation.	—	—
7. Selected locations for sanitation areas.	—	—
8. Determined what equipment requires camouflaging.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO-GO if any steps are failed. If the soldier scores NO-GO, show what was done wrong and how to do it correctly.

References

Required

AR 200-1
 DA PAM 200-1
 FM 10-23

Related

GTA 10-01-007
 TB MED 530

Supervise Food Service Personnel in a Field Environment
101-92G-3256

Conditions: As a food operation sergeant, you must supervise your cooks in a field environment. In MOPP 4 conditions, all food service operations cease.

Standards: Supervise personnel in a field kitchen and set realistic and attainable goals. Clearly delegate tasks and evaluate task performance. You must complete all performance measures accurately to ensure that the feeding mission is done in time.

Performance Steps

1. Set realistic and attainable goals.
 - a. Involve your personnel in the goal setting process.
 - b. Develop a program to achieve each goal.
 - c. Make sure that the goals will improve personnel readiness.
 - d. Ensure that personnel can achieve goals in a specified time by using the one best method.
2. Delegate tasks, ensuring that they are understood.
 - a. Be sure to delegate tasks to experienced and motivated personnel.
 - b. Make sure that each part of the job is broken down so that it can be presented logically.
 - c. Ensure that each delegated task has conditions, standards, and references.
3. Direct subordinates in performing their tasks.
 - a. Tell subordinates how well they must be able to do each task.
 - b. Be sure to state the standards to which the steps of the task must be done.
 - c. Show personnel how you want the task done.
 - d. Have them try the task.
 - e. Ask questions to make sure that they understand the task.
4. Evaluate task accomplishment, recognizing positive and negative performance.
 - a. Inspect work done by personnel.
 - b. Recognize personnel who meet or exceed the standards.
 - c. Correct errors with tact and reinforce the learning process to help personnel do a better job the next time.
5. Recognize personal achievement.
 - a. Give lots of verbal praise.
 - b. Develop awards and ways of recognizing good performance.
 - c. Promote personnel who work and study hard.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Established realistic and attainable goals.	—	—
2. Delegated tasks, ensuring that they are understood.	—	—
3. Directed subordinates in performing their tasks.	—	—
4. Evaluated task accomplishment, recognizing positive and negative performance.	—	—
5. Recognized personal achievement.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO-GO if any steps are failed. If the soldier scores NO-GO, show what was done wrong and how to do it correctly.

References

Required

Related

FM 10-23

FM 22-100

GTA 10-01-005

GTA 10-01-007

QM6131

QM6132

QM6162

**Supervise Personnel in the Operation, Cleaning, and Maintenance of the Field Equipment
101-92G-3267**

Conditions: You are an assistant food operation sergeant in a field environment. You must ensure that all field feeding equipment is operational. You must supervise the cleaning and maintenance procedures used by your cooks. In MOPP 4 conditions, all food service operations cease. Equipment and materials needed are FM 10-23, TM 10-4500-200-13, TM 10-7360-204-13&P, TM 10-7360-206-13, and TM 10-8340-205-13&P.

Standards: Develop a cleaning schedule. Ensure that soldiers follow all operation, cleaning, and maintenance procedures specified in the technical manuals for the field feeding equipment they are using. You must perform all performance measures accurately to ensure that equipment is clean and operable and to protect your soldiers from injury.

Performance Steps

1. Develop a cleaning schedule.
2. Monitor before-operation maintenance to ensure that equipment is checked for damage.
3. Monitor equipment during operation to ensure that safety precautions are taken.
4. Monitor after-operation maintenance to ensure that soldiers turn off the equipment before cleaning or performing operator maintenance.
5. Ensure that safety precautions are followed.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Developed a cleaning schedule.	_____	_____
2. Monitored before-operation maintenance to ensure that safety precautions are taken.	_____	_____
3. Monitored equipment during operation to ensure that safety precautions are taken.	_____	_____
4. Monitored after-operation maintenance to ensure that soldiers turn off the equipment before cleaning or performing operator maintenance.	_____	_____
5. Ensured that safety precautions are followed.	_____	_____

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO-GO if any steps are failed. If the soldier scores NO-GO, show what was done wrong and how to do it correctly.

References

Required	Related
FM 10-23	
TM 10-4500-200-13	
TM 10-7360-204-13&P	
TM 10-7360-206-13	
TM 10-8340-205-13&P	

Supervise the Operation and Maintenance of the Mobile Kitchen Trailer (MKT)

101-92G-3275

Conditions: As an assistant food operation sergeant, you must ensure that your cooks use the proper procedures in operating and maintaining an MKT in a field environment. In MOPP 4 conditions, all food service operations cease. Materials and equipment required are an MKT with all components, TM 10-7360-204-13&P, and TM 10-7360-206-13.

Standards: Ensure that your cooks properly operate and maintain the MKT. You must complete all performance measures, in sequence, to avoid serious injury and to keep from damaging the equipment.

Performance Steps

1. Ensure that soldiers select a level area and that they position the trailer correctly.
 - a. Make sure that the area is free of rocks and trees.
 - b. Make sure that there is at least 4 feet between the kitchen and any obstacle.
 - c. Make sure that the level area is at least 30 feet by 30 feet and has an overhead clearance of at least 11 feet.
 - d. Ensure soldiers lower one of the leveling jacks to keep the trailer from tipping back.
 - e. Ensure soldiers lower the hitch wheel.

NOTE: The wheel assembly weighs about 50 pounds. Ensure one man is positioned on each side when it is lowered.

- f. Ensure soldiers disconnect the electrical power cord and air brake hose.
- g. Ensure soldiers set one of the manual brakes and disconnect the safety chains.
- h. Ensure soldiers disconnect the tow vehicle and push the trailer into the correct position.

2. Ensure that the MKT is leveled properly and all ramps lowered correctly.
 - a. Ensure soldiers lower all four leveling jacks.
 - b. Ensure soldiers use the bench level indicators to level the MKT.

NOTE: To avoid serious injury, ensure that soldiers keep their heads out from under the trailer when lowering jacks.

- c. Make sure there is one man on the front corner ramp and one on the rear ramp on the same side.
- d. Ensure soldiers fold out the corner ramps until they are flush with the side ramp assembly.
- e. Ensure soldiers install all corner ramp struts.
- f. Ensure soldiers carefully lower the end ramp by lifting the Z-bar latch.
- g. Ensure soldiers push the slide-lock pins into place to lock the corner ramp assemblies.
- h. Ensure soldiers disconnect the tow vehicle and push the trailer into the correct position.

3. Ensure that the travel cover is rolled (so that it does not collect water) and the straps are secured.
 - a. Make sure the cover is rolled under so that water will not collect in the fabric.
 - b. Make sure that all shock cords are rolled inside the fabric cover.
 - c. Make sure the rolled up travel cover is secured with the straps provided.

4. Supervise soldiers to ensure that the MKT is raised and secured properly.
 - a. Make sure the roof is raised at both ends at the same time with one person at each roof jack.
 - b. Ensure soldiers place the locking stops into the holes near the bottom of the inside tube posts when the roof is in a raised position.
 - c. They collapse and stow the roof jacks.

NOTE: As an alternative, four persons may raise the roof by lifting each of the four corner lifting loops at the same time.

- d. Ensure soldiers remove the field tables and set them up outside of the kitchen.
- e. Ensure soldiers remove the liquid dispensers and set them up on the field table.
- f. Ensure soldiers set up MKT equipment and components according to TM 10-7360-206-13.

Performance Steps

5. Ensure that the proper tentage is erected on the MKT (as determined by the weather).
 - a. Ensure soldiers locate and install screen assemblies.
 - b. Ensure soldiers fasten the screen and foul weather assemblies with the Velcro fastener tabs found throughout the fabric assembly.

NOTE: The foul weather covers are installed over the screen or may be installed in place of the screen.

- c. Ensure soldiers secure the bottom edge of the screen or foul weather covers to the ramp with the nylon elastic cord and S-hooks.
6. Supervise soldiers in operating, cleaning, and maintaining major additional components of the MKT.
 - a. Ensure soldiers refer to TM 10-7360-204-13&P when operating the M2A burner unit.
 - b. Make sure that the major components of the MKT are cleaned. Most of the major additional components can be cleaned with warm water and soap using a brush or a cloth.
 - c. Make sure that components are rinsed off and allowed to dry.
 - d. Ensure soldiers refer to TM 10-7360-206-13 for operation, organizational, and direct support maintenance instructions.
7. Supervise the packing up and securing of the MKT for movement.
 - a. Ensure soldiers drain all fuel cans.
 - b. Ensure soldiers remove the cargo strap assemblies from storage.
 - c. Ensure soldiers place the griddle over the griddle frame assembly.

NOTE: Remove two cooking racks from the griddle frames. Stow the racks in the storage cabinet assembly.

- d. Ensure soldiers stow the water-sterilizing bag, grease catcher, funnel assembly, empty lanterns, gasoline can spouts, and fire extinguishers in the moveable cabinet assembly.
 - e. Ensure soldiers stow cooking equipment, utensil holders, rain trough, fabric repair kit, accessory outfit, and condiment tray assembly in the stationary storage cabinet assembly and field range cabinet.
 - f. Ensure soldiers place ladders down the middle aisle one at a time.
 - g. Ensure soldiers stow the gasoline cans on the mounts and secure them with the straps.
 - h. Ensure soldiers place the narrow width of the ice chest in the middle aisle between the legs of the ladders from the front of the trailer, close, and secure the front ramp.
 - i. Ensure soldiers load the tent pole assemblies and handrails evenly on both sides on the floor between the ladder and cabinets from the rear of the trailer.
 - j. Ensure soldiers lay all the fabric hold out struts in the rear of the trailer.
 - k. Ensure soldiers load four ladder handrails on the grill side of the trailer.
 - l. Ensure soldiers load the other two handrails on the range outfit side.
 - m. Ensure soldiers load 12 insulated food containers on top of the ladders lengthwise.
 - n. Ensure soldiers centralize two insulated food containers on top of the ladders widthwise and load the remaining two containers on top of the movable cabinet (on their side).
 - o. Ensure soldiers load the eight water cans on the left side of the trailer on top of the storage cabinet.
 - p. Ensure soldiers load the liquid dispensers starting at the right rear of the trailer. Lay the remaining liquid dispensers on the condiment cabinet and ice chest.
 - q. Ensure soldiers place the field table on top of the ice chest.
 - r. Ensure soldiers load the folded screen assemblies on top of the field tables, liquid dispensers, ice chest, and condiment cabinet.
 - s. Ensure soldiers place the two roof jacks on both sides of the movable cabinet.

NOTE: Be sure to loop straps through the hook assembly tie-downs.

Performance Steps

- 8. Supervise soldiers to ensure that the MKT roof is lowered and secured correctly.
 - a. Ensure soldiers at each roof jack disengage the corner post locking stops and carefully lower both ends of the roof at the same time.

NOTE: As an alternate method, the roof may be lowered with a person evenly guiding each corner.

- b. Make sure that the corner strut attached to the roof does not bind on the outer lower tube on the corner post assembly.

- 9. Ensure that all ramps are raised correctly.
 - a. Ensure soldiers remove the corner ramp struts.
 - b. Ensure soldiers disengage the corner ramp slide lock pins.
 - c. Ensure soldiers raise the front and rear end ramps and secure them with eyebolt latches on the z-bar.
 - d. Ensure soldiers raise the side and corner ramp assemblies and secure them with slide lock pins.
- 10. Supervise soldiers in the proper procedures to unroll the travel cover and connect the MKT to the towing vehicle.
 - a. Ensure soldiers lower the travel cover and fasten it with the shock cords.
 - b. Ensure soldiers raise the two front leveling jacks and one rear-leveling jack to the travel mode.
 - c. Ensure soldiers raise the remaining rear leveling jack 6 to 8 inches from the ground.
 - d. Ensure soldiers release one of the two manual brakes and connect the kitchen to the towing vehicle.
 - e. Ensure soldiers connect the air hose, electrical cable, and safety chains.
 - f. Ensure soldiers raise the remaining leveling jack to the travel mode.
 - g. Ensure soldiers release the remaining manual brake.
 - h. Ensure soldiers position one man at each side when raising the hitch wheel.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Ensured that soldiers select a level area and that they position the trailer correctly.	_____	_____
2. Ensured that the MKT is leveled properly and all ramps lowered correctly.	_____	_____
3. Ensured that the travel cover is rolled (so that it does not collect water) and the straps are secured.	_____	_____
4. Supervised soldiers to ensure that the MKT is raised and secured properly.	_____	_____
5. Ensured that the proper tentage is erected on the MKT (as determined by the weather).	_____	_____
6. Supervised soldiers in operating, cleaning, and maintaining major additional components of the MKT.	_____	_____
7. Supervised the packing up and securing of the MKT for movement.	_____	_____
8. Supervised soldiers to ensure that the MKT roof is lowered and secured correctly.	_____	_____
9. Ensured that all ramps are raised correctly.	_____	_____
10. Supervised soldiers in the proper procedures to unroll the travel cover and connect the MKT to the towing vehicle.	_____	_____

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO-GO if any steps are failed. If the soldier scores NO-GO, show what was done wrong and how to do it correctly.

References

Required

- TM 10-7360-204-13&P
- TM 10-7360-206-13

Related

- FM 10-23
- QM6124
- AR 30-22

Monitor and Provide Technical Guidance for the Operation and Maintenance of the Kitchen Company Level Field Feeding (KCLFF) and KCLFF-Enhanced (KCLFF-E)

101-92G-3276

Conditions: As an assistant food operation sergeant, you must ensure that the proper procedures are being used in the operation and maintenance of the KCLFF in a field environment. In MOPP 4 conditions, all food service operations cease. Equipment and materials required are a complete KCLFF, FM 10-23, TM 10-7360-204-13&P, and TM 10-7360-209-13&P.

Standards: Monitor the KCLFF site to ensure that equipment is set up, packed up, and loaded properly and that soldiers are following all safety precautions. Monitor serving operations to ensure soldiers are following proper serving and sanitation procedures. You must complete all performance measures accurately to protect your soldiers during feeding and to prevent injury and illness in the field.

Performance Steps

1. Monitor the KCLFF site for proper placement and concealment.
 - a. Ensure soldiers do not gather in large groups to eat.
 - b. Ensure soldiers conceal equipment to ensure that it cannot be seen from the air.
 - c. Ensure soldiers screen the dining area from view.
 - d. Ensure soldiers bury litter, if authorized, or retrograde it to a dumpsite.
 - e. Ensure soldiers camouflage all equipment that might reflect light.
2. Ensure that fire extinguishers are operable and that the M2A burner units are operating correctly.
 - a. Make sure soldiers follow all safety precautions and instructions in TM 10-7360-204-13&P to operate the M2A burner unit.
 - b. Make sure that fire extinguishers are serviceable.
3. Monitor the operation of the KCLFF to ensure that all safety precautions are being observed.
 - a. Ensure that the heater cabinet is level.
 - b. Monitor the M2A burner unit.
 - c. Ensure that fire extinguishers are serviceable.
4. Monitor serving operations at the KCLFF to ensure that serving procedures and portion sizes are correct.
 - a. Use three servers, if necessary.
 - b. Replenish the serving line.
 - c. Brief the servers.
 - d. Dispose of leftovers.
 - e. Monitor portion control.
5. Ensure that proper sanitation procedures are being used.
6. Monitor the clean up and pack up operations to ensure that all safety precautions are being observed.

NOTE: Make sure that the M2A burner unit and equipment are cool before packing and loading.

7. Monitor the loading operations to ensure that vehicle loading plans are being observed.
 - a. Check the load plan for CUCV (see Figure 3-35).
 - b. Check the load plan for HMMWV (see Figure 3-36).

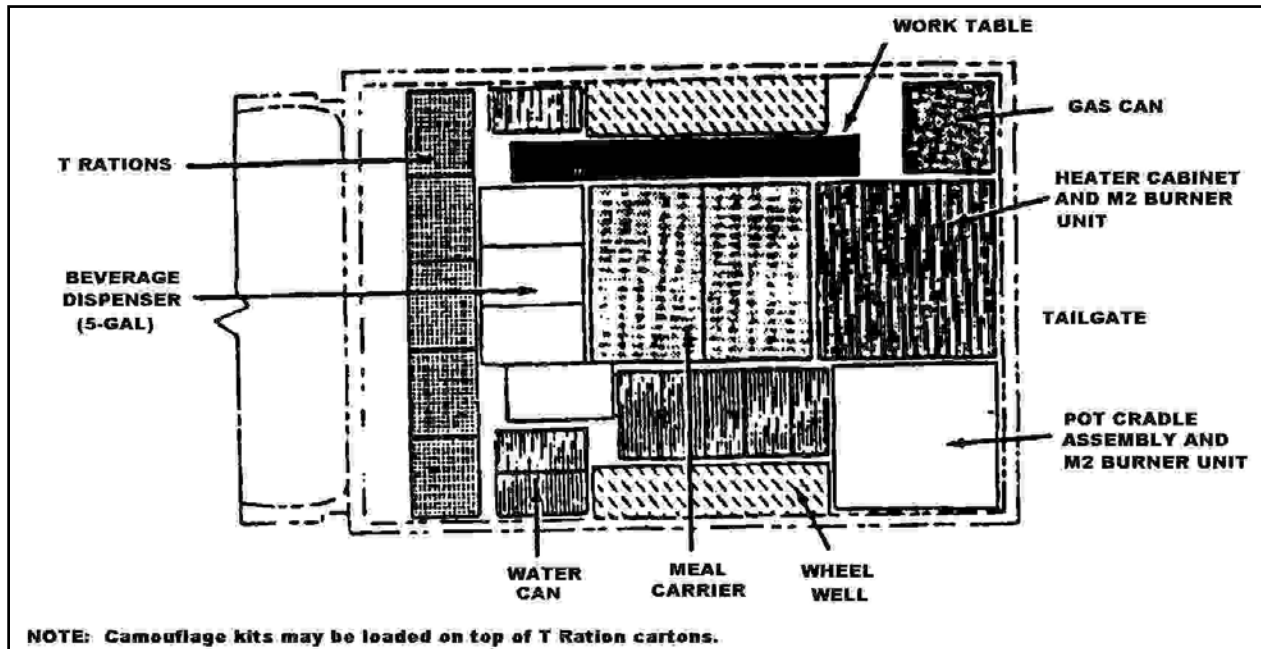


Figure 3-35. KCLFF Packed for Movement on a CUCV

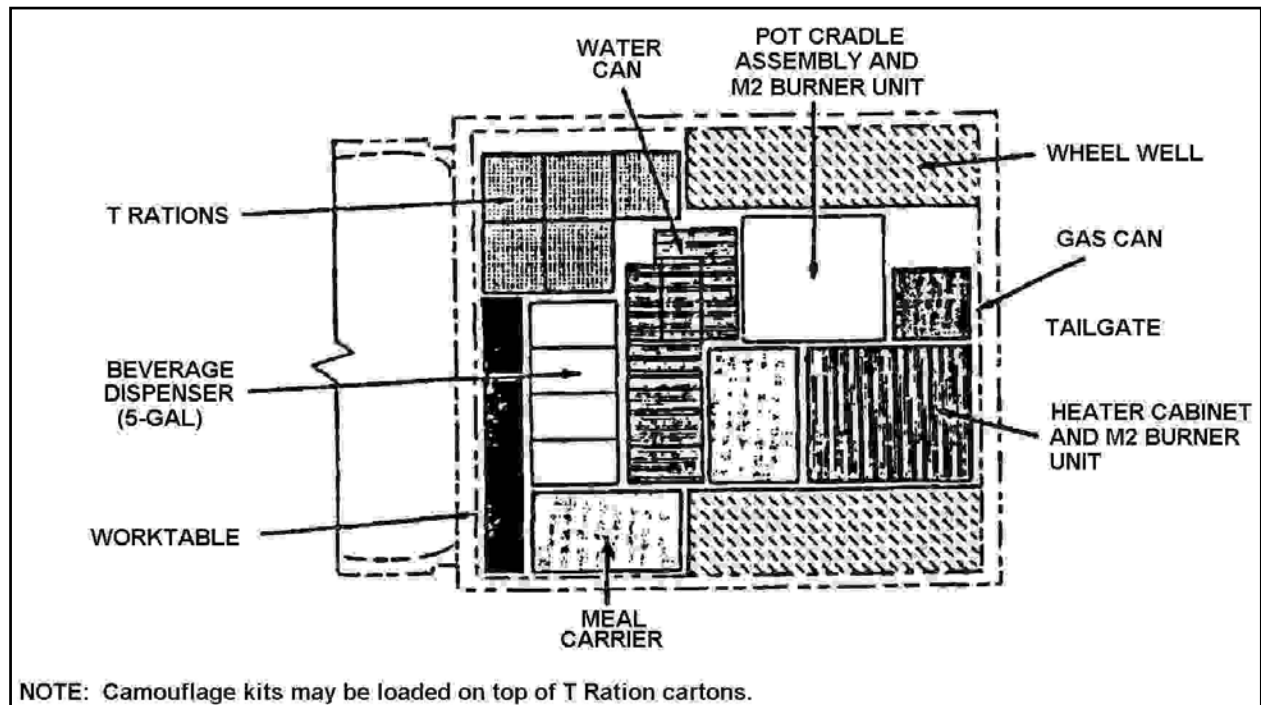


Figure 3-36. KCLFF Packed for Movement on HMMWV

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Monitored the KCLFF site for proper placement and concealment. Ensure that soldiers-	—	—
2. Ensured that fire extinguishers are operable and that the M2A burner units are operating correctly.	—	—
3. Monitored the operation of the KCLFF to ensure that all safety precautions are being observed.	—	—
4. Monitored serving operations at the KCLFF to ensure that serving procedures and portion sizes are correct.	—	—
5. Ensured that proper sanitation procedures are being used.	—	—
6. Monitored the clean up and pack up operations to ensure that all safety precautions are being observed.	—	—
7. Monitored the loading operations to ensure that vehicle loading plans are being observed.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO-GO if any steps are failed. If the soldier scores NO-GO, show what was done wrong and how to do it correctly.

References

Required

FM 10-23
 TM 10-7360-204-13&P
 TM 10-7360-209-13&P

Related

QM0394

**Determine Requirements and Establish Procedures in Support of Field Operations
101-92G-3279**

Conditions: Your unit is preparing for a field training exercise. As a food operation sergeant, you must develop the SOPs for field feeding and determine what food supplies, cleaning supplies, equipment, and personnel are needed for the exercise. In MOPP 4 conditions, all food service operations cease. Equipment and materials required are paper, pencil, listed of authorized field equipment, available food service personnel, and applicable TMs for the unit's authorized equipment.

Standards: Determine regulatory guidelines and examine the layout. Coordinate specific actions with the unit commander, the food advisor, the food service officer, the S4, the ration breakdown point, and the TISA. Inform the operating team of coordination accomplished. Organize the equipment and implement the action plan. You must complete all performance measures accurately to ensure that you have everything you need for a successful field feeding operation.

Performance Steps

1. Plan and develop the SOP.
 - a. Review previously prepared SOPs, if available.
 - b. Determine the regulatory guidelines.
 - c. Examine work schedule and equipment layout.
 - d. Evaluate current procedures to ensure that they are effective.
 - e. Verify that procedures to be used are within the regulatory guidelines.
 - f. Select the procedures to be used.
 - g. Draft the SOP.
 - h. Finalize the SOP.
 - i. Provide further guidance based on the unit's mission, as needed.
2. Coordinate with the unit commander for unit mission data.
3. Coordinate operation standards with the food advisor.
4. Coordinate with the food service officer.
5. Coordinate with the ration breakdown point and the TISA for requesting and issuing schedules and available menus.
6. Coordinate with the S4 for supply requirements.
7. Organize the equipment based on the unit's mission.
8. Inform the operating team of coordination accomplished.
9. Implement the action plan, using the advanced party to set up the field feeding operation.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Planned and developed the SOP.	_____	_____
2. Coordinated with the unit commander for unit mission data.	_____	_____
3. Coordinated operation standards with the food advisor.	_____	_____
4. Coordinated with the food service officer.	_____	_____

Performance Measures	<u>GO</u>	<u>NO GO</u>
5. Coordinated with the ration breakdown point and the TISA for requesting and issuing schedules and available menus.	—	—
6. Coordinated with the S4 for supply requirements.	—	—
7. Organized the equipment based on the unit's mission.	—	—
8. Informed the operating team of coordination accomplished.	—	—
9. Implemented the action plan, using the advanced party to set up the field feeding operation.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO-GO if any steps are failed. If the soldier scores NO-GO, show what was done wrong and how to do it correctly.

References
Required

Related
FM 10-23
AR 30-22
QM4132
TB MED 530

Direct Personnel in the Protection and Decontamination of Subsistence Items and Equipment, in a Nuclear, Biological, or Chemical (NBC) Environment

101-92G-3281

Conditions: You are an assistant food operation sergeant operating in an NBC environment. You must ensure that your soldiers are maintaining proper protection and decontamination measures for subsistence items. In MOPP 4 conditions, all food service operations cease. Equipment and materials required are an operational field kitchen, a radiac meter, a chemical agent alarm, chemical agent detection kits, sodium bicarbonate, DS2 slurry, food service disinfectant, bleach, hand-washing compound, cleaning supplies, and FM 10-23.

Standards: Ensure that soldiers are trained to operate in an NBC environment. Make sure that they have all their personal NBC gear. Ensure that soldiers take precautions for storing food and water in a potential NBC strike area to protect them from nuclear fallout. Inspect food and equipment for signs of contamination. Decontaminate or dispose of contaminated subsistence. You must complete all performance measures accurately to ensure that soldiers take the necessary steps to protect subsistence items from NBC contamination or decontaminate those items that can be consumed without causing illness, injury, or death.

Performance Steps

1. Ensure soldiers are trained in operating in an NBC environment and in the methods for detecting NBC contamination.
2. Ensure that all soldiers have all their NBC personal gear and equipment.
3. Direct personnel to take precautions in storing food and water in a potential NBC strike area.
 - a. Ensure soldiers know that rations in cans or other sealed containers are not in danger of radiological contamination.

NOTE: Never open sealed containers until they have been decontaminated and the effectiveness of decontamination has been established.

- b. Ensure soldiers contact the water supply specialist in charge of the water points you use if you suspect water is contaminated.
4. Plan measures to protect food and equipment from nuclear fallout.

NOTE: Food and equipment cannot be protected from induced fallout.

- a. Ensure packaged rations are decontaminated before opening.
 - (1) Ensure soldiers wash rations with soap and water and rinse them.
 - (2) Ensure soldiers brush or wipe contamination from surfaces and containers.
- b. Make sure rations, not packaged in sealed containers or cans, are stored in airtight containers when not in use.
- c. Ensure soldiers use insulated food containers, ice chests, covered cargo trucks, or vans as a means of protection.

Performance Steps

5. Plan measures to protect food and equipment from biological contamination.
 - a. Perform the same protective measures as in performance measure 4.
 - b. Control rodents and insects.
 - c. Ensure food handlers practice good personal hygiene and follow regulation.
 - (1) Ensure food handlers possess health cards (as required).
 - (2) Ensure food handlers do not wear any jewelry with the exception of a plain wedding band.
 - (3) Ensure food handlers have had a medical examination.
 - (4) Ensure food handlers wear the proper uniform.
 - (5) Ensure food handlers perform custodial duties.
 - (6) Ensure food handlers wear headgear or a hair net to restrain hair.
 - d. Ensure that contaminated soldiers, who have not had a medical examination, do not handle food.
6. Protect food and equipment from chemical contamination by performing the same protective measures as in performance measure 4.
7. Inspect food and equipment for signs of contamination.
 - a. Use a radiac meter AN/PDR-27 to detect nuclear contamination (see Figure 3-37).
 - b. Note signs of spoilage to detect biological contamination.
 - c. Use chemical agent alarms and detection kits to detect chemical contamination (see Figure 3-38 and Figure 3-39).

NOTE: Since biological contamination is so hard to detect, request veterinary inspection if contamination is suspected.

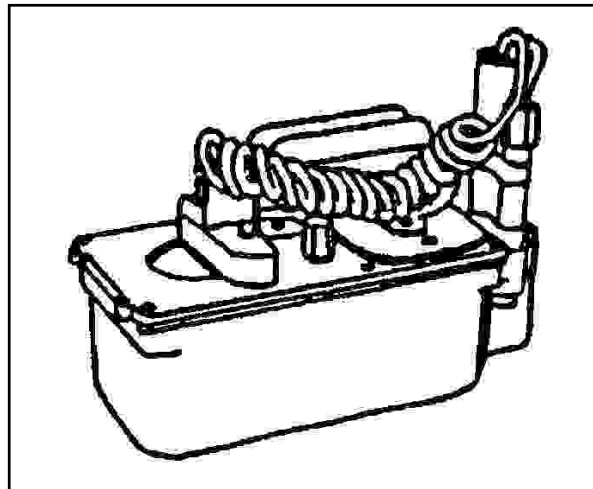


Figure 3-37. Radiac Meter

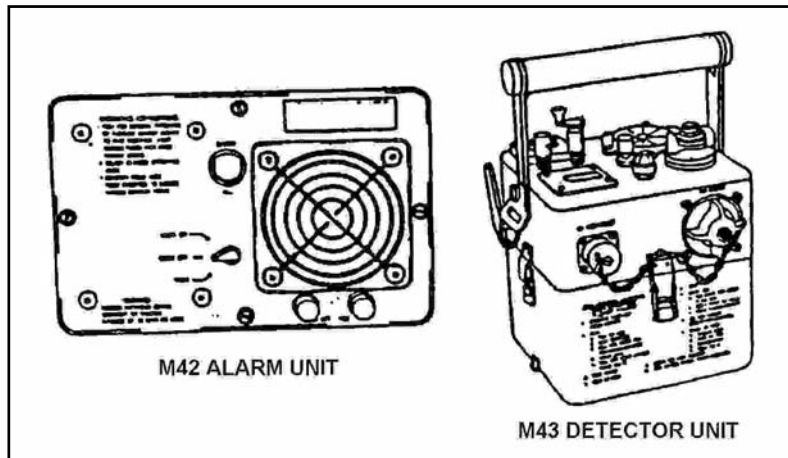


Figure 3-38. M8-series Automatic Agent Alarm

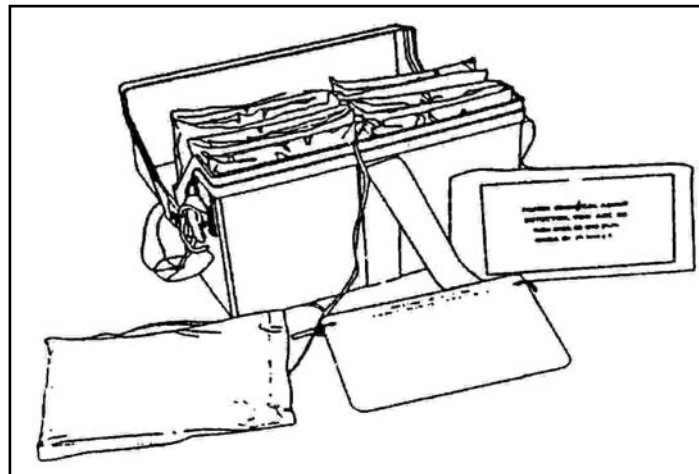


Figure 3-39. M156 Chemical Agent Detector Kit With M8 Chemical Agent Detector Paper

Performance Steps

8. Decontaminate or dispose of contaminated subsistence (see Figure 3-40, pages 3-108 and 3-109).

NOTE: Unprotected subsistence should be discarded except for extreme emergencies. Use FM 10-23 to determine the method of decontamination of items exposed to NBC agents.

- a. Move food, personnel, and equipment to an area free of contaminants and start the decontamination process shown in FM 10-23 for the type of agent detected.
- b. Keep applying decontamination methods until the test reveals that food is safe for consumption.
- c. Dispose of water and prepared food exposed to NBC agents.
- d. Dispose of all food exposed to droplets of blister agents or liquid mustard agents.

SURFACE OR MATERIAL	TYPE OF CONTAMINATION		
	CHEMICAL	BIOLOGICAL	NUCLEAR
Mess gear and food canned, bottled, or protected by impermeable container.	<ul style="list-style-type: none"> Immerse in boiling, soapy water for 30 minutes and rinse. Immerse in boiling water for 30 minutes. Spray with DS2. Wash in hot, soapy water (just below boiling point), rinse and aerate. 	<ul style="list-style-type: none"> Wash with soap and water, then immerse in disinfectant solution (food service chlorine disinfectant or 1/3 canteen cup of household bleach for each 10 gallons of water). Boil in water for 15 minutes. Immerse in household bleach solution (1/2 gallon of bleach to 25 gallons of water) for 30 minutes, then rinse. Immerse in HTH solution (1/2 pound to 25 gallons of water) for 30 minutes, then rinse. Immerse in STB solution (1 pound STB to 25 gallons of water) for 30 minutes, then rinse. 	<ul style="list-style-type: none"> Wash with soap and water; rinse. Brush or wipe contamination from surface and containers.
Food canned, bottled, or protected by impermeable container; hard-skinned fruits and vegetables.	<ul style="list-style-type: none"> Immerse in boiling, soapy water for 30 minutes and rinse. Immerse in boiling water for 30 minutes. Spray with DS2. Wash in hot, soapy water (just below boiling point), rinse and aerate. <p>NOTE: MRE pouch can also be decontaminated with towelettes from M258-series kit.</p>	<ul style="list-style-type: none"> Wash with soap and water, then immerse in disinfectant solution (food service chlorine disinfectant or 1/3 canteen cup of household bleach for each 10 gallons of water). Boil in water for 15 minutes. Immerse in household bleach solution (1/2 gallon of bleach to 25 gallons of water) for 30 minutes, then rinse. Immerse in HTH solution (1/2 pound to 25 gallons of water) for 30 minutes, then rinse. Immerse in STB solution (1 pound STB to 25 gallons of water) for 30 minutes, then rinse. 	<ul style="list-style-type: none"> Wash with soap and water; rinse. Brush or wipe contamination from surface and containers.

Figure 3-40. Decontamination of Specific Items

SURFACE OR MATERIAL	TYPE OF CONTAMINATION		
	CHEMICAL	BIOLOGICAL	NUCLEAR
Metals (painted), vehicles, weapons, and equipment.	<ul style="list-style-type: none"> • DS2. • Wash with hot, soapy water (just below boiling point) and rinse. • Spray with slurry from power-driven decontamination apparatus. Remove slurry from surface after one hour and oil surface. 	<ul style="list-style-type: none"> • Wash with detergent with high-pressure water stream. • Apply detrochlorite. Leave on 30 minutes, then remove by washing with a stream of water. 	<ul style="list-style-type: none"> • Brush or wipe. • Wash. • Use organic solvents, caustics (not on aluminum or magnesium surfaces), complexing agents (of small value on weathered surfaces), or abrasives.
	<ul style="list-style-type: none"> • Weather. • Aerate. • Towelettes from M258-series kit may be used for individual weapon decontamination. 	<ul style="list-style-type: none"> • Steam clean, using detergent. • Use household bleach solution. • Use 2 percent persectic acid. 	
Personnel	<ul style="list-style-type: none"> • Use towelettes from M258-series kit on exposed skin known for suspected to be contaminated. 	<ul style="list-style-type: none"> • Bathe with soap and hot water. • Use towelettes from M258-series kit. 	<ul style="list-style-type: none"> • Brush or wipe from skin and hair. • Bathe with soap and hot water.
Fabrics, canvas, covers, tarpaulins, tentage, mask carriers, web gear, and clothing.	<p style="text-align: center;">Cottons</p> <ul style="list-style-type: none"> • Immerse in boiling, soapy water for one hour (1 pound soap to 10 gallons of water), stir. • Use 5 percent solution of sodium carbonate for G-agents. • Immerse in boiling water for one hour. • Launder by standard methods. • Use slurry. • Weather (except for V-agents). <p style="text-align: center;">Woolens</p> <ul style="list-style-type: none"> • Immerse in warm (100° F), soapy water for one hour or longer with light agitation; dry items slowly (fabric may shrink). 	<p style="text-align: center;">Cottons</p> <ul style="list-style-type: none"> • Boil in water for 15 minutes. • Put in autoclave for 45 minutes at 123° C (253° F). • Immerse in 2 percent household bleach solution for 30 minutes, and rinse immediately. • Launder (destroys or inactivates all but highly resistance spores). • Launder (fabric may shrink). 	<p style="text-align: center;">Cottons and Woolens</p> <ul style="list-style-type: none"> • Brush (removes contaminated dust, but presents dust hazard to personnel). • Launder (most practical procedure; waste must be controlled; fabric may shrink).
Leather boots, gloves, and other items	<ul style="list-style-type: none"> • Scrub with hot soapy water (just below boiling point) and rinse. • Immerse in soapy water. 	<ul style="list-style-type: none"> • Immerse in 2 percent household beach solution and rinse. 	<ul style="list-style-type: none"> • Brush. • Flush with water or soapy water.

Figure 3-40. Decontamination of Specific Items (continued)

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Ensured soldiers are trained in operating in an NBC environment and in the methods for detecting NBC contamination.	—	—
2. Ensured that all soldiers have all their NBC personal gear and equipment.	—	—
3. Directed personnel to take precautions in storing food and water in a potential NBC strike area. Ensure soldiers-	—	—
4. Planned measures to protect food and equipment from biological contamination.	—	—
5. Planned measures to protect food and equipment from nuclear fallout.	—	—
6. Protected food and equipment from chemical contamination by performing the same protective measures as in performance measure 4.	—	—
7. Inspected food and equipment for signs of contamination.	—	—
8. Decontaminated or dispose of contaminated subsistence.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO-GO if any steps are failed. If the soldier scores NO-GO, show what was done wrong and how to do it correctly.

References

Required
FM 10-23

Related
CM1103
FM 3-11.4
IS0345

Subject Area 16: Safety, Security, and Energy Control

Implement Security Procedures in a Dining Facility**101-92G-3106**

Conditions: As the food operation sergeant in a dining facility or at a field kitchen, you must ensure that subsistence supplies, cash meal payment sheets, and cash collected from meals are secured at all times. You must implement security procedures and ensure automated food service and automated headcount systems are accessed by authorized personnel and secured when not in use. In MOPP 4 conditions, all food service operations cease. Equipment and materials required are an automated food service system, automated headcount system, secure military safe, a key control box or access roster, padlocks with keys, key identification tags, cash meal payment book, cash collected for meals, and subsistence supplies.

Standards: Set up procedures for key control and building security. Also set up procedures for automated systems access and shutdown. Also establish security procedures for subsistence, cash meal payment sheets, and cash collected. You must complete all performance measures accurately to ensure 100 percent accountability at all times.

Performance Steps

1. Establishing security procedures for the building, including key control.
 - a. Select responsible soldiers to have access to the facility.
 - b. Set up a program to secure the building at the close of the daily operation.
 - c. Choose a responsible soldier to secure the building.
 - d. Direct the soldier securing the building to lock all doors and windows.
 - e. Sign out keys to authorized personnel, as needed, on a key control register.
 - f. Ensure that names of authorized personnel are listed on an access roster.
 - g. Direct the soldier responsible for closing the building to turn in the keys to the charge of quarters when the facility is secure.
2. Establishing security procedures for access and shutdown of automated systems.
 - a. Ensure authorized users are assigned logins and passwords.
 - b. Ensure authorized users are working within their assigned access area.
 - c. Ensure proper shutdown procedures are followed.
3. Establishing security procedures for subsistence.
 - a. Use physical security devices such as locks, screens, and bars at doors and windows.
 - b. Limit access to actual storage areas to personnel on duty and inspectors.
 - c. Inspect empty containers and flatten cartons before removal.
 - d. Keep the number of open cases of subsistence to a minimum.
 - e. Use barbed or concertina wire in the field and inspect daily for breaks and tunnels.
 - f. Ensure that the storage area is kept secure when it is not being used.
4. Establishing security procedures for cash meal payment sheets and cash.
 - a. Ensure that the safe in the dining facility is secured and cannot be removed from the building.
 - b. Ensure that the safe uses a government key-operated or tumbler-type padlock.
 - c. Lock the cash meal payment sheets and the cash collected from the meal in the safe.

NOTE: Appoint a responsible soldier to have access to the safe during your absence.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Established security procedures for the building, including key control.	—	—
2. Established security procedures for subsistence.	—	—
3. Established security procedures for cash meal payment sheets and cash.	—	—
4. Established security procedures for access and shutdown of automated systems.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO-GO if any steps are failed. If the soldier scores NO-GO, show what was done wrong and how to do it correctly.

References

Required

Related

AR 30-22
FM 3-19.30
MP1000
QM2333
QM6056
QM6145

**Maintain Energy Conservation Program
101-92G-3259**

Conditions: As a food operation sergeant in a dining facility, you must ensure that the energy program is maintained. In MOPP 4 conditions, all food service operations cease. Equipment and materials required is a AFSEM Program.

Standards: Examine the energy conservation program plans. Implement the plan, keep records, and complete reports. Evaluate the program's effectiveness. You must complete all performance measures accurately to reduce energy consumption in food operations.

Performance Steps

1. Examine the energy conservation plans to be implemented in the dining facility.
 - a. Observe awareness for energy conservation.
 - b. Review regulations and policies.
 - c. Review current energy management procedures.
2. Review procedures of the endorsed plan.
3. Initiate the plan, keep statistics, and fill out reports.
 - a. Reduce the temperature settings of heat and air condition controls when necessary.
 - b. Use full production capacity.
 - c. Use lids on kettles, pots, and pans.
 - d. Eliminate excessive opening of oven doors.
 - e. Use timers.
 - f. Load equipment quickly.
 - g. Use progressive cookery.
 - h. Use thermometers.
 - i. Turn equipment off when not in use.
4. Evaluate the program's effectiveness.
 - a. Audit equipment maintenance.
 - b. Track equipment usage.
 - c. Conduct meetings.
 - d. Track progress and do follow up.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Examined the energy conservation plans to be implemented in the dining facility.	—	—
2. Reviewed procedures of the endorsed plan.	—	—
3. Initiated the plan, keep statistics, and fill out reports.	—	—
4. Evaluated the program's effectiveness.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO-GO if any steps are failed. If the soldier scores NO-GO, show what was done wrong and how to do it correctly.

**References
Required**

**Related
AR 30-22**

Administer the Safety and Fire Prevention Program
101-92G-3283

Conditions: As the food operation sergeant in a dining facility or at a field kitchen site, you are responsible for administering the safety and fire prevention program. Ensure that related SOPs and local policies are in effect in your dining facility or at your field kitchen site. In MOPP 4 conditions, all food service operations cease. Equipment and materials required are related SOPs, local policies, AR 385-10, and AR 420-90.

Standards: You must ensure that the prescribed policies, procedures, and guidelines for implementing the safety program (including OSHA and DOD requirements) and the fire prevention program are being followed. You must complete all performance measures accurately to protect the safety and well being of your soldiers and to prevent the loss of or damage to your dining facility or field kitchen.

Performance Steps

1. Review local policies, SOPs, and current training materials to ensure that the following areas are addressed:
 - a. The safety program will fully support the Army mission while minimizing adverse impact on operations.
 - b. Accident prevention is a command responsibility.
 - c. A plan, to ensure an efficient accident prevention effort throughout the Army and to reduce accidents in general problem areas common to several commands, will be developed centrally.
 - d. Programs developed centrally should allow subordinate commanders sufficient flexibility to develop alternative approaches to meet their individual needs.
 - e. Hazard analysis procedures will be used to identify and control hazards in systems, facilities, and operations during the planning stages.
 - f. Available resources must be applied against hazards on a "worst-first" basis.
 - g. MACOM commanders are responsible for command technical supervision of planned, effective, and uniform fire prevention and protection programs at facilities under their command.
2. Provide regulatory guidance.
 - a. Serve as principal staff advisor, technical consultant, and coordinator to the command and the staff in planning, organizing, directing, and evaluating all safety program elements within the command.
 - b. Provide policies and procedures for conducting safety programs.
 - c. Provide technical and professional assistance to control unsafe behavior.
 - d. Assist subordinate commanders in developing safety aspects of training exercises.
 - e. Determine the need for and procure and distribute safety promotional and educational materials.
3. Examine the work area and environmental conditions.
 - a. Report unsafe or unhealthful conditions that may cause accidents.
 - b. Ensure all facilities are inspected at least annually using the SASOHI procedures.
 - c. Ensure a qualified civilian or military safety and health professional conduct SASOHI inspections.

NOTE: Inspections can be conducted with or without prior notice. Installation commander can deny the right of accompaniment to any person who, in their judgment, is interfering with the inspections.

- d. Provide written reports to the head of the activity or the unit commander.

4. Identify and correct unsafe environmental conditions in the work area.

NOTE: In overseas workplaces where SOFAs specify different standards, the SOFA standards take precedence. When current standards in Army publications conflict with or provide a lower degree of protection, the OSHA standards will apply. Follow the standards in AR 385-10 and AR 420-90.

Performance Steps

5. Provide safety and fire prevention guidance.
 - a. Train non-supervisory personnel in job safety and health standards appropriate to their work.
 - b. Train civilian employee representatives to assist in maintaining safe and healthful workplaces.
 - c. Train supervisors to recognize and eliminate potential safety and fire hazards.
6. Brief subordinates on the program.
 - a. Establish adequate standards.
 - b. Inform personnel of proper violation correction procedures.
 - c. Ensure implementation of the Army Job Safety and Occupational Health Training Program.
 - d. Discuss procurement and use of safety materials.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Reviewed local policies, SOPs, and current training materials to ensure that the following areas are addressed:	—	—
2. Provided regulatory guidance.	—	—
3. Examined the work area and environmental conditions.	—	—
4. Identified and correct unsafe environmental conditions in the work area.	—	—
5. Provided safety and fire prevention guidance.	—	—
6. Briefed subordinates on the program.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO-GO if any steps are failed. If the soldier scores NO-GO, show what was done wrong and how to do it correctly.

References

Required
 AR 385-10
 AR 420-90

Related
 FM 4-25.11
 IS1705
 QM2386
 QM6062

Subject Area 17: Dining Facility and Field Kitchen Sanitation

Supervise Field Kitchen Sanitation Operations

101-92G-3257

Conditions: You are an assistant food operation sergeant responsible for ensuring that sanitation is maintained in a field kitchen. In MOPP 4 conditions, all food service operations cease. Equipment and materials required are a FM 10-23, an operational field kitchen, and cleaning and sanitizing supplies.

Standards: Supervise soldiers in field kitchen sanitation operations to ensure that required sanitation standards are met and maintained. You must complete all performance measures accurately to prevent food contamination and to keep your soldiers from becoming ill.

Performance Steps

1. Train soldiers in field food service sanitation.
 - a. Ensure soldiers practice basic sanitation and protection.
 - b. Ensure soldiers practice personal hygiene.
 - c. Ensure soldiers follow preventive medicine measures.
 - d. Ensure soldiers dispose of solid and liquid waste properly.
 - e. Ensure soldiers treat and disinfect water source supply.
 - f. Ensure soldiers transport food properly.
 - g. Ensure soldiers protect rations from dirt and weather.
 - h. Ensure soldiers clean and sanitize utensils.
2. Supervise soldiers in cleaning the field kitchen area, equipment, and utensils.
 - a. Ensure soldiers wash and sanitize cooking utensils.
 - b. Ensure soldiers use the mess kit laundry line properly (see Figure 3-41).
 - (1) Scrape food scraps into the first can (waste can).
 - (2) Wash utensils or mess kit in the second can (wash can).
 - (3) Pre-rinse the utensils or mess kit in a can of boiling water (rinse can).
 - (4) Rinse them in a second can of boiling water (sanitizing can).

NOTE: If mess kits become soiled or contaminated between meals, they should be rewashed prior to use.

3. Supervise soldiers cleaning the food transport vehicle.
4. Supervise the storing, preparing, transporting, and serving of food.
 - a. Ensure soldiers refrigerate foods requiring refrigeration.
 - b. Ensure soldiers check potentially hazardous foods before storing.
 - c. Ensure soldiers store foods at safe temperatures.
 - d. Ensure soldiers maintain good air circulation and ventilation.

NOTE: Safe product temperatures are 45° F or below and 140° F or above.

5. Ensure safe product temperatures.
 - a. Check temperatures when different types of rations are stored.
 - b. Ensure PHFs requiring hot holding will be held at 140° F (60° C) or above.
 - c. Ensure prepared foods are stored in preheated or pre-chilled insulated food containers.

NOTE: Insulated food containers need to be preheated or pre-chilled before being transported. Remember to remove the water or ice before transporting.

NOTE: See Figure 3-42 for the method for preheating the insulated food container and Figure 3-43, page 3-118 for chilling the container.

Performance Steps

6. Establish procedures for obtaining water for the field kitchen.
 - a. Select the cleanest source of water.
 - b. Disinfect water before it is used.
 - c. Ensure additional treatment of water, if needed, before it is used.
7. Coordinate garbage, liquid, solid, and rubbish waste disposal.

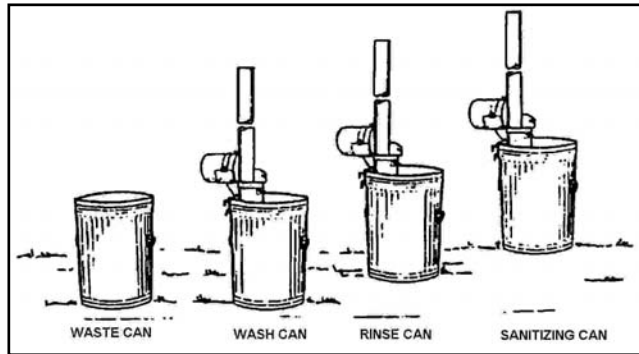


Figure 3-41. Mess Kit Laundry

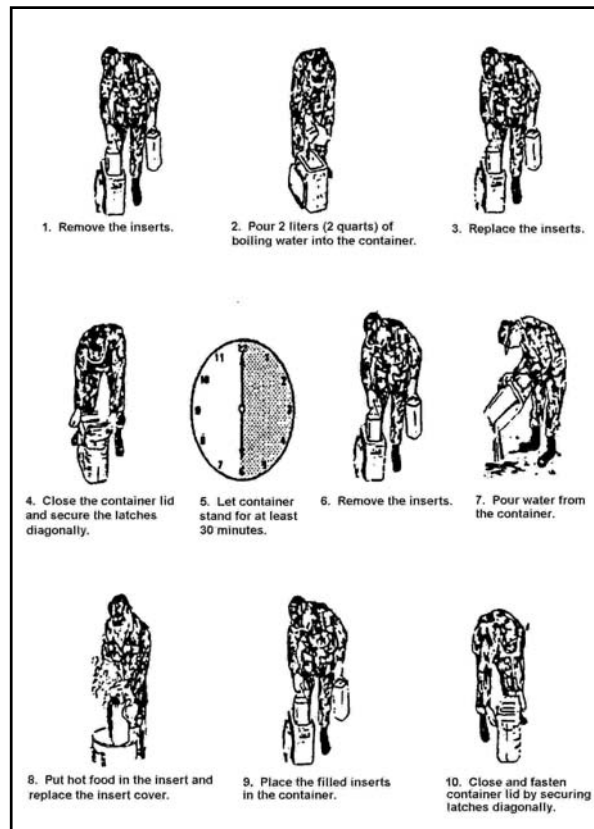


Figure 3-42. Preheating the Insulated Food Container

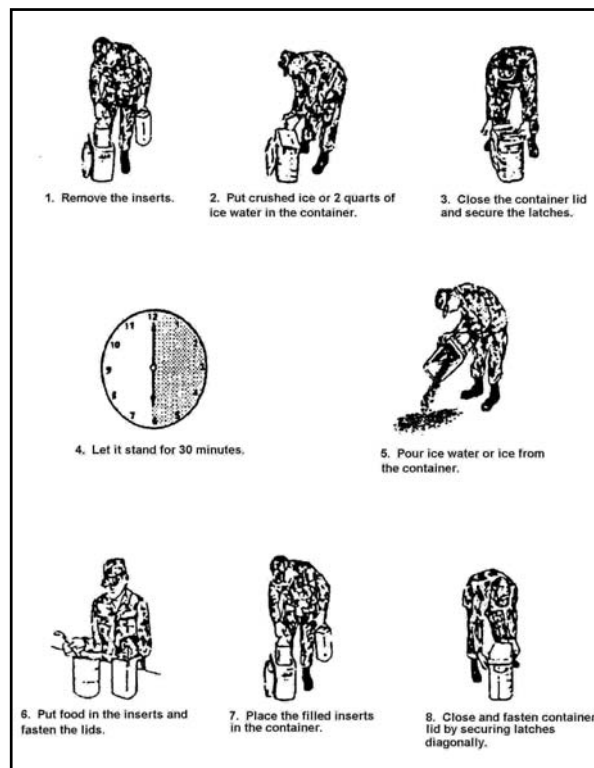


Figure 3-43. Chilling the Insulated Food Container

Performance Measures

1. Trained soldiers in field food service sanitation.
2. Supervised soldiers in cleaning the field kitchen area, equipment, and utensils.
3. Supervised soldiers cleaning the food transport vehicle.
4. Supervised the storing, preparing, transporting, and serving of food.
5. Ensured safe product temperatures.
6. Established procedures for obtaining water for the field kitchen.
7. Coordinated garbage, liquid, solid, and rubbish waste disposal.

<u>GO</u>	<u>NO GO</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO-GO if any steps are failed. If the soldier scores NO-GO, show what was done wrong and how to do it correctly.

References

Required

Related

- FM 10-23
- FM 21-10
- FM 4-25.12
- FM 8-34
- GTA 10-01-007
- QM0394
- QM6131
- QM6132
- TB MED 530

Supervise Dining Facility Sanitation Operations
101-92G-3258

Conditions: As an assistant food operation sergeant, you must maintain sanitation in your dining facility. You are responsible for supervising the sanitation operations. In MOPP 4 conditions, all food service operations cease. Equipment and materials required: DA Form 5162-R, FM 8-34, FM 10-23-2 and TB MED 530

Standards: Ensure that all food service personnel receive sanitation training. Plan the cleaning and sanitation schedule for the dining facility and the food service equipment. Inspect your soldiers' personal hygiene. Ensure that sanitary procedures are used to store, prepare, serve, and transport food. You must complete all performance measures accurately to protect food from contamination and to keep your soldiers from becoming ill.

Performance Steps

1. Ensure that all food service personnel receive sanitation training. Ensure that the following areas are covered or stressed:
 - a. Food protection measures.
 - (1) Apply good sanitation practices in the handling of food.
 - (2) Maintain personal hygiene.
 - (3) Keep PHFs refrigerated or heated.
 - (4) Inspect food products for sanitary condition.
 - b. Product temperatures.
 - (1) Maintain internal product temperatures at 45° F (7° C) or below or 140° F (60° C) or above.
 - (2) Use product thermometers to ensure proper internal, cooking, holding, and refrigeration temperature of all PHFs.
 - (3) Notify preventive medicine and veterinary services personnel of emergency occurrences that might result in food contamination.
 - c. Food storage.
 - (1) Always use proper temperature control in refrigeration units.
 - (2) Provide hot food holding to assure the maintenance of foods at the required temperatures.
 - d. Food preparation.
 - (1) Wash raw fruits and vegetables thoroughly.
 - (2) Cook and prepare PHFs accordingly.
 - (3) Reconstitute dry milk and dry milk products properly.
 - (4) Refrigerate egg products until ready to use.
 - (5) Refrigerate liquid nondairy products.
 - (6) Temper PHFs only in designated tempering units or in general refrigeration units or as part of conventional cooking process.
 - (7) Prepare made-to-order sandwiches (hot or cold) and maintain at safe temperatures.
 - (8) Record leftovers as PHFs and non-PHFs.
2. Plan the cleaning and sanitizing training schedule for food service personnel.

Performance Steps

3. Plan the cleaning and sanitizing of the food service equipment.
 - a. Ensure all food contact surfaces are accessible for cleaning and inspection.
 - b. Ensure cleaning and sanitizing water or solution can be circulated throughout a fixed system.
 - c. Ensure fixed equipment electrical wiring, switches, and connections are sealed when using spray cleaning.
 - d. Ensure that a floor drain is provided for walk-in freezers and refrigerators.
 - e. Ensure that food service equipment is not located under exposed or unprotected sewer or water lines.
 - f. Install table-mounted equipment to facilitate cleaning of the equipment and adjacent areas.
 - g. Ensure aisles and working spaces are unobstructed to provide accessibility to working areas.
4. Plan the cleaning and sanitizing of eating and cooking utensils. Ensure that personnel-
 - a. Wash, rinsed, and sanitized eating and cooking utensils after each use.
 - b. Use single-use paper towels or disposable cloths for wiping spills and equipment.
 - c. Rinse wiping cloths frequently in a sanitizing solution and store them in a sanitizing solution between uses.
 - d. Use detergents and sanitizers according to manufacturer's instructions.
 - e. Use a three-sink method for manual cleaning and sanitizing.
 - f. Use the dishwashing machine according to manufacturer's instructions.
 - g. Air dry all equipment and utensils after sanitizing.
 - h. Have adequate supplies of liquid concentrate chemical sanitizers for emergency procedures (If hot water is not available).
5. Inspect each employee's personal hygiene practices.
 - a. Make sure hair is cut and combed.
 - b. Ensure face is cleaned shaven.
 - c. Make sure nails are trimmed and clean.
 - d. Ensure there is no noticeable body odor or excessive use of perfume.
 - e. Ensure skin is free of cuts, burns, or boils.
 - f. Ensure a clean uniform is worn daily.
6. Ensure that sanitary procedures are used to store, prepare, transport, and serve food.
 - a. Ensure proper storage of perishable and semi-perishable foods.
 - b. Ensure that leftovers, PHFs, and non-PHF's are held at a safe temperature.
 - c. Use covered containers or wrapped food and utensils during transit to protect from contamination.
 - d. Make sure refrigerated food is maintained at proper temperatures.
7. Establish and implement cleaning schedules and cleaning SOPs.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Ensured that all food service personnel receive sanitation training. Ensure that the following areas are covered or stressed.	—	—
2. Planned the cleaning and sanitizing training schedule for food service personnel.	—	—
3. Planned the cleaning and sanitizing of the food service equipment.	—	—
4. Planned the cleaning and sanitizing of eating and cooking utensils.	—	—
5. Inspected each employee's personal hygiene practices.	—	—
6. Ensured that sanitary procedures are used to store, prepare, transport, and serve food.	—	—
7. Established and implement cleaning schedules and cleaning SOPs.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO-GO if any steps are failed. If the soldier scores NO-GO, show what was done wrong and how to do it correctly.

References**Required**

DA FORM 5162-R
FM 8-34
FM 10-23-2
TB MED 530

Related

800-101-0018-B
800-101-0134-B
800-101-0135-B
800-101-0136-B
QM0394
QM6120
QM6130
QM6133

Skill Level 4

Subject Area 18: Administrative Functions

Assign Personnel to Duty Positions

101-92G-4101

Conditions: As the food operation sergeant, you must conduct interviews and make selections for authorized duty positions to include positions related to automated systems. In MOPP 4 conditions, all food service operations cease. Equipment and materials required: suitable location for conducting an interview, job description for each job, set of performance standards for each job, FM 10-23 and FM 10-23-2.

Standards: Plan the job interview. Before you interview each applicant, review the training records for past performance and positions held. Notify personnel selected for the job, provide an orientation and a job description, and assign specific tasks. You must complete all performance measures accurately to ensure that soldiers are assigned to the right duty position to complete the feeding mission.

Performance Steps

1. Plan the job interview.
 - a. Develop specific job-related questions.
 - b. Prepare a checklist for conducting the interview.
 - c. Review each soldier's training records for past performance and positions held.
2. Greet the applicant and tell him the purpose of the interview.
 - a. Conduct the job interview.
 - b. Let the applicant read the job description.
3. Inform those personnel selected for the job.
4. Orient incoming personnel.
5. Give personnel the job description.
6. Assign personnel specific tasks.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Planned the job interview.	_____	_____
2. Greeted the applicant and toll him the purpose of the interview.	_____	_____
3. Informed those personnel selected for the job.	_____	_____
4. Oriented incoming personnel.	_____	_____
5. Gave personnel the job description.	_____	_____
6. Assigned personnel specific tasks.	_____	_____

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO-GO if any steps are failed. If the soldier scores NO-GO, show what was done wrong and how to do it correctly.

References

Required
 FM 10-23
 FM 10-23-2

Related
 FM 22-100

Develop the On-the-Job Training (OJT) Program
101-92G-4102

Conditions: As the food operation sergeant, you must ensure that all food service personnel in your dining facility are trained for their assigned regular and automated tasks. You must ensure that an OJT program is set-up and implemented in your dining facility. All personnel must be trained to perform their assigned tasks and be trained to perform at the next higher skill level. In MOPP 4 conditions, all food service operations cease. Equipment and materials required: a suitable training location, operational dining facility, food supplies for the tasks to be trained, AR 30-22, FM 10-23, and FM 10-23-2.

Standards: Plan, develop, and implement the OJT program. You must complete all performance measures accurately to ensure that personnel are properly trained to perform their duties in an effective and efficient way.

Performance Steps

1. Plan the OJT program.
 - a. Determine the need for training.
 - b. Coordinate with supporting agencies, when necessary, for assistance in setting up a continuous training program.
 - c. Ensure that the training program is flexible.
 - d. Appoint personnel to supervise each trainee.
2. Prepare the OJT program.
 - a. Request training aids and supplementary literature.
 - b. Request assistance from food advisor or technician.
 - c. Request assistance from other on-post sources, such as the civilian personnel office and the preventive medicine officer.

3. Develop the OJT presentation.

NOTE: Use a locally produced OJT checklist appropriate for the specific tasks.

4. Develop the evaluation phase.

NOTE: Use a locally produced OJT checklist to establish evaluation standards.

5. Establish specific program content and schedules.

6. Give new trainees their job descriptions.

7. Implement the OJT program.
 - a. Put the trainee at ease.
 - b. Demonstrate the task.
 - c. Demonstrate the job step-by-step.
 - d. Be patient and be thorough so that you miss no details.
 - e. Go slow enough for the trainee to follow the demonstration.
 - f. Ask questions to make sure the trainee understands the operation.
 - g. Review frequently to make sure the pace is not too fast.
 - h. Correct errors with tact.
 - i. Ask trainee to demonstrate the operation and to explain each step.
 - j. Do follow-up training.

NOTE: Let the trainee know what is expected of him from start to finish.

8. Evaluate the results of the training program.
 - a. Evaluate the training program periodically, and revise if required.
 - b. Ensure that the best-qualified personnel train new workers.

9. Provide refresher training, when needed.

NOTE: Keep written records of past performance to determine the refresher training.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Planned the OJT program.	—	—
2. Prepared the OJT program.	—	—
3. Developed the OJT presentation.	—	—
4. Developed the evaluation phase.	—	—
5. Established specific program content and schedules.	—	—
6. Gave new trainees their job descriptions.	—	—
7. Implemented the OJT program.	—	—
8. Evaluated the results of the training program.	—	—
9. Provided refresher training, when needed.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO-GO if any steps are failed. If the soldier scores NO-GO, show what was done wrong and how to do it correctly.

References

Required

AR 30-22
 FM 10-23
 FM 10-23-2

Related

FM 7-1
 IS8701
 IS8702
 IS8703
 IS8704
 QM6142

Develop and Initiate Physical Security Program
101-92G-4103

Conditions: As the FOS, you must review security procedures with the FSO, make recommendations, and provide a physical security implementation plan for your dining facility. All food and cleaning supplies must be secured. All automated equipment must be accessed by authorized personnel and secured when not in use. A key control register must be set-up and maintained. In MOPP 4 conditions, all food service operations cease. Equipment and materials required: operational dining facility, approved locking devices, vehicle for transporting food and cleaning supplies, personnel lockers, safe, key depository; DD Form 1544 with cash collected, and AR 30-22.

Standards: Take all the necessary steps to develop and put into effect security measures that make unauthorized access to property, equipment, and subsistence supplies as difficult as possible.

Performance Steps

1. Establish security procedures for the building.
2. Establish security procedures for subsistence and cleaning supplies.
 - a. Secure subsistence rooms of dining facility or other buildings used to store non-refrigerated food items.
 - b. Secure refrigeration units with locking devices.
 - c. Secure subsistence storage facilities at all times when entrances or exits are not under the surveillance of personnel permanently assigned to the facility.
 - d. Control keys and padlocks used to protect food supplies and subsistence storage facilities.
 - e. Prohibit personal packages from being carried into or out of storage areas.
 - f. Limit access to ration storage areas to individuals conducting official business.
 - g. Guard or lock up operational rations at all times.
 - h. Locate personnel lockers in a designated area away from foodstuffs.
3. Establish security procedures for DD Form 1544 and the cash collected.
 - a. Account for the form and cash at all times.
 - b. Safeguard the form and cash in a safe or steel lock box or stationary cabinet.
 - c. Retain cash meal payment books, cash collected, and completed individual sheets in the headquarters or office of the FSO of the unit or organization operating the dining facility.
4. Establish key and lock control procedures.
 - a. Appoint a key custodian to issue and receive keys and maintain accountability for office, unit, or activity keys.
 - b. Use a key control register to ensure keys are signed out to authorized personnel as needed.
 - c. Ensure the register contains the following information.
 - (1) Identification number of each key.
 - (2) Date and hour of issue.
 - (3) Signature of recipient.
 - (4) Initials of issuer.
 - (5) Date and hour of return.
 - (6) Initials of receiver who gets the returned keys.
5. Establish security procedures for automated equipment.
 - a. Establish and assign authorized users.
 - b. Assign login and password privileges.
 - c. Assign login and password privileges.
 - d. Establish shutdown procedures.
6. Review the security procedures with the FSO and develop the implementation plan.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Established security procedures for the building.	—	—
2. Established security procedures for subsistence and cleaning supplies.	—	—
3. Established security procedures for DD Form 1544 and the cash collected.	—	—
4. Established key and lock control procedures.	—	—
5. Established security procedures for automated equipment.	—	—
6. Reviewed the security procedures with the FSO and developed the implementation plan.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO-GO if any steps are failed. If the soldier scores NO-GO, show what was done wrong and how to do it correctly.

References

Required
 AR 30-22
 DD FORM 1544

Related
 MM4650
 MP1000
 QM6062
 QM6145

Subject Area 19: Staff and Support Coordination

Coordinate With Food Advisor**101-92G-4105**

Conditions: Equipment must be programmed for replacement. As the FOS, you must complete the dining facility equipment replacement record and or automated equipment replacement process so that the food advisor can program your dining facility equipment for replacement. In MOPP 4 conditions, all food service operations cease. Equipment and materials required: selected dining facility equipment an automated system and a pencil, blank and completed DA Forms 3988, AR 30-22, and CTA 50-909.

Standards: Complete all performance measures to ensure that the required documentation is provided to the food advisor so that dining facility equipment can be replaced, turned in, or deleted from use when necessary.

Performance Steps

1. Establish that DA Form 3988 is needed.

NOTE: DA Form 3988 is needed for equipment that is replaced, turned in, or deleted from use annually or as required by CONUSA.

2. Prepare the DA Form 3988.
 - a. Enter unit designation of unit to which the dining facility is assigned.
 - b. Enter the installation name and address.
 - c. Enter the building number.
 - d. Enter the page number and total number of pages.
 - e. Enter item description.
 - (1) Noun.
 - (2) NSN.
 - (3) Manufacturer.
 - (4) Model and serial number.
 - f. Enter acquisition date from data plate.
 - g. Enter life expectancy years.
 - h. Enter appropriate authority (the appropriate 43-0002-series TB).
 - i. Enter programmed replacement cost.
 - j. Enter programmed replacement year.
 - k. Enter any remarks pertaining to that piece of equipment (information obtained from the DA Form 2405).
 - l. FOS enters his name and grade.
 - m. FOS signs and enters the date.
 - n. Have the food advisor verify the form contents for accuracy.
 - o. Ensure the food advisor signs the form.

NOTE: When an item has been replaced, draw a single line through the description of the item being replaced, write the word "deleted" at the left margin, and add the replacement item beneath the last item on the DA Form 3988. A new DA Form 3988 will be prepared annually. Replacement items should then be placed in alphabetical sequence.

3. Maintain the current DA Form 3988.
4. Submit DA Form 3988 to the food advisor.
 - a. Provide the original and three copies to the food advisor.
 - b. Notify food advisor within five working days of any changes in equipment status.

Performance Steps

5. Process equipment records using an automated system.
 - a. Review existing records on the system for accuracy.
 - b. Update records when needed or as required.
 - c. Enter new equipment records when new equipment is received at the Dining Facility.
 - d. Delete equipment records from the system when equipment is turned in.
 - e. Print equipment records when any changes have been made and retain a copy on file.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Established that DA Form 3988 is needed.	—	—
NOTE: DA Form 3988 is needed for equipment that is replaced, turned in, or deleted from use annually or as required by CONUSA.		
2. Prepared DA Form 3988.	—	—
3. Maintained the current DA Form 3988.	—	—
4. Submitted DA Form 3988 to the food advisor.	—	—
5. Processed equipment records using an automated system.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO-GO if any steps are failed. If the soldier scores NO-GO, show what was done wrong and how to do it correctly.

References

Required

- AR 30-22
- CTA 50-909
- DA FORM 3988

Related

- DD FORM 2405
- FM 10-23

**Plan Menus to Ensure the Serving of Nutritionally Balanced Meals
101-92G-4106**

Conditions: Using the published and or automated menu as a guide, as the FOS you must plan nutritionally balanced meals making substitutions as required. In MOPP 4 conditions, all food service operations cease. Equipment and materials required: an automated food service system, blank DA Form 3034 and TM 10-412.

Standards: Complete all performance measures to make full use of the master menu in planning nutritionally adequate meals.

Performance Steps

1. Review the Installation menu for possible changes.
2. Plan the modified menu using the appropriate forms and/or automated system.
3. Provide the essential nutrients by meeting the requirements of the basic food guide pyramid.
4. Ensure that the menu is within the dietary guidelines by providing the following.
 - a. A variety of foods.
 - b. Reduced portion size.
 - c. Foods drained of excess fat and oil.
 - d. Baked items when fried foods are offered.
 - e. Meats trimmed of excess fat.
 - f. Fresh fruits.

NOTE: List calories and portion size at the entrance and at each item on the serving line.

5. Plan calories and portion sizes using an automated system.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Reviewed the Installation menu for possible changes.	—	—
2. Planned the modified menu using the appropriate forms and/or automated system.	—	—
3. Provided the essential nutrients by meeting the requirements of the basic food guide pyramid.	—	—
4. Ensured that the menu was within the dietary guidelines.	—	—
5. Planned calories and portion sizes using an automated system.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO-GO if any steps are failed. If the soldier scores NO-GO, show what was done wrong and how to do it correctly.

References

Required
DA FORM 3034
DA PAM 30-22
TM 10-412

Related
FM 10-23-2
SB 10-264

**Coordinate Dining Facility Activities With Food Service Officer (FSO) and First Cook
101-92G-4115**

Conditions: As the food operation sergeant of a dining facility, you must ensure that the FSO and first cook are informed of all activities and short-range, near-range, and long-range plans. In MOPP 4 conditions, all food service operations will cease. Materials required are AR 30-22, and FM 7-1.

Standards: Complete all performance measures to ensure that management personnel are aware of all dining facility activities and operational requirements.

Performance Steps

1. Develop training requirements.
 - a. Ensure training is a continuing requirement and a responsibility of each individual soldier.
 - b. Coordinate with the food service advisor to conduct training and orientation courses for all newly assigned personnel.
2. Coordinate with the FSO and first cook for the training requirements.
 - a. Train key personnel on subsistence requisitioning, storage, preparation, and accountability.
 - b. Set up training for the OJT training programs.
3. Check and verify daily activities.
4. Assist in developing short-range, near-range, and long-range plans.
5. Coordinate with the first cook to ensure sanitation standards are maintained.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Developed training requirements.	—	—
2. Coordinated with the FSO and first cook for the training requirements.	—	—
3. Checked and verify daily activities.	—	—
4. Assisted in developing short-range, near-range, and long-range plans.	—	—
5. Coordinated with the first cook to ensure sanitation standards are maintained.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO-GO if any steps are failed. If the soldier scores NO-GO, show what was done wrong and how to do it correctly.

References

Required
AR 30-22
FM 7-1

Related
800-101-0134-B
800-101-0135-B

**Coordinate With Troop Issue Subsistence Activity (TISA)
101-92G-4118**

Conditions: As the food operation sergeant, you must coordinate with the TISA on issue procedures, vendor delivery, forced issues, and problems at the unit level. In MOPP 4 conditions, all food service operations cease. Material required is AR 30-22.

Standards: Complete all performance measures to ensure full cooperation and coordination with TISA.

Performance Steps

1. Provide information on the mission of the unit and the storage capability of the dining facility.
2. Coordinate with the TISO to establish methods for ration pickup.
3. Coordinate with the TISO to solve vendor delivery problems.
 - a. Report late and insufficient deliveries.
 - b. Report subsistence items with an expired shelf life.
4. Coordinate with TISO to solve prime vendor delivery problems.
 - a. Report late and insufficient deliveries.
 - b. Report subsistence discrepancies using the vendor discrepancy report.
5. Coordinate with the TISO for ice requirements.
6. Coordinate with the TISO in reconciling problems with the dining facility.
 - a. Assist in reconciling overdrawn and under-drawn meal status.
 - b. Assist in reconciling overdrawn and under-drawn monetary status.
 - c. Assist in decreasing meal or monetary status that is in excess of the authorized tolerance factors.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Provided information on the mission of the unit and the storage capability of the dining facility.	—	—
2. Coordinated with the TISO to set-up methods for ration pickup.	—	—
3. Coordinated with the TISO to solve vendor delivery problems.	—	—
4. Coordinated with the TISO to solve prime vendor delivery problems.	—	—
5. Coordinated with the TISO for ice requirements.	—	—
6. Coordinated with the TISO in reconciling problems with the dining facility.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO-GO if any steps are failed. If the soldier scores NO-GO, show what was done wrong and how to do it correctly.

References

Required
AR 30-22

Related
QM6029
QM6030
QM6031
QM6147
QM6157
QM6183
QM6194

Coordinate with Facility Engineers
101-92G-4119

Conditions: As the food operation sergeant, you must ensure that the dining facility and the equipment are properly maintained. You must ensure that the installation of dining facility equipment is properly coordinated with the engineers. In MOPP 4 conditions, all food service operations cease. Materials required are a record of equipment work orders and blueprints or plans for the construction or renovation of the dining facility, and CTA 50-909.

Standards: Complete all performance measures so that the facility engineers are advised about equipment maintenance and installation; building maintenance, renovation, and construction; garbage collection; and insect and rodent control.

Performance Steps

1. Coordinate with the engineers on equipment maintenance.
 - a. Coordinate with engineers on establishing priorities for equipment repair at the dining facility.
 - b. Coordinate with engineers on outstanding work orders for the dining facility.
 - c. Arrange with engineers to establish classes to train food service personnel on equipment operation and maintenance.
 - d. Follow up with the engineers to ensure prompt response to work orders.
 - e. Maintain DA Form 2405.
2. Coordinate with the engineers on building maintenance.
 - a. Advise engineers on needed repairs.
 - b. Meet with engineers and establish priorities for building maintenance.
 - c. Follow up on response to work orders.
3. Coordinate with the engineers on the availability of space, utilities, and funds for equipment installations.
 - a. Coordinate with the engineers as to the type of equipment that should be requested.
 - b. Coordinate with the engineers as to the type of utilities that are required to install the equipment.

NOTE: Coordinate with the engineers before you order equipment.

- c. Obtain certification from engineers that funds, space, and utilities are available to install the equipment.

4. Coordinate with the engineers on the renovation or construction of dining facilities.
5. Coordinate with the engineers on garbage and refuse collection.

NOTE: Inform engineers when garbage and refuse are not picked up promptly.

6. Coordinate with the engineers on insect and rodent control.
 - a. Request that engineers install or repair screening and air screens.
 - b. Arrange with the engineers to establish an insect and rodent control program.
 - c. Inform engineers on the adequacy of waste-disposal procedures and sanitation equipment.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Coordinated with the engineers on equipment maintenance.	—	—
2. Coordinated with the engineers on building maintenance.	—	—
3. Coordinated with the engineers on the availability of space, utilities, and funds for equipment installations.	—	—
4. Coordinated with the engineers on the renovation or construction of dining facilities.	—	—
5. Coordinated with the engineers on garbage and refuse collection.	—	—
6. Coordinated with the engineers on insect and rodent control.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO-GO if any steps are failed. If the soldier scores NO-GO, show what was done wrong and how to do it correctly.

References

Required
 CTA 50-909
 DA FORM 2405

Related
 AR 30-22
 FM 10-23
 TB MED 530

Coordinate With Civilian Personnel Officer or Contracting Officer

101-92G-4121

Conditions: Civilian personnel are needed to perform food service duties. You have been directed by the food advisor to coordinate with the civilian personnel officer or the contracting officer to provide him with job and personnel requirements. In MOPP 4 conditions, all food service operations cease. Materials required are AR 30-22, and AR 210-10.

Standards: Complete all the necessary steps to ensure that civilian personnel who work in the dining facility are supervised and evaluated according to CPO requirements or the terms of the civilian contract.

Performance Steps

1. Coordinate with CPO to establish job requirements.
 - a. Determine the major duty areas in the dining facility.
 - b. Determine the responsibility for each duty position.
 - c. Determine the tasks to be performed in each area.
 - d. Submit job descriptions (one for each duty position) to the CPO or KO.
2. Specify the requirements for civilian personnel.
 - a. Contract DFA services in all appropriated fund Garrison dining facilities (contingent upon the availability of funds).
 - b. Determine the number of personnel (other than contracted personnel) required as DFAs.
 - c. Submit personnel requirements to the CPO or KO.
3. Establish the work hours.
 - a. Determine the number of shifts needed.
 - b. Determine the number of persons needed for each shift.
 - c. Determine the time that each shift is to report to work.
 - d. Determine work schedules for weekends and holidays.
4. Coordinate civilian personnel actions such as submission of SF 52-B for recruiting and performance appraisals.
5. Request that the civilian personnel office provide food service personnel training in supervising civilian employees.
 - a. Ensure contracting officer appoints a food service person to be the COR and to monitor contract performance of the food service contract.
 - b. Ensure that the COR appointment is in writing and clearly defines the scope and limitations.
 - c. Ensure that the COR receives adequate training.
6. Assist the food advisor and COR in developing PWS and QA plans for food service contracts.
7. Assist in preparing written performance standards for civilian employees in the dining facility.
8. Assist in the evaluation of civilian employees using the performance appraisal system set by AR 690-335-1.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Coordinated with CPO to establish job requirements.	—	—
2. Specified the requirements for civilian personnel.	—	—
3. Established the work hours.	—	—
4. Coordinated civilian personnel actions such as submission of SF 52-B for recruiting and performance appraisals.	—	—
5. Requested that the civilian personnel office provide food service personnel training in supervising civilian employees.	—	—
6. Assisted the food advisor and COR in developing PWS and QA plans for food service contracts.	—	—
7. Assisted in preparing written performance standards for civilian employees in the dining facility.	—	—
8. Assisted in the evaluation of civilian employees using the performance appraisal system set by AR 690-335-1.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO-GO if any steps are failed. If the soldier scores NO-GO, show what was done wrong and how to do it correctly.

References

Required

AR 30-22
 AR 210-10
 AR 690-335-1
 SF 52-B

Related

FM 10-23

Consult With Preventive Medicine and/or Veterinarian Service
101-92G-4134

Conditions: As the FOS, you have been informed that food items issued to the dining facility or to the field kitchen are suspected of being contaminated. You must consult with the veterinary officer to ensure that the suspected food items are safe for human consumption. In MOPP 4 conditions, all food service operations cease. Equipment and materials required are perishable and semi-perishable subsistence supplies, AR 30-22, AR 40-656, AR 40-657, and TB MED 530.

Standards: Consult with the veterinary officer to prevent illness resulting from contaminated food. Obtain a certificate of unfit food products. Coordinate with the veterinary officer on problems with sanitation, pest control, and environmental conditions. You must complete all performance measures accurately to protect the health and well being of your diners.

Performance Steps

1. Consult with the veterinary officer on food products that are suspected of being contaminated.
 - a. Inspect for contaminated subsistence.
 - (1) Check canned foods for swellers, leakers, or springers.
 - (2) Check meat, poultry, and seafood for abnormal odor or color.
 - b. Isolate subsistence, which may be contaminated so that it is not prepared and served.
 - c. Request that veterinary officer inspects food products that may be contaminated.
 - d. Request information on how to dispose of food products which are unfit for human consumption.
2. Consult with the veterinary officer on the shelf life of food products.
 - a. Request that officer inspects subsistence when date of pack has expired.
 - b. Request that officer inspects canned goods that have outward signs of deterioration.
3. Obtain certificate of unfitness from the veterinary officer when subsistence is damaged or destroyed and when condemnation loss or report of survey is being completed.

NOTE: Veterinary and/or medical personnel will issue a certificate of unfitness once it is determined that the food is unfit for human consumption or its intended purpose through surveillance inspection.

- a. Prepare DA Form 3161 for the disposition of unfit items (prepare separate DA Forms 3161 for perishable and semi-perishable subsistence items).
 - b. Ensure that veterinary or medical personnel, the TISO, and a witness each sign the proper statement on DA Form 3161 stating that the items listed have been inspected and are unfit for human consumption.
 - c. Ensure that items having no potential sale value are disposed of properly.
4. Coordinate with the veterinary officer on problems associated with sanitation, pest control, and the environmental condition of the dining facility.
 - a. Coordinate in assessing the adequacy of food service sanitation practices.
 - b. Ask for technical guidance and assist in presentation of food service sanitation training for non-supervisory personnel.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Consulted with the veterinary officer on food products that are suspected of being contaminated.	—	—
2. Consulted with the veterinary officer on the shelf life of food products.	—	—
3. Obtained certificate of unfitness from the veterinary officer when subsistence is damaged or destroyed and when condemnation loss or report of survey is being completed.	—	—
4. Coordinated with the veterinary officer on problems associated with sanitation, pest control, and the environmental condition of the dining facility.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO-GO if any steps are failed. If the soldier scores NO-GO, show what was done wrong and how to do it correctly.

References

Required

AR 30-22
 AR 40-656
 AR 40-657
 TB MED 530
 DA FORM 3161

Related

FM 10-23

Subject Area 20: Food Service Management

**Review and Ensure Accuracy of Accounting Records
101-92G-4100**

Conditions: As the FOS, you must ensure the accuracy of the dining facility or field kitchen accounting records. In MOPP 4 conditions, all food service operations cease. Equipment and materials required are an end user's manual, automated food service system, pencil and pen, completed automated reports, DA Form 2970, DA Form 3032, DA Form 3034, DA Form 4552, DA Form 3034-2, DA Form 3161, DA Form 3234, DA Form 3234-1, DD Form 577, DD Form 1131, DD Form 1544, AR 30-22, and FM 10-23.

Standards: At least once a month or at the end of the accounting period, review accounting and subsistence records and automated reports and direct corrective action. You must complete all performance measures accurately to ensure that all accounting records are maintained according to prescribed procedures.

Performance Steps

1. Review the headcount data.
 - a. Obtain the following forms and information.
 - (1) Proper forms and procedures to use in obtaining signatures and recording headcount data.
 - (2) Sample illustrated copies of DD Form 1544 and DA Form 3032 (completed with current food cost and surcharge rates).
 - (3) A list of civilian personnel authorized to be subsisted.
 - b. Record headcount data on DA Form 2970.
2. Review the DD Form 1131 and DD Form 1544 for accuracy.
 - a. Ensure that all DD Forms 1544 issued and all cash collected from the sale of meals are retained prior to turn-in and are physically present with the responsible person or activity.
 - b. Ensure that all monies are reflected on the DD Form 1131 for cash turn-ins to FAO.
 - c. Ensure DD Form 1544 is properly maintained.
3. Review automated cash collection reports for accuracy.
4. Review the inventory documents.
 - a. Conduct a physical inventory of all on hand subsistence on the last day of each accounting month.

NOTE: All subsistence items are inventoried at the end of the month after the ingredients for the dinner meal for the last day of the month have been issued regardless of whether subsistence was purchased for the current month's consumption.

- b. Record inventory on DA Form 3234.
 - c. Record inventory price extension on DA Form 3234-1.
 - d. Forward a copy of DA Form 3234 and DA Form 3234-1 to the food advisor within two working days after the final reconciliation of the dining facility account card.
5. Review automated inventory records.
 - a. Ensure physical inventory is conducted and entered correctly.
 - b. Ensure differences are researched and reconciled accurately.
 - c. Review final inventory reports for accuracy.
 - d. Process and review automated disposition of subsistence reports.

Performance Steps

6. Review the subsistence records.

NOTE: DA Form 2970, prepared as a subsistence request, will be submitted according to the schedule published by the TISA, ration breakdown point, or supporting Class I activity.

7. Review automated subsistence records.

- a. Review subsistence requests and reports.
- b. Review delivery receipts and processed reports.

8. Review DA Forms 3034.

- a. Verify that a form was prepared for each meal served.
- b. Ensure entries are legible.
- c. Ensure all lines, blocks, and columns have been completed.

9. Review automated meal production records.

- a. Verify that a record was produced for each meal.
- b. Ensure all entries are accurate.
- c. Ensure all areas are complete.

10. Review DA Forms 3034-1.

11. Review automated records used for drawing subsistence from in-house locations.

- a. Verify that a record was produced and processed for each meal.
- b. Ensure all items used for a meal are recorded.
- c. Ensure entries are complete and accurate.

12. Review the receiving documents.

NOTE: Ensure amounts received correspond with amounts on DA Forms 3161.

13. Review the turn-in documents (DA Forms 3161).

- a. Verify that items were inspected by TISA.
- b. Ensure DA Form 3161 is sign by the person who is turning in the subsistence.
- c. Ensure that the documents contain written confirmation by MVS personnel that subsistence is suitable for storage and reissue.
- d. Verify that each DA Form 3161 was signed by a person authorized to receive the turn-in.

14. Review automated transfer and turn-in records.

- a. Verify that transferred items were recorded and processed then signed.
- b. Verify that turn-in items were inspected, recorded, processed, and signed.

15. Direct corrective action.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Reviewed the headcount data.	—	—
2. Reviewed the DD Form 1131 and DD Form 1544 for accuracy.	—	—
3. Reviewed automated cash collection reports for accuracy.	—	—
4. Reviewed the inventory documents.	—	—
5. Reviewed automated inventory records.	—	—
6. Reviewed the subsistence records.	—	—
7. Reviewed automated subsistence records.	—	—
8. Reviewed DA Forms 3034.	—	—

Performance Measures	<u>GO</u>	<u>NO GO</u>
9. Reviewed automated meal production records.	—	—
10. Reviewed DA Forms 3034-1.	—	—
11. Reviewed automated records used for drawing subsistence from in-house locations.	—	—
12. Reviewed the receiving documents.	—	—
13. Reviewed the turn-in documents (DA Forms 3161).	—	—
14. Reviewed automated transfer and turn-in records.	—	—
15. Directed corrective action.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO-GO if any steps are failed. If the soldier scores NO-GO, show what was done wrong and how to do it correctly.

References

Required

- AR 30-22
- DA FORM 2970
- DA FORM 3032
- DA FORM 3034
- DA FORM 3034-2
- DA FORM 3161
- DA FORM 3234-1
- DA FORM 4552
- DD FORM 577
- DD FORM 1131
- DD FORM 1544
- FM 10-23

Related

- QM6194

**Implement and Monitor Headcount Procedures
101-92G-4109**

Conditions: As the FOS, you must account for all diners subsisting in the dining facility using the manual way or an automated headcount system. You must control the headcount procedures. In MOPP 4 conditions, all food service operations cease. Equipment and materials required are a DA Form 3032, DA Form 2970, DD Form 714, DD Form 1544, list of civilian personnel authorized to be subsisted, copy of the headcount instructions, automated headcount procedures, and AR 30-22.

Standards: Complete all performance measures to make sure headcount procedures are followed and all persons served are accurately counted.

Performance Steps

1. Check the headcount authorization.
 - a. Verify meal entitlements (BAS, SIK, and per diem).
 - b. Check the DD Form 714.
 - c. Check the list of civilian authorizations.
2. Ensure the headcounter has the dining facility headcount SOP.
3. Ensure the headcounter has DA Form 3032 and DD Form 1544.
4. Monitor the headcounter to ensure accuracy.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Checked the headcount authorization.	_____	_____
2. Ensured the headcounter has the dining facility headcount SOP.	_____	_____
3. Ensured the headcounter has DA Form 3032 and DD Form 1544.	_____	_____
4. Monitored the headcounter to ensure accuracy.	_____	_____

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO-GO if any steps are failed. If the soldier scores NO-GO, show what was done wrong and how to do it correctly.

References

Required

- AR 30-22
- DA FORM 2970
- DA FORM 3032
- DA PAM 30-22
- DD FORM 1544
- DD FORM 714

Related

800-101-0136-B

Evaluate Preparation, Cooking, and Serving of Food Products
101-92G-4110

Conditions: Diners subsisting in your dining facility or field kitchen must be fed food that is prepared, cooked, and served properly. As the FOS, you must monitor all phases of preparation, cooking, and serving. In MOPP 4 conditions, all food service operations cease. Equipment and materials required are an operational dining facility, DA Form 3034, FM 10-23-2, TM 10-412, Dining Facility SOP, selected food, and food products.

Standards: Complete all performance measures to ensure that deficiencies are corrected and standard products are served.

Performance Steps

1. Select the product to be evaluated (from among meats, starches, vegetables, soups and gravies, pastries, and salads).
2. Review the product standards for the item being evaluated.
3. Identify the critical characteristics of the product.
4. Compare the critical characteristics of the product to the established standards.
5. Diagnose the cause of product deficiencies.
6. Review the serving procedures.
7. Monitor the serving of food.
 - a. Ensure correct portion size is being served.
 - b. Ensure correct serving utensil is being used.
8. Direct needed corrective action.

NOTE: Explain how deficiencies can be avoided.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Selected the product to be evaluated (from among meats, starches, vegetables, soups and gravies, pastries, and salads).	—	—
2. Reviewed the product standards for the item being evaluated.	—	—
3. Identified the critical characteristics of the product.	—	—
4. Compared the critical characteristics of the product to the established standards.	—	—
5. Diagnosed the cause of product deficiencies.	—	—
6. Reviewed the serving procedures.	—	—
7. Monitored the serving of food.	—	—
8. Directed needed corrective action.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO-GO if any steps are failed. If the soldier scores NO-GO, show what was done wrong and how to do it correctly.

References**Required**

DA FORM 3034
FM 10-23-2
TM 10-412

Related

800-101-0018-B
800-101-0097-B
800-101-0098-B
800-101-0135-B
800-101-0136-B
QM0348
QM0353
QM0394
TB MED 530

**Evaluate the Sanitation Program in a Garrison Dining Facility
101-92G-4112**

Conditions: Sanitation must be maintained in a dining facility and at a field kitchen. As the FOS you must ensure that the sanitation program is conducted according to prescribed standards. In MOPP 4 conditions, all food service operations cease. Equipment and materials required are an operational dining facility or field kitchen, a pen or pencil, FM 10-23, and TB MED 530.

Standards: Complete all the performance measures accurately to ensure that the required sanitation standards are met and maintained to prevent contamination and illness.

Performance Steps	<u>GO</u>	<u>NO GO</u>
1. Establish the interval between evaluations.	_____	_____
a. Conduct periodic unannounced inspections.		
b. Inspect each food service facility as often as necessary to maintain sanitation standards.		
c. Conduct comprehensive inspections, which are usually more effective than more frequent "walk through" inspections.		
NOTE: Comprehensive inspections are usually done quarterly or semiannually.		
d. Inspect facilities during each operating shift.		
2. Develop an inspection checklist.	_____	_____
3. Select the areas to be evaluated.	_____	_____
a. Dining facility.		
(1) Inspect personal hygiene practices.		
(2) Monitor temperatures at which foods are maintained.		
(3) Observe food preparation techniques.		
(4) Ensure facility and equipment cleanliness.		
(5) Check dishwashing and refrigerator temperatures.		
b. Field.		
(1) Check mess kit laundry line.		
(2) Inspect sanitation center.		
(3) Monitor temperatures.		
(4) Check storage.		
(5) Monitor food preparation techniques.		
4. Conduct the inspections.	_____	_____
5. Ensure inspections cover the entire period of food preparation, service, and cleanup.	_____	_____
6. Provide feedback on the inspection results.	_____	_____
a. Direct report to unit commander or facility manager.		
b. Report repeated discrepancies or unsatisfactory ratings to higher command.		
c. Summarize recommended corrective actions in the Command Health Report [RCS MED-3 (R7)].		

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Established interval between evaluations.	—	—
2. Developed an inspection checklist.	—	—
3. Selected the areas to be evaluated.	—	—
4. Conducted inspections.	—	—
5. Ensured inspections covered the entire period of food preparation, service, and cleanup.	—	—
6. Provided feedback on inspection results.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO-GO if any steps are failed. If the soldier scores NO-GO, show what was done wrong and how to do it correctly.

References

Required

FM 10-23
TB MED 530

Related

800-101-0018-B
800-101-0134-B
FM 8-34
GTA 10-01-007
QM0394
QM6055
QM6130
QM6132
QM6133

Prepare Documentation for Lost, Damaged, or Destroyed Subsistence Items
101-92G-4130

Conditions: As the FOS, you must implement procedures used in accounting for lost, damaged, or destroyed subsistence items. In MOPP 4 conditions, all food service operations cease. Materials required are a completed statement of charges form, a completed report of survey form, DA Form 3161, DA Form 4697, DA Form 7454, and DD Form 362, unfit subsistence, verification of lost or destroyed subsistence, and unaccounted subsistence, and AR 30-22.

Standards: Implement the procedures to account for lost, damaged, or destroyed subsistence items. You must complete all performance measures accurately to ensure that all subsistence items are accounted for according to prescribed procedures.

Performance Steps

1. Prepare documentation on condemnation losses not exceeding \$200 where no known negligence is involved.
 - a. Ensure veterinary personnel or appropriate medical staff member determines that subsistence is not fit for human consumption (certificate of unfitness).
 - b. List the items on DA Form 3161 (see Figure 3-44).
 - c. Submit DA Form 3161 to the commander.
 - d. List items on the automated reports of survey and submit to commander.
 - e. Ask the commander to make a statement on DA Form 3161 that there is no known negligence or fault on the part of the dining facility personnel.
 - f. Obtain a statement from the veterinarian that subsistence is unfit for human consumption.
 - g. Submit the DA Form 3161 to the DD Form 362 appointing authority for approval.
- NOTE:** Non-approval of the DA Form 3161 necessitates the initiation of DD Form 362.
 - h. Submit documentation and condemned subsistence to the TISA.
 - i. Process the automated report of survey through TISA.
2. Prepare documentation when lost, damaged, or destroyed subsistence exceeds \$200 or when negligence is known or suspected on losses less than \$200.
 - a. List item on the automated statement of charges and submit to the commander.
 - b. Process the automated statement of charges through TISA.
 - c. Submit the documentation to the approving authority to receive a DD Form 362.
 - d. Prepare a DD Form 362.
 - (1) Enter the date, time, course, number of meals, dollar value, items damaged, items discarded, and other pertinent information, as required.
 - (2) Submit the documentation to the unit operating the dining facility to receive the unit DODAAC and to document the control number.
 - e. Furnish the TISO a copy of the DD Form 362 after the document control number has been assigned.
 - f. Verify the credit entry on the Monthly Earnings and Expenditures Record (see Figure 3-45, page 3-148).

NOTE: The TISA submits a DD Form 362 and a DD Form 1608 to claim credit for losses due to receipt of unsatisfactory products from the DPSC.

REQUEST FOR ISSUE OR TURN-IN (DA PAM 710-2-1)				ISSUE TURN-IN	SHEET NO.	NO. SHEETS	1. REQUEST NO.	2. VOUCHER NO.			
3. SEND TO:				<input checked="" type="checkbox"/>	1	1	W54C50				
8. REQUEST FROM: HHC, 176 INF, DINING FACILITY, FT LEE, VA 23801				4. DATE MATERIAL REQUIRED (YYYYMMDD) 20030115		5. DODAAC		6. PRIORITY	7. ACCOUNTING/FUNDING DATA		
* CODE I-Initial R-Replacement				9. END ITEM IDENT		9a. NAME/MANUFACTURER		9b. MODEL	9c. SERIAL NO.		
TURN-IN FWT-Fair Wear And Tear RS-Report of Survey				EX-Excess SC-Smt of Charges		10. PUBLICATION		11. JOB ORDER NO.			
12. ITEM NO.	STOCK NO.	ITEM DESCRIPTION.	UNIT OF ISSUE	QUANTITY	CODE*	SUPPLY ACTION	UNIT PRICE	TOTAL COST	POSTED DATE (YYYYMMDD)	BY	
1	8905-00-127-8472	COD FISH	LB	30		30	1.60	48.00			
2	8915-00-117-3358	LETTUCE	LB	70		70	0.28	19.60			
3	8915-00-126-8748	BANANAS	LB	15		15	0.24	3.60			
—	—	LAST ITEM	—	—							
THE ITEMS LISTED ABOVE HAVE BEEN INSPECTED AND ARE UNFIT FOR HUMAN CONSUMPTION/INTENDED USE.											
THE ITEMS LISTED ABOVE ARE UNFIT FOR THEIR ORIGINAL INTENDED USE. THERE IS NO EVIDENCE THAT THE DAMAGE OR DETERIORATION WAS DUE TO THE FAULT OR NEGLIGENCE OF PERSONNEL. ITEMS HAVE NO SALE VALUE.											
JOHN C. HANCOCK LTC, VC											
DISPOSAL OF THE ABOVE ITEMS WAS DONE ON 25 JAN 03 FOR THE FORT LEE TISA BY (LANDFILL) (CONTRACTOR) (DUMMASTER).											
EVA J. SMITH CPT, QM APPOINTED											
B.J. GOOD DAG GS-9 T 150											
SHEET TOTAL							71.20		GRAND TOTAL		
13. ISSUE/TURN-IN * QUANTITY * REQUESTED				14. ISSUE QTY IN "SUPPLY ACTION" COLUMN		15. REC QTY IN "SUPPLY ACTION" COLUMN		DATE (YYYYMMDD)		BY	
20030125				JOHN C. HANCOCK		20030125		20030125		B.J. GOOD	

USAPA V1.00

PREVIOUS EDITION MAY BE USED.

DA FORM 3161, DEC 2000

Figure 3-44. Sample of a Completed DA Form 3161

MONTHLY EARNINGS AND EXPENDITURES RECORD					
For use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.					
1. UNIT CO A, 236th BN, QM BDE, FT LEE, VA			2. ACCOUNT PERIOD NOV 02		3. BDFA \$6.52
4. BDFA BREAKOUT					
a. BREAKFAST \$1.30	b. LUNCH \$2.61	c. DINNER \$2.61	d. BRUNCH \$2.93	e. SUPPER \$3.59	f. HOLIDAY \$4.24
5. DINING FACILITY TRANSACTIONS					
a. DATE	b. ALLOWANCE TODAY	c. ALLOWANCE CUMULATIVE	d. TOTAL ISSUES	e. CUMULATIVE TOTAL	f. EARNINGS & EXPENDITURE STATUS TO DATE
20021101	\$ 427.50	\$ 427.50	\$ 600.21	\$ 600.21	\$ 172.71
20021102	325.65	753.15		600.21	-152.94
20021103	298.53	1,051.68		600.21	-451.47
20021104	555.45	1,607.13	874.00	1,474.21	-132.92
20021105	498.00	2,105.13		1,474.21	-630.92
20021106	344.70	2,449.83	1,019.04	2,493.25	43.42
20021107	365.90	2,815.73		2,493.25	-322.48
20021108	413.00	3,228.73	651.34	3,144.59	-84.14
20021111	427.50	3,656.23	665.93	3,810.52	154.29
20021112	386.55	4,042.78		3,810.52	-232.26
20021113	409.65	4,452.43	756.39	4,566.91	114.48
20021114	623.75	5,076.18		4,566.91	-509.27
20021115	483.45	5,559.63	858.06	5,424.97	-134.66
20021116	298.82	5,858.45		5,424.97	-433.48
20021117	367.56	6,226.01		5,424.97	-801.04
20021118	556.25	6,782.26	691.59	6,116.56	-665.70
20021119	467.00	7,249.26		6,116.56	-1,132.70
20021120	427.50	7,676.76	812.05	6,928.61	-748.15
20021121	523.78	8,200.54		6,928.61	-1,271.93
20021122	375.49	8,576.03	739.73	7,668.34	-907.69
20021125	510.44	9,086.47	1,009.64	8,677.98	-408.49
20021126	325.78	9,412.25		8,677.98	-734.27
20021127	418.46	9,830.71	734.25	9,412.23	-418.48
20021128	427.50	10,258.21		9,412.23	-845.98
20021129	565.78	10,823.99	587.77	10,000.00	-823.99
20021130	291.01	11,115.00		10,000.00	-1,115.00
6. TOTALS	\$ 11,115.00	\$	\$ 10,000.00	\$	\$

DA FORM 7454, JUL 2002

USAFPA V1.00

Figure 3-45. Monthly Earnings and Expenditures Record

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Prepared documentation on condemnation losses not exceeding \$200 where no known negligence is involved.	—	—
2. Prepared documentation when lost, damaged, or destroyed subsistence exceeds \$200 or when negligence is known or suspected on losses less than \$200.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO-GO if any steps are failed. If the soldier scores NO-GO, show what was done wrong and how to do it correctly.

References**Required**

AR 30-22
 DA FORM 3161
 DA FORM 4697
 DA FORM 7454
 DD FORM 362

Related

AR 735-5
 QM6024
 QM6194

Develop Standing Operating Procedures (SOP) for Dining Facilities and Field Kitchens

101-92G-4131

Conditions: As the food operation sergeant, you must review the unit's food service operations SOP for possible updating or ensure that one is established. In MOPP 4 conditions, all food service operations cease. Materials required are AR 30-22, FM 10-23, guidance from the appropriate environment specialist, and/or engineer annex to the Operations Order.

Standards: Develop a program that results in the efficient operation of the dining facility or field kitchen by making full use of the available facility, equipment, and personnel to accomplish the food service mission.

Performance Steps

1. Review the previous dining facility or field kitchen SOP, if available.
 - a. Review dining facility information.
 - (1) Personnel.
 - (2) Equipment.
 - (3) Maintenance.
 - (4) Rations.
 - (5) Food preparation.
 - (6) Environmental concerns.
 - b. Review field kitchen information.
 - (1) Personnel.
 - (2) Rations.
 - (3) Storage.
 - (4) Inventories.
 - (5) Internal controls.
 - (6) Equipment and maintenance.
 - (7) Food preparation.
 - (8) Environmental concerns.
 2. Interpret the existing SOP for conformance with current practices and procedures.
 3. Verify relevance of the current SOP by seeking the food advisor's and the environmental specialist's assistance.
 4. Develop an SOP when one is not available.
 5. Determine regulatory guidance.
 6. Evaluate the validity of current procedures.
 7. Evaluate the facility, equipment, personnel available, and food service mission.
 8. Write out procedures, then evaluate to determine if they are clear and can be accomplished.
- NOTE:** Include who, what, when, where, and how when writing procedures.
9. Staff the SOP through the relevant food advisor and the environmental specialist for approval.
 10. Review the food advisor's and the environmental specialist's findings and recommendations and incorporate them in the SOP.
 11. Establish the SOP formally.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Reviewed the previous dining facility or field kitchen SOP is available.	—	—
2. Interpreted the existing SOP for conformance with current practices and procedures.	—	—
3. Verified relevance of the current SOP by seeking the food advisor's and the environmental specialist's assistance.	—	—
4. Developed an SOP when one is not available.	—	—
5. Determined regulatory guidance.	—	—
6. Evaluated the validity of current procedures.	—	—
7. Evaluated the facility, equipment, personnel available, and food service mission.	—	—
8. Wrote out procedures, then evaluate to determine if they are clear and can be accomplished.	—	—
9. Staffed the SOP through the relevant food advisor and the environmental specialist for approval.	—	—
10. Reviewed the food advisor's and the environmental specialist's findings and recommendations and incorporate them in the SOP.	—	—
11. Established the SOP formally.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO-GO if any steps are failed. If the soldier scores NO-GO, show what was done wrong and how to do it correctly.

References

Required
AR 30-22
FM 10-23

Related
800-101-0134-B
800-101-0135-B
800-101-0136-B
MM4625
QM4132
QM6055
QM6062
QM6130
QM6133
QM6145

Evaluate Subsistence Protection and Decontamination Procedures

101-92G-4132

Conditions: As the food operation sergeant, you must evaluate the methods being used to protect and decontaminate subsistence. In MOPP 4 conditions, all food service operations cease. Equipment and materials required are an operational field kitchen, subsistence items, potable water, cleaning supplies, sodium bicarbonate, DS2 slurry, food service disinfectant, bleach, an M258 decontamination kit, a radiac meter, a chemical agent alarm, and a chemical agent detection kit, FM 3-11.4, FM 10-23, and TB MED 530.

Standards: Develop a checklist and an SOP for NBC protection and decontamination. Ensure that your soldiers have, and know how to use, all of their equipment. Review insect and rodent control measures. Ensure that soldiers follow approved procedures when they use repellents and insecticides for pest control. Inspect soldiers, food, and water for contamination using detection devices, and monitor decontamination procedures. You must complete all performance measures accurately to prevent illness, injury, or death from NBC contamination or from improper use of repellents and insecticides.

Performance Steps

1. Develop a checklist and SOP for protection and decontamination.
 2. Check to ensure that soldiers have all their personal equipment and are trained in its use.
 - a. Ensure that soldiers have their MOPP gear available, including their protective masks.
 - b. Ensure that soldiers are trained in using related decontamination equipment, such as the DS2 slurry, chemical agent detection kit, skin decontamination kit, and radiac meter.
 3. Review food and water protection measures that are provided.
 - a. Ensure soldiers protect food, such as fresh fruits and vegetables and fresh meats, by placing them in sealed containers or in trucks with overhead cover.
 - b. Ensure soldiers use canvas tarps or plastic sheets over subsistence items when other protection is not available.
 - c. Ensure soldiers decontaminate water before disinfecting it.
 4. Check soldiers for signs of illness and contamination.
 - a. Ensure that contaminated soldiers decontaminate affected body areas as soon as possible.
 - b. Ensure soldiers recognize symptoms of illness and NBC contamination and conduct self-aid and buddy-aid measures.
- NOTE:** Soldiers must not wait for instructions. Otherwise, they risk becoming casualties.
- c. Ensure soldiers seek medical assistance as soon as possible if they become casualties.
5. Review current insect and rodent control measures.
 - a. Make sure subsistence items are placed on pallets 6 inches above the ground.
 - b. Make sure kitchen areas are clean at all times.
 - c. Make sure food is covered and spills are cleaned.
 - d. Make sure the foul weather curtain or the screen is used depending on the weather conditions.
 - e. Make sure subsistence items are covered tightly before using repellents and insecticides for control.
 6. Check personal hygiene practices used by food handlers.
 - a. Ensure soldiers wash their hands before, during, and after preparing food items.
 - b. Ensure soldiers always wash their hands after using the latrines, after using tobacco products, and after eating.
 - c. Ensure soldiers keep their fingernails trimmed and cleaned.
 - d. Ensure soldiers wear headgear and keep their hair trimmed.

Performance Steps

7. Inspect Soldiers, food, water, and equipment for signs of contamination by using detection devices.

NOTE: Use the radiac meter (AN/PDR 27 radiac set) to monitor food, water, soldiers, and materials for possible contamination.

8. Monitor procedures used to decontaminate soldiers, food, and equipment.
- a. Ensure that Soldiers decontaminate themselves according to the type of contamination.
 - (1) Ensure Soldiers use towelettes from the M258 kit on exposed skin known or suspected to becoming contaminated by chemical contamination.
 - (2) Ensure Soldiers bathe with soap and hot water and use towelettes from M258-series kit for biological contamination.
 - (3) Ensure Soldiers wipe a towelette over their skin and hair and bathe with soap and hot water for nuclear contamination.
 - b. Ensure that food that is canned, bottled, or protected by impermeable containers that are chemically contaminated is decontaminated.
 - (1) Ensure Soldiers immerse items in boiling soapy water for 30 minutes and rinse.
 - (2) Ensure Soldiers spray items with DS2 slurry.
 - (3) Ensure Soldiers wash items in hot soapy water, rinse, and aerate.
 - c. Ensure that a biologically contaminated food container is decontaminated.
 - (1) Ensure soldiers wash the container with soap and water, and then immerse it in disinfectant solution.
 - (2) Ensure soldiers boil the container in water for 15 minutes.
 - (3) Ensure soldiers immerse the container in household bleach solution for 30 minutes, and then rinse it.
 - (4) Ensure soldiers immerse the container in a super-tropical bleach solution for 30 minutes, then rinse.
 - d. Ensure that a nuclear contaminated food container is decontaminated.
 - (1) Ensure soldiers wash and scrub the outer surface thoroughly.
 - (2) Ensure soldiers wipe out and brush fallout dust from the container.
 - e. Ensure that items not protected in sealed containers are decontaminated or destroyed.
 - (1) Ensure soldiers wash and scrub hard skinned fruits and vegetables.
 - (2) Ensure soldiers peel or scrape fruits and vegetables and wash them again.
 - (3) Ensure soldiers thoroughly cook items to reduce contamination to a safe level.
 - (4) Ensure soldiers destroy food exposed to liquid agents (nerve and mustard) or arsenicals.
 - f. Ensure that equipment is decontaminated with DS2 slurry, washed with hot soapy water, and rinsed.
 - (1) Ensure soldiers spray the equipment with slurry from power-driven decontamination apparatus.
 - (2) Ensure soldiers steam clean the equipment using detergent.
 - (3) Ensure soldiers wash the equipment with detergent and a high-pressure water stream.
 - (4) Ensure soldiers use household bleach solution or STB.
9. Detect shortcuts, inaccurate procedures, and performance failures during decontamination procedures.

NOTE: Be sure to correct soldiers on the spot during the decontamination process.

10. Ensure that food is not consumed unless tests reveal it is within safe limits and that food is not prepared or consumed in a contaminated area.
- a. Make sure contaminated food is discarded unless there is no practical alternative.
 - b. Make sure the veterinary service gives the okay to use decontaminated food and water before it is consumed.
 - c. Make sure the area is free of any NBC agent by using the radiac meter and the chemical agent detector kit.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Developed a checklist and SOP for protection and decontamination.	—	—
2. Checked to ensure that soldiers have all their personal equipment and are trained in its use.	—	—
3. Reviewed food and water protection measures that are provided.	—	—
4. Checked soldiers for signs of illness and contamination.	—	—
5. Reviewed current insect and rodent control measures.	—	—
6. Checked personal hygiene practices used by food handlers.	—	—
7. Inspected soldiers, food, water, and equipment for signs of contamination by using detection devices.	—	—
8. Monitored procedures used to decontaminate soldiers, food, and equipment.	—	—
9. Detected shortcuts, inaccurate procedures, and performance failures during decontamination procedures.	—	—
10. Ensured that food is not consumed unless tests reveal it is within safe limits and that food is not prepared or consumed in a contaminated area.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO-GO if any steps are failed. If the soldier scores NO-GO, show what was done wrong and how to do it correctly.

References

Required
 FM 3-11.4
 FM 10-23
 TB MED 530

Related
 IS0345
 QM0348

**Review Hand Receipt (DA Form 2062) and Prepare Request for Issue and Turn-in (DA Form 3161)
101-92G-4133**

Conditions: As a food operation sergeant, you are responsible for the accountability and requisitioning of supplies and equipment for the unit's food service operation. In MOPP 4 conditions, all food service operations cease. Materials required are AR 30-22, DA Pam 710-2-1, DA Form 2062, and DA Form 3161.

Standards: Complete all performance measures to provide accurate accountability and requisitioning of supplies and equipment.

Performance Steps

1. Review the hand receipt (DA Form 2062).
 - a. Check issues to the hand or sub-hand receipt.
 - b. Ensure that the supply sergeant or PBO adjusts the balances shown using the change document.
 - c. Check the signature on the hand receipt.
 - d. Use the instructions in DA Pam 710-2-1 to review DA Form 2062 as a hand or sub-hand receipt. Ensure that—
 - (1) The words "Annex Number" are lined out.
 - (2) The name of the organization, unit, section, or squad, which issues the property are entered.
 - (3) The name and rank of the person receiving the property (pencil entry) is entered.
 - (4) A locally designed number is entered.
 - (5) The stock number of the end item is entered.
 - (6) A description of the end item is entered.
 - (7) The description of the publication is entered.
 - (8) The date of the publication is entered.
 - (9) The number of the listing when the hand receipt is used as a component hand receipt or hand receipt is entered.

2. Prepare a request for issue or turn-in (DA Form 3161) for subsistence items.
 - a. Review the instructions in AR 30-22 for completing DA Form 3161.
 - b. Ensure that the correct block is checked to indicate the transaction as an issue or turn-in.
 - c. Compile identification data on items.
 - d. Fill out DA Form 3161.
 - (1) Enter an "X" in the appropriate block to indicate an issue or turn-in.
 - (2) Enter the name, UIC, and account number of organization, unit, section, or squad receiving the items.
 - e. Allow the TISO to complete the pricing data.
 - (1) Single standard price.
 - (2) Effective standard price.
 - (3) Reduction in standard price.
 - f. Complete the remaining data blocks appropriate for the specific use of the DA Form 3161.
 - g. Ensure the DA Form 3161 shows the correct receipt number.

Performance Measures

GO **NO GO**

1. Reviewed the hand receipt (DA Form 2062).

— —

2. Prepared a request for issue or turn-in (DA Form 3161) for subsistence items.

— —

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO-GO if any steps are failed. If the soldier scores NO-GO, show what was done wrong and how to do it correctly.

References

Required

AR 30-22

DA FORM 2062

DA FORM 3161

DA PAM 710-2-1

Related

C-C8900-SL

QM6024

Develop and Initiate Safety, Energy, and Fire Prevention Programs
101-92G-4135

Conditions: One of your duties as a food operation sergeant is to determine for your facility the needs and requirements of the safety, energy, and fire prevention programs. In MOPP 4 conditions, all food service operations cease. Materials required are AR 385-10, AR 420-90, and AFSEM manual.

Standards: Develop and initiate programs to upgrade conditions that present safety hazards, establish fire prevention measures, and promote energy conservation. You must complete all performance measures accurately to protect your soldiers from injury and your dining facility from damage and to implement energy conservation measures.

Performance Steps

1. Coordinate with the installation safety officer, the facility engineer, the fire marshal, and the food advisor on safety and fire prevention.
 - a. Ensure all personnel comply with safety regulations, occupational safety and health standards, and other safety and fire prevention directives and orders.
 - b. Evaluate operating personnel on their safety and occupational health responsibilities through their performance.
2. Conduct a walk-through of the dining facility to observe practices and conditions.
 - a. Report unsafe or unhealthful conditions that cause accidents.
 - b. Coordinate with SASOHI personnel in identifying unsafe or unhealthful working conditions in work areas.
 - c. Notify the immediate supervisor and activity head as soon as possible when an imminent danger situation is discovered.
3. Review reference documents to determine conformance with safe working practices.
 - a. Ensure that policies set by OSHA on safe working practices are being followed.
 - b. Ensure that safe practices and safe physical standards are incorporated in all regulations, doctrine, SOPs, special orders, and training doctrine.
4. Obtain training materials, and incorporate them into the OJT program.
5. Display posters and educational materials.
 - a. Make sure to post the DOL poster in all workplaces to inform personnel of their responsibilities and rights and the procedures for exercising their rights.
 - b. Determine the need for, obtain, and distribute safety promotional and educational materials such as posters, films, technical publications, and pamphlets.
6. Develop an SOP for safety and fire prevention, to include first aid and fire-fighting procedures.
7. Post near the telephone the number for an ambulance and the fire department.
8. Ensure that dining facility personnel know what to do in case of a fire.
 - a. Appoint an area fire marshal to assist the installation fire marshal. (Area fire marshal will appoint a subordinate as building, section, and/or unit fire marshal as appropriate).
 - b. Conduct a visual inspection of assigned areas during normal operations and at the close of business.
 - (1) Detect and eliminate fire hazards.
 - (2) Determine operational readiness of fire extinguishers.
 - (3) Conduct evacuation drill in coordination with fire protection personnel.

NOTE: Normally, an evacuation drill will be held only in conjunction with Fire Prevention Week activities or other special exercises.

Performance Steps

9. Assist the building fire marshal in conducting classes in fire prevention and fire fighting.
 - a. Discuss the automatic and manual fire alarm systems and exterior fire reporting facilities.
 - b. Select for auxiliary fire brigades only those civilian and military personnel capable of hard physical exertion and who are readily available within normal duty hours.
10. Consult with the food advisor for guidance on the energy conservation program.
 - a. Review the AFSEM program with the food advisor in detail and display the program materials.
 - b. Discuss regulations and policies with personnel.
 - c. Assign responsibilities to key personnel.
 - d. Organize a team effort to carry out the program.
11. Analyze the equipment maintenance program or its energy conservation aspects.
 - a. Inspect the dining facility and equipment with a DEH representative.
 - b. Submit a work order to DEH to correct all equipment deficiencies noted during the inspection.
 - c. Initiate action to replace equipment, which is not economically repairable.

NOTE: Use DA Form 3988 as an equipment guide when making the inspection.

12. Ensure that the proper temperature is used for cooking and heating or cooling the building.
 - a. Install individual switches or twist-on timers on infrared food lamps.
 - b. Install main switches on doors to control air curtains.
 - c. Reduce heating temperature (65° F during working hours and 55° F during nonworking hours).
 - d. Raise cooling temperature (no less than 78° F).
 - e. Install timers, dimmers, photocell switches, or automatic switches (DEH contract).
 - f. Repaint walls in a lighter color for better reflection (contract).
 - g. Replace incandescent fixtures with energy-efficient fluorescent fixtures (DEH contract).
13. Take steps to ensure that energy conservation measures are taken during the cooking of all food items. Ensure that cooks-
 - a. Reduce temperature setting or turn equipment off during slack serving periods.
 - b. Use full production capacity when possible or practical.
 - c. Use lids on pots and pans.
 - d. Use a timer.
 - e. Use equipment properly.
 - f. Use progressive cooking.
 - g. Maintain equipment in good repair.
 - h. Use a thermometer.
 - i. Select the correct size of equipment for the cooking operation.
 - j. Preheat equipment just before using.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Coordinated with the installation safety officer, the facility engineer, the fire marshal, and the food advisor on safety and fire prevention.	—	—
2. Conducted a walk-through of the dining facility to observe practices and conditions.	—	—
3. Reviewed reference documents to determine conformance with safe working practices.	—	—
4. Obtained training materials, and incorporate them into the OJT program.	—	—
5. Displayed posters and educational materials.	—	—
6. Developed an SOP for safety and fire prevention, to include first aid and fire-fighting procedures.	—	—

Performance Measures	<u>GO</u>	<u>NO GO</u>
7. Posted near the telephone the number for an ambulance and the fire department.	—	—
8. Ensured that dining facility personnel know what to do in case of a fire.	—	—
9. Assisted the building fire marshal in conducting classes in fire prevention and fire fighting	—	—
10. Consulted with the food advisor for guidance on the energy conservation program.	—	—
11. Analyzed the equipment maintenance program or its energy conservation aspects.	—	—
12. Ensured that the proper temperature is used for cooking and heating or cooling the building.	—	—
13. Took steps to ensure that energy conservation measures are taken during the cooking of all food items.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO-GO if any steps are failed. If the soldier scores NO-GO, show what was done wrong and how to do it correctly.

References

Required
 AR 385-10
 AR 420-90

Related
 FM 10-23
 IS1705
 MM4625
 QM2386
 QM4132
 QM6062

Request Subsistence Items for a Garrison Operation

101-92G-4136

Conditions: You are the food operation sergeant assigned to a dining facility. Under ARCS, your dining facility earns a monetary allowance against which food costs are charged. You must request subsistence supplies based on troop preference using the ARCS. You must also turn-in subsistence items. In MOPP 4 conditions, all food service operations cease. Required materials are DA Form 2970, DA Form 3161, and DA Form 3294, AR 30-22, DA Pamphlet 710-2-1, and C-C8900-SL.

Standards: Complete all performance measures to ensure subsistence items are properly requisitioned and accounted for.

Performance Steps

1. Request subsistence supplies using a subsistence report and field ration request (DA Form 3161).
 - a. Prepare DA Form 2970 for each unit operating under ARCS (active Army, ARNG, and USAR) (see Figure 3-27).

NOTE: ARNG and USAR units will use DA Form 2970 to request IDT meals from TISA sources.

- b. Prepare DA Form 2970 for consolidated reports for active Army and RC using section A, line 1. (See Figure 3-27).
 - (1) Review headcount of all persons served. Do not include the headcount when the following types of meals are served: Meal, ready-to-eat; Meal cold weather/Long range patrol (MCW/LRP); Commercially prepared box lunch; and Unitized Group Ration 9UGR).
 - (2) Review the unit mission to determine the requirement.
 - (3) Consider special occasions and holidays.
- c. Section B, Common Service, Lines 4 through 8, Columns b, c, d, and e; Enter the headcount served (A-rations) for breakfasts, lunches, dinners, brunch or super to authorized active duty SIK personnel of other services. The figures will be entered on the appropriate meal line.
 - (1) Review consolidated reports from PAC or unit orderly rooms.
 - (2) Review consolidated headcount data for ration issues.
- d. Complete Section C, Reimbursements, Lines 9 through 14, Column a, of DA Form 2970 (see Figure 3-27).
 - (1) Enter headcount served by Service component, country (MAP), or program for which reimbursement is required. Headcount will be entered as follows:
 - (2) Central Billing. Personnel of programs/components for whom reimbursement is accomplished by central billing are prescribed in paragraph E-4A(3)(a). The action required at dining facility level to effect reimbursement is to list the total number of breakfasts, lunches, dinners, brunches, and suppers by Service and component.
 - (3) Local reimbursement (other than cash collection). Personnel of programs/components for whom reimbursement is to be accomplished by local reimbursement are prescribed in paragraph E-4a (3)(b). Local reimbursement may be accomplished by deferred payment or the use of a MIPR. Enter the total number of breakfasts, lunches, dinners, brunches, and suppers by Service and component.
 - (4) Section D, Totals, Lines 15, 16 and 17, Columns b, c, d and e. Enter the total of all the headcount reported in lines 1-14 for a specific date and by specific meal (breakfast, lunch, brunch or supper). For completing columns f, g, and h: Column f. Enter the total of columns b, c, d, and e. Column g: Enter the total of column h from the last report if the report is from the same accounting period. For the first report of the accounting period, no data will be entered in this column. Column h: Enter the total of columns f and g

NOTE: The data documented on the Headcount Report, DA Form 2970 is for only one accounting period.

Performance Steps

- (5) Section E, Operational Rations: The data reported in this section only documents those transactions completed during a specific day and a single accounting period. This section reports headcount or present-for-duty strength when individually packaged operational rations, commercial box lunches, and other types of operational rations are furnished to SIK personnel or furnished to personnel reimbursing the Government through payroll deduction or cash sales. Common service feeding, central billing, and local reimbursement for operational rations are also included here. Enter the headcount by type of ration used (box lunch (B/L), MRE or Other). When using an operational ration other than those listed, enter the type of ration used in the blank space available. This headcount is not included in Sections A, B, C or D as the dining facility was not charged nor earned credit for these meals.
 - e. Enter Heading, Date, Columns b, c, d and e: Enter date(s) for which headcount is being reported. The date(s) are applicable to lines 18 through 28. If 2 months are involved, prepare two reports. (For example, one report will be prepared for the 30th of one month and a second report for the 1st and 2d of the following month.
 - f. Complete Section E, lines 18-21, Columns b, c, d, and e: (See Figure 3-27).
 - (1) Enter the total headcount and/or present-for-duty strength for each service by the type operational ration used (MRE, commercial box lunches, or other) that were furnished to SIK personnel or furnished to personnel reimbursing the Government through DFAS action.
 - (2) Line 22 through 27, column a: When required, enter the appropriate category being supported such as Service component, country (MAP), or other program(s) being reported.
 - (3) Line 22 through 27, columns b, c, d and e: Enter the total headcount and/or present-for-duty strength by the type operational ration used, (MRE, commercial box lunches, or other) which were furnished to the personnel in this category.
 - (4) Line 28: Enter the number of operational ration meals sold for cash (from DD Form 1544) by meal and by date.
 - g. Use the Remarks section to report required data not included elsewhere in the report. If all of the data cannot be entered in the space provided, use a continuation sheet and make the following entry in this section: "Data reported on continuation sheets".
 - h. Date: Enter the date the form is signed. Signature of FSO/Commander: Type in the name, rank, title OCONUS or CONUS, and phone number of the commanding officer, or FSO (DA civilian or NCO of the unit when authorized by AR 30-22) of the unit organization, dining facility, or consolidating headquarters. The person signing the form will sign above their name.
2. Request subsistence supplies using a field ration issue slip (DA Form 3294) (see Figure 3-22).
 - a. Enter the designation of the supply activity (FSB/MSB or DSU) to whom the request is being sent.
 - b. Enter the unit designation of the field kitchen preparing and submitting the request.
 - c. Place an "X" in the Request block, and enter the date the request is being submitted.
 - d. Enter the date(s) on which the rations are to be consumed. The date(s) should correspond to the issues schedule and cycle as published by the supporting. Class I activity or TISA.
 - e. Enter the menu number, available from the schedule of issues, of T-Ration modules requested.
 - f. Enter the appropriate unit of issue for all preprinted items requested.
 - g. Enter the number of modules, containers, servings, boxes, individual items, or cases of preprinted ration items required to support the mission in the proper column.
 - h. Enter the total requested for T-Ration modules and boxes of MREs. For other items requested (UHT milk, bread, cereals, and fruit) enter the total quantity required (based on the actual number to be supported) in the upper portion of the block.
 - i. Sign DA Form 2970 in the signature block.
 - j. Enter any remarks (in the Remarks section) necessary to explain any entry.

Performance Steps

3. Request subsistence supplies using a request for issue or turn-in.
 - a. Prepare DA Form 3294 to request special items authorized in C-C8900-SL.
 - b. Prepare DA Form 3294 to request operational rations.
4. Review DA Form 3294 when the subsistence is received at the dining facility.
 - a. Check item quantity to ensure that requested quantities are received.
 - b. Annotate the Supply Action column with the quantity actually received.
 - c. Sign DA Form 3294.
 - d. Retain a copy of the completed DA Form 3294 for your records.
5. Prepare DA Form 3161 for turn-in of subsistence items (see Figure 3-45).
 - a. Enter an "X" when used for turn-in.
 - b. Number sheets consecutively.
 - c. Enter the total number of sheets.
 - d. Enter (in block 1) the name, UIC, and hand or sub-hand receipt number (if applicable) of organization, unit, section, or squad receiving the items.
 - e. Enter (in block 2) the name, UIC, and hand or sub-hand receipt number (if applicable) of the organization, unit, section, or squad, which is turning in the items.
 - f. Complete block 12 for each item as follows:
 - (1) Enter in column a the item number, in sequence, for each item being turned in.
 - (2) Enter the stock number or LIN (if available) of each item being turned in.
 - (3) Enter the description of each item.
 - (4) Enter the serial number for each item when recorded on the property book, hand receipt, or sub-hand receipt.
 - (5) Enter the unit of issue in column d.
 - (6) Enter the quantity to be turned-in in column e.
 - (7) Enter the proper issue or turn in code of the item, if appropriate, in column f (example: FWT (fair wear and tear) and EX (excess)).
 - (8) Ensure that the person that signs block 15 enters the quantity received in column g.
 - g. Ensure that the person who turns in the items dates and signs block 13 (including rank).
 - h. Ensure that the person receiving the turn in dates and signs block 15 (including rank).

NOTE: All entries, except signatures, will be in ink or typewritten. Signatures will be handwritten in ink.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Requested subsistence supplies using a subsistence report and field ration request (DA Form 3161).	—	—
2. Requested subsistence supplies using a field ration issue slip (DA Form 3294).	—	—
3. Requested subsistence supplies using a request for issue or turn-in.	—	—
4. Reviewed DA Form 3294 when the subsistence is received at the dining facility.	—	—
5. Prepared DA Form 3161 for turn-in of subsistence items.	—	—
6. Reviewed DA Form 2970 for correct entries.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO-GO if any steps are failed. If the soldier scores NO-GO, show what was done wrong and how to do it correctly.

References

Required

AR 30-22
C-C8900-SL
DA FORM 2970
DA FORM 3161
DA FORM 3294
DA PAM 710-2-1
DA PAM 30-22

Related

FM 10-23

Prepare Production Schedule and Kitchen Requisition Form
101-92G-4137

Conditions: As the food operation sergeant in a field or garrison environment, you must provide verbal and written instructions for food preparation and document the use of kitchen requisition items. To do this, you must prepare the production schedule and kitchen requisition item disposition. In MOPP 4 conditions, all food preparation will cease. Materials required are DA Form 3034, DA Form 4552, AR 30-22, and TM 10-412.

Standards: Complete all performance measures to ensure that the production schedule is prepared correctly and kitchen requisition items are documented.

Performance Steps

1. Prepare the production schedule (DA Form 3034).
 - a. Enter the date the meal will be served.
 - b. Enter the unit designation and installation.
 - c. Enter the expected number of diners.
 - d. Enter an "X" in the appropriate meal box.
 - e. Enter time that serving is to begin and end.
 - f. List the names of the persons assigned to prepare menu items.
 - g. List all menu items to prepare or serve.
 - h. Enter recipe, SOP, or master menu note for the cook to follow.
 - i. Enter the estimated number of portions or the quantity to prepare.

NOTE: Do not enter portions to prepare for items that are normally self-service and have no preparation time.

- j. Enter preparation and cooking time (cooking times are reflected on recipe cards in TM 10-412).
- k. Enter the number of portions actually produced from the raw ingredients used.
- l. Record (in red ink) the amount of leftovers to be retained for a later meal. Enter food items to be discarded in blue or black ink.
- m. Enter special instructions regarding a product, such as recipe variation or deviation or change in portion size.
- n. Ensure you sign the form prior to posting it.
- o. Ensure the shift leader signs his or her name and grade at the completion of each meal.
- p. Ensure the FSO signs his or her signature and grade after verifying the completeness of all forms at a minimum of twice a month.

NOTE: Column H will also be used to indicate the number of seconds served.

2. Prepare the automated Production Schedule
3. Prepare the kitchen requisition (DA Form 4552).
 - a. Enter the date the items will be served.
 - b. Enter the unit designation and installation.
 - c. Enter an "X" in the appropriate meal block.
 - d. Enter items, which are listed in the 8905 FSC (refer to C-8900-SL).

NOTE: Backup items used to support the meal served are annotated on this form.

- e. Enter the quantity or weight.
- f. Enter the actual weight or measure of each product that was issued or drawn from stock for initial issue.
- g. Enter the quantity, which was not used and was returned to stock.
- h. Enter, in the unit of issue, the quantity of all kitchen requisition items actually used to serve the meal.
- i. Enter any comments pertaining to kitchen requisition items and comments when columns c, d, and e are blank.
- j. Enter your signature and grade upon completion of the heading and columns a, b, and prior to posting.

Performance Steps

- k. Ensure that the shift leader enters his or her signature and grade at the completion of each meal.
 - l. Ensure the FSO enters his or her signature and grade after verifying the completeness of all forms (at least twice a month).
4. Prepared the automated subsistence disposition work sheet and report.
- a. Upon completion of the production schedule, and completion of the meal print the kitchen requisition worksheet and attach to production schedule.
 - b. Reviewed kitchen requisition work sheet for accuracy.
 - c. Entered kitchen requisition work sheet into system.
 - d. Reviewed and obtained signatures on the kitchen requisition report.
 - e. Attached the kitchen requisition report to the production schedule for filing.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Prepared the production schedule (DA Form 3034).	—	—
2. Prepared the automated Production Schedule.	—	—
3. Prepared the kitchen requisition (DA Form 4552).	—	—
4. Prepared the automated subsistence disposition work sheet and report.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO-GO if any steps are failed. If the soldier scores NO-GO, show what was done wrong and how to do it correctly.

References

Required

- AR 30-22
- DA FORM 3034
- DA FORM 4552
- TM 10-412

Related

Maintain Dining Facility Account Card
101-92G-4138

Conditions: As the food operation sergeant, you must maintain a cumulative record of the monetary status of your dining facility for each accounting period. You must prepare a dining facility account card. In MOPP 4 conditions, all food preparation will cease. Materials required are a DA Form 7455 from the previous accounting period, a field ration issue slip or a machine printout of completed price data to post, an inventory record from the previous accounting period, a headcount record on DA Form 2970, a request for issue or turn in, all direct vendor delivery receipts, and AR 30-22.

Standards: You must complete the performance measures in sequence and stay within the tolerance of 3 percent over or under-drawn for the monthly accounting period to be in zero or under-drawn status at the end of the fiscal year.

Performance Steps

1. Complete the heading on a DA Form 7455 (see Figure 3-46).
 - a. Enter the unit designation (block 1.); enter the month and year of the accounting period (Block 2.).
 - b. Enter the Monthly Summary (block 3.)
 - c. Enter the Beginning Inventory (block 3a). Enter the total dollar value of the closing inventory from the previous month.

NOTE: At the beginning of the fiscal year (October) this dollar amount is the value of the inventory from the month of September.

- d. Enter the Total Purchases (block 3 b). Enter the cumulative total dollar value of subsistence received (issued to the dining facility) for the accounting period. This dollar value will include any transfers from another dining facility, which was charged to your account. This dollar value will not include operational rations or rations that were transferred to the dining facility from a unit in the field. This amount should equal the dollar value of the last entry in column e of the DA Form 2970.
 - e. Enter Total (block 3c). Enter the dollar value of lines 1 and 2 added together.
 - f. Enter Closing Inventory (block 3 d). Enter the total dollar value from the current month ending inventory. This dollar value is subtracted from the Total line (line 3) above.
 - g. Enter Actual Expenses (block 3e). This represents the total dollar value of food prepared, which was either consumed, leftover or discarded. This also represents the dollar value of food, which was received at the dining facility and no longer remains in the inventory. To determine this dollar amount, subtract the dollar value of the closing inventory (line 4) from the value of line 3 Total.
 - h. Enter Allowances Earned (block 3f). Enter the total dollar value of the allowances earned for the accounting period. This amount should equal the dollar value of the last entry in column c of the DA Form 2970.
 - i. Enter Overspent (block 3g). Subtract allowances earned (line 3f) from actual expenses (line 3e). If the answer is a positive number enter the dollar value here.
- NOTE:** This dollar value represents the status of the dining facility account for one accounting period.
- j. Enter Under-spent (block 3h). Subtract allowances earned (line 3f) from actual expenses (line 3e). If the answer is a negative number, enter the dollar value here.
- NOTE:** This dollar value represents the status of the dining facility account for one accounting period.
- k. Enter Cumulative Summary, line 4c, previous month (block 4a). Enter the dollar amount from line 4c, from the previous Financial Summary Report. Enter the dollar value in either the overspent or under-spent column as appropriate.

NOTE: If this report is for the month of October do not use this line.

- l. Enter Current Accounting Period, line 3g or 3h (block 4b). Enter the dollar value (line 3g or 3h, as appropriate) from the current accounting period. Enter the dollar amount in the appropriate column overspent or under-spent.

Performance Steps

m. Enter Year to date status (block 4c). Subtract the dollar value of the overspent column from the dollar value of the under spent column. Enter the difference here. This is the cumulative summary of the dining facility status for the year. The objective of the FOS is to conclude the fiscal year at zero or an under spent status on this line. If the answer is a minus then enter the total in the overspent column, if the answer is a plus enter the total in the under spent column. If both entries are the same (either both overspent or both under spent) add them together and enter on line 4c in the appropriate column. The dollar value will be carried forward to the next financial summary and entered on line 4a in the appropriate column (overspent/under spent). This dollar value will not be carried forward from one fiscal year to the next fiscal year.

- n. Enter FOS Signature (Block 5a). The FOS Signs here (signature and rank) when the form is completed.
- o. Enter Date (block 5b). Enter the date that the form is signed.
- p. Enter Commander/FSO Signature (block 6a). The Commander or FSO signs here (signature and rank) when the form is completed.
- q. Enter Date (block 6b). Enter the date that the form is signed.

FINANCIAL SUMMARY		
For use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.		
1. UNIT CO A236TH, BN, QM BDE FT LEE, VA	2. MONTH AND YEAR NOV 02	
3. MONTHLY SUMMARY		
a. Beginning Inventory	_____	3,000.00
b. Total Purchase	+ _____	10,000.00
c. Total	= _____	13,000.00
d. Closing Inventory	- _____	1,385.00
e. Actual Expenses	= _____	11,615.00
f. Allowances Earned	- _____	11,115.00
g. Overspent	_____	500.00
h. Underspent	_____	
Overspent - Actual expenses are more than allowances earned.		
Underspent - Actual expenses are less than allowances.		
4. CUMULATIVE SUMMARY		
	OVERSPENT	UNDERSPENT
a. Line 4c, previous month	_____	1,000.00
b. Current accounting period, line 3g or 3h	500.00	_____
c. Year to date status	_____	500.00
5a. FOS SIGNATURE ROBERT D. BELL, SFC		5b. DATE (YYYYMMDD) 20021202
6a. COMMANDER/FSO SIGNATURE JEFFREY R. PROFFITT, CPT, FSO		6b. DATE (YYYYMMDD) 20021203

DA FORM 7455, JUL 2002 DA FORM 3980-R, AUG 1987, IS OBSOLETE. USAPA V1.00

Figure 3-46. Sample of a Completed DA Form 7455 (Financial Summary)

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Completed the heading on a DA Form 7455.	—	—
2. Computed and entered the meal value.	—	—
3. Entered the monetary status from the last report.	—	—
4. Entered the inclusive dates of each posting in the Date column.	—	—
5. Computed and entered the headcount data.	—	—
6. Computed and entered the allowance authorized for today.	—	—
7. Computed and entered the cumulative allowance, including today.	—	—
8. Entered the value of the perishable or semi perishable rations listed on the field ration issue slip or the machine printout.	—	—
9. Entered the value of the vendor items delivered as it appeared on the delivery slip.	—	—
10. Computed and entered the cumulative value of all field rations issued.	—	—
11. Computed and entered the monetary status of the account.	—	—
12. Reviewed the automated current and previous account status.	—	—
13. Reviewed the current, previous, and fiscal year automated account status.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO-GO if any steps are failed. If the soldier scores NO-GO, show what was done wrong and how to do it correctly.

References

Required

AR 30-22
 DA FORM 2970
 DA FORM 7455
 DA PAM 30-22

Related

References

Required

AR 30-22
 DA FORM 2970
 DA FORM 7455
 DA PAM 30-22

Related

Evaluate Performance of Contracted Services
101-92G-4139

Conditions: You are the FOS of a dining facility in which contracted dining facility attendant’s work. You must evaluate the performance of the attendants and prepare documentation to support your findings. In MOPP 4 conditions, all food preparation will cease. Materials required are a performance inspection form (checklist), and AR 30-22.

Standards: You must assess food service contracts constantly to make sure dining facility attendants are performing according to the requirements of the contract. Make sure deficiencies are documented and reported immediately to the contracting officer.

Performance Steps

1. Establish the interval between evaluations.

NOTE: A checklist for evaluating dining facility attendants can be obtained locally from the contracting officer.

2. Evaluate the proficiency of dining facility attendants.
 - a. Conduct performance evaluations using the contract.
 - b. Document performance deficiencies and report them to the contracting officer.
3. Document the results of the evaluation.
4. Review deficiencies found during the inspection.
 - a. Use quality assurance provisions of the contract to report unsatisfactory performance.
 - b. Provide dining facility attendants feedback (positive or negative) and make recommendations as needed.
5. Furnish the contracting officer copies of all correspondence.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Established the interval between evaluations.	—	—
2. Evaluated the proficiency of dining facility attendants.	—	—
3. Documented the results of the evaluation.	—	—
4. Reviewed deficiencies found during the inspection.	—	—
5. Furnished the contracting officer copies of all correspondence.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO-GO if any steps are failed. If the soldier scores NO-GO, show what was done wrong and how to do it correctly.

References

Required
AR 30-22

Related

Review and Monitor the Requisition and Turn-in of Subsistence Items the Army Field Feeding System (AFFS)
101-92G-4141

Conditions: You are the FOS in a dining facility or a field kitchen. You must review and monitor the requisitioning and turn-in of subsistence items from the TISA and the ration breakdown point. In MOPP 4 conditions, all food service operations cease. Materials required are an A-Ration, B-Ration, or T-Ration menu or MRE menu, DA Form 3161, DA Form 3294, DA Form 5913, AR 30-22, and FM 10-23.

Standards: Review the request for rations to make sure that the quantity of rations requested is accurate and that enhancement items requested are authorized. Review DA Form 3294 used to turn in subsistence items for accuracy by checking all appropriate blocks for completion.

Performance Steps

1. Review the request for rations from the forward supply point.
 - a. Ensure that UGR-A and UGR-H&S are requested in modules of 50 meals.
 - b. Ensure that MREs are requested in boxes (12 meals per box, with the quantity rounded up to the next box to meet requirements).
 - c. Ensure that A Rations are requested as meals.
 - d. Ensure that quantities are listed on DA Form 3294.
 - e. Ensure that DA Form 3294 is prepared in a minimum of three copies.
2. Ensure that only authorized enhancement items are requested from the forward supply point.
 - a. Ensure that enhancement requests are based on the actual number of personnel to be supported.
 - b. Ensure that enhancement requests are based on the data provided on DA Form 5913.
 - c. Ensure that requests for enhancements are converted to quantities required using the established issue factor for the requested items.
 - d. Ensure that a minimum of three copies of DA Form 3294 are prepared when enhancements are requested from the supply point.
3. Review the Ration Request/Issue/Turn-in Slip (DA Form 3294) for meals drawn and meals issued.
 - a. Ensure that item quantities requested on DA Form 3294 are received.
 - b. Ensure that the Supply Action column is annotated with the actual quantity received.
4. Review the present-for-duty reports (DA Form 5913) and consolidate the data.
 - a. Review the number of personnel in field duty status assigned including officers, enlisted soldiers, and civilians (if appropriate).
 - b. Ensure that personnel hospitalized in a field hospital (in-patient or simulated) in medical units are included.
 - c. Ensure that the present-for-duty reports of each unit are consolidated and submitted to the supply point once every three days.
5. Review the preparation of DA Form 3294 for turn-in of subsistence items.
 - a. Ensure that three copies of DA Form 3294 are prepared for turn-in of subsistence items.
 - b. Ensure that the designation of the supply point activity is entered to which the turn-in is being sent.
 - c. Ensure that the designation is entered for the field kitchen preparing and submitting the turn-in.
 - d. Ensure that an "X" is entered in the Turn-In block and that the date is entered for rations turned in.
 - e. Ensure that preprinted DA Forms 3294 are used for all items listed.
 - f. Ensure that items not preprinted on DA Form 3294 are listed by the NSN, Nomenclature, and can size (if applicable) on blank forms.
 - g. Ensure the appropriate unit of issue is entered in the U/I column.
 - h. Ensure that the total quantity is entered for each line item to be turned in.

Performance Steps

- i. Ensure that the supply point enters the total quantity for each line item turned in the Supply Action column.
- j. Ensure that the person making the turn-in signs the Issued By block.
- k. Ensure that the supply activity receiving person signs the Received By block.
- l. Ensure that all necessary explanations (if applicable) are entered in the Remarks block.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Reviewed the request for rations from the forward supply point.	—	—
2. Ensured that only authorized enhancement items are requested from the forward supply point.	—	—
3. Reviewed the Ration Request/Issue/Turn-in Slip (DA Form 3294) for meals drawn and meals issued.	—	—
4. Reviewed the present-for-duty reports (DA Form 5913) and consolidate the data.	—	—
5. Reviewed the preparation of DA Form 3294 for turn-in of subsistence items.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO-GO if any steps are failed. If the soldier scores NO-GO, show what was done wrong and how to do it correctly.

References

Required

- AR 30-22
- DA FORM 3161
- DA FORM 3294
- DA FORM 5913
- FM 10-23

Related

Subject Area 21: Field Site Operation and Evaluation

**Develop, Evaluate, and Maintain Field Kitchen Layout and Field Site
101-92G-4140**

Conditions: You are the FOS in a field environment. You must develop the layout of a field kitchen and field site for your unit. You recommend to the commander the ideal location for your field kitchen operation. In MOPP 4 conditions, all food preparation will cease. Equipment and materials required are field kitchen equipment with complete components, and FM 10-23.

Standards: You must determine the best available area for the field kitchen operation, establish the location of sanitation areas, and establish areas for the water-sterilizing bags. You must also ensure that there is a storage point for gasoline, ensure that equipment is camouflaged, and determine the type of serving line to use and the layout of the kitchen area. Conduct environmental risk assessment to determine high risks. Comply with all pertinent environmental regulations. Make decisions and develop plan to reduce environmental impact of mission.

Performance Steps

1. Identify hazards to the environment during mission analysis and planning.
 - a. Identify potential hazards to streams, lakes, ponds, and wetlands.
 - b. Identify potential hazards to threatened and endangered species.
 - c. Identify potential hazards to historical and archeological sites.
 - d. Identify potential hazards for maneuver damage.
 - e. Identify potential sources of noise pollution.
 - f. Identify potential sources of air pollution.
2. Assess the probability of environmental damage/violations using environmental risk-assessment matrices.
 - a. Evaluate potential air pollution hazards for each type of unit operation.
 - b. Evaluate potential archeological and historical site hazards for each type of unit operation.
 - c. Evaluate potential hazardous materials and wastes problems for each type of unit operation.
 - d. Evaluate potential noise pollution hazards for each type of unit operation.
 - e. Evaluate potential threatened and endangered species hazards for each type of unit operation.
 - f. Evaluate potential water pollution hazards for each type of unit operation.
 - g. Evaluate potential dangers to wetlands for each type of unit operation.
 - h. Identify high-risk missions by environmental area.
 - i. Determine overall environmental risk.
3. Make decisions and develop measures to reduce high risks.
 - a. Make decisions to reduce or accept risk at the appropriate level.
 - b. Ensure an increase of soldier awareness of high-risk areas.
 - c. Ensure an increase of supervision for high-risk areas.
4. Brief the chain of command on proposed plan and potential high-risk areas.
 - a. Inform chain of command of the proposed plan.
 - b. Inform chain of command of decisions to reduce or eliminate risk.
 - c. Inform chain of command of potential high-risk areas.
 - d. Inform chain of command of measures to increase soldier awareness.
 - e. Inform chain of command of measures to increase supervision.
 - f. Determine whether environmental office must be informed.

Performance Steps

5. Comply with host nation, local, state, and federal environmental laws and regulations.
 - a. Follow all host nation, local, state, and federal environmental laws and regulations.
 - b. Follow all installation/army regulations.
 6. Determine and evaluate the best available area for the field kitchen operation.
 - a. Ensure that soil is sandy or gravelly for the best waste disposal.
 - b. Ensure the ground is high and dry to provide good drainage and protection from the wind.
 - c. Ensure that space is adequate to prevent crowding of troops and equipment and to facilitate proper flow of troops through the serving line.
 - d. Ensure that the field kitchen is near a good road for ease in the delivery of supplies and flexibility of movement.
 - e. Ensure that good natural cover from possible enemy air observation exists.
 - f. Ensure that the kitchen is located as close to the troops as possible to eliminate or reduce the time spent in transporting food and to speed up the serving operation.
 - g. Ensure kitchen is located near a natural water supply.
 7. Establish the location of the sanitation areas.
 - a. Select an area that has sandy or gravelly soil for good drainage.
 - b. Select an area that is large enough to set up the required number of mess kit laundry lines.
 - c. Select an area that is at least 50 feet (15 meters) from the field kitchen.
 - d. Ensure the latrine is located 100 yards (90 meters) downhill from the kitchen.
 - e. Locate the grease trap, garbage pit, and soakage pit 30 yards (27 meters) from the kitchen and dining area.
 8. Select areas for the water-sterilizing bags.
 - a. Select an area in the bivouac area.
 - b. Select a location in the dining area.
 - c. Select an area that has good overhead cover.
 - d. Select an area that has good drainage.
- NOTE:** Place the water-sterilizing bag in the dining area if the KCLFF is used.
9. Establish the area in which to store gasoline.
 - a. Select an area that is at least 50 feet (15 meters) from the kitchen.
 - b. Ensure that it is at least 50 feet (15 meters) from the area in which burner units are being refueled and lighted.
 10. Determine what equipment requires camouflaging.
 11. Determine what type of serving line to use.
 12. Inform the first cook on the layout of the kitchen area.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Identified hazards to the environment during mission analysis and planning.	—	—
2. Assessed the probability of environmental damage/violations using environmental risk-assessment matrices.	—	—
3. Made decisions and develop measures to reduce high risks.	—	—
4. Briefed the chain of command on proposed plan and potential high-risk areas.	—	—
5. Complied with host nation, local, state and federal environmental laws and regulations.	—	—
6. Determined and evaluated the best available area for the field kitchen operation.	—	—

Performance Measures

	<u>GO</u>	<u>NO GO</u>
7. Established the location of the sanitation areas.	—	—
8. Selected areas for the water-sterilizing bags.	—	—
9. Established the area in which to store gasoline.	—	—
10. Determined what equipment requires camouflaging.	—	—
11. Determined what type of serving line to use.	—	—
12. Informed the first cook on the layout of the kitchen area.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO-GO if any steps are failed. If the soldier scores NO-GO, show what was done wrong and how to do it correctly.

References

Required
FM 10-23

Related
FM 20-3

Skill Level 5

Subject Area 22: Administrative Requirements

Compute Food Service Requirements for the Budget Committee
101-92G-5102

Conditions: The food advisor has directed you to submit to the budget committee the estimated food service requirements for the new budget year. Equipment and materials required are a completed DA Form 3988, AR 30-22, and automated dining facility equipment inventory replacement reports, a copy of the food service requirements submitted to the budget committee the previous year, report of estimated field training exercises for the new budget year, a report of total man-hours required for food service operations by civilian personnel the previous year, budget committee guidance, and set of menu standards.

Standards: You must compute the food service requirements for equipment replacement, for operating supplies, for fuel during field operations, and for civilian food service personnel. Submit them to a budget committee annually.

Performance Steps

1. Determine the requirements for equipment replacement.
 - a. Review the budget committee guidance.
 - b. Review the DA Form 3988 on each piece of nonexpendable equipment in the dining facility.
 - c. Review automated equipment inventory and summary reports.
 - d. Compute the total cost of replacing equipment.
 - e. Using the automated system, process budget worksheets for replacing equipment.
 - f. Submit the total cost figure to the budget committee.

2. Compute the requirements for operating supplies.
 - a. Review the budget committee guidance.
 - b. Review prior automated cumulative and consolidated Headcount data reports.
 - c. Determine if there will be large increases or decreases in troop strength.
 - d. Review prior automated participation rate reports.
 - e. Determine if there will be increases or decreases in the number of dining facilities in operation.
 - f. Determine if there will be any special activities or commitments during the budget year.
 - g. Review last year's budget and compare the operating supplies used during that year with the estimated requirements for the new budget year.
 - h. Estimate the total cost of operating supplies for the new budget year.
 - i. Submit the total cost figure to the budget committee.

3. Determine requirements for fuel during field operations.
 - a. Determine the number of field exercises scheduled for the budget year and the length of each exercise.
 - b. Determine the number of M2A burners, immersion heaters, and 2 1/2-ton trucks that will be used.
 - c. Compute the total gallons of fuel needed.
 - d. Compute the cost of the fuel for the budget year.
 - e. Submit the total cost figure to the budget committee.

Performance Steps

4. Determine requirements for civilian food service personnel.
 - a. Review the budget committee guidance.
 - b. Determine if there will be large increases or decreases in troop strength.
 - c. Determine if there will be increases or decreases in the number of dining facilities in operation.
 - d. Determine how many civilian food service personnel are needed.
 - e. Review the estimated wage scale for the new budget year.
 - f. Compute the total wages for civilian personnel for the budget year.
 - g. Submit the total wages figure to the budget committee.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Determined the requirements for equipment replacement.	—	—
2. Computed the requirements for operating supplies.	—	—
3. Determined requirements for fuel during field operations.	—	—
4. Determined requirements for civilian food service personnel.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO-GO if any steps are failed. If the soldier scores NO-GO, show what was done wrong and how to do it correctly.

References

Required
 AR 30-22
 DA FORM 3988
 FM 10-23
 SB 10-262

Related
 AR 5-4

**Participate in Installation Food Service Management Board
101-92G-5103**

Conditions: The food advisor has directed you to attend a menu board meeting scheduled to review the Installation Menu and or Prime Vendor item availability. You must participate in the installation menu board meeting. Equipment and materials required are a list of food items available upon special request, prime vendor catalogue paper, a pencil or pen, and AR 30-22.

Standards: You must provide an interchange of information regarding anticipated subsistence requirements to determine the extent to which Installation menus will be implemented.

Performance Steps

1. Give a copy of the menu standards extracted from SB 10-262 to each member of the board.
 - a. Ensure that all voting and nonvoting members familiarize themselves with the contents.
 - b. Advise the board on acceptable substitution when an item is not available.
2. Serve as secretary/recorder when applicable.
 - a. Act as secretary/recorder (nonvoting attendee) when designated by the installation food advisor.
 - b. Record all discussions and actions of the board.
3. Act as chairperson in the absence of the installation food advisor or individual designated by the DIO.
 - a. Ensure a menu board is conducted not less than quarterly or more frequently when determined by the major Army command.
 - b. Serve as a voting member when applicable.
4. Recommend appropriate substitutes.
 - a. Provide low-calorie items specifically recommended by the installation surgeon.
 - b. Incorporate changes and substitutions when directed by ACES.
 - c. Make suitable substitutions when items in the published menu are not available.
 - d. Recommend that the excess stock at TISA or the subsistence supply depot be included in the menu.
 - e. Identify and incorporate items (bread and rolls) produced in field bakeries.
 - f. Make substitutions to permit the use of locally procured fresh fruit and vegetables.
 - g. Adjust menus to provide additional warming beverages during field training under adverse weather conditions.

NOTE: All adjustments must be within the constraints of the BDFA for the applicable month.

- h. Recommend smaller size containers to accommodate feeding requirements for less than 100 persons.
5. Recommend increases or decreases in the issue factors.
 - a. Recommend an increase in the issue factor for items of high troop acceptability.
 - b. Recommend a decrease in the issue factor for items of low troop acceptability.
6. Ensure that the menu is determined nutritionally adequate by the installation surgeon or his representative after all recommendations for substitution and increases or decreases in issue factors are made.
7. Advise the menu board on issuing forced issue items to dining facilities.
 - a. Specify the meal during which forced issues should be consumed.
 - b. Specify which dining facilities should receive the forced issues.
 - c. Specify the amount of forced issues available for each dining facility.

Performance Steps

8. Prepare the menu board minutes.
 - a. Draft the minutes.
 - b. Have the minutes typed in final format.
 - c. Have each voting member sign the minutes of the meeting.
 - d. Have copies of the minutes submitted through command channels.
 - e. Forward the menu board minutes to the installation or overseas commander for review and approval.

9. Distribute the menu board minutes.
 - a. Have approved menu board minutes reproduced.
 - b. Have copies of the minutes distributed to all members.
 - c. Have copies distributed to the units.
 - d. Ensure that a record of the board's action is retained on file in the command or installation food advisor's office.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Gave a copy of the menu standards extracted from SB 10-262 to each member of the board.	—	—
2. Served as secretary/recorder when applicable.	—	—
3. Acted as chairperson in the absence of the installation food advisor or individual designated by the DIO.	—	—
4. Recommended appropriate substitutes.	—	—
5. Recommended increases or decreases in the issue factors.	—	—
6. Ensured that the menu is determined nutritionally adequate by the installation surgeon or his representative after all recommendations for substitution and increases or decreases in issue factors are made.	—	—
7. Advised the menu board on issuing forced issue items to dining facilities.	—	—
8. Prepared the menu board minutes.	—	—
9. Distributed the menu board minutes.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO-GO if any steps are failed. If the soldier scores NO-GO, show what was done wrong and how to do it correctly.

References

Required
 AR 30-22
 SB 10-262

Related

Subject Area 23: Staff and Support Functions
Coordinate With the Surgeon or Director of Medical Services
101-92G-5155

Conditions: The food advisor has directed you to coordinate with and assist the surgeon or director of medical services on matters related to food service. Materials required are AR 30-22, AR 40-25, and TB MED 530.

Standards: You must maintain coordination with the surgeon or director of medical services to ensure the menu subsistence items are nutritionally adequate, that sanitation problems are identified and resolved, and that food-borne illnesses are prevented.

Performance Steps

1. Coordinate with the appropriate medical authority to ensure the nutritional adequacy of menu substitutes.
 - a. Consult with a medical officer on the nutritional adequacy of substitute items.
 - b. Consult with the medical officer on the nutritional adequacy of low-calorie menus.
 - c. Consult with a medical officer to establish dietary allowances for military personnel.
 - d. Adjust dietary allowances and nutrient standards to meet variations in age, sex, body size, physical activity, climate, and other conditions that may influence nutritional requirements.
 - e. Provide nutritional guidance for the service's weight control and physical fitness program.
2. Coordinate with a medical officer on sanitation problems in food activities.
 - a. Consult with a medical officer on sanitation problems that cannot be corrected at the unit level.
 - b. Ensure the adequacy of food service sanitation practices and storage of food products at the food preparation facility.
 - c. Consult with a medical officer on results of the scheduled medical visits to dining facilities.
 - d. Ask a medical officer about suspected violations of personal hygiene and health standards detected during visits to dining facilities.
3. Coordinate with the appropriate medical authority on the prevention of food-borne illness.
 - a. Request posters or visual aids for display in the kitchen area.
 - b. Request assistance in designing training programs to prevent food-borne illness.
 - c. Plan and coordinate training classes for food service personnel on the prevention of food-borne illness. Ask for assistance from the medical authority.
 - d. Request assistance in conducting an epidemiologic investigation of any suspected food-borne illness.
 - e. Inspect food for any possible contamination or deterioration.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Coordinated with the appropriate medical authority to ensure the nutritional adequacy of menu substitutes.	___	___
2. Coordinated with a medical officer on sanitation problems in food activities.	___	___
3. Coordinated with the appropriate medical authority on the prevention of food-borne illness.	___	___

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO-GO if any steps are failed. If the soldier scores NO-GO, show what was done wrong and how to do it correctly.

References

Required	Related
AR 30-22	AR 40-5
AR 40-25	QM0348
TB MED 530	QM0394
	SB 10-264

**Assist in Drafting or Revising a Performance Work Statement for Food Service Operations
101-92G-5160**

Conditions: As the food service supervisor, you have been directed to assist in drafting or revising a Performance Work Statement (PWS) for food service contracts on the installation. Equipment and materials required are paper, a pen or pencil, AR 30-22, and the DA Prototype Performance Work Statement and Quality Assurance Surveillance Plan for Food Service Contracts.

Standards: You must obtain the DA prototype PWS for food service contracts, determine the type of service to be provided by contract locally, and develop the local PWS (according to the mission of the units) for a TDA or TOE facility. You must review information and guidance in the DA prototype, consult with subject matter experts, draft the PWS, and staff the draft PWS to meet the needs of the installation while staying within the objectives of the Army Food Service Program.

Performance Steps

1. Analyze the mission of the units for which the PWS is being developed (TDA or TOE facilities).
2. Determine the types of services to be provided by contract (FFS, DFA, or M&FP).
3. Obtain the DA Prototype PWS and Quality Assurance Surveillance Plan for Food Service Contracts from the installation's major command.
4. Review information and guidance in the DA prototype PWS and select those items that are relevant to the unit's needs.
5. Consult subject matter experts, the staff judge advocate, and the ACES for assistance in preparing the PWS.
 - a. Consult with installation representatives from food service, supply, engineering, and contracting to ensure a complete and accurate requirements document.
 - b. Have the MACOM certify it as part of the review and approval process.
6. Draft the PWS to fit the needs of the installation while ensuring that the objectives of the Army Food Service Program are met.
 - a. Ensure installation food service personnel prepare the PWS and QASP for contracting.
 - b. Ensure the installation allows sufficient time for planning and developing food service solicitations.
 - c. Ensure the installation has a contingency plan for implementing emergency food service procedures in the event of labor strikes, acts of God, civil disturbances, or acts of civil disobedience.
7. Staff the draft PWS through all activities having input into the food service program.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Analyzed the mission of the units for which the PWS is being developed (TDA or TOE facilities).	—	—
2. Determined the types of services to be provided by contract (FFS, DFA, or M&FP).	—	—
3. Obtained the DA Prototype PWS and Quality Assurance Surveillance Plan for Food Service Contracts from the installation's major command.	—	—
4. Reviewed information and guidance in the DA prototype PWS and selected those items that are relevant to the unit's needs.	—	—
5. Consulted subject matter experts, the staff judge advocate, and the ACES for assistance in preparing the PWS.	—	—

Performance Measures

	<u>GO</u>	<u>NO GO</u>
6. Drafted the PWS to fit the needs of the installation while ensuring that the objectives of the Army Food Service Program were met.	—	—
7. Staffed the draft PWS through all activities having input into the food service program.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO-GO if any steps are failed. If the soldier scores NO-GO, show what was done wrong and how to do it correctly.

References

Required
AR 30-22

Related
800-101-0134-B
800-101-0135-B
800-101-0136-B
QM0348
QM0353
QM0394

Subject Area 24: Food Management

**Evaluate Unit Nutrition Program
101-92G-5104**

Conditions: You are a food service supervisor responsible for coordinating food service activities within the command. You must plan procedures to be used and evaluate the implementation of these procedures. In MOPP 4 conditions, all food service operations will cease. Equipment and materials required are an operational dining facility or field kitchen, selected prepared food items, selected perishable and semi-perishable food supplies, and menu board minutes, AR 30-22, and AR 40-25.

Standards: You must evaluate the implementation of nutritional guidelines, justify changing approved menus, and review menu changes for nutritional adequacy. You must ensure there are calorie control procedures and that there is feedback on corrective actions to ensure that nutritional meals are being served.

Performance Steps

1. Direct the implementation of nutritional guidelines.
 - a. Ensure the installation dietician or MEDDAC representative has an integral responsibility in the total installation nutrition program.
 - b. Ensure the nutritional adequacy of food service menus is planned within the framework of the daily food guide (basic four food groups).
 - c. Ensure SB 10-264 is used as a reference for all nutrient values.
 - d. Ensure, resources permitting, a salad bar is available at lunch and dinner meals and a breakfast fitness bar during the breakfast meal.
2. Encourage the use of sound reasons for changing the approved menus.
3. Review the menus and menu changes for nutritional adequacy.
4. Coordinate approval of the menu.
5. Direct implementation of the approved menu.
6. Develop the nutritional retention measures.
7. Set up the caloric control procedures.
 - a. Set up good eating cards to inform diners regarding the nutrient values of the food being selected.
 - b. Set up good eating cards to provide information on calories, serving size, levels of fat, sodium, and basic food groups.
 - c. Set up alternatives to the traditional breakfast menu.
 - d. Set up procedures to reduce portion sizes at each meal.
 - e. Set up procedures to trim excess fat from meat.
 - f. Ensure a non-fried entree is offered as an alternative when a fried entree is featured.

Performance Steps

8. Evaluate the implementation of nutritional procedures.
 - a. Ensure menu items vary in contrast, texture, flavor, and color.
 - b. Ensure unsweetened, ready-to-eat, and whole grain cereals (breakfast only) are available.
 - c. Ensure fresh or canned fruit or unsweetened juice is available at each meal.
 - d. Ensure margarine is available as a spread.
 - e. Ensure whole grain breads and rolls are available for each meal.
 - f. Ensure low-fat (2 percent) milk is used as a primary milk source.
 - g. Ensure low-fat skim milk, buttermilk, or low-fat chocolate flavored (2 percent) milk is available at each meal.
 - h. Ensure a low-calorie dressing is available.
 - i. Ensure herbal seasoning mixtures are available.
9. Provide feedback on corrective action required.
 - a. Implement a dining facility nutrition program checklist for evaluation purposes.
 - b. Provide the findings and recommendations to the commander having operational control over the dining facility.
 - c. Forward one copy of the review to the installation food advisor.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Directed the implementation of nutritional guidelines.	_____	_____
2. Encouraged the use of sound reasons for changing the approved menus.	_____	_____
3. Reviewed the menus and menu changes for nutritional adequacy.	_____	_____
4. Coordinated approval of the menu.	_____	_____
5. Directed implementation of the approved menu.	_____	_____
6. Developed the nutritional retention measures.	_____	_____
7. Set up the caloric control procedures.	_____	_____
8. Evaluated the implementation of nutritional procedures.	_____	_____
9. Provided feedback on corrective action required.	_____	_____

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO-GO if any steps are failed. If the soldier scores NO-GO, show what was done wrong and how to do it correctly.

References

Required
 AR 30-22
 AR 40-25
 SB 10-264

Related
 FM 10-23
 QM0353

Evaluate Requisitioning and Accounting Procedures
101-92G-5106

Conditions: Food and food service products must be accurately accounted for to prevent pilferage and waste. Equipment and materials required are Prime Vendor delivery documents, Earnings and Expenditure report, account status report and issue documents headcount reports, direct vendor delivery documents, DA Form 2970, DA Form 3161, DA Form 7454, DA Form 7455 for active Army, and DD Form 577, AR 30-22, and Automated Food Service Equipment.

Standards: You must review DD Form 577, DA Form 3161, and DA Form 2970 and monitor ARCS requisitioning and accounting procedures to ensure accountability of subsistence supplies and that the headcount is accurate.

Performance Steps

1. Review the DD Form 577.
 - a. Ensure that the authorized representative's name is correct.
 - b. Ensure that authorization is for requisitioning or receiving rations only.
 - c. Ensure that all information on DD Form 577 is correct and current.
2. Review the request for issue or turn-in (DA Form 3161).
 - a. Review item quantity to ensure that requested quantities are received.
 - b. Compare the supply column with the quantity actually received.
 - c. Ensure the form is signed and dated by the designated receiving person.
 - d. Make sure to retain a copy of the completed form for your records.
3. Review the subsistence report and field ration request (DA Form 2970).
 - a. Review DA Form 2970 data from all active Army dining facilities (ARCS) drawing rations from TISA.
 - b. Review the form against supported data contained on DA Form 2970.
 - c. Review the accuracy of all subsistence reports, headcount data, SIK strength data, common service feeding data, meals served requiring reimbursement, and operational ration reports.
4. Review automated headcount reports.
5. Review automated request and issue documents.
6. Review the prime vendor and direct vendor delivery documents.
7. Review the financial summary (DA Form 7455).
 - a. Review the accuracy of the account status in dollar figures reflected on the DA Form 7455.
 - b. Ensure that forms reflect the record of allowances earned (persons served, excess cost credit, and turn-ins) and expenses (dollar value of subsistence received).
 - c. Make sure that the account has not exceeded the authorized tolerance (plus or minus 3 percent).
8. Review automated Earnings and Expenditure report.
9. Review automated account status reports.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Reviewed the DD Form 577.	—	—
2. Reviewed the request for issue or turn-in (DA Form 3161).	—	—
3. Reviewed the subsistence report and field ration request (DA Form 2970).	—	—
4. Reviewed automated headcount reports.	—	—
5. Reviewed automated request and issue documents.	—	—
6. Reviewed the prime vendor and direct vendor delivery documents.	—	—
7. Reviewed the financial summary (DA Form 7455).	—	—
8. Reviewed automated Earnings and Expenditure report.	—	—
9. Reviewed automated account status reports.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO-GO if any steps are failed. If the soldier scores NO-GO, show what was done wrong and how to do it correctly.

References

Required

- AR 30-22
- DA FORM 2970
- DA FORM 3161
- DA FORM 7454
- DA FORM 7455
- DD FORM 577

Related

- QM6023
- QM6194

**Prepare Reports on Design Deficiencies in Equipment and Facilities
101-92G-5107**

Conditions: The dining facility has been evaluated. As the food service supervisor, you must ensure deficiencies in equipment and facilities are reported. Equipment and materials required are selected equipment items, a pencil or pen, local references, DA Form 2404, SF 368, , AR 25-50, AR 672-20, and DA Pam 738-750.

Standards: You must prepare reports on design deficiencies in equipment and facilities to ensure safe and efficient operation.

Performance Steps

1. Evaluate the equipment and the facility.
2. Determine the shortcomings.
3. Review equipment warranties.
4. Evaluate life-and-death circumstances.
5. Report the discrepancies.
6. Recommend improvements.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Evaluated the equipment and the facility.	___	___
2. Determined the shortcomings.	___	___
3. Reviewed equipment warranties.	___	___
4. Evaluated life-and-death circumstances.	___	___
5. Reported the discrepancies.	___	___
6. Recommended improvements.	___	___

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO-GO if any steps are failed. If the soldier scores NO-GO, show what was done wrong and how to do it correctly.

References

Required	Related
AR 25-50	
AR 672-20	
DA FORM 2404	
DA PAM 738-750	
SF 368	

Provide Assistance to Officers and NCOs Operating Dining Facilities
101-92G-5201

Conditions: You have been directed by the food advisor to provide assistance to officers and NCOs operating the dining facilities. Materials required are AR 30-22, FM 10-23, and TB MED 530.

Standards: You must assist officers and NCOs in identifying problem areas and implementing corrective actions for improper procedures and complete all performance measures to improve the quality of service offered.

Performance Steps

1. Visit each dining facility regularly.
 - a. Select a time to visit the facility when the entire operation can be observed.
 - b. Schedule visits so that a pattern is not developed.
 - c. Schedule unannounced visits.
 - d. Schedule some visits at a time when the facility is not involved in preparing or serving meals so that the food service sergeant and staff have time to discuss their problems.
2. Evaluate the dining facility operation.
 - a. Check administrative procedures used.
 - b. Check automated administrative procedures used.
 - c. Check procedures for preparing and maintaining accounting records.
 - d. Check automated procedures for requisitioning and receipt of subsistence items.
 - e. Check procedures for receiving and storing subsistence supplies.
 - f. Check procedures for preparing and cooking food.
 - g. Review inspection reports of the installation medical authority.
 - h. Check procedures used during the serving process.
 - i. Check procedures for sanitizing cooking and eating utensils.
 - j. Check procedures for determining headcount.
 - k. Check automated procedures for determining headcount.
 - l. Check procedures for maintaining sanitation standards.
 - m. Check personal hygiene standards.
 - n. Check procedures for disposing of kitchen waste.
 - o. Check procedures for operating and maintaining equipment.
 - p. Check safety procedures for operating and maintaining equipment.
 - q. Check menu development procedures.
 - r. Check customer feedback procedures.
 - s. Check dining facility procedures.
3. Inform officers and NCOs of improper procedures being used.
 - a. Inform officers and NCOs of incorrect procedures detected during the visit.
 - b. Inform officers and NCOs why the procedures are incorrect.
4. Recommend ways to correct improper procedures.
 - a. Specify reference or publication that gives the correct method for performing task.
 - b. Make on-the-spot corrections.
 - c. Provide assistance in correcting problems that cannot be handled on the spot.
5. Assist personnel in correcting improper procedures.
 - a. Demonstrate the correct food service practice.
 - b. Assist the FSS in obtaining training packages and training aids.
 - c. Assist the FSS in establishing an OJT program.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Visited each dining facility regularly.	—	—
2. Evaluated the dining facility operation.	—	—
3. Informed officers and NCOs of improper procedures being used.	—	—
4. Recommended ways to correct improper procedures.	—	—
5. Assisted personnel in correcting improper procedures.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO-GO if any steps are failed. If the soldier scores NO-GO, show what was done wrong and how to do it correctly.

References

Required

AR 30-22
 FM 10-23
 TB MED 530

Related

800-101-0018-B
 800-101-0134-B
 800-101-0135-B
 800-101-0136-B
 AR 25-30
 QM6130
 QM6133

Provide Assistance to Officers and NCOs Operating Field Kitchens Sites
101-92G-5202

Conditions: You have been directed by the food advisor to provide assistance to officers and NCOs operating the field kitchen. In MOPP 4 conditions, all food service operations will cease. Materials required are AR 30-22 and FM 10-23.

Standards: You must assist officers and NCOs in identifying problem areas and implementing corrective action for field kitchen operations and improper procedures. You must complete all performance measures accurately to improve the quality of service offered.

Performance Steps

1. Visit the field kitchen regularly.
 - a. Select a time to visit the facility when the entire operation can be observed.
 - b. Schedule visits so that a pattern is not developed.
 - c. Schedule unannounced visits.
2. Evaluate the field kitchen operation.
 - a. Check the site selected for field kitchen operations.
 - b. Check the layout of the field kitchen area.
 - c. Check adequacy of field hand-washing devices and water-sterilizing bags.
 - d. Check operation and maintenance of equipment.
 - e. Check food preparation and cooking procedures.
 - f. Check serving procedures.
 - g. Check procedures for sanitizing eating and cooking utensils.
 - h. Check procedures for storing subsistence supplies.
 - i. Check headcount procedures.
 - j. Check preparation and maintenance of accounting records.
 - k. Check procedures for disposing of kitchen waste.
 - l. Check procedures for maintaining sanitation standards.
 - m. Check procedures used in fueling M2 burners and immersion heaters and also lighting procedures.
3. Inform officers and NCOs of improper procedures.
 - a. Inform officer or NCO of incorrect procedures detected during the visit.
 - b. Inform officer or NCO why the procedures are incorrect.
4. Recommend ways to correct improper procedures.
 - a. Specify regulations or publications that give correct methods of performing the task.
 - b. Make on-the-spot corrections.
 - c. Provide assistance in correcting problems that cannot be handled on the spot.
5. Assist personnel in correcting improper procedures.
 - a. Demonstrate correct food service practices.
 - b. Assist the FOS in establishing an OJT program.
 - c. Assist the FOS in obtaining training packages and training aids.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Visited the field kitchen regularly.	—	—
2. Evaluated the field kitchen operation.	—	—
3. Informed officers and NCOs of improper procedures.	—	—
4. Recommended ways to correct improper procedures.	—	—
5. Assisted personnel in correcting improper procedures.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO-GO if any steps are failed. If the soldier scores NO-GO, show what was done wrong and how to do it correctly.

References

Required
AR 30-22
FM 10-23

Related
GTA 10-01-005
GTA 10-01-007
QM6131
QM6132
QM6162

**Evaluate the Subsistence Sanitation Program
101-92G-5204**

Conditions: Sanitation must be maintained whether in a field environment or in a dining facility. As the food service supervisor, you must evaluate the sanitation program. Equipment and materials required are an operational dining facility or field kitchen, DA Form 5161-R, and DA Form 5162-R, FM 10-23, and TB MED 530.

Standards: You must complete all performance measures IAW FM 10-23 and TB MED 530 to ensure that the subsistence sanitation program is conducted and evaluated to maintain high sanitation standards to help prevent food-borne illnesses.

Performance Steps

1. Establish the interval between evaluations.
 - a. Plan periodic unannounced inspections of all food service facilities.
 - b. Inspect each food service facility as often as necessary to maintain adequate sanitation standards.
 - c. Maintain a comprehensive inspection.
2. Select areas to be evaluated.
 - a. Inspect the entire period of food preparation.
 - b. Inspect personal hygiene.
 - c. Inspect storage and temperature of subsistence.
 - d. Inspect facility and equipment cleanliness.
 - e. Inspect field food preparation techniques, storage, and subsistence temperatures.
3. Develop and use a checklist.
 - a. Use DA Form 5161-R for quarterly, semiannual, or other long-term inspections.
 - b. Use DA Form 5162-R when there has been a direct link between sanitation and outbreaks of food-borne illness.
4. Conduct the evaluation.
 - a. Identify critical deficiencies.
 - b. Make on-the-spot corrections.
 - c. Specify deficiencies and ensure prompt remedial action.
5. Provide feedback on the inspection results.
 - a. Ensure report is directed to the unit commander or facility manager.
 - b. Report repeated discrepancies or unsatisfactory ratings to the next higher command level.
 - c. Ensure conditions are noted and recommended corrective actions are summarized.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Established the interval between evaluations.	—	—
2. Selected areas to be evaluated.	—	—
3. Developed and use a checklist.	—	—
4. Conducted the evaluation.	—	—
5. Provided feedback on the inspection results.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO-GO if any steps are failed. If the soldier scores NO-GO, show what was done wrong and how to do it correctly.

References

Required

DA FORM 5161-R
DA FORM 5162-R
FM 10-23
FM 21-10
FM 8-34
TB MED 530

Related

QM0394
QM6132
QM6133

**Monitor Army Field Feeding System (AFFS) Requisitioning and Accounting Procedures
101-92G-5205**

Conditions: Food and food service products must be accurately accounted for to prevent pilferage and waste. As a food service supervisor, you must monitor the AFFS accounts. In MOPP 4 conditions, all food service operations will cease. Materials required are DA Form 3161, DA Form 3294, DA Form 5913, DD Form 577, and AR 30-22.

Standards: You must monitor AFFS requisitioning and accounting procedures to ensure that DD Form 577, DA Form 3294, and DA Form 5913 are reviewed IAW AR 30-22. Review the strength and feeder report, checking accountability and keeping an audit trail to prevent overages and shortages.

Performance Steps

1. Review the DD Form 577.
 - a. Ensure that the authorized representative's name is correct.
 - b. Ensure that authorization is for requisitioning or receiving rations only.
 - c. Ensure that all information on DD Form 577 is correct and current.
2. Review the ration request/issue/turn-in slip (DA Form 3294).
 - a. Ensure that there are three copies of DA Form 3294 for requesting rations.
 - b. Ensure the accuracy of the form for different types of rations (UGR and MRE).
 - c. Make sure that rations or meals requested are in accordance with DA Form 5913.
 - d. Check the accuracy of data on the items that are going to be turned in.
 - e. Ensure the preprinted DA Form 3294 is used for turn-ins and unlisted items are entered on a blank form.
3. Review the DA Form 5913 for meal requests.
 - a. Ensure that data from each supported unit appear on DA Form 5913.
 - b. Check the accuracy of present-for-duty strength data from each supported unit.
 - c. Ensure that the data from units are to be consolidated by the FOS.
4. Review the accountability and audit trail for all types of rations (UGR and MRE).
 - a. Review DA Form 5914 for accuracy.
 - b. Ensure that each type of ration is recorded on a separate form.
 - c. Make sure that items are entered by main entree only.
 - d. Make sure that MREs are recorded by individual package.
 - e. Ensure that separate forms are used to record breakfast, lunch, and dinner entrees as required.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Reviewed the DD Form 577.	___	___
2. Reviewed the ration request/issue/turn-in slip (DA Form 3294).	___	___
3. Reviewed the DA Form 5913 for meal requests.	___	___
4. Reviewed the accountability and audit trail for all types of rations (UGR and MREs).	___	___

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO-GO if any steps are failed. If the soldier scores NO-GO, show what was done wrong and how to do it correctly.

References

Required	Related
AR 30-22	FM 10-23
DA FORM 3161	QM0551
DA FORM 3294	QM0552
DA FORM 5914	QM6157
DD FORM 577	

Coordinate With Class I Operations
101-92G-5206

Conditions: You are assigned as a staff NCO in the logistics element of an area support group, division, or a similar unit and have evidence of a Class I supply point operation experiencing problems. Materials required are a Class I supply point issue and stockage records, and AR 30-22. This task may be performed under NBC conditions.

Standards: You must check accounting, storage, receipt, and issue procedures for Class I supplies. You must ensure that NBC protective standards are maintained in your operation and that problems are identified and corrective action is taken.

Performance Steps

1. Check methods for accounting for supplies.
 - a. Ensure subsistence records are being maintained according to AR 30-22.
 - b. Ensure a trained subsistence supply specialist maintains the accounting records.
 - c. Ensure procedures are established to handle supplies.
2. Check storage of supplies.
 - a. Ensure the correct number of days stockage is on hand.
 - b. Ensure reserve stocks are rotated.
 - c. Ensure that supplies in open storage are no more than two pallets high and covered.
 - d. Ensure supplies are protected from environmental and NBC hazards.
3. Check issuing of supplies.
 - a. Ensure ration requests are consolidated.
 - b. Ensure ration slips are prepared.
 - c. Ensure issues and deliveries are scheduled.
4. Check receiving of supplies.
 - a. Ensure that appropriate MHE is being used to unload supplies.
 - b. Ensure that supplies are off-loaded and stored without delay.
 - c. Ensure that receiving documents and reports are processed without delay.
5. Evaluate sanitation and NBC protection procedures.
6. Recommend corrective actions for discrepancies found in Class I supply operations.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Checked methods for accounting for supplies.	___	___
2. Checked storage of supplies.	___	___
3. Checked issuing of supplies.	___	___
4. Checked receiving of supplies.	___	___
5. Evaluated sanitation and NBC protection procedures.	___	___
6. Recommended corrective actions for discrepancies found in Class I supply operations.	___	___

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO-GO if any steps are failed. If the soldier scores NO-GO, show what was done wrong and how to do it correctly.

References

Required
AR 30-22

Related
AR 40-5
QM0348
QM0394
QM6120

Prepare Quarterly Reviews and/or Action Plan
101-92G-5207

Conditions: The food advisor has directed you to prepare a quarterly review and/or action plan. Assist the FSO and FOS on all food service matters. Equipment and materials required are a dining facility or field kitchen, subsistence, equipment, and AR 30-22.

Standards: You must prepare the action plan and conduct quarterly reviews of procedures and policies related to headcount, cash collection, subsistence requisitioning and inventory, sanitation, equipment training, operator maintenance, OJT, incentive awards, energy conservation, safety, and fire prevention. You must monitor the status of ARCS and AFFS accounts to ensure that procedures are strictly followed IAW AR 30-22.

Performance Steps

1. Review the current action plan.
 - a. Identify the common deficiencies related to food service.
 - b. Address deficiencies and recommend possible solutions.

NOTE: The RC action plan will address areas identified as a result of annual reviews (IDT and AT), AGIs, or CRIs.

2. Conduct a quarterly review of headcount collection and reporting procedures and maintenance of related forms.
3. Conduct a quarterly review of automated headcount and maintenance of related reports.
4. Conduct a quarterly review of automated and manual cash collection turn-in, safeguards and controls, and unannounced cash counts.
5. Conduct a quarterly review of automated and subsistence requisitioning, receiving, storage, preparation, accountability, and inventory procedures.
6. Conduct a quarterly review of the automated subsistence report.
7. Conduct a quarterly review of sanitation, food handling procedures, equipment, and personal hygiene practices.
8. Conduct a quarterly review of equipment training, operator knowledge, and equipment maintenance and logbook.
9. Conduct a quarterly review of automated equipment record maintenance report.
10. Conduct a quarterly review of training, OJT, and incentive awards.
11. Conduct a quarterly review of facility energy conservation, the safety and fire evacuation plans, and physical security.
12. Conduct a quarterly review of the status of ARCS and AFFS accounts.
13. Conduct a quarterly review of the automated status of the ARCS accounts.
14. Prepare recommendations to correct deficiencies.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Reviewed the current action plan.	—	—
2. Conducted a quarterly review of headcount collection and reporting procedures and maintenance of related forms.	—	—
3. Conducted a quarterly review of automated headcount and maintenance of related reports.	—	—
4. Conduct a quarterly review of automated and manual cash collection turn-in, safeguards and controls, and unannounced cash counts.	—	—
5. Conducted a quarterly review of automated and subsistence requisitioning, receiving, storage, preparation, accountability, and inventory procedures.	—	—
6. Conducted a quarterly review of the automated subsistence report.	—	—
7. Conducted a quarterly review of sanitation, food handling procedures, equipment, and personal hygiene practices.	—	—
8. Conducted a quarterly review of equipment training, operator knowledge, and equipment maintenance and logbook.	—	—
9. Conducted a quarterly review of automated equipment record maintenance report.	—	—
10. Conducted a quarterly review of training, OJT, and incentive awards.	—	—
11. Conducted a quarterly review of facility energy conservation, the safety and fire evacuation plans, and physical security.	—	—
12. Conducted a quarterly review of the status of ARCS and AFFS accounts.	—	—
13. Conducted a quarterly review of the automated status of the ARCS accounts.	—	—
14. Prepared recommendations to correct deficiencies.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO-GO if any steps are failed. If the soldier scores NO-GO, show what was done wrong and how to do it correctly.

References

Required
AR 30-22

Related
FM 10-23-2

Chapter 4

DUTY POSITION TASKS

92G-Food Service Specialist, CMF 92

4-1. SL2 MOSC 92G20.

Performs duties shown in previous skill level and provides technical guidance to lower grade personnel in garrison and field kitchen operations. Ensures that proper procedures, temperatures, and time periods are adhered to during food preparation. Directs safety, security, and fire prevention procedures. Performs limited supervisory and inspection functions including shift supervision.

4-2. SL3 MOSC 92G30.

Performs duties shown in previous skill level when required and prepares more complex menu items. Supervises shift, unit, or consolidated food service operations in field or garrison environments. Establishes operating and work procedures, inspects dining, food preparation/storage areas, and dining facility personnel. Determines subsistence requirements. Requests, receives, and accounts for subsistence items. Applies food service accounting procedures. Prepares production schedule and makes necessary menu adjustments. Establishes, administers, and maintains OJT and apprenticeship training programs. Prepares technical, personnel, and administrative reports concerning food service operations. Implements emergency, disaster, and combat feeding plans. Coordinates logistical support.

4-3. SL4 MOSC 92G40.

Performs duties shown in previous skill level when required and assigns personnel to duty positions. Coordinates with food service officer, food advisor, and first cooks. Coordinates with TISA, facility engineers, and veterinary activity. Plans and implements menus to ensure nutritionally balanced meals. Ensures accuracy of accounting and equipment records. Develops and initiates Standing Operating Procedures (SOP) and safety, energy, security, and fire prevention programs. Evaluates contract food service operations. Ensures contractor compliance in food service contract operations.

4-4. SL5 MOSC 92G50.

Develops, coordinates, implements, advises, and evaluates food service programs. Monitors requests for food items and equipment. Develops and analyzes troop menus and coordinates menu substitutions. Evaluates operation of garrison and field kitchens, field bakeries, food service training facilities, and maintenance of equipment. Surveys individual preferences, food preparation, and food conservation. Prepares reports, studies, and briefings on food service operations. Provides assistance to food service officers and NCOs.

GLOSSARY

ACCP

Army correspondence course program

ACES

Army continuing education system

AFFS

Army field feeding system

AFSEM

Army food service energy management

AGI

annual general inspection

ANCOC

advanced noncommissioned officer course

AR

Army regulation

ARCS

Army ration credit system

ARIMS

Army Records Information Management System

Army Training and Evaluation Program (ARTEP)

The Army's collective training program that unit training objectives critical to unit survival and performance in combat. They combine the training and evaluation process into one integrated function. The ARTEP is a training program and not a test. The sole purpose of external evaluation under this program is to diagnose unit requirements for future training.

ARNG

Army National Guard

ARTEP

Army training and evaluation program

AT

annual training

ATTN

attention

BAS

basic allowance for subsistence

basic daily food allowance

A prescribed quantity of food, defined by components and monetary value, which is required to provide a nutritionally adequate diet for one person for one day.

bde
brigade

BDFA
basic daily food allowance

BG
bag

Bn
battalion

BNCOC
basic noncommissioned officers course

BR
battle roster

BT
bottle

BX
box

C
centigrade

CIV
civilian

Class I
(supply) subsistence

CMF
career management field

CN
container

CO
container, company

COFF
cutoff

COL
colonel

collective training
Training, either in institutions or units, which prepares cohesive teams and units to accomplish their missions on the battlefield and in operations other than war.

common task
A task every soldier in the Army must learn and perform at some skill level.

condiments
Subsistence items used to improve the flavor of food, such as spices and flavorings.

CONUS

Continental United States

CONUSA

Continental United States Army. The numbered armies in the continental United States.

COR

contracting officer's representative

CPO

civilian personnel office

CPT

captain

CRI

criterion-referenced instruction

Critical task

See "task," critical collective task," and "critical individual task."

cross training

The systematic training of soldiers on tasks related to another duty position.

CS

case

CTA

common table of allowances

CUCV

combat utility cargo vehicle

CW

chief warrant officer

DA

Department of the Army

DA Pam

Department of the Army pamphlet

DAC

Department of the Army civilian

DAMRIP

Department of the Army management review and improvement program

D.C.

District of Columbia

DD

Department of Defense

DEH
Directorate of Engineering and Housing

dest
destroy

DFA
dining facility attendant

DIO
Director of Industrial Operations

DOCUMENTATION
The use of records and data to support what has been done.

DODAAC
Department of Defense activity address code

DOL
Director of Logistics

DPSC
Defense Personnel Support Center

DSU
direct support unit

Ea
each

EX
excess

F
Fahrenheit

FAO
finance and accounting office(r)

Feb
February

FFS
full food service

Field Manual (FM)
A DA publication that contains doctrine that prescribes how the Army and its organizations function on the battlefield in terms of missions, organizations, personnel, and equipment. The level of detail should facilitate an understanding of "what" and "how" for commanders and staffs to execute their missions and tasks. The FM may also be used to publish selected alliance doctrinal publications that are not readily integrated into other doctrinal literature.

FIELD RATION
Food issued only in actual items, not in money, and authorized for troops in the field.

FIFO
first in, first out

FIRST-LINE

Of first importance; available for immediate service.

FM

field manual

FORCED ISSUES

Forced issues are made when subsistence items, particularly perishable items, must be issued to prevent loss through spoilage or deterioration. No dining facility may reject a forced issue item.

FREQ

frequency

FRI

Friday

FSB

forward support battalion

FSC

federal supply catalog

FSM

food service management

FSO

food service officer

FOS

food operations sergeant

Ft

fort

FWT

fair wear and tear

GAL

gallon

GTA

graphic training aid

HHC

Headquarters and Headquarters Company

HMMWV

high-mobility multipurpose-wheeled vehicle

HQ

Headquarters

HQDA

Headquarters, Department of the Army

IAW

in accordance with

IDT

inactive duty training

IET

initial entry training

Individual training

Training that prepares the soldier to perform specified duties or tasks related to assigned duty position or subsequent duty positions and skill level.

Inf

infantry

INFESTATION

An invasion of rodents, bugs, or germs.

INSPECTION

An examination by visual or other means to determine item condition.

integration training

Initial entry training in Skill Level 1 tasks for an individual newly arrived in a unit. In all cases this training is supported by the TRADOC school proponent.

INVENTORY

A physical count to determine the quantity on hand of an item.

ITEP

Individual Training Evaluation Program

JR

jar

KCLFF

kitchen, company level field feeding

KCLFF-E

kitchen, company level, field feeding-enhanced

KO

contracting officer

KY

Kentucky

LF

loaf

LB

pound

LIN

line item number

LRP
Long range patrol

LT
lieutenant

LTC
lieutenant colonel

M&FP
management and food production

MACOM
major Army command

MAJ
major

MAP
Military Assistance Program

MASTER MENU

The master menu is prepared monthly by the US Army Food Service Center, Chicago, Illinois. It is based on the annual food plan for both the Army and Air Force. It is a guide to ensure a balanced and nutritionally adequate meal three times a day.

MCW
meal, cold weather

MEAL
A specific quantity of food provided for one person during a scheduled serving period.

MEAL BASIS OF ISSUE

Subsistence articles issued for a given day containing the quantities of food for the number of individuals expected to subsist for each meal. The field ration is normally issued on a meal basis to conserve food.

MEAL CONVERSION PERCENTAGE

Basic daily food allowance relative percentage for meals as follows: breakfast, 20; lunch, 40; dinner, 40; brunch, 45; and supper, 55.

MEAL STATUS

Number of meals overdrawn or underdrawn for a dining facility on a specific date.

MED
medical

MEDDAC
medical department activity

merger training

Training that prepares an NCO to supervise one or more different MOSs at lower skill levels when the soldier advances in skill level in his career management field.

METL
mission essential task list

MHE

material handling equipment

MKT

mobile kitchen trailer

MO

monthly

MON

Monday

MOPP

mission oriented protective posture

MOPP 4

BDO/CPO/CPU, helmet cover, overboots, mask, and gloves worn.

MOS

military occupational specialty

MRE

meal, ready-to-eat

MSB

main support battalion

MSDS

material safety data sheet

MSG

Master sergeant

MTP

MOS training plan

MVS

military veterinary service

NA

not applicable

NATO

North Atlantic Treaty Organization

NBC

nuclear, biological, and chemical

NCO

noncommissioned officer

No

number

NOMENCLATURE

A noun and its modifiers used to identify a supply item.

Nov

November

NSF

National Sanitation Foundation

NSN

national stock number

NSN (national stock number)

The 13-digit stock number replacing the 11-digit federal stock number. It consists of the 4-digit federal supply classification code and the 9-digit national item identification number (NIIN). The NIIN consists of a 2-digit national codification bureau number designating the central catalog office of the NATO or other friendly country that assigned the number and a 7-digit (XXX-XXXX) non-significant number. The number is arranged as follows: 9999-00-999-9999.

OCONUS

outside continental United States

OIC

officer in charge

OJT

on-the-job training

OPERATIONAL RATION

A ration composed of semi-perishable items that are used during a war or an emergency. In peacetime, operational rations are used in emergencies and during travel or field training maneuvers, and they are issued for consumption instead of field rations when it is necessary to rotate reserve stocks.

OSHA

Occupational Safety and Health Administration

PAC

personnel and administration center

PBO

property book officer

PG

package

PHF

potentially hazardous food

PMCS

preventive maintenance checks and services

potable

(1) Water, which contains no objectionable substances or pollution, and is satisfactory for human consumption. (2) Water that is free from disease-producing organisms, poisonous substances, and chemical or biological agents and radioactive contaminants, which make it unfit for human consumption and many other uses. Potable water may or may not be palatable.

PPE
personal protective equipment

ppm
parts per million

PWS
performance work statement

QA
quality assurance

QASP
quality assurance surveillance plan

QM
Quartermaster

qty
quantity

RC
reserve component

ROTC
Reserve Officer Training Corps

S4
supply officer (US Army)

SA
semiannually

SASOHI
standard army safety and occupational health inspection

SAT
Saturday

SB
supply bulletin

SF
standard form

SFC
sergeant first class

SGMA
sergeant major

SGT
sergeant

SIK

subsistence-in-kind

SL

skill level

SM

soldier's manual

SMCT

soldier's manual of common tasks

SOFA

status of forces agreement

SOP

standing operating procedure(s)

spsd

superseded

SSG

staff sergeant

STB

super tropical bleach

STP

soldier training publication

SUBSISTENCE

Food items that is required for troop feeding. a. Perishable--Food items that normally require controlled temperatures (refrigeration) and humidity during transportation, storage, and display for sale (fresh or frozen food items). b. Semi-perishable--Food items that do not spoil or deteriorate quickly under normal conditions without refrigeration (canned, bagged, and packaged items).

SUN

Sunday

sustainment training

see "refresher training."

TAMMS

The Army Maintenance Management System

TB

technical bulletin

TB MED

technical bulletin (medical)

TDA

table of distribution and allowance

STP 10-92G25-SM-TG

TG
trainer's guide

Thurs
Thursday

TISA
troop issue subsistence activity

TISO
troop issue subsistence officer

TM
technical manual

TOE
table(s) of organization and equipment

TRADOC
United States Army Training and Doctrine Command

train-up
The opportunity for an individual to train to a higher skill level in his or her MOS or CMF; certification may be involved.

Tue
Tuesday

U/I
unit of issue

UGR
unitized group ration

UHT
ultrahigh temperature

UIC
unit identification code

UNIT OF ISSUE
Designation of the unit in which the item is issued. Examples are each (ea), number (no), dozen (dz), gallon (gal), pair (pr), pound (lb), ream (rm), set, and yard (yd).

US
United States

USAF
United States Air Force

USAR
United States Army Reserve

VA
Virginia

VENDOR

A commercial food processor offering food items for sale. Examples are dairy products, bakery products, and brand name food items.

WED

Wednesday

REFERENCES

Required Publications

Required publications are sources that users must read in order to understand or to comply with this publication.

Army Regulations

AR 25-50	Preparing and Managing Correspondence, 3 June 2002
AR 25-400-2	The Army Records Information Management System (ARIMS), 18 March 2003
AR 30-22	The Army Food Program, 30 August 2002
AR 40-25	Nutritional Allowances: Standards and Education, 15 June 2001
AR 40-656	Veterinary Surveillance Inspection of Subsistence, 15 October 1986
AR 40-657	Veterinary/Medical Food Inspection and Laboratory Service, 6 November 1997
AR 190-13	The Army Physical Security Program,
AR 190-51	Security of Unclassified Army Property (Sensitive and Non-Sensitive), 30 September 1993
AR 200-1	Environmental Protection and Enhancement, 21 February 1997
AR 385-10	The Army Safety Program, 29 February 2000
AR 420-90	Fire and Emergency Services, 10 September 1997
AR 690-335-1	Evaluation of Employees for Promotion and Internal Placement, 1 April 1987

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DA FORM 2062	Hand Receipt/Annex Number
DA FORM 2404	Equipment Inspection and Maintenance Worksheet
DA FORM 2405	Maintenance Request Register
DA FORM 2970	Headcount Report
DA FORM 3032	Signature Headcount Sheet
DA FORM 3034	Production Schedule
DA FORM 3034-2	Disposition of Subsistence
DA FORM 3161	Request for Issue or Turn-In
DA FORM 3234	Inventory Record
DA FORM 3234-1	Monthly Inventory Recap Sheet for DA Form 3234
DA FORM 3294	Ration Request/Issue/Turn-In Slip
DA FORM 3988	Equipment Replacement Record
DA FORM 4552	Kitchen Requisition
DA FORM 4697	Department of the Army Report of Survey

DA FORM 5161-R	Comprehensive Food Establishment Inspection (LRA)
DA FORM 5162-R	Routine Food Establishment Inspection (LRA)
DA FORM 5164-R	Hands-On Evaluation (LRA)
DA FORM 5913	Strength and Feeder Report
DA FORM 5914	Ration Control Sheet
DA FORM 7454	Monthly Earnings and Expenditures
DA FORM 7455	Financial Summary

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PAM 350-59	Army Correspondence Course Program Catalog, 01 October 2002
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DA PAM 738-750	Functional Users Manual for The Army Maintenance Management System (TAMMS), 1 August 1994

Department of Defense Forms

DD FORM 314	Preventive Maintenance Schedule and Record
DD FORM 362	Statement of Charges/Cash Collection Voucher
DD FORM 577	Signature Card
DD FORM 714	Meal Card Control Book
DD FORM 1131	Cash Collection Voucher
DD FORM 1544	Cash Meal Payment Book
DD FORM 1608	Material Report (Subsistence), Unsatisfactory

Field Manuals

FM 3-11.4	Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, 29 May 1992
FM 7-0	Training the Force, 22 October 2002
FM 7-1	Battle Focused Training, 15 September 2003
FM 8-34	Food Sanitation for the Supervisor, 30 December 1983
FM 10-23	Basic Doctrine for Army Field Feeding and Class I Operations Management, 18 April 1996
FM 10-23-2	Tactics, Techniques, and Procedures for Garrison Food Preparation and Class I Operations Management, 30 September 1993
FM 21-10	Field Hygiene and Sanitation, 21 June 2000
FM 25-4	How to Conduct Training Exercises, 20 September 1984
FM 22-100	Army Leadership, 31 August 1999

Other Product Types

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CTA 50-909	Field and Garrison Furnishings and Equipment, 1 August 1993
SF 52-B	Request for Personnel Action (Continuous Pinfeed)
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SB 10-262 Armed Forces Menu Standards, 8 September 1989
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 TM 10-7360-201-10 Operator's Manual for Bakery Plant, Trailer Mounted, Field, Models M-1945, M-1945-50, M1945-53, and M534-68 (NSN 7360-00-221-2418) (7360-01-010-0787). 16 June 1986
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TM 10-8340-205-13&P	Operator, Unit and Direct Support Maintenance Manual Including Repair Parts and Special Tools List for Tent, Kitchen, Flyproof, M1948

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AV0587	Safety Management for the Supervisor
CM1103	Recognize and Protect Self Against NBC Hazards
IS0345	Operations in an NBC Environment
IS1705	Safety Management for the Supervisor
IS8701	Prepare to Conduct Training
IS8702	Conduct Training
IS8703	Evaluate Training
IS8704	Plan for Training
MM4625	Preparing Standing Operating Procedures
MM4650	Manage Physical Security
MP1000	Physical Security Planning
QM0348	Prevention of Food Poisoning
QM0353	Developments in Food Preservation and Preparation
QM0394	Food Service Sanitation
QM0475	Storage of Subsistence
QM0551	Field Ration Issue System (FRIS) Part I
QM0552	Field Ration Issue System (FRIS), Part II
QM2333	Ensure Personnel are Performing Security Measures Correctly
QM2386	Establish a Fire Prevention and Safety Program
QM4132	Prepare Internal and External Standard Operating Procedures (SOPs) for Shop Operations
QM4150	Prepare Schedules for Equipment, Personnel, and Administrative Reports for Shop Operations
QM6023	Review Completed DA Form 3294 (Ration Request/Issue/Turn-In Slip) Under Army Ration Credit System (ARCS) Procedures
QM6024	Review DA Form 3161 (Request for Issue or Turn-In) for Subsistence Turned In By a Supported Unit
QM6029	Receiving Nonperishable Subsistence Supplies
QM6030	Direct Receipt and Storage of Perishable Subsistence
QM6031	Dispose of Subsistence Items that are Damaged, While Per Insp

QM6055	Make Sure Sanitation Procedures are Used
QM6056	See that Security Measures are Followed
QM6062	See that Safety Procedures are Followed
QM6120	Inspect Personnel for Personal Hygiene
QM6124	Direct Personnel Setting Up and Dismantling the Mobile Kitchen Trailer (MKT-75)
QM6130	Direct Personnel Performing Sanitizing Eating and Cooking Utensils in a Garrison Dining Facility
QM6131	Direct Personnel Sanitizing Eating and Cooking Utensils at a Field Kitchen
QM6132	Direct Personnel Performing Sanitation Services at a Field Kitchen
QM6133	Directing Personnel Performing Sanitation Services at a Garrison Dining Facility
QM6142	Develop an On-The-Job Training Program
QM6145	Implement Security Procedures
QM6147	Prepare Subsistence Report and Field Ration Request
QM6157	Obtain Subsistence Supplies Under the Field Ration Issue System (FRIS)
QM6162	Determine the Field Kitchen Sites and
QM6183	Provide Assistance to the Troop Issue Subsistence Activity (TISA)
QM6194	Evaluate Procedures for Accounting for Lost, Damaged, or Destroyed Subsistence Supplies

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AR 40-5	Preventive Medicine, 15 October 1990
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AR 672-20	Incentive Awards, 29 January 1999
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AR 735-5	Policies and Procedures for Proper Accountability, 10 June 2002

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610-091-0360-B	Fire Safety and Demonstration
800-101-0009-B	Steam Cooker
800-101-0012-B	Ice Tea Dispenser
800-101-0018-B	Inspection of Foods in Dining Facility
800-101-0025-B	Deep Fat Fryer (Gas-Fired)
800-101-0026-B	Vertical Mixing Machine
800-101-0027-B	Gas Range (Center Fired Hot Top)
800-101-0028-B	Coffee Urn (15 Gallon)
800-101-0029-B	Griddle (Gas-Heated)
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800-101-0057-B	Vegetable Cutting and Slicing Machine

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800-101-0098-B	Setting Up and Serving Food at Field Sites
800-101-0134-B	Garrison Dining Facility Operations - Personal Hygiene, Health and Sanitation
800-101-0135-B	Garrison Dining Facility Operations - Receiving, Inspection, and Storing Food Supplies
800-101-0136-B	Garrison Dining Facility Operations - Perform Preliminary Food Preparation Procedures
800-101-0238-B	Potato Salad
800-101-0280-B	Frying and Braising Pan (Tilting Type)
800-101-0308-B	Knives and Knife Sharpening
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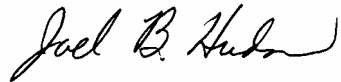
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