



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
UNITED STATES ARMY QUARTERMASTER CENTER AND SCHOOL  
ARMY CENTER OF EXCELLENCE, SUBSISTENCE  
1201 22D STREET  
FORT LEE, VIRGINIA 23801-1601

ATSM-CES-FMTD

01Oct 02

MEMORANDUM FOR New Students, Food Service Management Course, Army Center of Excellence, Subsistence, Fort Lee Virginia, 23801-1601

SUBJECT: Food Service Management Course Welcome Letter

1. Welcome to the Food Service Management Course (FSM), taught by the Food Management Training Division (FMTD), Army Center of Excellence, Subsistence (ACES). This course is designed to teach you the knowledge and skills of a staff adviser in the Army Food Program and the management skills needed to operate Army dining facilities in direct competition with the civilian sector.

We **strongly** suggest you use the tutorials at your local dining facility to refresh your AFMIS skills. Familiarize yourself with FM 10-23, **AR 30-22** (Draft), the AFMIS End User's Manual, and MS Office, to improve your chances for success. We suggest you bring your own manuals as you will be tabbing and highlighting areas of instruction for quick reference. **Also if you have a lap top computer or can acquire one for the class- it is not mandatory, but highly suggested because the number of computers in the class is limited. Most Annex Exams are done in essay format and will be typed.**

2. Incoming **NCOs** must report NLT 1800 hrs on 01 Oct to I Co. CQ, building S-8400A, phone DSN 687-6790. **Officers** report to Mifflin Hall staff duty, building 5000, phone DSN 687-5647 on Sunday, and in-process thru E Co. on Monday, also in Mifflin Hall, phone DSN 687-3265. **Civilians** need only report to Academic Records in Mifflin Hall (rm. 204) on Monday from 0800-1130 to inprocess. General directions to I Co. are as follows: 04 Aug. Commercial phone numbers are 804-734-(last 4).

3. Food Service Management students (NCO's), will be required to make formations (PT& otherwise) with ACES. This issue has been addressed on numerous occasions so be prepared to comply. The same will apply for officers assigned to E Co.

Entering Fort Lee at:

-Mahone Gate - (exit 68 on I-95) turn left at the 2d traffic light (A Ave.) on base, I Co. Is about 200 meters down A Avenue on the right.

-6th street Gate - (exit 9B on I-295), pass the AAFES gas station on base, turn right at the light onto A Avenue. Follow A Avenue past the museum, through the light, I Company is past the light about 300 meters around the bend on the left.

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To Mifflin Hall, enter Ft. Lee from route 295, exit 9B; proceed through Hopewell, turning left onto post at the 4th light. Turn right at the 2d light, onto A Ave; proceed 4 blocks to the large parking lot of Mifflin Hall on the left, before the museum. Turn left, the staff duty office is in the enclave 150 meters down on the right.

4. The critical times for the first 24 hours are as follows:

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NLT 1800 hrs - report to I Company CQ. You may call the Ft. Lee Lodging office at DSN 687-6694, COM 804-733-4100.

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0345 hrs - report to I Company for **MANDATORY** weigh-in, PT uniform.

1300 hrs - report to Bldg 4200 room 153, for course introduction and the start of class.

5. Normal class time is from 0800 to 1700, Monday through Friday. All appointments will be cleared through the FSM Senior Instructor or Course Director. There **will not** be any make up classes. You should satisfy any dental, medical or non-emergency requirements prior to leaving your home station.

6. Please bring the following items: Complete PT uniform, class A & B uniform.

7. Uniforms: **Class A uniform** for graduation, class B for field trip to a facility, BDUs for regular class, winter PT(hat,gloves); civilians use appropriate attire.

8. Physical training is apart of the Food Service Management course. So come prepared to participate.

9. Course Director is CW3 Pisney, the Senior Instructor is the undersigned; either can be reached at (COM) 804-734-3376/3299, or (DSN) 687-3376/3299; e-mail addresses are as follows:

10. Effective 1 OCT all Officers, NCO, WO courses coming to Fort Lee will be assigned to on post or contract quarters. All meals will be consumed in a DFAC, at the regimental club or the Travelers (next to the fire station). All on post transportation will be provided. TDY payment normally paid to the traveler will be made to the installation. DAC strongly recommended that an orientation be prepared to brief incoming travelers because most will not be aquatinted with this new procedure and will have already rented cars etc. This should be the first thing they hear about when they report in...

CW3 Pisney: [pisneya@lee.army.mil](mailto:pisneya@lee.army.mil)  
MSG. Hawkins: [hawkinsa@lee.army.mil](mailto:hawkinsa@lee.army.mil)

//ORIGINAL SIGNATURE//  
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P.S. And check the ACES Website for up-to-date information on Army Foodservice:  
<http://www.lee.army.mil/quartermaster/aces/>.