

Memorandum for: Food Program Managers

Subject: **Example:** Standard Operation Procedures (SOP) for Conducting Food Service Management Board Meetings

Mission:

The Food Service Management Board (FSMB) provides an avenue for the interchange of information between food service personnel, food service management staff, and subsistence prime vendors. Subsistence requirements, regulatory and doctrinal changes, training opportunities, and operational updates are detailed here.

Membership of the FSMB:

The FSMB is comprised of mandatory voting and non-voting members. Chapter 3, AR 30-22 and DA Pam 30-22 details the membership and duties of FSMB members.

Responsibilities:

The FSMB, chaired by the Food Program Manager (FPM), reviews garrison menu standards to determine the extent of implementation at each dining facility. Changes to menus are made as required to meet the needs of the command; both in garrison (diner desires) and during field operations. All revisions to the menu must be made within the BDFA.

Additional responsibilities of the FSMB include:

- a. Ensuring that items considered as unsatisfactory in quality or unsuitable for their intended use are reported IAW the requirements of AR 30-22.
- b. Revising the Master Item File to accommodate new and/or substitute items.
- c. Review the developed field feeding plan to determine if it still meets the needs of the command and the desires of the soldiers. The field feeding plan will be developed within the guidance contained in chapter 4 of AR 30-22.
- d. Approving revisions to the prime vendor catalog, ensuring updates in AFMIS of the Master Item File and correcting installation recipe and menu files.

Food Program Manager. Prior to the FSMB, the Chair has the responsibility to prepare and distribute a proposed agenda. Board members should review the proposed agenda and submit topics for discussion or recommendations for additions/revisions back to the FPM for inclusion in the Agenda.

Additional responsibilities of the FSMB include:

- a. Ensure that requirements of the field feeding plan are addressed in the prime vendor electronic catalogs and required AFMIS files. Field feeding plans are developed IAW Chapter 4 of AR 30-22.
- b. Plan and Develop requirements for holiday and special meals.
- c. Provide professional development opportunities for food operations personnel.

- d. Coordinate and Review new subsistence Items. Ensure product demonstrations or cuttings are conducted IAW the procedures provided in DA Pam 30-22, paragraph 3-12.

Conduct of Board:

Pre – Meeting Actions. The FPM schedules the meeting and provides the proposed agenda to members at least one week ahead of scheduled meetings. Participants should review this notice and prepare any informational requirements and provide any necessary feedback prior to the meeting to ensure inclusion into the meeting.

Conduct meeting.

- a. Review Old Business and approve past menu minutes.
- b. Review proposed monthly Installation Master Menu and required changes. The minutes will reflect the date and version of the approved menu.
- c. Discuss upcoming reviews and inspections, FMAT visits, Culinary Arts competition, Philip A. Connelly program, etc.
- d. Review administrative processes for ordering special items.
- e. Review training requirements and opportunities. Discuss field feeding support.
- f. Review defective product recall and supply management information, to include the availability of seasonal fresh fruits and vegetables. Discuss recommended items to be added and/or deleted to Master Item File (MIF). Propose practical means to expedite consumption.
- g. Review nutrition program implementation and updates. Ensure Dietitian involvement.
- h. Review sanitation trends.
- i. Review issues and trends on item receipts and handling.
- j. Review upcoming special events and support requirements.
- k. Review dining facility account status and note the installation cumulative over/under equipment status. Identify steps to be taken to bring errant accounts back into tolerance. **Note** any FLIPL's to be initiated.
- l. Review installation food service contract compliance trends and issues. **Note:** where an improvement in contract language would serve to reduce conflict and confusion or would be beneficial to the government's interest and provide better food service for the soldier. This feedback is essential for continual improvement of the prototype contract.
- m. Solicit input from dining facility representatives, preventative medicine, and veterinarians regarding problems and solutions.
- n. Review input from soldier's council and BOSS representatives. Provide feedback and guidance.
- o. Solicit input from Commanders and their representatives; Provide feedback and guidance.

- p. Discuss any other business that advances the quality and effectiveness of the Installation Food Program.

Post-Meeting Actions:

- a. FSMB actions will be recorded and retained on file in the command and/or FPM office. One copy will be forwarded to Director, JCCoE, ACES OD not later than 15 workdays, after each meeting. Minutes will be submitted through command channels.
- b. Copies of the minutes of each meeting will be provided to all attendees of the FSMB at the next scheduled meeting. Changes or corrections will be made, as required, to the minutes of the previous meeting at this time.
- c. Major overseas command or installation commander or designated representative will approve or disapprove, as applicable, actions of the board.

Schedule.

- a. Active Army FSMB will be conducted quarterly. FPM may call Special meetings of the FSB when required.
- b. For the Reserve Component, FSMB will meet annually or more frequently at the call of the chairperson. The ARNG and RSC/DRC full-time dining facilities will schedule FSMB the same as Active Army installations.