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

REPLY TO
ATTENTION OF

ATSM-CES

3 January 2011

MEMORANDUM FOR Installation Management Agency, Food Program Managers, Army Senior Tactical Food Advisors (Div/Sep Bde)

SUBJECT: Standard Procedure for Requesting Off-Site Food Service Contract Management Course (FSCM)

1. PURPOSE: To establish policies, responsibilities and procedures for installations requesting off-site instruction and certification of the FSCM by JCCoE personnel. These procedures, will aid in scheduling, cost control and effective use of limited personnel resources. Adherence will also ensure that installations requiring this service receive value added through training of assigned personnel.

2. GENERAL: The FSCM course is an intense 1-week course of instruction designed to train and functionally certify Food Service Personnel to perform as Contracting Officer's Representatives (COR) and Performance Assessment Evaluators (PAE). Evaluating food service sanitation requirements and standards is incorporated into the program of instruction as part of the Performance Assessment Program training.

a. A primary focus of the course is to train personnel to develop performance-based work statements and performance assessment plans. Emphasis is placed on procedures to properly evaluate performance and effectively communicate with contractors and with contracting officers.

b. Fundamentals of contracting, contracting policy, and the duties, responsibilities and limitations of the COR are stressed throughout this course. Personnel also become familiar with management indicators and critical control points required to assess serve safe food practices.

c. Army personnel designated as CORs are required by AR 30-22 to be initially certified by completion of this course and re-certified every 5 years. In addition, each COR must also complete CLC 106, which can be found on the Defense Acquisition University website at www.dau.army.mil.

d. The course is offered at Ft. Lee several times each calendar year. Enrollment priority is given to performing CORs, individuals who anticipate being designated a COR, Food Program Managers (FPM), Food Advisors, Performance Assessment Evaluators, and other command approved personnel. Individuals who want to take the course for professional development purposes are also permitted to attend this course.

3. REQUESTING OFF-SITE SUPPORT: Due to limited personnel resources and a growing need for installation level presentation of this course the following is hereby implemented and must be adhered to.

a. Installation Food Program Managers or Tactical Food Advisors may initiate requests for support in letter format.

b. Requests must be in writing and provide the following as a minimum:

(1) Request for local presentation of the FSCM course

(2) Requested dates of the class presentation

(3) **Statement certifying number of students who are committed to attend the course (must be 15 or more). Command support is critical to attendees' success. Students must be excused from other duties to ensure sufficient time to focus on classroom training and homework assignments. Students who miss 4 or more hours (total) will be excused from the class and will not take the exam or complete the course. Exception can be made for emergencies based on the instructor's decision and determination that the student can achieve the desired level of learning.**

(4) *Changes to rosters after arrival of the instructors must be kept to a minimum and can result in a lack of sufficient materials, delays in students receiving certificates and potential costs to the installation. Serious consideration must be given to the selection of students. Senior personnel (All Warrant Officers and Non-Commissioned Officers E7-E-9) should be chosen and mandated as attendees first. Staff Sergeants (E-6) and Sergeant (E-5) should receive consideration after enrollment of senior personnel. Personnel below the grade of E-5 are not normally assigned to this class. These Soldiers may be considered if their duty position will justify their attendance. DA Civilians assigned as CORs or Performance Assessment Evaluators should also be afforded the opportunity to attend this class when presented at the installation level.*

(5) TRADOC will reimburse the School the funds to pay for travel and per diem costs of instructors (2) and material shipping costs.

c. Request must be approved and signed by the commander furnishing the funding for the course.

d. Command approved requests should be forwarded to Chief, Concepts, Systems & Policy Division, Operations Directorate, JCCoE at the following address:

Department of the Army
U.S. Army Quartermaster School
Joint Culinary Center of Excellence
1831 A Ave
Fort Lee, Virginia 23801-1601

4. APPROVING REQUESTS FOR OFF-SITE SUPPORT.

a. The Chief, CSPD ACES will recommend approval/disapproval of installation requests based on availability of instructors and projected mission load. Recommendations will be forwarded to the Director of Operations, JCCoE.

b. The Director of Operations, JCCoE will provide concurrence/non-concurrence with the recommendation of the Chief, CSPD and forward the request to the Director of JCCoE.

c. The Director of JCCoE will be the final approval/disapproval authority for all requests for off-site FSCM training support.

5. APPROVED TRAINING REQUESTS: Approved installation requests must be submitted to the ATRRS system.

a. Requesting installation contacts their training coordinator.

b. The training coordinator will provide a course number, school code, number of students, comp code, quota source and justification to their MACOM coordinator to request the class be approved in ATRRS.

c. The MACOM coordinator will submit the request through TRADOC coordinator, Ms. Ernestine Miles at (757) 788-2053 (ernestine.miles@us.army.mil) in order to get an "off Line TRAP" request approval.

d. The request will then be forwarded to the JCCoE ATTRS coordinators, Ms. Michelle Von Reichenbach at (804) 734-5444 (michelle.vonreichanbach@us.army.mil) and Ms. Sara Baumgarten at (804) 734-3803 (sara.r.baumgarten@us.army.mil) who will get concurrence from the training department and schedule the course in the ATTRS system.

e. The example below illustrates the required format for course request: The flow is reversed upon final approval for notification purposes.

FY:
School Code: 101
Course Number: 8E-F8/800-F23 (MTT-A/G)
Quota Source:
Component Code:
Class Dates:
Justification for Training:
POC Name/Telephone number of the POC at receiving command:

6. ACTION OFFICERS (Instructors): JCCoE action officers will notify requesting installation FPMs of final action on their requests. Action officers will:

a. Coordinate student registration with the installation FPM.

b. Coordinate classroom and material support requirements with the FPM.

c. Ship class materials to the FPM in time for class presentation.

d. Provide classroom instruction, assistance as needed, and administer a course end examination.

e. Students successfully completing the course end examination will receive a Quartermaster Center Certificate of Completion signed by the Director of JCCoE for their records.

7. For further information concerning course requirements contact Ms. Cara Vartuli-Dusablon at (804) 734-4842(cara.vartulidusablon@us.army.mil) or Mr. Jose Millan at (804)-734-4858, (jose.millan@us.army.mil).

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