

DEPARTMENT OF THE ARMY
UNITED STATES ARMY QUARTERMASTER SCHOOL
Joint Culinary Center of Excellence
16th Street and B Avenue Building 4200
FORT LEE, VIRGINIA 23801-1601

ATSM-CES-OA

15 June 2010

MEMORANDUM FOR Food Program Manager, XXXX, Fort XXXX

SUBJECT: Food Management Assistance Team Mission Coordination

1. A Food Management Assistance Team (FMAT) mission has been scheduled to Fort XXXX, 9-13 August 2010. The goal of our mission is to assist the Food Program Management Office, Major Subordinate Command food advisory personnel, installation food service support personnel and dining facility operations in meeting the goals and objectives of the Army Food Program. As part of our pre-coordination, a letter announcing our mission will be sent from the Quartermaster Commanding General, Brigadier General Jesse R. Cross, to your Garrison Commander.

2. The FMAT will be accompanied by the IMCOM-Northeast Region Food Program Manager, Ms. XXXX. The tentative FMAT members visiting are:

XXXX, Food Service Systems Analyst
XXXX, Senior, Food Operations Management NCO
XXXX, Facilities and Equipment

3. The FMAT request to have an Entrance Brief prior to assisting the installation. The FMATs focus during the mission is to assist the Installation Food Program and dining facility operations and assist in specific areas as requested. If you request specific assistance or training, please provide me with these areas at the soonest time possible in order to conduct the necessary pre-coordination. I also suggest scheduling a consolidated management training session during our visit. This time can be used for account, inventory, customer service or other training as requested.

4. To facilitate our review of your program, I request that you have the documents listed at Enclosure 1 available for review upon our arrival. Your assistance in providing the documentation is greatly appreciated.

5. I additionally request the Contract Officer Representative (COR), Performance Assessment Evaluators (PAEs), Master Planner as well as representatives from the Veterinary Services, Preventive Medicine, Nutrition Care, and the Directorate of Public Works are available to the team during the mission. Please schedule meeting times with these personnel and annotate them on the itinerary. The team will also ask to review the food service contractor's Quality Control

Plan or Quality Assurance Surveillance Plan including the employee training program and cyclic menu (if used). During visits to the dining facility, the team will also conduct a Diner Satisfaction Survey.

6. The FMAT will like to have flexibility to look at all Dining Facilities on the installation regardless if on the schedule or not, if time permits.

7. I have enclosed a sample itinerary shell (Encl 2) for your review and planning purposes. I request that you review the draft itinerary and make any adjustments as needed to the content. Please schedule adequate time for any specific areas that you desire assistance with. I would also ask that you schedule the times for the entrance/exit briefings and coordinate with the appropriate Command/personnel as necessary. Once you have made the changes to the draft itinerary, please e-mail it back to me.

8. Thank you in advance for your assistance and cooperation. Please feel free to contact me by email or phone at any time if you have questions prior to our arrival. My contact information is commercial 804-734-xxxx, DSN 687-xxxx or email (xxxxxxxxxx).

Encls 2

XXXXX

Food Service Systems Analyst

CF:

XXXX

XXXX

XXXX

Encl 1

Food Program Documents to be Reviewed

1. Copy of last two Food Service Management Board Meeting Minutes
2. Copy of the Food Service Contingency Plan
3. Copy of the current FY and projected FY Food Service Budget
4. Inventory Deviation Directive (if applicable)
5. Copy of the Mid-Year Financial Reviews (FY10)
6. Copy of the Installation Cash Book Control Officer Appointment Orders/SOP
7. Recognition, Food Safety and Sanitation, and Nutrition Program
8. Copies of any Subsistence Prime Vendor Contract Discrepancy Reports (current FY)
9. Copy of the Subsistence Prime Vendor fill rate
10. COR/PAE surveillance inspection reports for the last two months
11. Copy of Performance Work Statement(s) for the current food service contract(s), including any modifications, contractors' name, and option year
12. Cost of all food service contracts (last FY)
13. Copy of the Command's current Dining Facility Use Policy
14. Food Service Management Plan (DA Form 4945 and required folder contents)
16. Food Service Equipment Replacement Records
17. Operational Ration Issues (current FYI0)
18. Copy of Semi-Annual Inventory (FY10)
19. Copy of FLIPLs/LODs (current and last FY)
20. Copy of Dining Facility Evaluations conducted (current FY)
21. Copy of all submitted Major Subordinate Command Action Plans (current FY)
22. Copy of any Validation and Analysis
23. Dining Facility Utilization Rates

Encl 2

**FOOD MANAGEMENT ASSISTANCE TEAM
ITINERARY
9-13 August 2010**

Aug 9 (Mon): Team arrives at (Installation). Team will have rental car. Team will make billeting reservations.

Travel Day

Aug 10 (Tue):

FMAT Command entrance brief

Visit DFAC

Aug 11 (Wed)

On-going assistance (DFAC)

Aug 12 (Thur)

On-going assistance

Aug 13 (Fri)

Out Brief Command