

# FOOD SERVICE SYSTEMS ANALYST

**REVIEW AREA: INSTALLATION FOOD PROGRAM- ANALYST 6/29/2010 11:27 AM**

SUB AREA ASSESSMENT METHODOLOGY	DOCUMENTS REVIEWED	NOTES
<b>FOOD PROGRAM MANAGEMENT</b>		
<p>-Installation has a fully staffed FPMO</p> <p>-FPM is completing all required management functions including: FSMB, budgeting, semi-annual inventories, mid-year reviews, monitoring DFAC accounts, establishing local food program directives/SOPs</p> <p><b>TRAINING/SPECIAL PROGRAMS</b></p> <p>-A la Carte</p>	<p>-Staffing structure                      -FSMB Minutes/attendance                      -Food Service Budget (incl FSE)                      -Semi-Annual Inventory Tasking                      -Mid-Year Financial Review                      -Contingency Plan                      -Cash Control Book Orders/SOP                      - MSC required actions (FA)                      -Food Program Directives/SOPs</p> <p>-Nutrition, Safety and Sanitation, Recognition Training Programs, Culinary Arts, Connelly Hazardous Communication Program</p> <p>-issues with pricing/supply costs</p>	
<b>DFAC UTILIZATION</b>		
<p>- DFAC utilization rates for current FY</p> <p>-FPM recommends to Garrison Commander consolidation/closure actions when utilization is below 65% or over 110%</p> <p>-Commander authorization memo for cash customers/civilians to subsist</p> <p>-Design capacity</p>	<p>-AFMIS DSS Utilization Rate                      -Annual Usage Review                      -AFMIS DSS Headcount Summary</p> <p>-Installation Diner Use Policy IAW AR 30-22, 3-1. 5. And 3-34, (b)</p> <p>-ensure design capacity in DSS is the same as what the Master Planner is tracking. Coordinate with FED</p>	
<b>SUBSISTENCE PRIME VENDOR PROGRAM</b>		
<p>-Dining Facility Manager (DFM) /FPM are utilizing the Contract Discrepancy Report (CDR) to document SPV ordering and delivery discrepancies</p> <p>-SPV meets the contract required fill rate of 98%</p> <p>-Are copies of the CDRs forwarded to JCCoE?</p> <p>-Concerns with the SPV</p>	<p>- DA Form 7589 SPV                      - DA Form 7590 OPRATS</p> <p>- SPV Fill Rate</p> <p>-AR 30-22, 3-43</p> <p>-If so, what was the remedy or course of action? Was CSPD contacted?</p>	

<b>MSC ADVISORY SUPPORT</b>		
<ul style="list-style-type: none"> <li>-Responsible Food Advisor is completing all required management functions including:  Quarterly Action Plans  Semi-Annual Reviews  Monthly High Dollar Reviews  Validation and Analysis  DFAC evaluations  Nutrition Review</li> <li>-Are copies of the evaluations/plans forwarded to the FPM?</li> <li>-Are they supporting the FSMB?</li> </ul>	<ul style="list-style-type: none"> <li>-AFMIS DSS Account Status Summary</li> <li>- required actions on file at dining facility</li> <li>-FSMB Minutes</li> </ul>	
<b>REVIEW AREA: INSTALLATION FOOD PROGRAM- ANALYST</b>		
SUB AREA ASSESSMENT METHODOLOGY	DOCUMENTS REVIEWED	NOTES
<b>ACCOUNT</b>		
<ul style="list-style-type: none"> <li>-Installation End of Year under spent or zero balance status</li> <li>-FLIPL on overspent accounts</li> <li>-has the Food Advisor initiated the FLIPL?</li> <li>-Installation and each DFACs current account status</li> </ul>	<ul style="list-style-type: none"> <li>-AFMIS DSS Account Status Summary</li> <li>-AFMIS DSS FLIPL</li> </ul>	
<b>AFMIS</b>		
<ul style="list-style-type: none"> <li>-Installation is on Legacy AFMIS or SCP 14</li> <li>-FPM/TISA is completing all required management functions including:  updating recipes, maintaining the MIF,  updating meal costs</li> </ul>		
<b>CONTRACT DEVELOPMENT &amp; SURVEILLANCE</b>		
<ul style="list-style-type: none"> <li>- Meet with Project Manager and QCP Manager</li> <li>-Meet with COR/PAEs</li> <li>-DA Prototype was used in the development of the contract and PAP</li> <li>-COR/PAEs are certified</li> <li>-COR/PAEs are conducting planned and random inspections</li> <li>-Contractor's Performance Assessment Plan (PAP) mirrors the Performance Work Statement (PWS)</li> <li>-Contractor's QCP training program is effective and documented</li> </ul>	<ul style="list-style-type: none"> <li>-Food Service Contract</li> <li>- Performance Work Statement</li> <li>-Performance Assessment Plan</li> <li>-COR/PAE Training Certificates (TB MED 530 Section V, 2-18; FSCM/COR</li> <li>-COR/PAE Surveillance Schedule</li> <li>-COR/PAE Surveillance Inspection Sheets</li> </ul>	

<p>Contractor -Primary/Sub Contractor's information -Types of contracts -Term of contract -Last FY and current FY contract costs</p> <p>-Problems/concerns with contractor</p>	<p>-what was done to remedy concerns -supporting documentation</p>	

# FACILITIES AND EQUIPMENT SPECIALIST

REVIEW AREA: INSTALLATION FOOD PROGRAM- FED 6/29/2010 11:27:44 AM		
SUB AREA ASSESSMENT METHODOLOGY	DOCUMENTS REVIEWED	NOTES
<b>DINING FACILITY INFRASTRUCTURE</b>		
<p><b>*Meet with Master Planner</b>  <b>*Meet with DPW Representative</b>                      -Installation has any new DFAC construction or modernization projects submitted                      -FPM has a FSMP                      -DFACs have any infrastructure issues                      -Dining Facility Managers (DFMs) are documenting and following up service orders/work orders                      -DPW is responsive to service orders</p>	<p>-DD Form 1391                      -DA Form 4945 Modernization Plan                      -DA Form 2405 Maintenance Request Register                      -DA Form 4283 Facilities Engineering Work Request</p>	
<b>GARRISON KITCHEN EQUIPMENT</b>		
<p>-DFMs have accurate replacement records                      -FPM has established a 3-5 year kitchen equipment budget                      -Food service workers are being trained on the safe operation and maintenance of equipment                      -DFMs are documenting and following up work orders/service orders                      -DPW is responsive to work orders                      -Sustainability practices</p>	<p>-AFMIS DFO Equipment Replacement Records                      -DA Form 3988                      -DA Form 2405                      -Budget</p>	
<b>FIELD KITCHEN EQUIPMENT</b>		
<p>-Tactical units are experiencing any issues/concerns with field kitchen equipment</p>		
<b>ENERGY CONSERVATION</b>		
<p>-DFAC personnel shut off lights, water, and equipment when not in use                      -Leaking faucets or other water sources are called in on a service order</p>	<p>-Energy Conservation SOP</p>	

**CHIEF, FOOD OPERATIONS MANAGEMENT  
NCO**

**SENIOR, FOOD OPERATIONS MANAGEMENT  
NCO**

SUB AREA ASSESSMENT METHODOLOGY	DOCUMENTS REVIEWED	NOTES
<b>ADMINISTRATION</b>		
<p><b>ARIMS</b></p> <p>-Files are filed IAW AR 25-400-2 (ARIMS) Army Record Information Management System &amp; DA PAM 25-403, Guide to Army Record Keeping</p> <p>-Are transfer records in Current Files Area transferred to Record Holding Area (RHA) at two year maturity?</p> <p>-DFAC is utilizing and completing required forms and reports properly</p> <p><b>AFMIS</b></p> <p>-Does the user understand basic management functions?</p> <p><b>Headcount Procedures</b></p> <p>-Are forms properly filled out? -Are proper procedures used? -Is the Headcount SOP updated?</p>	<p>- DFAC Files</p> <p>-RHA</p> <p>- Unannounced Cash Count - Unannounced Meal Card Verification - Cash on Hand memorandum - MSC required actions - Cash Collection Voucher Procedures</p> <p>-daily user input and proper use of reports</p> <p>-does the DFAC staff communicate recipe variations/updates to the FPM</p>	<p>Are all files filed IAW with ARIMS</p> <p>-Ensure DFMs understand the procedures of turning in cash, cash control vouchers and close out procedures.</p>
<b>ACCOUNT MANAGEMENT</b>		
<p>-Installation FY and current account status</p>	<p>-AFMIS DSS Account Status Summary</p> <p>- Earning and Expenditure reports</p> <p>- Inventory Adjustment Monetary Account (IAMA)</p>	<p>Is the DFAC over spent or under spent?</p> <p>Is the DFM aware of the account status?</p>
<b>INVENTORY MANAGEMENT</b>		
<p>-Installation FY and current inventory status</p> <p>-DFAC surplus inventory status -Days of Supply (DOS)</p> <p>-FPM has authorized a deviation from the 6-day inventory standard</p> <p>-DFAC inventory is tied to the menu cycle</p> <p>-Residual rations are being accounted for correctly</p>	<p>-AFMIS DSS Inventory Summary</p> <p>- DSS Inventory Objective</p> <p>-Installation and each DFAC Surplus Inventory Status</p> <p>- Inventory Deviation memo</p> <p>-AFMIS Monthly Inventory</p> <p>-DA Form 3161/DA Form 3294</p>	<p>Are the DFACs within the mandated Inventory Criteria?</p>

<b>FOOD PROTECTION &amp; SANITATION</b>		
<p>-Food Protection Program IAW DA PAM 30-22, para. 3-7 has been established and is being utilized</p> <p>-TB MED 530 standards are being followed for cleaning, manual and/or chemical dishwashing, leftovers, and thawing</p> <p>-Food Risk Management</p> <p>-Are chemicals stored separately from subsistence? (HAZCOM)</p>	<p>-Are all DFAC equipment and areas properly cleaned IAW TB MED 530?</p> <p>-DA Forms 7458 &amp; 7459</p> <p>-MSDS Sheets -Training</p>	
<b>SUPPORT AGENCIES</b>		
<p><b><u>Meet with Preventive Medicine</u></b></p> <p>-PREV MED is conducting Comprehensive Food Establishment Inspections (routine/comprehensive)</p> <p>-PREV MED inspections indicate reoccurring deficiencies</p> <p>-PREV MED provides sanitation training</p>	<p>-DA Forms 5161-R &amp; 5162-R</p>	<p>-Coordinate and conduct meeting with Preventive Medicine</p> <p>-Coordinate and conduct meeting with Installation Veterinary Activity</p>
<p><b><u>Meet with Veterinary Representative</u></b></p> <p>-Determine if the Vets are conducting Subsistence Prime Vendor (SPV) product compliant inspections</p> <p>-Are they providing training?</p>	<p>-Food Defense Plan</p> <p>-Installation Support Plan (ISP)</p>	<p>-Are the Vets aware of the procedures to enter vet condemnation into AFMIS?</p> <p>-Is the ISP current and is there a valid Food Defense Plan in place?</p>
<b>REVIEW AREA: FOOD SERVICE OPERATIONS - NCO</b>		
SUB AREA ASSESSMENT METHODOLOGY	DOCUMENTS REVIEWED	NOTES
<b>FOOD PREPARATION AND CUSTOMER SERVICE</b>		
<p>-Production schedules and recipe cards are being utilized</p> <p>-AFMIS recipe cards and variations are accurate</p> <p>-Waste is minimized through food prep and service</p> <p>-Progressive cookery is being utilized</p> <p>-Plate presentation</p> <p>-Customer service principles are used</p> <p>Receipt and Storage</p>	<p>- Production Schedules</p> <p>- Recipe Cards</p> <p>- AFMIS Recipe Cards</p>	

-Subsistence items properly stored and dated		
<b>OPERATIONAL RATIONS</b>		
-Units have issues with ordering or quality of operational rations  - Operational Ration Quality Feedback	-Accountability of Operational Rations DA Form 5914r (Ration Control Sheet)  DA FORM 7590	
<b>MENU STANDARDS</b>		
-Menus meet Army Menu Standards  -Adequacy of menu cycle	DFAC Menu (cyclic menu)  Menus reviewed by a dietitian  Do you have an approved menu adjustment memorandum on file signed by the FPM?	
<b>SUBSISTENCE PRIME VENDOR</b>		
- Determine if the DFMs are utilizing the CDR  - Subsistence Prime Vendor ( SPV) ordering and delivery discrepancies  - Determine if the DFAC managers are happy with the level of products and support the SPV is providing	- Review-DA Form 7589 (CDR)  - DA Form 7590  -VET condemnation procedures	
<b>REVIEW AREA: FOOD SERVICE OPERATIONS - NCO</b>		
SUB AREA ASSESSMENT METHODOLOGY	DOCUMENTS REVIEWED	NOTES
<b>92G PERSONNEL</b>		
-92Gs are assigned and working in the DFAC  -92G NCOs are being utilized IAW their rank structure  -92G are out of DFAC for an excessive amount of time prior to/upon return from deployment  -Are 92Gs working in a contract DFAC	-Cooks Status Report  -Division G-1/G4 Food Svc Cook Status Report	Are the unit's scheduled for deployment?

**MSC ADVISORY SUPPORT**

- Determine if responsible Food Advisor is completing and filing required actions at the dining facility:  
Action Plans, Operational Reviews, Account Validation and Analysis, and DFAC Evaluations

-Determine if command is conducting Cash Counts and Meal Card Verification

-Operational Reviews (semi-annual and monthly high dollar)

-Validation & Analysis

-DFAC Evaluation Checklists

-Are copies of all reports maintained at the DFAC and/or forwarded to the FPM

**TRAINING**

-DFACs have an established training program

- Mandatory Training on

- Food Safety and Protection

- Sanitation

- Nutrition

- Administration

- Equipment operation and maintenance

- HAZCOM

- Pest Management

-Safety

-Energy Conservation

-Training is being documented for each individual

-Training Schedules/Program

-Personnel Training Records

-Food Safety and Sanitation Certification (Initial 8 hours for all FS personnel and Person-In-Charge)

Is there a plan in place showing the rotation of personnel in all areas?

**DINER SATISFACTION**

-Conduct Diner Survey Assessment in each DFAC visited during meal periods

- Survey 10% of the expected headcount during a meal

-Determine if DFAC has an established Diner Feedback Program

-DFAC Diner Surveys

-FMAT Diner Surveys

- Installation Diner Comment Cards