

Areas	Reference	Actions	Comments
Food Program Management Office	AR 30-22, 3-11, a, b	Staffing	
		Organization	
		Installation Foot Print	
Annual Budget	AR 30-22, 3-12, a. (3), AR 30-22, 3-46, 3-47,	Submitted/Funded for FY	
		Does it include PAC, Culinary Arts, Training, Food Safety?	
Required Actions	AR 30-22, 3-12, a. (4)	Monitoring Accounts	
	AR 30-22, 3-12, a. (7)	Provide assistance to DFAC Food Service Staff	
	AR 30-22, 3-26, d	Semi-Annual and end of year inventories conducted by disinterested party	
	AR 30-22, 3-15, a	Conduct Mid Year Financial Reviews	
	AR 30-22, 3-24, b	Menu Standard Deviation as applicable	
	AR 30-22, 3-26, a (2)	Inventory Deviation as applicable	
	AR 30-22, 3-10, c	Prepare Food Service Management Plan	
	AR 30-22, 3-16, b, 3-17	EOY FLIPL/LOD/procedures/copy on file	
	AFMIS Help Menu	AFMIS Maintenance/Recipe update	
	AR 30-22, 3-29 DA Pam 30-22, 3-40	A la carte	
	AR 30-22, 3-1, d DA PAM 30-22, 3-9, App C	Unannounced Cash Count and Quarterly Reviews	
JCCoE Guidance	Place actual contract costs into AFMIS		
Cash Control Book	AR 30-22, 3-1, r	Appointment Orders Cash Control Officer	
	AR 30-22, 3-27, e,c	Cash Books Validated at the end of FY	
	DA PAM 30-22, 3-35, d	Copy of memo on file	
Programs	AR 30-22, 3-57 DA PAM 30-22 3-7, b. (1), b. (3), (2), (a)	Food Safety and Nutrition	
		Food Risk Mngt; Pest Mngt; Preventive Medicine Inspections	
		Nutrition program	
	AR 30-22, 3-1, u; 3-58	Recognition programs: Culinary Arts	
		Philip A. Connelly, Cook of Quarter	
	AR 30-22, 3-54	Safety Program	
	TB MED 530 Ch 11	HAZCOM	
Technical Report NREL/TP-7A2-48876	"Zero Waste" Initiative		
Additional Notes			

Areas	References	Actions	Comments
Utilization Reviews Rates	AR 30-22, 3-1, j DA PAM 30-22, 3-5	Are the reviews conducted annually?	
		Quarterly Installation Utilization Rate	
Diner Use Policy	AR 30-22, 3-1, g; 3-37 DA PAM 30-22 APP D	Is it current and signed by CDR?	
		Does it impact Sik Diners?	
		Is a copy in each Headcount SOP?	
Food Service Management Board	DA PAM 30-22, App F	FSMB conducted Qtrly/Minutes Published IAW DA PAM 30-22?	
	AR 30-22, 3-56, c, (1) (2)	Voting/NonVoting Members/Vets, PM	
	Doing Business with the Army Food Program; Vendor Catalog Buyer's Guide, DA PAM 30-22	Is the FPM coordinating with DLA-TS Vendor Contract Rep to resolve vendor related issues?	
	DA Pam 30-22, App I	Is the FPM recommending changes to items listed on the catalog IAW DA Pam 30-22 (i.e.	
	DA PAM 30-22, 3-12, App I	Procedures for new subsistence items	
Installation Contingency Plan	AR 30-22,3-47, d	Does it meet all requirements?	
		Is a copy shared with Food Advisors?	
Action Plan MSC	AR 30-22, 3-13 DA PAM 30-22, 3-8	Quarterly	
		Conducted IAW Regulation	
		Copy on file	
Validation and Analysis MSC	DA PAM 30-22, 3-45, f	Conducted as required	
		Copy on file	
Quarterly Evaluations MSC	AR 30-22, 3-1, k	Conducted quarterly	
		Copy on file	
Operational Reviews MSC	AR 30-22, 3-14  DA PAM App C	Semi-Annual Requisition	
		Semi-Annual Receiving	
		Semi-Annual Physical Sec	
		Monthly High Dollar Reviews	
		Copy on file/FSE 3988R in AFMIS	
Subsistence Vendor Contract Discrepancy Report (CDR) DA Form 7589/7590	AR 30-22, 3-46  DA PAM 30-22, Appendix H	Form properly filled out	
		Corrective Action/Status	
		Forwarded to DLA Rep/JCCoE	
GROUND BEEF STANDARDS	DA PAM 30-22, D. (8);Table I-1	Bulk: 10% fat content	
		Patties: 15% fat content	
Subsistence Prime Vendor Customer Service	DA PAM 30-22, Appendix H	Quality	
		Communication	
		Performance	
Additional Notes			

Areas	References	Actions	Comments
Contracting	IMCOM/JCCoE	# of contract DFACs Have all measures been considered to reduce contract costs?	
Contract Officer Rep and Performance Assessment Evaluator Training and Surveillance	AR 30-22, 3-42 DA PAM 30-22, 3-56	Training Certificates on file/valid JCCoE COR Workshop DAU CLC 106, COR w/ Mission Focus TB MED 530, Section V, 2-18 Surveillance Inspection Sheets Surveillance Schedule	
Contractor	AR 30-22, 3-42 DA PAM 30-22, 3-56	Performance Assessment Plan mirrors the Performance Work Statement (PWS)	
Training	DA PAM 30-22, 3-56/ TM 4-41.11, 1-15	Are training records on each individual on file? Is training IAW contract requirements?	
Contract		Name Tenure Cost Personnel	
Additional Notes			

Areas	References	Actions	Comments
ARIMS	AR 25-400-2 DA PAM 25-403	Folders/container labeled properly?	
		Files IAW regulation?	
		Does the Installation have a RHA?	
		Are records being transferred from CFA to RHA at two years?	
AFMIS/ADMIN	AFMIS Help Menu	Do the DFM/FSP have a working knowledge of AFMIS procedures?	
Production Schedule	DA PAM 30-22, par 3-13, 23, 56	Auto Receipt	
Meal Requests	AR 30-22, par 3-27	Are FSP communicating recipe deviations to the DFM/FPM for AFMIS update?	
Meal Card Verification	AR 600-38	Are Production Schedules properly prepared and adhered to?	
		Meal Requests for Support	
		Cdr ensuring collections are implemented?	
		S-1, G-1, Mil Finance Office processing/submitting DA Form 4187 to DFAS?	
		Unannounced Meal Card Verifications conducted?	
		Personnel Living in Barracks on Meal Card Versus BAS?	
Cash	AR 30-22, para 3-29 DA PAM 30-22, par 3-25 App D	Cash and Cash Books Safeguarded?	
		Are Unannounced Cash Counts conducted?	
		Open Cash Vouchers	
		Cash on hand	
		Change Fund Authorization	
		Memorandum on File	
		Cash Turn In Procedures	
Headcount Procedures	AR 30-22, 3-28 DA PAM 30-22, 3-25	Is the Headcount SOP updated?	
		Are H/C supervised during the meal?	
		Are ID/Meal Cards being verified?	
		Is the Diner Use Policy available?	
Account Management	DA PAM 30-22, par 3-45	Earnings & Expenditures	
		Is the current account staus IAW Reg?	
Inventory Management	AR 30-22, 3-21 & 3-26	Deviation Memo on file?	
	DA PAM 30-22, 4-19		
	DA Form 3161/3294	Days of Supply (DOS) on hand correct?	

**Additional Notes**



Areas	References	Actions	Comments
Receiving and Storage	TB MED 530 par 3-31	Receiving procedures being met	
		Proper storage procedures to include dating, QCC upon delivery, temperatures, FIFO	
Sanitation	TB MED 530	Overall Sanitation throughout DFAC to include equipment	
Support Agencies	Preventive Medicine PHC-Veterinary Services TB MED 530 fig 12-1, 2, 3 12-14, 12-23	Is PM conducting Comprehensive Food Establishment Inspections?	
		IS PHC conducting Subsistence Prime Vendor (SPV) product inspections?	
		Installation Support Plan (ISP)	
		Are they providing training?	
Training	DA PAM 30-22	Personnel training records	
	AR 30-22, 3-57	Training schedules	
	TM 4-41.11, 1-5	Established Training Program in place	
	TB MED 530, par 2-18	Food Safety & Sanitation Certification (initial 8 & 40Hr)	
92G Personnel	Memorandum of Agreement TM 4-41.12, Chap 1-9	Cook Status Report	
		NCOs utilized IAW rank structure	
		92Gs are assigned & working in DFAC	
Diner Satisfaction	TM 4-41.11, Chap 10	DFAC/Comment Cards/ICE	
		DFM visible during service	
		Surveys	
Additional Notes			

INSTALLATION FOOD PROGRAM-FED

Areas	References	Actions	Comments
Infrastructure		Number of DFACs?	
		Age of Facilities?	
		Ceiling tiles; Drains, Electrical; Floors, Windows, Exhaust, etc: Areas of concern will be listed as appropriate?	
		Has DFM submitted a cost analysis Work Request (DA Form 4283) to correct noted	
MCA/Major Renovation	AR 30-22, Para 3-12, a. (3)	Projects coordinated with JCCoE/ACES?	
Dining Facility Modernization Development Plan, DA Form 4945		Is plan up to date?	
Food Service Equipment		Equipment Replacement Record, DA Form 3988 up to date?	
FSE Annual Budget		Developed, POM for?	
Maintenance Request Register DA Form 2405			
Energy Conservation		Energy conservation measures	
Field Feeding Equipment		Equipment stored correctly?	
		Deficiencies	
Pest Management		Facilities good?	
Additional Notes			