

Areas	Reference	Actions	Comments
Food Program Management Office	AR 30-22, 3-11, a, b	Staffing	
		Organization	
Annual Budget	AR 30-22, 3-12, a. (3),	Submitted/Funded for FY	
	AR 30-22, 3-48, 3-49, 3-50	Does it include Food Service Equipment, 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	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	Cash Books Validated at the end of FY	
	DA PAM 30-22, 3-35	Copy of memo on file	
Programs	AR 30-22, 3-57	Food Safety and Nutrition	
	DA PAM 30-22 3-7, b. (1), b. (3), (2), (a)	Food Risk Mngt; Pest Mngt; Preventive Medicine Inspections	
	AR 30-22, 3-1, u; 3-58	Nutrition program	
	AR 30-22, 3-1, k	Recognition programs: Culinary Arts Philip A. Connelly, Cook of Quarter	
	AR 30-22, 3-1, s; 3-53	Energy Conservation Program	
	AR 30-22, 3-54	Safety Program	
	TB MED 530 Ch 11	HAZCOM	

Additional Notes

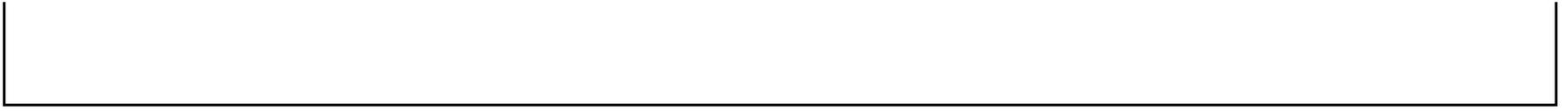


Areas	References	Actions	Comments
Utilization Reviews Rates	AR 30-22, 3-1, j DA PAM 30-22, 3-5	Are the reviews conducted annually?	
		Quarterly Installation Utilization Rate	
Diner Use Policy	AR 30-22, 3-1, g; 3-37	Is it current and signed by CDR?	
		Does it impact Sik Diners?	
		Is a copy in each Headcount SOP?	
Food Service Management Board	DA PAM 30-22, App F	Conducted Qtrly/Minutes Published	
	AR 30-22, 3-56, c, (1) (2)	Voting/NonVoting Members/Vets, PM	
	DA PAM 30-22, 3-12, App I	Procedures for new subsistence items	
Installation Contingency Plan	DA PAM 30-22, h, 2.	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	
Subsistence Vendor	AR 30-22, 3-46	Form properly filled out	

Contract Discrepancy Report (CDR) DA Form	DA PAM 30-22, Appendix H	Corrective Action/Status	
		Forwarded to DLA Rep/JCCoE	
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	AR 30-22, 3-39 DA PAM 30-22, 3-56	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	AFMIS Help Menu	Do the DFM/FSP have a working knowledge of AFMIS procedures?	
		Auto Receipt	
Admin Production Schedule Meal Requests Meal Card Verification	DA PAM 30-22, par 3-13, 23, 56	Are FSP communicating recipe deviations to the DFM/FPM for AFMIS update?	
	AR 30-22, par 3-27	Are Production Schedules properly prepared and adhered to?	
	AR 600-38	Meal Requests for Support	
Cash	AR 30-22, para 3-29 DA PAM 30-22, par 3-25 App D	Unannounced Meal Card Verifications	
		Are Unannounced Cash Counts conducted?	
		Cash on hand	
		Memorandum on File	
		Cash Turn In Procedures	
Headcount Procedures	AR 30-22, 3-28 DA PAM 30-22, 3-25	Open Cash Vouchers	
		Are Headcounters supervised during the meal?	
		Are proper procedures executed?	
		Is the Diner Use Policy available?	
Account Management	DA PAM 30-22, par 3-44	Is the Headcount SOP updated?	
		Current account status	

Inventory Management	AR 30-22, 3-26	Earnings & Expenditures	
	AR 30-22, 3-21	Deviation memo on file	
	DA PAM 30-22, 4-19	Days of Supply (DOS)	
Additional Notes			

Areas	References	Actions	Comments
Food Preparation Recipe Card Use Serving Line Replenishing Progressive Cooking	TB MED 530 TM 10-412	Are quality products prepared?	
		Are recipe cards used?	
		Is the serving line set up on time?	
		Is the line garnished?	
		Are proper replenishing procedures used?	
		Is Progressive Cooking used?	
Food Protection	TB MED 530 TM 10-412	Are foods properly protected from contamination to include Glove Use, Thaw, Cover, Label, Cross Contamination?	
		Leftover Disposition	
Go for Green	Nutritional Program AR 30-22, par 3-55, 56, 57 JCCoE Website	Is Go for Green properly implemented?	
		Are diner nutrition education materials available?	
		Is a healthy choice meal displayed?	
Menu Standards	DA PAM 30-22, 3-70	Are Menus IAW Menu Standards?	
		Is a Cyclic Menu used?	
		Do they offer a good variety?	
		Fitness Bar	
Food Risk Management	DA PAM 30-22, Table 3-1	Are the DA Forms 7458/59 properly filled out IAW regulation?	

Additional Notes



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Receipt and Storage	TB MED 530 par 3-31	Menus meet Army Menu Standards	
		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	
	ATTP 4-41, Appendix A-18	Established Training Program in place	
	TB MED 530, par 2-18	Food Safety & Sanitation Certification (initial 8 & 40Hr)	
92G Personnel	Memorandum of Agreement	Cook Status Report	
		NCOs utilized IAW rank structure	
		92Gs are assigned & working in DFAC	
Diner Satisfaction		EDFAC/Comment Cards/ICE	
		DFM visible during service	
		Surveys	

Additional Notes



Areas	References	Actions	Comments
Infrastructure		Number of DFACs?	
		Years in operation	
		Ceiling tiles	
		Flooring	
		Deficiencies	
		Has DFM submitted a cost analysis Work Request (DA Form 4283) to correct noted deficiencies?	
Master Planner		Military Construction Army projects	
		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 service life extensions submitted?	
		FSE in need of repair or replacement	
		Maintenance Request Register, DA Form 2405 utilized correctly?	
Energy Conservation		Energy conservation measures	
		Water conservation measures	

		Deficiencies	
Field Feeding Equipment		Food Containers & Beverage Dispensers allowed to air dry?	
		Equipment stored correctly?	
		Deficiencies	
Additional Notes			