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INSTALLATION FOOD PROGRAM-ANALYST			
Areas	Reference	Actions	Comments
Food Program Management Office	AR 30-22, 3-11, a	Staffing	
		Organization	
Annual Budget	AR 30-22, 3-12, a. (3),	Submitted for FY	
	3-1, h, k	Does it include Food Service Equipment,	
	AR 30-22, 3-46, 3-47	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, 3-24, c	Conduct Semi-Annual Inventories by disinterested parties.	
	AR 30-22, 3-15, a	Mid year Financial Reviews	
	AR 30-22, 3-57, b	Menu Standard Deviation	
	AR 30-22, 3-24, a (2)	Inventory Deviation	
	AR 30-22, 3-10, c	Food Service Management Plan	
	AR 30-22, 3-15, b	EOY FLIPL/LOD/procedures/copy on file	
	AFMIS Help Menu	AFMIS Maintenance/recipe update	
	AR 30-22, 3-29	A la Carte procedures	
	AR 30-22, 3-1, d	Unannounced Cash Count and Quarterly Reviews	
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	Copy of memo on file	
Programs	AR 30-22, 3-55	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; 3-56	Nutrition program	
	AR 30-22, 3-1, k	Recognition programs: Culinary Arts Philip A. Connelly, Cook of Quarter	
	AR 30-22, 3-1, s; 3-50	Energy Conservation Program	
	AR 30-22, 3-51	Safety Program	
	TB MED 530 Ch 11	HAZCOM	
Utilization Reviews/Rates	AR 30-22, 3-1, j	Are the reviews conducted annually Quarterly Installation utilization rate	
	Decision Spt System	High and Low rates	

Areas	References	Actions	Comments
Diner Use Policy	AR 30-22, 3-1, g	Is it current and signed by CDR Does it impact SIK diners	
Food Service Management Board	DA PAM 30-22, App F	Minutes Publishing	
	AR 30-22, 3-54, c	Voting/NonVoting Members/Vets, PM	
	DA PAM 30-22, 3-12, App I	New subsistence items	
Installation Contingency Plan	DA PAM 30-22, h, 2.	Does it meet the requirements	
Action Plan	AR 30-22, 3-13	Quarterly	
		Conducted IAW Regulation	
		Copy on file	
Validation and Analysis	DA PAM 30-22, 3-45, f	Conducted as required	
		Copy on file	
Quarterly Evaluations		Conducted quarterly	
		Copy on file	
Operational Reviews	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 Contract Discrepancy Report (CDR) DA Form 7589/7590	AR 30-22, 3-43, DA PAM 30-22, Appendix H	Form properly filled out	
		Corrective Action/Status	
		Forwarded to DLA Rep/JCCoE	
Subsistence Prime Vendor Customer Service	DA PAM 30-22, Appendix H	Quality	
		Communication	
		Performance	
Subsistence Prime Vendor		Name	

INSTALLATION FOOD PROGRAM-ANALYST

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Contract Officer Rep and Performance Assessment Evaluator	AR 30-22, 3-39, DA PAM 30-22, 3-56	Training Certificates on file/valid	
Contractor		JCCoE COR Workshop	
Training		DAU CLC 106, COR w/ Mission Focus	
Contract		TB MED 530, Section V, 2-18	
		Surveillance Inspection Sheets	
		Surveillance Schedule	
		Performance Assessment Plan	
		mirrors the Performance Work Statement (PWS)	
		Are training records on each Individual on file? Is training IAW contract requirements?	
		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	
AFMIS	AFMIS Help Menu	Unannounced cash count	
		Unannounced meal card verification	
		Daily user input and proper use of reports	
		Does the DFAC staff communicate recipe variations/updates to FPM	
		Cash on hand memorandum	
		Open cash vouchers/Turn-in procedures	
Headcount Procedures	AR 30-22, par 3-26 DA PAM 30-22, par 3-25	Forms filled out correctly/POS	
		Headcount SOP updated Procedures	
Account Management	DA PAM 30-22, par 3-44	DFAC FY Account Status	
		DFAC current month account status	
		Installation FY account status	
		Earnings & Expenditure reports	
		Is DFM aware of account status	
Inventory Management	AR 30-22, par 3-24	DFAC surplus inventory status	
		Inventory deviation memo	
		Installation surplus inventory status	
		AFMIS monthly inventory	
		DA Form 3161/DA Form 3294	
		Catalog Review-Appendix I	

Areas	References	Actions	Comments
Food Protection/Sanitation	TB MED 530, par 3-31	Protection of food during storage	
	TB MED 530, par 3-57	Leftover disposition	
	TB MED 530, par 5-37	Chemical control methods	
	TB MED 530, par 4-20	Overall DFAC sanitation	
	DA PAM 30-22, fig 3-1	Risk management data log for cooking	
	DA PAM 30-22, fig 3-2	Risk management data log for serving	
Food Preparation/Customer Service	TB MED 530, par 3-57 AR 30-22, par 3-25	Proper glove use/Cross contamination	
		Production Schedule being utilized	
		Customer service principals being utilized	
		Plate and serving line presentation	
		Progressive cookery being utilized	
		Recipe card being utilized	
Menu Standards	DA PAM 30-22, par 3-70	Do you have an approved menu adjustment memo signed by the FPM	
		Are caloric values and nutrient information posted	
	AR 30-22, par 3-57	Menus meet Army Menu Standards	
		DFAC menu (cyclic menu) Product and Preparation standards	
Diner Satisfaction	AR 30-22, Sec V, 3-54	EDFAC/Comment Cards/ICE	
		DFM visible during service	

Areas	References	Actions	Comments
Support Agencies	Meet with Preventive Medicine/Veterinary Services	PM is conducting Comprehensive Food Establishment Inspections PM inspections indicate reoccurring deficiencies Are Vets conducting Subsistence Prime Vendor (SPV) product inspections Installation Support Plan (ISP) Are they providing training?	
Training	FM 10-23, Chap 15  DA PAM 30-22 AR 30-22, 3-7  FM 10-23, Chap 15  TB MED 530	Personnel training records Training schedules Established training program in place Food Safety & Sanitation Certification (initial 8 hours for all FSP & person in-charge) Personnel training records Training schedules Established training program in place Food Safety & Sanitation Certification (initial 8 hours for all FSP & person in-charge)	
92G Personnel	Memorandum of Agreement	Cook status report 92G NCOs are being utilized IAW their rank structure 92Gs out the DFAC for an excessive amount of time prior to/upon return from deployment 92Gs are assigned & working in DFAC	