



**DEPARTMENT OF THE ARMY**  
**UNITED STATES ARMY QUARTERMASTER SCHOOL**  
Joint Culinary Center of Excellence  
16<sup>th</sup> Street and B Avenue Building 4200  
FORT LEE, VIRGINIA 23801-2102

ATSM-CES-OA

9 June 2010

MEMORANDUM FOR Garrison Commanders

SUBJECT: Food Management Assistance Team (FMAT) Mission Cancellation Policy

1. Prior to the beginning of the fiscal year (FY), the Management Assistance Division (MAD) sends out a draft FMAT Mission Schedule for the entire FY. This schedule is sent to the Installation Management Command (IMCOM) Regional Food Program Managers (FPM) for review with respective installation FPMs and confirmation of tentative dates. Once these dates have been accepted, the schedule will be finalized and published for execution.
2. At 90 days prior to a scheduled mission, the Fort Lee Quartermaster Commandant will send out a Welcome Letter advising you of the upcoming mission.
3. At 45 days prior to a scheduled mission, the FMAT Team Chief contacts the regional and installation FPM. This is the pre-coordination for the actual visit and an opportunity to discuss the itinerary, special training requests, and installation needs and/or requirements.
4. Based upon these procedures, any request to cancel a scheduled mission must first be approved by the Installation Garrison Commander and submitted in writing to the Director, Joint Culinary Center of Excellence (JCCoE) at Fort Lee, VA. This process is necessary to ensure the Garrison Commander is aware of the request to cancel. If the mission can be rescheduled during that FY, it will be based on mission availability.

Supporting Victory!

ROBERT L. BARNES  
LTC, LG  
Director, Joint Culinary Center of  
Excellence