



DEPARTMENT OF THE ARMY
UNITED STATES ARMY QUARTERMASTER SCHOOL
Joint Culinary Center of Excellence
1831 A Avenue Building 4225
FORT LEE, VIRGINIA 23801-1601

SAMPLE

ATSM-CES-OA

18 November, XXXX

MEMORANDUM FOR Food Program Manager, Ms. XXXXXXXXXX, 1215 Nighthawk St.,
Fort XXXX, XX 36362

SUBJECT: Food Management Assistance Team Mission Coordination

1. A Food Management Assistance Team (FMAT) mission has been scheduled to Fort XXXX, XX 9-13 January 2012. The goal of our mission is to assist the Food Program Management Office (FPMO), Major Subordinate Command (MSC) Food Advisory Personnel, installation food service support personnel and dining facility operations (DFO) in meeting the goals and objectives of the Army Food Program. As part of our pre-coordination, a letter announcing our mission will be sent from the Quartermaster Commanding General of the Joint Culinary Center of Excellence, General Gwen Bingham, to your Garrison Commander.

2. The tentative JCCoE team members visiting are:

MSG XXXXXX, Chief, Food Operations Management NCO
Mr. XXXXXX, Facilities and Equipment Analyst
Mr. XXXXXX, Food Service Systems Analyst

3. The FMAT requests to have an Entrance Brief prior to assisting the installation. Additionally, the FMAT requests the attendance of all available MSC Food Advisors and Supervisors at the Entrance and Exit Briefs. The FMATs focus during the mission is to assist the Installation Food Program and DFOs and assist in specific areas as requested. If you request specific assistance or training, please provide me with these areas at the soonest time possible in order to conduct the necessary pre-coordination. I also suggest scheduling a consolidated management training session during our visit. This time can be used for account, inventory, customer service or other training as requested.

4. To facilitate our review of your program, I request that you have the documents listed at Encl 1 available for review upon our arrival. Your assistance in providing the documentation is greatly appreciated.

5. I additionally request the Contract Officer Representative (COR), Performance Assessment Evaluators (PAEs), Master Planner as well as representatives from the Veterinary Services, Preventive Medicine, Nutrition Care, and the Directorate of Public Works is available to the team during the mission. Please schedule meeting times with these personnel and annotate them on the itinerary. The team will also ask to review the food service contractor's Quality Control Plan or Quality Assurance Surveillance Plan including the employee training program and cyclic

ATSM-CES-OA

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menu (if used). During visits to the dining facility, the team will also conduct a Diner Satisfaction Survey.

6. The FMAT has the flexibility to assess all Dining Facilities on the installation regardless if on the schedule or not.

7. I have enclosed a sample itinerary shell (Encl 2) for your review and planning purposes. I request that you review the draft itinerary and make any adjustments as needed to the content. Please schedule adequate time for any specific areas that you desire assistance with. I would also ask that you schedule the times for the entrance/exit briefings and coordinate with the appropriate Military Subordinate Command personnel as necessary. Once you have made the changes to the draft itinerary, please e-mail it back to me.

8. Thank you in advance for your assistance and cooperation. Please feel free to contact me by email or phone at any time if you have questions prior to our arrival. My contact information is commercial 804-734-4222, DSN 687-4222 or email.

Encls 2

XXXX XXXX

Food Service Systems Analyst

CF:

Ms. XXXX, Food Program Manager (FPM)

CW4 XXXX, Chief, Management Assistance Division

Encl 1

Food Program Documents to be Reviewed

1. Food Program Management Office (Organization, Staffing)
2. Copy of FY Budget (Food Service Equipment, Culinary Arts, PAC, Training, Food Safety)
3. Copy of Required Actions (Mid Year Financial Reviews, Semi Annual Inventories, Menu Standard Deviation, EOY FLIPL/LOD/procedure/copy on file, Quarterly Reviews)
4. Copy of the Installation Cash Book Control Officer Appointment Orders/SOP
5. Copy of Programs (Recognition, Food Safety and Sanitation, Nutrition Program, Energy Conservation, Pest Management, Hazardous Communication Program)
6. Copy of Utilization Reviews and Rates
7. Copy of the Command's current Dining Facility Use Policy
8. Copy of the last two Food Service Management Board Minutes
9. Copy of the Installation Contingency Plan
10. Copy of all submitted Major Subordinate Command Action Plans (current FY)
11. Copies of any Subsistence Prime Vendor Contract Discrepancy Reports (current FY)
12. COR/PAE surveillance inspection reports for the last two months
13. Copy of Performance Work Statement(s) for the current food service contract(s), including any modifications, contractors' name, and option year
14. Cost of all food service contracts (current)
15. Food Service Management Plan (DA Form 4945 and required folder contents)
16. Food Service Equipment Replacement Records
17. Operational Ration Issues (current FY11)
18. Copy of Dining Facility Evaluations conducted (current FY)

ATSM-CES-OA
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Encl 2

**FOOD MANAGEMENT ASSISTANCE TEAM
ITINERARY
xx-xx January 2012**

Jan 9 (Mon): Team arrives at (Installation). FPM will have team billeting reservations.

Travel Day

Jan 10 (Tue):

FMAT Command entrance brief

Visit DFAC

Jan 11 (Wed)

On-going assistance (DFAC)

Jul 12 (Thur)

Command Out Brief

Jul 15 (Fri)

Team Depart