

OFFICE SYMBOL

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: SOP for Conducting Food Service Management Board Meetings

1. Purpose: This SOP provides guidance on preparing for and conducting food service management board meetings (FSMB) and in recording board proceedings.
2. Mission: The FSMB provides an avenue for the interchange of information between food service personnel, food service management staff, and subsistence prime vendors. Subsistence requirements, regulatory and doctrinal changes, training opportunities, and operational updates are detailed here.
3. Membership of the FSMB: The FSMB is comprised of mandatory, voting, and non-voting members. Chapter 3, AR 30-22 and DA Pam 30-22 details the membership and duties of members of FSMB.
4. Responsibilities: The FSMB in cooperation with the Food Program Manager (FPM) and the tactical food advisor reviews garrison menu standards to determine the extent of implementation at each dining facility. Changes to menus are made as required to meet the needs of the command both in garrison (diner desires) and during field operations. All revisions to the menu must be made within the BDFA. Additional responsibilities of the FSMB include:
 - a. Ensuring that items considered as unsatisfactory in quality or unsuitable for their intended use are reported IAW the requirements of AR 30-22. A copy of the Unsatisfactory Material Report (UMR) is at Attachment 1. Revising the Master Item File for unique circumstances or to accommodate new and substitute items.
 - b. Reviewing the developed field feeding plan to determine if it still meets the needs of the command the desires of the soldiers. The field feeding plan will be developed with the guidance contained in chapter four of AR 30-22.
 - c. Approving revisions to the prime vendor catalog and subsequently the TISA and dining facility Master Item Files and the installation recipe and menu files of AFMIS for unique circumstances or to accommodate new and substitute items.
5. Food Program Manager. The Chair has the responsibility to prepare and distribute, prior to a planned board meeting, a proposed agenda. Board members are responsible for reviewing the proposed agenda and submitting recommendations to the Chair for additions, deletions, revisions, or concurrence, simultaneously furnishing a copy to the other Board members.

a. Ensuring that requirements of the field feeding plan are addressed in prime vendor electronic catalogs and required AFMIS files. Field feeding plans are developed IAW Chapter 4 of AR 30-22.

b. Developing requirements for holiday and special meals.

c. Providing professional development opportunities for food operations personnel.

d. Reviewing product demonstrations or cuttings provided by invited vendors and determining which items will be added to the installation feeding program.

6. Conduct of Board:

a. Pre – Meeting Actions. The FPM sends a notice of the meeting including the proposed agenda to prospective attendees at least one week ahead of scheduled meetings. Participants should review this notice and prepare any informational requirements to ensure a successful meeting. See Attachment 2.

b. Conduct meeting.

1) Review Old Business and approve past menu minutes.

2) Review proposed monthly Installation Master Menu and required changes. The minutes will reflect the date and version of the approved menu.

3) Discuss upcoming reviews and inspections, FMAT visits, Connelly competition, etc.

4) Review administrative processes for ordering special items.

5) Review training requirements and opportunities. Discuss field feeding support.

6) Review defective product recall and supply management information, to include the availability of seasonal fresh fruits and vegetables. Discuss recommended items to be added/deleted to Master Item File (MIF). Propose practical means to expedite consumption.

7) Review nutrition program implementation and updates.

8) Review sanitation trends.

9) Review issues and trends on item receipts and handling.

10) Review upcoming special events and support requirements.

11) Review dining facility account status and note the installation cumulative over/under equipment status. Identify steps to be taken to bring errant accounts back into tolerance. Note any Reports of Survey to be initiated.

12) Review installation food service contract compliance trends and issues. Note where an improvement in contract language would serve to reduce conflict and confusion or would be beneficial to the government's interest and provide better food service for the soldier. This feedback is essential for continual improvement of the prototype contract.

13) Solicit input from dining facility representatives, preventative medicine, and veterinarians regarding problems and solutions.

14) Review input from soldier's council and BOSS representatives. Provide feedback and guidance.

15) Solicit input from Commanders and their representatives provide feedback.

16) Discuss any other business that advances the quality and effectiveness of the Installation Food Program.

c. Post-Meeting Actions:

1) Actions taken by the FSMB will be recorded and retained on file in the command and/or FPM office. One copy will be forwarded to Director, ACES not later than 15 workdays after each meeting. Minutes will be submitted through command channels.

2) Copies of the minutes of each meeting will be provided to all attendees of the FSMB at the next scheduled meeting. Changes or corrections will be made, as required, to the minutes of the previous meeting at this time.

3) Major overseas command or installation commander or designated representative will approve or disapprove, as applicable, actions of the board.

7. Schedule.

a. Active Army FSMB will be conducted at least quarterly. Special meetings may be called by the chairperson when imperatives of the installation food program require board action.

b. For the Reserve Component, FSMB will meet annually or more frequently at the call of the chairperson. The ARNG and RSC/DRC full-time dining facilities will schedule FSMB the same as Active Army installations.

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ATTACHMENT 1

ATTACHMENT 2

PROPOSED AGENDA

XX JULY 2003

0900-0915	Opening Remarks	
	- Hail and Farewell	CW5 C. Moore
	- Overview of Packets	CW5 C. Moore
0915-0930	Food Service Issues	
	- Transformation of Installation Management	CW5 C. Moore
	- Philip A. Connelly	MSG Thompson
0930- 1000	Culinary Arts Awards	BG M. West
1000-1045	Food Service Issues	CW5 C. Moore
	- Culinary Arts	
	- Food Management Assistance Team Visit	
	- F Account Budget	
	- Equipment Issues	
	- FSM Course	
	- Menu Based Management	
1045-1100	Break	
1100-1115	Class I Issues	
	- Field Feeding Policy	
1115-1130	Veterinary Services	
1130-1200	DSCP Issues	
	- Holiday Requirements	
1200-	Prime Vendor Taste Testing Freedom Fries	