AREA 13 - FOOD SERVICE		UNIT 1		UNIT 2		Food Service Management (DCSLOG/J4 Level)	
REGULATORY REQUIREMENT / ADMINISTRATIVE PROCEDURES	**REFERENCES**	Available	Earned	Available	Earned	Available	Earned
SECTION A: PUBLICATIONS AND FILES		Available	Earned	Available	Earned	Available	Earned
1 Current copy of State LOI, MOU, SOP on hand or available?		1		1		N/A	N/A
2 Has the Commander appointed a Food Service Officer and alternate for units staffed with Army cooks?	AR 30-22 para 3-19 a (6)	3		3		N/A	N/A
3 Has the Commander appointed a Field Sanitation Team?	ATP 4-25.12 CH 2-33	4		4		N/A	N/A
4 Current copy of Food Service Management Board minutes and a copy of the State approved menu on hand?	AR 30-22 para 3-56	1		1		N/A	N/A
5 Has the next higher headquarters conducted an annual review of the dining facility records?	AR 30-22 para 3- 14c	4		4		N/A	N/A
SECTION B: FOOD SERVICE RECORDS		Available	Earned	Available	Earned	Available	Earned
1 Is the unit using AFMIS to request and report HC for catered and A rations? (DA Form 5913 Strength and Feeder Report)	DA PAM 30-22, APP F, Fig F-1 and F-2	4		4		N/A	N/A
2 Are copies of DA Form 5913 Request or AFMIS Detail report on hand for consolidated feeding? (Catered and A rations)	DA Pam 30-22, APP F, Fig F-2	4		4		N/A	N/A
3 Are requests submitted with time requirements as established by the State FPM? AFMIS is the DA Form 3953/5913 for both catered and A rations.	DA Pam 30-22 para 3-58, AR 30-22 para 3-44	1		1		N/A	N/A
4 Remarks section of the rations request contain feeding plan for catered and A rations?	DA PAM 30-22, APP F, Fig F-1 and F-2	4		4		N/A	N/A
5 Is the detailed vendor's receipt on hand and signed? (DA Form 3294 for catered and A rations)	DA Pam 30-22 para 3-18 (5)	4		4		N/A	N/A
6 AFMIS Production Schedule completed, printed off and signed? (AFMIS populates portions. It is helpful to enter quantities as an addition)	DA PAM 30-22 APP F Fig F-3	3		3		N/A	N/A
7 AFMIS Kitchen Requisitions being completed and overdraws corrected? (Run transaction register report to see kitchen requisitions and inventories for negative balances)	DA Pam 30-22 para 3-17	2		2		N/A	N/A
8 Open transaction closed out within 5 working days with appropriate remarks? (Catered and A Rations)(DA Form 5913 Feeder/DA Form 5914 Ration Control Sheet)	DA PAM 30-22 para 4-29	4		4		N/A	N/A
9 Inventory maintained on AFMIS? (Units consolidating inventory must maintain a manual inventory, DA Form 3234).	AR 30-22 para 3-26	3		3		N/A	N/A
10 Is the menu being added to the AFMIS request for catered meals or are units maintaining a copy of the catered /contract menu?	DA Pam 30-22 para 3-70	4		4		N/A	N/A
11 Is there a current DA Form 1687 for Class 1 AFMIS?	AR 710-2	4		4		N/A	N/A

			Available	Earned	Available	Earned	Available	Earned
SECTION C: CASH MEAL PAYMENT							**Available**	**Earned**
1	Is the data block at the top of DD Form 1544 sheet(s) completed by the FOS (or other authorized person as appropriate) prior to being issued to the headcounter and annotated with the correct meal rates?	DA Pam 30-22 para 3-27b	2		2		N/A	N/A
2	Has DD Form 1544 been issued to the headcounter using a DA Form 3546, Control Record for Dining Facility DD 1544?	DA Pam 30-22 para 3-27c	3		3		N/A	N/A
3	Are unannounced cash counts being conducted on all DD Form 1544 cash sheets?	DA PAM 30-22 F-9 (6)	4		4		N/A	N/A
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4	Verify that all DD Forms 1131, Cash Collection vouchers are prepared correctly.	DA Pam 30-22 para 3-38	4		4		N/A	N/A
5	If AFMIS is used to manage Cash Meal Payments-run AFMIS Cash Audit report for past 12 months, is there excess funds on hand reported in AFMIS? (N/A if AFMIS is not used to manage cash)		1		1		N/A	N/A
SECTION D: OPERATIONAL RATIONS			Available	Earned	Available	Earned	**Available**	**Earned**
1	Are separate DA Forms 5914 being maintained for operational rations accountability? (MREs, TOTMs, Heater meals, Valley Foods etc..)	DA Pam 30-22 para 4-16c, para 3-51d	4		4		N/A	N/A
2	Is the unit using DA Form 3161 or DA 2765-1 to request operational rations for IDT?	DA Pam 30-22 para 3-52	1		1		N/A	N/A
SECTION E: PREVENTIVE MAINTENANCE CHECKS AND SERVICES (PMCS)			Available	Earned	Available	Earned	**Available**	**Earned**
1	Has PMCS been performed on the Following equipment: -MBUs -Prime Mover -Generators -Containerized Kitchen (CK) -Mobile Kitchen Trailer (MKT) -Water Trailers (Ensure hours of operation and all equipment is noted on a 5988E-if applicable-hours-of-operation)	TM 10-7310-281-13&P and Applicable TMs AR 750-1	4		4		N/A	N/A
SECTION F: UNIT TRAINING AND PERSONNEL			Available	Earned	Available	Earned	**Available**	**Earned**
1	Food operation personnel licensed to operate all food service equipment? -MBU -Generator (2k / 10k) -LMTV (Prime Mover for MKT/CK) -Pintle Tow -HUMVEE (Assault Kitchen)	AR 600-55	4		4		N/A	N/A
2	Is the unit maintaining an on-going training program? -Food Safety and Sanitation -Subsistence Accountability -Operation and Maintenance of Equipment -Food Preparation -Dining Facilities Operations -Field Food Service Operations		4		4		N/A	N/A
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	SECTION A: Has the DCSLOG/J4 Budgeted For:		Available	Earned	Available	Earned	Available	Earned
1	PRID	FY17	N/A	N/A	N/A	N/A	1	
2	PRAT	FY17	N/A	N/A	N/A	N/A	1	
3	QLOG-F	FY17	N/A	N/A	N/A	N/A	1	
	SECTION B: Installation Food Service Management		Available	Earned	Available	Earned	Available	Earned
1	Has the installation Commander (TAG) established a Food Service Management Board?	AR 30-22 para 3- 56f	N/A	N/A	N/A	N/A	4	
2	Has the Installation Commander (TAG) established a Food Program Management Office?	AR 30-22 para 3-11	N/A	N/A	N/A	N/A	3	
3	Has the Installation Commander (TAG) designated a Food Program Manager?	AR 30-22 para 3- 1b	N/A	N/A	N/A	N/A	4	
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	SECTION C: Food Service Management Documentation		Available	Earned	Available	Earned	Available	Earned
1	Does the State Food Operations SOP/LOI/CIR/REG comply with regulatory guidance?	AR 30-22 DA PAM 30-22	N/A	N/A	N/A	N/A	4	
2	Has the Food Program Manager (FPM) submitted an Action Plan annually?	AR 30-22, para 3-13	N/A	N/A	N/A	N/A	4	
3	Does the State FPM have a copy of all the annual reviews from the Units with Food Operation Sections to develop an Action Plan and has the FPM developed an Action Plan?	DA PAM 30-22, F- 14	N/A	N/A	N/A	N/A	4	
4	Does the Food Service Management Board (FSMB) minutes include all the voting members' signatures?	DA PAM 30-22, app G-1	N/A	N/A	N/A	N/A	3	
5	Do the FSMB minutes include the Installation Commander's (TAG) signature?	DA Pam 30-22, app G-2	N/A	N/A	N/A	N/A	3	
6	Has the FSMB cost and extended the State approved menu to assure that it meets current authorized BDFA?	AR 30-22, PARA 3-56F(4) DA PAM 30-22, para 3-69	N/A	N/A	N/A	N/A	4	
7	Has the Installation Commander (TAG) authorized in writing, officers and enlisted AGR Soldiers receiving BAS are allowed to subsist in appropriated fund dining facilities.	AR 30-22, para 3-37 (1)(a)	N/A	N/A	N/A	N/A	3	
	SECTION D: State Food Service Procedures & Personnel		Available	Earned	Available	Earned	Available	Earned
1	Is the SFPM conducting Food Safety and Sanitation training?	AR 30-22, para 3-12a(8) DA PAM 30-22, para 3-7b	N/A	N/A	N/A	N/A	4	

SECTION E: Army Food Management Information System (AFMIS)		Available	Earned	Available	Earned	Available	Earned
1	How many cooking units are using AFMIS? What is the percentage of cooking units using AFMIS in the State? (Run State level Command Maintenance Reports for all Cooking units)		N/A	N/A	N/A	N/A	4	
2	How many non-cooking units are using AFMIS? (Command Maintenance Reports for non-cooking units)		N/A	N/A	N/A	N/A	4	
3	Is the OC monitoring subsistence expenditures and accounts?	AR 30-22, para 3-12a	N/A	N/A	N/A	N/A	4	
4	Equipment Replacement Record DA Form 3988, have facilities been created and Tenant's been established to manage dining facility equipment in AFMIS?	AR 30-22, para 3-1h DA Pam 30-22, para 3-62b+d	N/A	N/A	N/A	N/A	2	
5	Does the State SOP establish procedures for procurement, accounting, and final disposition of catered meals?	AR 30-22, para 3-44d (4)	N/A	N/A	N/A	N/A	4	
Possible			81		81		61	
Earned				0		0		0
Final Score				0%		0%		0%

Total Possible		547
Total Earned		0
Raw Score		0%
Repeats: Subtract 1 to 3 percent for each repeat (1st to 3rd)(Max of 3% per repeat)		0%

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	Score		0%	
	Overall Rating:		0%	

Ratings

95% to 100% = Noteworthy
85% to 94% = Satisfactory
70% to 84% = Requires Improvement
< 70% = Unsatisfactory

Downgrade Triggers

More than 10% over projection, but less than 25% SIK personnel automatically makes this area Partially Compliant More than 25% over projection of SIK personnel makes this area Non Compliant