



DEPARTMENT OF THE ARMY
HEADQUARTERS NEW YORK ARMY NATIONAL GUARD
330 OLD NISKAYUNA ROAD
LATHAM, NY 12110-3514

MNL

4 November 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Letter of Instruction (LOI) 15-01 – Food Management Assistance Team (FMAT) Schedule for FY15

1. REFERENCE. AR 30-22, Army Food Program, 24 July 2012, Paragraph 3-52
2. PURPOSE. The FMAT program is designed to assist in improving the State Food Service Program in the NYARNG. The team will review current unit level food program operations, provide hands on assistance, and on-the-spot corrections to all food service personnel in the performance of their duties. This assistance visit will be provided during unit IDT training on a scheduled basis. In addition, visits may be scheduled on a non-drill weekday.
3. GENERAL. The approved FMAT checklist is enclosed for your review and planning. Upon completion of each FMAT visit, a memorandum outlining observations and recommendations for non-corrected discrepancies will be prepared and furnished to the unit commander through higher headquarters. FMAT visits will be conducted for the following units:

<u>UNIT</u>	<u>DATES/LOCATION</u>
a. HHC 369 STB	15-16 NOV, CSTS
b. 102 MP Co	10-11 JAN, Auburn
c. HHC 427 BSB	7-8 FEB, Syracuse
d. 1569 Trans Co	11-12 APR, New Windsor
e. DIV SIG Co, 42 ID	6-7 JUN, Staten Island
f. 133 QM Co	8-9 AUG, Fort Hamilton
g. E Co 427 BSB	12-13 SEP, Glenville

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4. TASKING.

a. Units will coordinate a location to have an in-brief prior to the FMAT visit. Attendance of all available unit food service personnel E-5 and above, Brigade and/or Battalion S4 representative, unit Supply personnel, unit 1SG, and Commander at both in and out brief is requested.

b. If specific assistance or training is required, communicate the problem areas to the assistance team 14 days prior to the scheduled visit. This will allow the team time to prepare and better assist the unit during the scheduled FMAT visit.

5. A follow-up visit will be coordinated and scheduled by MNL-LM (SS) NLT 90 days after the initial FMAT visit is conducted. Observations and recommendations recorded during the visit will provide a basis for follow-up actions. The FMAT will provide follow-up assistance for the specific areas of interest and until all actions are complete.

6. Point of contact is 1LT Brendan Jones, Supply and Services at (518) 786-4840, or email at brendan.w.jones2civ@mail.mil.

FOR THE COMMANDER:

Encl


SCOTT A. DOUST
COL, LG, NYARNG
Director of Logistics

DISTRIBUTION:

BA

42nd ID (G4)

53rd TC (G4)

HQs 27th IBCT (S4)

42nd CAB (S4)

Areas	Reference	Actions	Comments
Annual Budget	AR 30-22, 3-12, a, (3) AR 30-22, 3-26, d AFMIS Help Menu AR 30-22, 3-1, d DA PAM 30-22, 3-9, App C AFMIS user level SOP	Class I projections submitted for FY Monthly inventory entered in AFMIS Unit P.O./FOS/FESO updated in AFMIS Unannounced Cash Count and Cash Meal Payment Book memorandums updated. AFMIS appoint. memo and DA Form 1687 on file?	
Required Actions	JCCoE Guidance AR 30-22, 3-1, r AR 30-22, 3-27 DA PAM 30-22, 3-35, d. AR 30-22, 3-57 DA PAM 30-22 3-7, b, (1), b, (3), (2), (a) AR 30-22, 3-1, u, 3-58 AR 30-22, 3-1, k, 3-49, 50 AR 30-22, 3-54 TB MED 530 Ch 11 DA PAM 30-22, App F	Actual contract costs entered in AFMIS Cash Control Officer appointment orders updated Cash Books validated at the end of FY Copy of memo on file How many 92G Food Safety Certified? Are Food Safety Certificates on file? Food Risk Management, Temperature Logs. Nutrition program Recognition programs Philip A. Connelly participation Safety Program Is MSDS updated to included FSMB minutes on-file?	
Cash Control Book			
Programs			
Food Service Management Board			
Action Plan	AR 30-22, 3-13 DA PAM 30-22, 3-8	Annually submitted Conducted IAW Regulation Copy on file	
Training	DA PAM 30-21M 4-41, 11, 1-15	Are training records on each 92G on file? Is training validated in DTMS? Folders/container labeled properly? Files IAW regulation? Does the installation have a RHA? Are records being transferred from CFA to RHA at two years?	
ARMS	AR 25-400-2 DA PAM 25-403		
AFMIS/ADMIN Production Schedule Meal Requests Meal Card Verification	AFMIS Help Menu DA PAM 30-22, par 3-13, 23, 56 AR 30-22, par 3-27 AR 600-38	Does the Supply NCO/FOS have a working knowledge of AFMIS procedures? Are Production Schedules properly prepared and adhered to? Supported units submit meal requests, DA Form 5913 Memorandum on file.	
Cash	AR 30-22, para 3-29 DA PAM 30-22, para 3-25 App D	Cdr ensuring cash collections are implemented? S-1, G-1 submitting DA Form 4187 to DFAS? Cash and Cash Books Safeguarded? Are Unannounced Cash Counts conducted? Open Cash Vouchers Cash on hand Change Fund Authorization Memorandum on File	
Headcount Procedures	AR 30-22, 3-28 DA PAM 30-22, 3-25, 3-45	Cash Turn In Procedures Is the Headcount SOP updated? Is H/C documented during the meal? Is the current account status IAW Reg? On-hand inventory used for future planning	
Inventory Management	AR 30-22, 3-21 & 3-26 DA PAM 30-22, 4-19 DA Form 3161/3294		
Additional Notes			

Areas	References	Actions	Comments
Food Preparation Recipe Card Use Serving Line Replenishing Progressive Cooking	TB MED 530 TM 10-412	<ul style="list-style-type: none"> Are recipe cards used? Are recipe cards set up on time? Is the serving line set up on time? Is the food garnished? Are proper replenishing procedures used? Is Progressive Cooking used? 	
Food Protection	TB MED 530 TM 4-41.11	<ul style="list-style-type: none"> Are foods properly protected from contamination to include Glove Use, Thaw, Cover, Label, Cross Contamination? Leftover Disposition? 	
Go for Green®	Nutritional Program AR 30-22, par 3-55, 56, 57 JCCoE Website	<ul style="list-style-type: none"> Is Go for Green® information materials on-hand? Are diner nutrition education materials available? Is a healthy choice Model Plate displayed? Are Menus followed IAW Menu Standards? Are menu substitutions adequate? Are the DA Forms 7458/59 properly filled out IAW regulation? 	
Menu Standards	DA PAM 30-22, 3-70 DA PAM 30-22, Table 3-1	<ul style="list-style-type: none"> Appropriate Receiving procedures being met Proper storage procedures to include dating, temperatures, First in First out (FIFO) Overall Cleanliness throughout DFAC/Kitchen, to include equipment Personnel training records Training schedules 	
Receiving and Storage	TB MED 530, para 3-31, 3-32	<ul style="list-style-type: none"> Established Training Program in place Food Safety & Sanitation Certification (Initial 8 & 40H1) 	
Sanitation	TB MED 530 DA PAM 30-22 AR 30-22, 3-57 TM 4-41.11, 1-5 TB MED 530, par 2-18	<ul style="list-style-type: none"> 92G authorized strength vs. assigned strength NCOs utilized IAW rank structure Are 92Gs working in MOS Diner comment cards FOS visible during service Formal/Informal Surveys Projects coordinated with Facilities? Equipment Replacement Record, DA Form 3988 up to date? Purchase Request and Commitment, DA Form 3953 submitted? Current Maintenance records on-file 	
92G Personnel	Memorandum of Agreement TM 4-41.12, Chap 1-9		
Diner Satisfaction	TM 4-41.11, Chap 10		
Major Renovation	AR 30-22, Para 3-12, a. (3)		
Food Service Equipment			
Maintenance Register DA Form 2405			
Field Feeding Equipment		<ul style="list-style-type: none"> Equipment stored correctly? Equipment clean Shortages documented Pest Control Measures current? 	
Pest Management			
Additional Notes			