

APPENDIX A

ON-THE-JOB TRAINING PROGRAM

The on-the-job training program should include information on the subjects the soldier will be expected to know and the work he will be expected to perform. Table A-1 (page A-1) lists the subjects to be covered, the purpose and scope, and applicable references for each. Table A-2 (page A-3) lists sample administrative information and subject areas and tasks.

Table A-1. Subjects to be covered in an on-the-job training program

SUBJECT	PURPOSE AND SCOPE	REFERENCES
Beverages	Basic procedures used in the preparation of beverages, including coffee, tea, cocoa, dehydrated milk, and fruit drinks; discussion of the common deficiencies found in making beverages; and critique.	FM 10-23-2 TM 10-412
Breakfast foods	Basic procedures used in preparing and cooking breakfast foods, including hot cereals, French toast, grilled bacon, griddle cakes; eggs (fresh and dehydrated), and creamed beef; methods of using leftovers; and critique.	FM 10-23-2 TM 10-412
Cold suppers	Procedures used in preparing and serving cold suppers.	FM 10-23-2
Desserts other than pastry	Basic procedures used in preparing desserts normally appearing on the master menu, other than pastry, including garnishing and methods of increasing acceptability; preparing dried and dehydrated fruits; and critique.	TM 10-412
Dining facility accounting	The proper use and interpretation of DA Form 3034.	AR 30-1 FM 10-23-2
Food conservation	The need for economy in the use of food, the causes of waste, and the importance of waste control; established procedures to reduce food and plate waste; and discussion of serving methods and their effect on food conservation.	FM 10-23-2 AR 30-1
Food garnishes	Procedures used in garnishing food and adding eye appeal to the meal.	FM 10-23-2
Meat cooking	Classification of meats; basic procedures (dry- and moist-heat methods) used in preparing and cooking meats, including fresh, canned, and variety meats; methods of determining doneness; proper methods of carving; methods of using leftovers; and critique.	FM 10-23-2 TM 10-412 TB MED 530

Table A-1. Subjects to be covered in an on-the-job training program (continued)

SUBJECT	PURPOSE AND SCOPE	REFERENCES
Orientation procedures, and recipes	Standardization of equipment and cooking methods in the armed forces; proper use of established standards procedures such as weighing and measuring ingredients; proper use of cooking temperatures, and ability to change quantities on standardized recipes.	TM 10-412
Paste products	Basic procedures used in preparing and cooking pasta products, including rice, macaroni, spaghetti, and noodles; methods of using leftovers; and critique.	FM 10-23-2
Poultry and seafoods	Classes of poultry and seafoods; basic procedures used in preparing and cooking poultry and seafood, including the dry- and moist-heat methods; proper cooking temperatures; methods of determining doneness; proper method of carving; methods of using leftovers; and critique.	FM 10-23-2 TM 10-412
Salads and salad dressings	Preparation of salad ingredients; preparation and serving of salads, including preparing salad dressings, combining ingredients, and garnishing; and critique.	TM 10-412
Sandwiches	Basic procedures used in preparing sandwiches, including types of fillings, quantity production, wrapping, and precautionary measures; peculiarities to watch for in sandwiches; and critique.	FM 10-23-2 TM 10-412
Sanitation	Nontechnical discussion of the effect of bacteria, yeast, and molds on food; basic problems of and prevention of food poisoning; effective control of insects and rodents; and discussion of basic sanitation principles and procedures.	FM 21-10 TB MED 530 TM 5-637
Soups, sauces, gravies	Basic procedures in preparing roux, stocks, soups, sauces, and gravies; the importance of soups and sauces; and critiques.	FM 10-23-2 TM 10-412
Soft rolls and quick breads	Basic principles of preparing soft rolls and quick breads; function of ingredients; assembling and scaling of ingredients; mixing procedures; fermenting period and punching of roll dough; cutting, rolling, and panning of dough; dropping of batters; pan proofing; baking times and temperatures; conserving of ingredients; and critique.	TM 10-412 FM 10-23-2
Variety cakes	Basic principles of preparing batter cakes, sponge cakes, and icings; function of ingredients; assembling and scaling of ingredients; mixing procedures; cooling and panning batters; baking times and temperatures; care of cakes after baking; finishing of cakes; conserving of ingredients; and critique.	FM 10-23-2 TM 10-412

Table A-1. Subjects to be covered in an on-the-job training program (continued)

SUBJECT	PURPOSE AND SCOPE	REFERENCES
Variety pies	Basic principles of preparing pie dough, pie fillings, and meringue; functions of ingredients; assembling and scaling of ingredients; mixing procedures; rolling of dough for single- and double-crust pies; washing, docking, and sealing; baking times and temperatures; finishing of meringue pies; conserving of ingredients; and critique.	FM 10-23-2 TM 10-412
Vegetables cooking	Types of vegetables; preparation for cooking; basic principles of progressive vegetable cooking; effects of various cooking conditions on the color, texture, flavor, and acceptability of vegetables; proper procedures used for preparing, cooking, and serving fresh, frozen, dehydrated, dried, and canned vegetables; use of leftover vegetables; and critique.	FM 10-23-2 TM 10-412

Table A-2. Sample administrative soldier information for a leader book (FM 25-101)

Self-Development Tasks Page ___ of ___	Soldier's Name: _____ Status - Enter date in appropriate column					
TASK NUMBER AND SHORT TITLE	GO	NO-GO	GO	NO-GO	GO	NO-GO
SUBJECT AREA I: SANITATION, SECURITY, AND SAFETY						
101-524-1101 Maintain personal hygiene standards						
101-524-1102 Maintain safety standards						
101-524-1260 Perform sanitation services at a field kitchen						
101-524-1261 Clean & sanitize serving and cooking utensils at a field kitchen						
101-524-1409 Clean & sanitize serving and cooking utensils in a dining facility						
101-524-1410 Apply food protection measures in a dining facility						

Table A-2. Sample administrative soldier information for a leader book (FM 25-101) (continued)

Self-Development Tasks		Soldier's Name: _____				
Page ___ of ___		Status - Enter date in appropriate column				
TASK NUMBER AND SHORT TITLE	GO	NO-GO	GO	NO-GO	GO	NO-GO
101-524-1411 Apply security measures at a field kitchen or in a dining facility						
SUBJECT AREA 2: FOOD PREPARATION						
101-524-1103 Apply nutrition retention measures						
101-524-1151 Perform preliminary food preparation procedures						
101-524-1152 Prepare and cook meat, poultry, and seafood						
101-524-1153 Prepare and cook vegetables						
101-524-1160 Prepare and cook fillings, icings, and glazes						
101-524-1161 Prepare and bake bread products						
101-524-1162 Prepare and cook egg products						
101-524-1163 Prepare and cook cereal, rice, and pasta products						
101-524-1164 Prepare beverage products						
101-425-1165 Prepare and/or cook sandwiches						
101-524-1166 Store and use leftover foods						
101-524-1169 Prepare and cook salads and salad dressings						
101-524-1170 Prepare and cook soups, sauces, and gravies						

Table A-2. Sample administrative soldier information for a leader book (FM 25-101) (continued)

Self-Development Tasks		Soldier's Name: _____				
Page ___ of ___		Status - Enter date in appropriate column				
TASK NUMBER AND SHORT TITLE	GO	NO-GO	GO	NO-GO	GO	NO-GO
101-524-1171 Prepare desserts and pastries						
101-524-1263 Store, prepare, and serve T rations						
101-524-1264 Prepare meals for remote site feeding						
SUBJECT AREA 3: RECEIPT AND STORAGE OF SUPPLIES						
101-524-1205 Store subsistence items						
101-524-1206 Check subsistence supplies for quantity and condition						
SUBJECT AREA 4: FIELD KITCHEN EQUIPMENT OPERATIONS AND MAINTENANCE						
101-524-1251 Operate the M-2 burner unit						
101-524-1255 Use and maintain the insulated food container						
101-524-1256 Set up, operate, maintain, and prepare the MKT for movement						
101-524-1257 Set up, operate, maintain, and prepare the KCLFF for movement						
101-524-1258 Set up and maintain the water-sterilizing bag						
101-524-1259 Pitch and strike the M1948 kitchen tent						
101-524-1301 Perform operator maintenance on the M-2 burner unit						

Table A-2. Sample administrative soldier information for a leader book (FM 25-101) (continued)

Self-Development Tasks		Soldier's Name: _____					
Page ___ of ___		Status - Enter date in appropriate column					
TASK NUMBER AND SHORT TITLE	GO	NO-GO	GO	NO-GO	GO	NO-GO	
101-524-1501 Operate and maintain the M-1959 range outfit							
101-524-1502 Operate and maintain the immersion heater							
101-524-1503 Operate and maintain the gasoline lantern							
SUBJECT AREA 5: SERVING PROCEDURES							
101-524-1355 Set up serving lines and serve at a field site							
101-524-1356 Set up serving lines and serve in a dining facility							
SUBJECT AREA 6: GARRISON EQUIPMENT OPERATIONS AND MAINTENANCE							
101-524-1504 Operate and maintain the mixing machine							
101-524-1505 Operate and maintain the heavy-duty range							
101-524-1506 Operate and maintain conventional and/or convection ovens							
101-524-1507 Operate and maintain coffee urns							
101-524-1508 Operate and maintain deep-fat fryers							
101-524-1509 Operate and maintain griddles							
101-524-1510 Operate and maintain meat slicers							
101-524-1511 Operate and maintain conveyor toasters							