
PART ONE
**RESPONSIBILITIES, BUDGETS, MANPOWER,
CONTRACTS, AND MANAGEMENT**
**CHAPTER 1
RESPONSIBILITIES**
GENERAL

The Army Food Service Program covers the people, processes, and resources involved in feeding soldiers worldwide. Everything is included from research and development of a food item through the cooking and serving processes. Commanders and food service and Class I personnel do their part by making the most efficient use of their personnel, equipment, facilities, and supplies. Each person must know his job and work as part of a team.

OBJECTIVE

The basic objective of the Army Food Service Program is to provide authorized diners quality meals in an environment that is comparable to first-class commercial cafeterias, such as any of the national chain restaurants that provide full meal service. Troop Issue Subsistence Activities and food service operations must be properly organized, utilized, and managed to meet this objective. Key individuals must be aware of their responsibilities and how they relate to a successful food service program.

COMMANDERS

AR 30-1 and AR 30-18 provide specific responsibilities of commanders at each level. Unit and organization commanders are responsible for the operation of dining facilities.

Active Army Unit Commanders

Commanders of units with a military-operated dining facility must ensure that--

- Sufficient personnel are assigned and trained to accomplish the mission.
- Subsistence is ordered, received, and accounted for in accordance with regulatory requirements.
- Subsistence items are not used in support of social activities (for example, retirements, awards ceremonies, graduations, religious activities, and changes of command).
- Subsistence supplies are safeguarded per AR 30-1, Appendix I.
- Dining facility operations conform to established standards in food preparation, service, atmosphere, safety and occupational health rules, and sanitation.
- Equipment and facilities are adequate and include equipment maintenance and replacement programs.
- Meal hours support the unit's training schedule.
- Soldiers are trained in how to control their diets for fitness, and information on nutrition is readily accessible.
- Separate seating or personal services are not provided for officers, basic allowance for subsistence, or civilian personnel other than established smoking and no-smoking areas.
- Requests for meals supporting soldiers away from the dining facility are completed per AR 30-1, Chapter 7. Figure 1-1 (page 1-2) shows a request for meals using individual signatures. Figure 1-2 (page 1-3) shows a request for meals using one-line entry procedures.

ATSM-CES-OA (30-1d)

9 JULY 1992

MEMORANDUM THRU Food Service Officer

FOR Food Service Sergeant

SUBJECT: Meal Request, Using Signatures, Per AR 30-1, para 7-12

1. Nature of requirement: Rifle Range
2. Meals required:
 - a. Date required: Day 13, Month July, Year 1992
 - b. For the meal(s) requiring support, select the appropriate type of ration(s) required, (A = A-Ration, MRE = Meal, Ready-to-Eat, or BL = Box Lunch), for
Breakfast A Lunch MRE or Dinner _____
3. Breakout of meals by category:
 - a. Number of meal card holders-(SIK): 35
 - b. Number of field meal card holders-(FAO): 0
 - c. Number of cash personnel: 6
 - d. Total number of meals requested: 41
4. Pickup information:
 - a. Time and date of pickup: Time 0530 Date 920713
 - b. Rank and name of individual designated to pick up meals:
Rank SFC Name Edward J Harsh

Charles H. Berry
 CHARLES H. BERRY
 CPT, QM
 COMMANDING

NOTE:

The above information is required when meals are requested from the dining facility. "When there is a difference of 10 percent or five meals (whichever is greater), of the meals requested on this form and the actual headcount, as reflected on the unit headcount documents, a report of survey will be accomplished by the commander having operational control of the dining facility," per AR 30-1, para 7-12f. Headcount and cash collection forms will be turned in to the FSS upon return.

Figure 1-1. Sample meal request using individual signatures

ATSM-CES-OA (30-1d)

23 APRIL 1993

MEMORANDUM THRU Food Service Officer

FOR Food Service Sergeant

SUBJECT: Meal Request, 50 Personnel or Less, Using Alternate Procedures (one-line entry),
Per AR 30-1, para 7-12

1. Nature of requirement: Rifle Range

2. Meals required:

a. Date required: Day 30, Month April, Year 1993

b. For the meal(s) requiring support, select the appropriate type of ration(s) required,
(A = A-Ration, MRE = Meal, Ready-to-Eat, or BL = Box Lunch), for
Breakfast A Lunch MRE or Dinner _____

3. Breakout of meals requested:

a. Number of meal card holders-(SIK): 7

b. Number of field meal card holders-(FAO): 0

c. Number of cash personnel: 3

d. Total number of meals requested: 10

4. Pickup information:

a. Rank and name of individual designated to pick up meals:

Rank SFC Name Edward V Harsh

b. Time and date of pickup: Time 0530 Date 930430

Encl
Personnel Roster

Charles H Berry
CHARLES H. BERRY
CPT, QM
COMMANDING

NOTE: A separate meal request will be submitted for each day.

Figure 1-2. Sample meal request using one-line entry procedures

	NAME	RANK	MEAL CARD NO	SVC COMONENT	CASH
1.	<u>Robert Carr</u>	<u>SSG</u>	<u></u>	<u>US ARMY</u>	<u>\$ 2.85</u>
2.	<u>Roland Miles</u>	<u>SGT</u>	<u></u>	<u>US ARMY</u>	<u>2.85</u>
3.	<u>Joe Cline</u>	<u>PFC</u>	<u></u>	<u>US ARMY</u>	<u>2.85</u>
4.	<u>Peter Shaw</u>	<u>PFC</u>	<u>K-127807</u>	<u>US ARMY</u>	<u></u>
5.	<u>Louis Dane</u>	<u>PFC</u>	<u>K-127944</u>	<u>US ARMY</u>	<u></u>
6.	<u>Felix Santana</u>	<u>PFC</u>	<u>K-127883</u>	<u>US ARMY</u>	<u></u>
7.	<u>Sam Walls</u>	<u>PFC</u>	<u>K-127901</u>	<u>US ARMY</u>	<u></u>
8.	<u>Bill Moder</u>	<u>PFC</u>	<u>K-127936</u>	<u>US ARMY</u>	<u></u>
9.	<u>Toby Ostrowski</u>	<u>PFC</u>	<u>K-127888</u>	<u>US ARMY</u>	<u></u>
10.	<u>Glen Carson</u>	<u>PFC</u>	<u>K-127953</u>	<u>US ARMY</u>	<u></u>
11.	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
12.	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
13.	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
14.	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
15.	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
16.	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
17.	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
18.	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
19.	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
20.	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
21.	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
22.	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
23.	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
24.	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
25.	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
26.	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
27.	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
28.	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
29.	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
30.	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
31.	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
32.	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
33.	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
34.	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
35.	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
36.	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
37.	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
38.	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
39.	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
40.	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
41.	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
42.	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
43.	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
44.	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
45.	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
46.	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
47.	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
48.	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
49.	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
50.	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>

Figure 1-2. Sample meal request using one-line entry procedures (continued)

• Requests for dining facility support (meals) for short-duration field training (not to exceed five days) are completed per AR 30-21, Chapter 1. Figure 1-3 (page 1-5) shows a request for meals to support field training.

• A Food Service Officer and alternates are appointed to perform those duties required in AR 30-1.

ATSM-CES-OA (30-1d) 23 AUGUST 1992

MEMORANDUM THRU Food Service Officer
FOR Food Service Sergeant

SUBJECT: Garrison Supported Field Feeding Request, Per AR 30-21, para 1-6

1. Nature of requirement: ARTEP

2. Number of personnel requiring rations:
Meal card holders (SIK) 115 Field meal cards (FAO) 12 Total 127

3. Meals required:

a. Date(s) required: 01 / SEP / 92 thru 03 / SEP / 92 (5 day maximum).

b. Beginning meal Lunch Ending meal Lunch

c. Enter the appropriate type of ration(s) required,
(A = A-Ration, MRE = Meal, Ready-to-Eat, T = Tray Ration or other):

Day	Breakfast	Lunch	Dinner
1		<u>MRE</u>	<u>A</u>
2	<u>A</u>	<u>MRE</u>	<u>T</u>
3	<u>T</u>	<u>MRE</u>	
4			
5			

4. Pickup information (Times):

a. Breakfast 0530 Lunch 0530 Dinner 1700

b. Rank and name of individual designated to pick up meals,
Rank SFC Name Edward J Harsh

5. This memorandum requires certification from the supporting PAC that BAS recoupment and/or payroll deduction (Officers) has been/will be submitted for personnel participating in this field training. This form does not delete the requirements that the DA Form 5913-R (Strength and Feeder Report) be submitted to the dining facility.

James Kennedy
JAMES KENNEDY
MSG, USA
PAC

Charles H. Berry
CHARLES H. BERRY
CPT, QM
COMMANDING

Figure 1-3. Sample request for meals to support field training

Reserve Component Commanders

In addition to the responsibilities above, RC commanders must ensure that--

- Subsistence ingredients are procured from commercial sources only when prior authority has been granted in writing by the USPFO for ARNG or by the MUSARC for USAR units.
- Commercially prepared (catered) meals are procured only when food service personnel and equipment are not authorized or available and support cannot be obtained from another RC or active military unit with food service capability through an Interservice Support Agreement.

Monitoring

The following are suggested ways a commander may monitor his supporting dining facility operation:

- Conduct unannounced visits to the dining facility to observe actual operations.
- Solicit diner comments (verbally or by using a suggestion box).
- Maintain constant coordination with the food advisor on matters concerning food service operations.

FOOD SERVICE OFFICER

The FSO is responsible for the accomplishment of the unit's food service mission. The FSO is appointed in writing by the commander. To ensure uniformity in the food service program, the FSO should be appointed for a minimum of one year. Also, the commander should ensure that the appointed FSO and alternates receive training and orientation courses provided by the FA. The FSO actually monitors the operation to ensure that--

- An OJT program is carried out.
- Safety and sanitation regulations are followed.
- Equipment is correctly operated and maintained, and a replacement plan is prepared.
- An energy conservation program is carried out.
- Supplies and food are correctly used, conserved, and stored.
- The facility is properly maintained.

- Headcount and serving procedures are followed.
- Unit strength figures are provided by supported units.
- All dining facility forms are completed correctly.
- The dining facility account is operated within the acceptable tolerance.
- The quarterly review of physical security is conducted per AR 30-1, Appendix I. Figure 1-4 (pages 1-7 and 1-8) is a sample format for conduct of the review.
- The monthly disposition of subsistence review is performed per AR 30-1, Appendix I. Figure 1-5 (page 1-9) is a sample format for conduct of the review.
- The quarterly review of requisition procedures is performed per AR 30-1, Appendix I. Figure 1-6 (page 1-10) is a sample format for conduct of the review.
- The quarterly review of receiving procedures is performed per AR 30-1, Appendix I. Figure 1-7 (page 1-11) is a sample format for conduct of the review.

FOOD ADVISOR

The FA may be a commissioned officer, a warrant officer, a noncommissioned officer, or a civilian, depending on the level of the operation. The FA assists the commander in meeting the goals of the food service program. Some of the specific duties of the FA at different operational levels are shown in Table 1-1 (page 1-12).

TROOP ISSUE SUBSISTENCE OFFICER

The TISO manages, supervises, and coordinates actions to ensure a constant supply of subsistence to all authorized customers. The TISO is appointed by the installation commander to supervise all aspects and functions of the TISA using the procedures specified in AR 30-18. The TISO is responsible for the requisition, receipt, storage, inspection, inventory, and issue of subsistence and for maintaining records for administrative,

audit, and historical purposes. The TISO is responsible also for safeguarding subsistence per AR 30-18, Chapter 9. The TISO also serves as a

voting member of the Installation Menu Board and as a member of the Installation Subsistence Review Committee.

ATSM-CES-OA (30-1c)	12 October 1992
MEMORANDUM FOR COMMANDER	
SUBJECT: Review of Physical Security, (QUARTERLY) Per AR 30-1, Appendix I	
1. Per AR 30-1, Appendix I, I-4 an internal review of physical security was conducted at <u>8TH USAFAD</u> dining facility on Day <u>9</u> Month <u>OCT</u> Year <u>1992</u> .	
2. The review was conducted as follows:	
3. Subsistence accountability.	
a. Do subsistence warehouses and rooms of the dining facility or other buildings used to secure nonrefrigerated food stuff, including field rations for contingency purposes, meet the security requirements, as stated on AR 190-18? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> Comments on any deficiencies/negative replies: _____	
b. Are refrigeration units with locking devices being secured? If this is not possible, does the room or the building in which the refrigeration unit is located meet the physical protection standards prescribed in storage structure security? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> Comments on any deficiencies/negative replies: _____	
c. Are subsistence storage facilities (warehouses and rooms, and refrigeration units) being secured at all times when entrances or exits are not under surveillance of personnel permanently assigned to the facility, (such as warehouse personnel or cooks)? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> Comments on any deficiencies/negative replies: _____	
d. Are government key-operated, tumbler-type padlocks being used for security except in instances in which a commercially installed locking device exists? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> Comments on any deficiencies/negative replies: _____	
e. Are the keys and padlocks used to protect food stuff and subsistence storage facilities stringently controlled? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> Comments on any deficiencies/negative replies: _____	

Figure 1-4. Sample format for the quarterly review of physical security

ATSM-CES-OA (30-1c)

SUBJECT: Continuation of a Review of Physical Security (QUARTERLY)

f. Are personal packages into or out of the subsistence storage areas prohibited?
YES NO

Comments on any deficiencies/negative replies: _____

g. Is access to ration storage area(s) limited to those individuals conducting official business? YES NO

Comments on any deficiencies/negative replies: _____

h. Are operational rations on packed vehicles being stored in locked, enclosed vans, trailers, or armored vehicles or under the surveillance of a responsible unit member or guard? YES NO

Comments on any deficiencies/negative replies: Not observed during this review.

i. Before disposal, are shipping containers, cases, etc., being inspected to ensure they are empty; are cardboard boxes being flattened? YES NO

Comments on any deficiencies/negative replies: Several boxes placed in trash without being crushed.

j. Are personnel lockers located in a designated area away from loose or broken containers of foodstuff? YES NO

Comments on any deficiencies/negative replies: _____

4. Are work buildings and rooms in which furniture and dining facility equipment are located, being secured when no responsible member assigned to the particular activity is present? YES NO

Comments on any deficiencies/negative replies: _____

Charles H. Berry
CHARLES H. BERRY
CPT, QM
Food Service Officer

Figure 1-4. Sample format for the quarterly review of physical security (continued)

ATSM-CES-OA (30-1c)

9 July 1992

MEMORANDUM FOR COMMANDER

SUBJECT: Subsistence Accountability

1. Per AR 30-1, Appendix I, I-5, the monthly Disposition of Subsistence, (DA Form 3034-R) was completed (Encls 1 and 2) at the 125TH TRANS dining facility on Day 09 Month July Year 92.

2. The following four high dollar value items were checked:

- a. Ground Beef
- b. Chicken Patties
- c. Veal Portions
- d. Sausage Patties

3. The following items were within the 5 percent tolerance:

- a. Ground Beef
- b. Chicken Patties
- c. _____
- d. _____

4. The following items were not within the 5 percent tolerance:

- a. Veal Portions
- b. Sausage Patties
- c. _____
- d. _____

5. The monthly subsistence accountability check shows that subsistence accountability was/ was not within the established 5 percent tolerance for the high-dollar items reviewed.

2 Encls

- 1. DA Form 3034-2-R
- 2. DA Form 3034-2-R

Charles H. Berry
 CHARLES H. BERRY
 CPT, QM
 Food Service Officer

CF:
 Food Service Sergeant (w Encls 1 & 2)

Figure 1-5. Sample format for conduct of the monthly disposition of subsistence review

ATSM-CES-OA (30-1c)

23 APRIL 93

MEMORANDUM FOR COMMANDER

SUBJECT: Review of Requisition Procedures, (QUARTERLY) per AR 30-1 Appendix I

1. Per Ar 30-1, Appendix I, I-4, an internal review of requisition procedures was conducted at 8TH USAFAD dining facility on Day 23 Month April Year 93.

2. The review was conducted as follows:

3. Requisition procedures.

a. Are requests for rations determined or guided by the Master Menu, SB 10-260? YES NO If the Master Menu is not used, what menu is used as a basis for the requests? Comments on any deficiencies/negative replies: _____

b. Are mandatory menu changes, as directed by the menu board, incorporated when requesting rations? YES NO Comments on any deficiencies/negative replies: _____

c. Are requisitions completed by authorized personnel as indicated on DD Form 577 (Signature card), if applicable? YES NO Comments on any deficiencies/negative replies: _____

d. Are ration requests submitted on schedule and on documents prescribed by the TISA? YES NO Comments on any deficiencies/negative replies: Several ration requests were submitted late.

e. Are requisition documents completed in ink and legible? YES NO Comments on any deficiencies/negative replies: _____

f. Are factors such as the day of the week and the time of the month (payday, holiday) considered when ration requests are completed? YES NO Comments on any deficiencies/negative replies: _____

Charles H. Berry
CHARLES H. BERRY
CPT, QM
Food Service Officer

CF:
CDR, Unit
Food Service Sergeant, Unit

Figure 1-6. Sample format for conduct of the quarterly review of requisition procedures

ATSM-CES-OA (30-1c)

23 AUGUST 1992

MEMORANDUM FOR COMMANDER

SUBJECT: Review of Receiving Procedures, (Quarterly) Per AR 30-1, Appendix I

1. Per AR 30-1, Appendix I, I-3, an unannounced review of receiving procedures was conducted at the receiving point of 8TH USAFAD dining facility, on Day 22 Month August Year 92.

2. The review was conducted as follows:

a. Are scales available, in satisfactory operating condition and are used for receiving items that are charged and issued by weight (price per pound)? YES NO Comment on any deficiencies/negative reply: Scale broken, work order submitted, # 125193

b. Are items inspected for condition (quality) upon receipt? YES NO Comment on any deficiencies/negative reply: _____

c. Are accurate comparisons of items issued versus items actually received being accomplished upon receipt? YES NO Comment on any deficiencies/negative reply: _____

d. Are discrepancies, based on the accurate comparison, corrected on issue documents by receiving personnel? YES NO Comment on any deficiencies/negative reply: _____

e. Do all receiving documents have a receipt signature? YES NO Comment on any deficiencies/negative reply: _____

f. Are direct vendor delivery items inspected to ascertain that--
 (1) Quantities actually received are those listed on the delivery ticket? YES
 NO Comment on any deficiencies/negative reply: _____

(2) Items delivered are within the correct date or "use by" code?
 YES NO Comment on any deficiencies/negative reply: _____

(3) Delivery tickets are receipted and signed only by designated receiving personnel?
 YES NO Comment on any deficiencies/negative reply: _____

g. Are all issue or receiving documents being initialed by the reviewing officer? YES
 NO Comment on any deficiencies/negative reply: _____

Charles H. Berry
 CHARLES H. BERRY
 CPT, QM
 Food Service Officer

Figure 1-7. Sample format for the quarterly review of receiving procedures

Table 1-1. Duties of the food advisors

DUTIES	OPERATIONAL LEVEL				
	MACOM	CORPS	INSTALLATION	DIVISION	BRIGADE
Coordinate with surgeon on--					
• Sanitation		X	X	X	
• Sanitation certification training			X	X	X
• Nutrition education			X	X	X
• Dining facility nutrition initiatives.			X	X	X
Help units participating in testing of new food items or feeding systems.	X	X	X	X	X
Coordinate field feeding of tactical units.			X	X	X
Assist in solving food service problems related to--					
• Marshaling areas, isolated detachments, rear areas, and dining facilities for transient personnel.			X	X	
• Allied troops, prisoners of war, displaced persons, disaster victims, and indigenous personnel.	X	X	X		
• Expedient use of local resources to supplement rations and equipment.	X	X			
Help in developing food service contract documents.			X	X	X
Institute and monitor OJT or other training programs for food service personnel.		X	X	X	X
Advise education services officer on apprenticeships and professional development programs in food service.			X	X	
Help dining facility personnel by--					
• Developing and determining requirements for expendable items and supplies.			X	X	X
• Developing equipment replacement programs.	X	X	X	X	X
• Advising dining facility and supply activities on the requisitioning of equipment.			X	X	X
• Preparing reports on equipment deficiencies.	X	X	X	X	X
Help plan food service budget.	X	X	X	X	X
Coordinate activities of subordinate food advisors.		X	X	X	

Table 1-1. Duties of the food advisors (continued)

DUTIES	OPERATIONAL LEVEL				
	MACOM	CORPS	INSTALLATION	DIVISION	BRIGADE
Consolidate reports from food service supply activities.	X	X	X	X	X
Allocate funds to units for expendable items and supplies.	X	X	X	X	X
Participate in menu board activities as follows:					
• Serve as chairperson of the oversea master menu board.	X	X	X	X	
• Serve as chairperson of the installation menu board.			X		
• Appoint menu board secretary-recorder.	X	X	X	X	
• Serve as voting member.	X	X	X		
• Serve as nonvoting member.				X	X
Advise commander on matters concerning food service program.	X	X	X	X	X
Visit dining facilities and check accounting, food preparation, serving, sanitation.	X	X	X	X	X
Act as liaison between commander and others involved in the food program.	X	X	X	X	X
Develop supplements to regulations and bulletins.	X	X	X	X	
Interpret and spread food service information.	X	X	X	X	X
Maintain personnel data used for school attendance recommendations, duty assignments, and local training assignments.			X	X	X
Serve as contracting officer's representative on food service contracts.			X		
Perform quality assurance functions for food service contracts.			X	X	X
Advise the facility engineer on design and layout of all proposed new or renovated dining facilities on the installation.			X		

SUPPORT PERSONNEL

The following personnel are required to support a successful garrison food service program. Their responsibilities are described in this paragraph.

Veterinary Officer

The veterinary officer (or veterinary service personnel) inspects all perishable and semiperishable subsistence as requested. VSP inspect excess subsistence turned in by food service facilities, before it is accepted by the TISA. They also inspect damaged or deteriorated subsistence and may recommend that it be dropped from accountability or force issued. VSP inspect food storage and handling operations and point out unsanitary conditions. The Veterinary Officer serves as a nonvoting member of the menu board and informs the board of items that should be issued soon. The board then may decide to make these items a mandatory substitute for items on the menu. When time does not permit this, the TISO or appropriate Class I officer may decide to force issue these items.

Preventive Medicine Officer

The preventive medicine officer conducts medical inspections as prescribed in TB MED 530. He also assists in training supervisory personnel in sanitation.

Facilities Engineer

The installation facilities engineer is responsible for the construction and maintenance of buildings used for food service activities, for repair and maintenance of food service equipment and machinery, and for insect and rodent control. Also, he certifies space, utilities, and funds for installation of replacement equipment are available and his personnel install all replacement equipment. He advises on the design and the layout of buildings for all food facilities and reviews the designs of buildings used for storage. The facility

engineer also provides training in the proper use of dining facility equipment.

Contracting Officer's Representative

The COR is responsible for the day-to-day administration of food service or TISA contracts. The contracting officer and staff legal officer or judge advocate must instruct and train the COR. The Contracting Officer will specify the COR's duties, responsibilities, authority, and limitations, in a letter of appointment.

Inspector General

The IG is the commander's watchdog. He investigates individual complaints and reviews any areas of special interest as identified by the commander.

Property Book Officer

The PBO maintains records of all unit property. He also assists in identifying equipment data for budgeting, procurement, turn-in, and maintenance records.

Director of Personnel and Community Activities, G1, or S1

This officer is responsible for assigning personnel to units and for requesting replacement personnel. He is also responsible for identifying personnel entitlements (BAS) and processing documents for payment of BAS or issue of meal cards to personnel authorized subsistence-in-kind. The DPCA, G1, or S1 also coordinates the preparation, production, and distribution of printed matter.

Director of Security, G2, or S2

This officer is responsible for intelligence, counter-intelligence, and security. The DSEC, G2, or S2 provides requested security clearances for local national employees, may evaluate the security of dining facilities and food supply activities, and

controls changes to the combinations of food service facilities safes.

Director of Plans and Training, G3, or S3

This officer is responsible for operations and training. *(NOTE: At some installations, the Director of Plans, Training, and Security shares the responsibilities of the DSEC and the DPT.)*

Director of Logistics, G4, or S4

This officer is responsible for supply, maintenance, transportation, and services, to include food service. On some installations this officer may be known as the Director of Industrial Operations or Director of Installation Services. The FA works for or very closely with the DOL, G4, or S4 to keep him informed on the technical aspects of food service problems and issues.

Assistant Chief of Staff, G5 or Civil Affairs Officer (US Army) (S5)

This officer is responsible for the relationship between the Army force, the civilian government, and civilians in a theater of operations for garrison operations.

Director of Contracting

The DOC procures TISA subsistence supplies authorized for local purchase. He is responsible also for awarding and monitoring compliance with all food service contracts.

FOOD SERVICE SERGEANT

The FSS is in direct charge of and manages the overall operation of the dining facility. He must be knowledgeable in all areas of dining facility operations and in personnel management. The duties of a contract dining facility manager parallel those of the FSS, although the contract must specify what is required of the contractor.

The term FSS as used in this manual applies also to a DA civilian or contract manager. Table 1-2 (page 1-16) contains duties of the FSS.

FIRST COOK (SHIFT LEADER)

The first cook is responsible for assigning and supervising job performance of cooks and military dining facility attendants. Normally, he is responsible for the complete kitchen operation, including accountability for rations, storage, sanitation, food preparation, serving, safety, security, and energy conservation. Also, he may have to ensure that proper headcount procedures are followed. When the FSS is absent, he is in charge of the overall dining facility operation. Specific duties are in AR 611-201.

COOK

The major duties of a cook are to prepare, cook, and serve meals. He must be able to prepare a variety of foods, both in small and large quantities, using the recipes in TM 10-412. He must know how to use dining facility equipment and utensils and how to perform maintenance on the equipment and utensils following basic safety and sanitation rules. This publication gives detailed information to assist him in becoming more familiar with specifics pertaining to assigned duties.

TISA OPERATING PERSONNEL

The personnel needed to operate a subsistence supply activity vary depending on the size, type, and location of the activity. Guidance on the number and type of personnel needed to staff a TISA is based on Manpower Staffing Standards in AR 570-5. When local civilian labor is used to staff activities in foreign countries, the appropriate G1 or S1 should be consulted. Prisoners of war may be used to staff supply points issuing subsistence if the supply point is not in a combat zone. Information on the treatment of prisoners of war is detailed in FM 27-10, and this treatment comes under the authority of the appropriate G2 or S2.

Table 1-2. Duties of the food service sergeant

AREA OF RESPONSIBILITY	DUTIES
Subsistence Requests	Estimates future meal attendance and prepares requests for food items.
Files	Maintains files according to AR 25-400-2.
Cash Collections	Accounts for all cash collections per AR 30-1. Turns in cash to the FSO or designated turn-in point.
Dining Facility Account	Maintains DA Form 3980-R.
Headcount Instructions	Maintains current headcount instructions per AR 30-1, Appendix E. Briefs headcounters prior to their performing duties. Ensures headcounters perform as instructed.
Operations	Works closely with food service personnel to improve standards of performance. Stays current on regulations by studying new publications.
Personnel	Determines how many personnel are needed to prepare, cook, present, and serve foods. Schedules shifts and assigns major duty areas. Makes recommendations concerning the promotion, assignment, and training of personnel. Ensures that all assigned personnel are inspected by supervisors for personal hygiene. Coordinates with the COR for matters concerning contracted dining facility attendants.
Security	Makes sure that the dining facility, food, equipment, and cash are secure.
Preparation, Cooking, and Serving	Develops SOPs for all kitchen, serving, and dining facility operations. Prepares the production schedule and all forms used in the operation of the dining facility. Inspects the serving line to ensure all items are available and pleasantly merchandised. Conducts studies of diner preference and acceptance of different types of food.
Sanitation	Supervises employee personal hygiene practices; ensures sanitary storage, preparation, transport, and serving of food. Maintains clean and sanitary food service facilities, equipment, and utensils.
Safety	Supervises personnel on safety practices and operations. Assures that personnel observe appropriate safety and occupational health rules.
Training	Develops, implements, and supervises all the OJT of assigned 94B personnel. Supervises the administration of unit food service personnel participating in the cook's apprenticeship program. Ensures that all food service personnel under his control are trained in the principles of food service sanitation as outlined in TB MED 530. Supports the unit training program by ensuring that all food service personnel receive training in common soldier skills and other required instruction.