



DEPARTMENTS OF THE ARMY AND AIR FORCE
JOINT FORCE HEADQUARTERS – NEW YORK
330 OLD NISKAYUNA ROAD
LATHAM NY 12110-3514

MNL

20 July 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 2015 Food Service Management Board Minutes

1. References:

- a. AR 30-22, The Army Food Program, dated 24 July 2012, Paragraph 3-44
- b. DA PAM 30-22, Operating Procedures for the Army Food Program, dated 6 February 2007

2. The Food Service Management Board was held in the Distance Learning Center at JFHQ, 330 Old Niskayuna Road, Latham, NY on 29 April 2015. The hosts were 1LT Brendan Jones (State Food Service Officer), CW2 Nakia Dukes (State Food Service Adviser, and SFC Scott Kyle (Administrative Officer). The voting members present were Gary Flaherty (USP&FO Supply and Services), CPT Sarah Valois (Logistics), CW2 Nakia Dukes (State Food Advisor), and 1LT Brendan Jones (Chair). SSG Michael Herbst attended in place of voting member CPT Lewis (MEDCOM). The board convened at 0900 to review the 21 Day NYARNG Menu, published 1 October 2013, and ended at 1600 hours. The following topics were discussed:

- a. Review 21 Day Menu
- b. Food Service Trends
- c. FMAT Schedule and Purpose
- d. Documentation
- e. Head Count Over Projection
- f. Cash Collection
- g. Equipment Management
- h. 92G Training Program (state level)
- i. AFMIS Raw Subsistence
- j. Meals Ready to Eat (MRE) Accountability

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k. Nutritional Awareness

l. Phillip A. Connelly Award Program

m. State Food Service Program

3. The food management board meeting began with opening remarks from CPT Sarah Valois (Supervisory Logistics Management Specialist) and LTC Isabel Smith (Deputy Director of Logistics). They both welcomed all attendees and thanked them for participating in the annual meeting. LTC Smith asked each attendee to introduce themselves and share what unit they were assigned to.

4. The meeting then followed the agenda detailed above in paragraph 2.

a. The host requested feedback on the current entrees from the 21 Day NYARNG Menu. The attendees recommended removing baked fish from the menu due to low Soldier acceptability and bland taste. The attendees recommended substituting the fish menus with different protein items (i.e. barbeque chicken and pulled pork). The board will conduct an analysis on the least preferred menus and present possible entrée changes at the next food management meeting.

b. Several attendees stated that it is a challenge to meet the current menu requirements at the current Basic Daily Food Allowance (BDFA) when requesting raw subsistence from a food distributor versus a local chain food store. MSG Stevens, 42nd Division's full time Food Service Technician, mentioned that the unit Supply NCO and food service personnel must be mindful of seasonal/conditional market price increases, which affect the cost of raw goods. The host recommended maximizing the use of on-hand inventory to potentially reduce overall cost.

c. Menu selection flexibility was discussed and the host communicated that units have the authorization to request a dinner menu in place of a lunch menu and vice versa. The host emphasized the menu feeding plan change must be annotated in the AFMIS catered meal and raw subsistence request order remarks (i.e. lunch is menu day 5 dinner).

d. An additional lunch meal option was presented. The recipe is for a vegetable wrap. The recipe presented consisted of whole-wheat tortilla wraps, cream cheese spread, baby spinach, shredded carrots, diced cucumbers, sliced sweet red peppers, and shredded (four cheese) Italian cheese. It was unanimously decided to add the vegetable wrap to the 21 Day NYARNG Menu.

e. Attendees expressed concern for not having enough time to prepare baked desserts due to unit training conflicts. The hosts recommended the mess section

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review dessert recipe cards to find less time-consuming variations for the desserts annotated on the 21 Day NYARNG Menu. It was also recommended that units purchase pre-mixed cake mix to reduce the dessert preparation time.

f. The board members and attendees agreed on the following three types of low calorie, low sugar, non-carbonated drink options to add to the bagged lunch; Minute Maid Light, Gatorade (G2), and Capri Sun.

g. Units can order and prepare two or more main entrée items to accommodate different pallets, religious practices, and personal dietary choices. The menu feeding plan must be annotated in the AFMIS raw subsistence orders remarks (i.e. lunch is menu day 8 lunch 80 personnel and menu day 3 lunch 20 personnel).

h. A warming and cooling beverage menu was added to allow units to purchase warming and cooling beverages from commercial establishments in lieu of purchasing from a SSMO/TISA site.

i. The following changes to the 21 Day Menu were recommended by the host and attendees:

- (1) Leave menus with sausage gravy as is, but add bacon
- (2) Remove all cobbler desserts for a more eye appealing dessert
- (3) Menu Day 3 – change from individual portion control (PC) to bulk hot cereal for breakfast menu
- (4) Menu Day 4 – change corn on the cob to kernel corn and use frozen lasagna sheets for lasagna
- (5) Menu Day 5 – change roast pork meal to different entrée and crumb cake to different dessert
- (6) Menu Day 6 – potentially remove stuffed green peppers lunch menu
- (7) Menu Day 8 – add second option for meatless lunch menu and add brown gravy to dinner menu
- (8) Menu Day 9 – add egg noodles to field menu report for caterers menu compliance
- (9) Menu Day 10 – delete assorted salad dressing from dinner menu

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(10) Menu Day 11 – need to clarify vermicelli (starch) for lunch menu. Dinner steak entrée is not affordable, but will remain as morale booster

(11) Menu Day 13 – exchange oven brown potatoes with rice for dinner menu

(12) Menu Day 14 – add turkey gravy for turkey sandwich menu and brown gravy for roast beef sandwich menu

(13) Menu Day 15 – exchange corn on the cob with Mexican corn

(14) Menu Day 17 – substitute catfish with pulled pork, barbeque pork, or ham macaroni and cheese

(15) Menu Day 18 – add boiled eggs to breakfast menu and add warming and cooling beverage menu

(16) Menu Day 19 – add starch to the lunch meal (i.e. potato wedges or oven baked French fries)

(17) Menu Day 20 – add Italian sausage. Remove tossed and assorted salad dressing (PC)

(18) Menu Day 21 – remove shrimp cocktail

5. Food Service Trends

a. When utilizing the DA Form 5913 (Strength and Feeder Report), it must be prepared in accordance with DA Pam 30-22, appendix F.

b. The host discussed the CLRT-X over projection findings. Several attendees expressed extreme difficulty with accurately projecting headcount for subsistence support due to late Soldier SUTA submissions, AWOLs, and training commitments. The host recommended the units use a three-month average rule to project drill attendance for headcount. The units should also conduct an analysis of the number of regular AWOLs and school attendees to calculate a realistic projection.

c. Unit level 92G MOS sustainment training must be documented and copies must be provided to the training NCO. The meal preparation is part of 92G MOS training and needs to be documented accordingly in DTMS.

d. Units must plan and improve the raw subsistence receiving process. Adequate storage capacity and delivery time conflicts must be taken into account.

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e. SSG Grimaldi added that Camp Smith Policy states, "Vendors are not allowed on post if the unit receiving POC is not on ground or in the general area."

f. The host discussed observations from unit field feeding site layouts. Water consumption must be factored in the field feeding planning process and adequate gray water containment systems must be commercially purchased or created naturally by the unit. It was recommended that units conduct a recon of the training area to determine right gray water removal course of action.

6. FMAT Schedule and Purpose

a. The FMAT has assisted with paperwork, identified process improvement, taught (AFMIS, documentation, and safety), and identified problem areas. The goal is to develop solutions, promote overall enhancement of the NYARNG Food Service Program, and individual career development.

b. CW2 Dukes mentioned that several 92G personnel have been identified to participate as regional FMAT team members. These teams are coordinated on a month-to-month basis due to limited funding.

7. Documentation

a. The DA Form 5913 currently will only be used for consolidated feeding, Operational Rations, SSMO/TISA requests, and/or when AFMIS is not utilized.

b. The DA Form 3988 must be submitted to MNL by the lead unit of the armory NLT 1 April. SFC Olsen, 42nd Division Battalion S4, asked, "What is the standard for submitting the DA Form 3988 for NYARNG units located in Army Reserve Centers?" The host recommended the unit coordinate kitchen replacement concerns with the Reserve Center facilities manager and MNL.

c. The DA Form 7566 (Composite Risk Management Worksheet) was changed to the DD Form 2977 (Deliberate Risk Assessment Worksheet) as of September 2014. This document must be posted in the field feeding and garrison prep area.

d. The DA Form 3032 (Signature Headcount Sheet) is no longer required for NYARNG units. Several units still use the headcount sheets, due to higher headquarters requirement and to track personnel going through the serving line. The host recommended the units do not store the headcount sheet on file after use.

8. Headcount Over-Projection (CLRT-X Finding)

a. GOCOMs, Brigades, and Battalions must conduct food service annual reviews on subordinate units. Any single losses of 10% or an amount equal to or greater than \$500

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must be recommended a 15-6 Investigation or a Financial Liability Investigation Property Loss (FLIPL) action as part of the report findings.

b. To minimize over-projection, officers and AGRs should not be included in the original raw subsistence requests and should pay the vendor directly for catered meal requests for home station drills.

9. Cash Collection

a. The required chain of custody process for cash meal payment book (CMPB) and cash meal payment sheets was reviewed. All persons initially receiving a cash meal payment sheet from the cash book control officer must sign the CMPB register. All subsequent persons receiving the cash meal payment sheet must complete the DA Form 3546 (Control Record for Dining Facility – DD 1544) from the issuing person.

b. The host discussed required documentation for the issue and control of the CMPB. The unit must provide a DA Form 1687, appointment memorandum, assumption of command memorandum, and request for a CMPB memorandum in order for the book to be issued.

c. It was noted that some units have not been properly accounting for meals sold for cash in AFMIS. The host recommended the attendees to review the AFMIS catered meal and raw subsistence instructional PowerPoint slides, which provides a detailed step by step AFMIS close out process. Any variation in the number of meals requested with the number of Soldiers reported must provide comments in the AFMIS close out remarks.

d. The mandatory cash turn-in suspense dates were reviewed. It was mentioned that cash from meals sold to officer and AGR personnel must be turned in when funds on hand reach \$500 or more, quarterly, or every six months when \$50 is on hand. The CMPB annual verification and revalidation must be completed NLT five days after the last day of the fiscal year and forwarded to MNL-LM (SS).

10. Food Service Equipment Management

a. Several units received new MTOE food sanitation centers, but the equipment has remained unopened in the original container years after the equipment was received. Properly maintained equipment is imperative to the overall unit mission readiness. Units must open and inventory all equipment received to immediately identify any damaged or missing component items.

b. In an effort to ensure unit level kitchen equipment maintenance is conducted, cooking units are authorized to request one catered meal quarterly. Once Preventative

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Maintenance Checks and Services (PMCS) is completed, copies of the current maintenance records must be maintained on file at the unit level.

c. All unit MTOE kitchen equipment must be tracked in the SAMS-E.

d. Letters of Justification (LOJ) for catered meals to conduct maintenance will be accepted.

11. 92G Training Program (state level)

a. The state run Defense Connect Online (DCO) Training Program has had moderate success over the last year. The DCO classes are conducted on various food service topics and processes. The host asked, "How can the DCO class attendance be increased?" It was recommended that the DCO classes be given in the evening to allow M-Day 92G personnel the opportunity to participate after their civilian workday.

b. The State Food Service Officer and the State Food Advisor publish a schedule of the DCO classes at the beginning of each fiscal year. The DCO training schedule is disseminated via the state NITU, mail system, and is also forwarded to the GOCOMs.

c. The host mentioned there are additional training events and resources available. National Guard Bureau (NGB) now hosts monthly AFMIS workshops in Fort Lee, VA. Each state must pay for their personnel to attend.

d. The State Food Advisor conducts at least two classes on Food Safety & Protection Certification per year. The classes are usually given at the Binghamton Armory and at Camp Smith Training Site. Approximately thirty-five food service personnel completed the course last year. This course certification is valid for up to four promotion points.

e. A Field Sanitation Team (FST) certification course was scheduled at the end of the last fiscal year, but was canceled due to shortage of funding statewide. The attendees acknowledged the need for the FST training at the unit level. The FST courses are given by Preventive Medicine (PM) at Fort Drum and Fort Dix. Unit can coordinate attending a FST course directly with Fort Dix or Fort Drum Preventive Medicine.

f. The Basic Refresher 92G Training, Advanced Refresher 92G Training, and Food Service Officer Training courses are available online at the Army Logistics University Blackboard website (www.alu.army.mil).

12. AFMIS Raw Subsistence

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a. Many units have improved competency in ordering raw subsistence through the AFMIS program. The units need to focus on properly closing out the AFMIS requests. The quarterly DCO training for December 2014 was a two-day block of instruction on the AFMIS Raw Subsistence process to address questions and concerns at the unit level.

b. The food service section NCO is responsible for several steps in the close out process. The host recommended the food service personnel become more active in the AFMIS process by establishing admin time during each drill to assist the supply NCO with closing out the previous month and requesting meals for the following month.

13. MRE Accountability

a. When drawing MREs from SSMO/TISA, units are required to submit a DA Form 3294 (Ration/Request/Issue/Turn-in Slip). When drawing MREs from a DSCA site, units are required to submit a DA Form 3161 (Request for Issue or Turn-in). Units should review the Disposition of Meals Ready to Eat (MRE) for Class I Contingency Stock memorandum dated 26 March 2015 for additional guidance.

b. When an individual is designated to pick up operational ration for individuals, groups, or units, he/she will sign a DA Form 5914 for the total number of meals received.

c. The supporting dining facility and/or issuing unit will maintain a record of all operational rations on DA Form 5914. Operational rations that cannot be supported by appropriate headcount date, or record of turn-in, will be cause for initiating an investigation, AR 15-6.

d. A copy of the DA Form 5914 must be posted with the MREs and updated as MREs are issued.

e. Units will coordinate inspection of expired MREs with Veterinary Command. VETCOM is located at Fort Hamilton and Fort Drum. The Food Inspector will issue a one-time six-month extension memorandum once the MREs have been determined fit for consumption. A copy of the extension memorandum must be given to persons signing for any extended MREs and the VETCOM issued new expiration date stickers will be placed on each box.

f. Units must have written authorization from VETCOM to destroy expired MREs. A request to dispose expired MREs memorandum must be submitted to VETCOM. All expired MREs that can no longer be issued must be cut open and the heating element must be activated prior to discarding in the trash.

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g. All MREs issued at the company level must be turned in to the closest MRE DSCA location NLT sixty days, if not consumed.

14. Nutritional Awareness

a. The host reminded the attendees that March is the National Nutritional Awareness month. This year's theme was "Bite into a Healthy Lifestyle."

b. The ChooseMyPlate.gov website is a good resource tool for nutritional information training aids.

c. The Army's Go for Green Program was discussed. The Go for Green Program is a program that offers nutritional facts about the meal items that are being served. This information includes how much cholesterol, protein, sodium, calorie count per serving, and dietary tips.

d. Units were encouraged to begin using this program and provide feedback to the State Food Service Officer and the State Food Service Advisor for potential statewide implementation.

15. Phillip A. Connelly Award Program

a. This year, not unit competed in the state level Connelly competition.

b. All units were strongly encouraged to participate in the Connelly program in the future.

16. State Food Service Program

a. The State Food Service Program food service webpage is located on the DMNA website. This webpage is designed to assist food service personnel and supply sergeants in conducting their daily activities by providing tools and resources related to Class I operations.

b. The State Food Service Officer and Food Service Advisor will be working to eliminate the DA Form 3953. AFMIS is used to account for catered meals and raw subsistence. A standard for inputting contract requests in GFEBS will be finalized and approved by MNL-LM (SS), USP&FO, Contracting Office, Budget Office, and the GOCOMs.

c. The Force Management System (FMS) Web Site has new names for Food Operation Personnel. Some of the new food service personnel titles for food service personnel can be found in FMS Web. Units were encouraged to review the changes and provide feedback.

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d. NGB published guidance on the DA Form 5913 and 5914 subsistence accountability requirement. The NGB guidance was consolidated by MNL-LM (SS) and published as an MNL memorandum, Use of DA Form 5913 Strength and Feeder Report memorandum, dated 28 October 2014.

e. The host mentioned TB MED 530 and Unit Field Sanitation Team regulations were updated as of 30 April 2014. Digital or hard copies are required to be maintained on file at the unit level.

f. NGB authorized states to initiate a Food Donation Program. This program will not be implemented in the NYARNG due to potential liabilities.

FOR THE COMMANDER:



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

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Voting Members

Mr. Gary Flaherty *Gary Flaherty* Date 28 July 15
USPFO Supply and Services Representative

CPT James Lewis *James Lewis* Date 28 July 2015
MEDCOM Deputy State Surgeon

CPT Sarah Valois *Sarah Valois* Date 28 JUL 15
Logistics Management Officer

1LT Brendan Jones *Brendan Jones* Date 28 Jul 15
Food Management Board Chair

CW2 Nakia J. Dukes *Nakia J. Dukes* Date 28 JUL 15
State Food Advisor