



USARC Food Service Management Reviews

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Purpose



To review the essential requirements to manage the Army Reserve Food Program from RRC/DRC/DIV level



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Evaluation Areas



- Twelve Food Service areas of evaluation:
 - Administration (AD)
 - Annual Training (AT)
 - Awards Program (AW)
 - Cash Collections (CC)
 - Food Service Management System (FSMS)
 - Food Service Management Boards (MB)



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Evaluation Areas (Cont'd)



- Twelve Food Service areas of evaluation:
 - Monitoring of Subordinates (MS)
 - Reporting (RP)
 - Support Installations (SI)
 - Subsistence Procurement (SP)
 - Vendor Procured Subsistence (VP)
 - Training (TG)



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Administration



- Appointment of Food Advisor
- Make Funds Available to Manage the Food Program
- Provides Written Guidance
- Maintain an Army Food Program Library
- Submits Annual FS Program Action Plan to Commander



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Annual Training



- Approves Travel Ration Requests
- Issues Pre-AT Conference Planning Guidance
 - Accounting System
 - Travel Ration Requirements
 - Creation of Feeding Plan
 - Payroll deduction
 - Dining Facility Attendants



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Annual Training (Cont'd)



- Issues Cash Collection Procedures for Temporary Field Assignment (TFA)
- Issues Guidance that Catered Meal Price is paid for Home Station, Fragmented, Field, & Garrison AT
- Monitors Mandatory Requirements
 - Exercise Field Equipment 90 Days Prior
 - Sanitation Training 60 Days Prior
 - Safety Training 30 Days Prior



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Annual Training (Cont'd)



- RRC/DRC Assists with & Approves Contracted Dining Facility Attendant Support for AT



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Awards Program



- Establishes a Garrison & Field Awards Program
- Ensures Mandatory participation in the Philip A. Connelly Awards Program for all Food Service Capable Units



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Cash Collection (Cont'd)



- Cash Book Controls
 - Requisitioning Authority is RRC/DRC only, can not be delegated
 - Maintains a Cash Book Register
 - Maintains a File Folder for each Cash Book
 - File Folder contains Issue, Accountability, Receipt, Turn-in, Revalidation, and Control Documents



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Cash Collection



- Appointment of Cash Control Officer
- Cash Sheet Verification & Cash Counts
- Annual Validation of each Cash Book
- Safeguarding of Cash & Cash Book or Sheets
- Issues Guidance if using Consolidating HQ Procedures
- Food Advisor Involvement



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Cash Collection (Cont'd)



- AR 15-6 & AR 735-5 Required for Loss or Misappropriation of Cash or Cash Sheets



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Food Service Mgmt System



- FSMS is Managed by RRC/DRC/DIV
- RRC/DRC/DIV Approves **ALL** Requests for Rations
- Catered Meal Requests
 - Requested by “Meal”
 - Requests meet Command Monetary Guidelines
- All Units are Listed in the Command 1 System



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Food Service Mgmt System (Cont'd)



- RRC/DRC/DIV Maintains Current BDFA in FSMS
- RRC/DRC/DIV Maintains Current Standard & Discount Meal Rates in FSMS
- RRC/DRC/DIV Maintains Appointment Orders of ALL FSMS Users



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Food Service Mgmt Boards



- RRC/DRC to Conduct Annually
- Prepare FSMB Minutes, Disseminate, & Copy USARC Services Branch
- RRC should Invite area DRCs with Food Capable Units
- DRC can Conduct their own FSMB



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Monitoring Subordinates



- RRC/DRC Food Advisor Manages the Command Garrison Equipment Replacement Program
- RRC/DRC Monitors Subordinate Unit Dining Facility Monetary Accounts



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Monitoring Subordinates (Cont'd)



- RRC/DRC Monitors Completion of Unit Annual Reviews for IDT & AT Accounts
 - Control Register should be used
 - All Reviews to be completed by FY end for the Previous FY
- RRC/DRC Monitors Completion of Delegated Food Management Responsibilities



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Reporting



- RRC/DRC Maintains a Subsistence Source List of all Units & Sends a Copy to USARC 15 Nov Annually
- RRC/DRC Submits DA Form 2969-2-R to USARC Quarterly if the Command is not Fully Functional using FSMS



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Support Installations



- RRC will Maintain a Support Agreement with each Regional Support Installation to Ensure Food Service Funding Requirements are Addressed
- RRC/DRC Food Service Subject Matter Expert (SME) should attend Pre-AT Conferences to Coordinate Food Service Support



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Subsistence Procurement



- RRC/DRC should Maintain Auditable Procurement Records by Subsistence Category
- RRC/DRC should Maintain an Approved Requisitioning Document for Each Authorized Food Purchase if the Command is not Fully Functional using FSMS
- RRC/DRC should Ensure that Appropriated Fund Subsistence is not used for Social Functions



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Subsistence Procurement (Cont'd)



- RRC/DRC should take Special Care when Approving:
 - Organizational/Family Day Meals
 - Holiday Meals
- Government Purchase Card (GPC)
 - RRC/DRC may use a Command GPC
 - RRC/DRC should maintain a list of Soldiers Authorized to Purchase Food with GPC
 - Purchase of Catered Meals “By Meal” will not exceed \$2500.
 - Purchase of Raw Subsistence “By Period” will not exceed \$2500



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Vendor Procured Subsistence



- RRC/DRC/DIV may not Delegate the Approval for Meals
- RRC/DRC/DIV should ensure Vendor Selections are reviewed Annually unless Contracting Approves a longer term
- RRC/DRC/DIV must ensure the USARC Commercial Meal Plan is Followed



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Vendor Procured Subsistence (Cont'd)



- RRC/DRC/DIV should “Strongly Encourage” Units to go to the Vendors Location to Subsist
- In Rare Situations, “Delivered to the Unit” Catered Meals may be Approved. The RRC/DRC/DIV must ensure that the Vendor will only be paid for Meals Consumed



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Training



- RRC/DRC/DIV Food Advisor Initiates & Monitors Food Service Training Programs
 - Food Service Sanitation Training for FS Personnel
 - Food Service Officer Training
 - Garrison & Field Operations Training



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Training (Cont'd)



- RRC/DRC Maintains Records of USAQMC&S Qualified Food Service Sanitation Adjunct Instructors (FSSAI)
 - USARC Recommends the RRC have (2) FSSAI per MSC if funds are available and the MSC has sufficient “Food Capable Units” to justify the need for a FSSAI at an MSC
- RRC/DRC Maintains Food Service Sanitation Training Records of the “Certified Soldier” for each Food Capable/Cooking Unit in the Command



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What would you like to discuss concerning this training ??????????????????