



Management Training
Food Service Management (FSM) – Welcome Letter

MEMORANDUM FOR: New Students, Food Service Management Course, Army Center of Excellence, Subsistence, Fort Lee, Virginia, 23801-1601

SUBJECT: Food Service Management Course Welcome Letter – 18 January 2008

1. Welcome to the Food Service Management Course (FSM), taught by the Advance Food Service Training Division (AFSTD), Army Center of Excellence, Subsistence (ACES). This course is designed to teach you the knowledge and skills of a staff advisor in the Army Food Program and the management skills needed to operate Army dining facilities in direct competition with the civilian sector.

a. We strongly suggest you use the tutorials at your local dining facility to refresh your AFMIS skills. Familiarize yourself with FM 10-23, AR 30-22, DA PAM 30-22, the AFMIS End User's Manual, and MS Office to improve your chances for success during the course. We suggest you bring a copy of these manuals to the course as you will be tabbing and highlighting areas of instruction for quick reference.

b. It is not mandatory, but highly recommended that if you own or have access to a laptop computer to bring it to the course as there are limited computers in the classroom. You will be required to do homework and power point presentations.

2. Incoming students must report on that Sunday before the course starts to Ft. Lee, Lodging building 8025, phone number 1-800-403-8533, (804) 733-4100, or 734-6700.

a. Directions to Lodging:

1) Northbound to Fort Lee: Take I-95  to I-295  to Exit 9B. Follow  for approximately 2 miles. Turn left at the Lee Gate Entrance to Fort Lee. If you do not have a DOD sticker on your vehicle you will have to go to the registration office on the right side once you enter the Lee Gate entrance. Go to the second traffic light and turn right onto Mahone Ave. Lodging will be on the right side.

2) Southbound to Fort Lee: Take I-95  to I-295  to Exit 9B. Follow  for approximately 2 miles. Turn left at the Lee Gate Entrance to Fort Lee. If you do not have a DOD sticker on your vehicle you will have to go to the registration office on the right side once you enter the Lee Gate entrance. Go to the second traffic light and turn right onto Mahone Ave. Lodging will be on the right side.

3. **Monday:** Report to B Co 266th QM BN building 3024 (all students) at 0545 hrs for mandatory height/weight-in in PT uniform. In-processing will begin at 0730 hrs at AG One-Stop in ACUs. Report at 1300 hrs to building 4200, room 153, for course introduction and the start of class.

a. Civilians need to report to Academic Records in Mifflin Hall room 204 to in-process from 0800-1130.

4. Normal class hours are from 0830 to 1700, Monday through Friday. These times may be adjusted based on course requirements and holidays. All appointments will be cleared through the FSM Senior Instructor or Course Director. You cannot miss more than 8 hours of training. There will not be any make up classes. You should satisfy any dental, medical or non-emergency requirements prior to leaving your home station.

5. Please bring the following items: Complete PT uniform, BDUs, class A & B uniform and adequate civilian attire.

6. Effective 1 OCT 02 all Officer, Warrant Officer, and NCO courses coming to Fort Lee will be assigned to on post or contract quarters through MTSS. All meals will be consumed at the Ft. Lee Officers Club. MTSS is not operational on weekends so you will be responsible for meals on week ends that you will be reimbursed for when you settle your travel. You will not be reimbursed for meals you purchase Monday through Friday during the course.

Contact Numbers:

Course Director: (804) 734-3299

Chief Instructor: (804) 734-3376