

2006

**Air Force
Hennessy
Awards**

Competition Guide



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THE 50th ANNUAL HENNESSY TROPHY AWARDS PROGRAM

The John L. Hennessy trophy is an annual award presented to the Air Force installation, in single and multiple facility categories, having the best food service program in the United States Air Force. The award is based on the entire scope of an installation's food service program exhibiting excellence in management effectiveness, force readiness support, food quality, employee and customer relations, resource conservation, training, and safety awareness.

The Hennessy Trophy Awards Program has three essential purposes: 1. Promote excellence in customer service and meal quality throughout the service by recognizing outstanding dining facility operations and management. 2. Inspire high morale, motivation, mission support, and a professional image through pride and spirited competition. 3. Improve management concepts and practices.



2005 Multiple Category Winners, Hurlburt Field AFB, FL

The 50th Annual Hennessy Trophy Awards Program in 2006 reflects the dedication, pride, and fellowship of the civilian food service industry and the Air Force in improving the Air Force way of life. The Hennessy program also allows the sharing of valuable information between the travelers, who are recognized leaders in the civilian food service industry and base-level food service personnel. Achieving success in the Hennessy competition is a reflection of pride, commitment, and motivation to be the best. The keys to success include superior customer service, astute management, command support of food service operations, and the attitude on behalf of the base to excel and become a winner.



2005 Single Category Winners, Kirkland AFB, NM

JOHN LAWRENCE HENNESSY (1886-1955)

Recognized by Presidents as a leader in his field, John Lawrence Hennessy was one of the nations most capable and respected hotel and restaurant executives. Born in Angola, New York, in 1886, he began working in hotels as a freight elevator operator. He worked his way up through the ranks to become vice president of Statler Hotels in 1928 and the chairman of the board before World War II. When Hilton Hotels Corporation absorbed Statler Hotels, he became vice president of Hilton, the largest hotel corporation in the world at that time.

When we entered World War II, mobilization efforts presented many challenges. In 1943, President Roosevelt appointed Mr. Hennessy as chairman of the War Food Committee to develop food service systems capable of sustaining millions of military personnel involved in the war effort.

He served in a variety of government positions during the war, promoting food quality and improving management efficiencies. He became the special food consultant to the Secretary of War and was a member of the National Meat Board, controlling meat production and processing during the war. As a member of the Restaurant Industry Advisory Commission to the Office of Price Administration, Mr. Hennessy's expertise was utilized when food items were rationed due to wartime needs. In 1946, he engaged in fund-raising activities in the hotel industry, supporting Disabled American Veterans.



In 1952, as the advent of the nuclear age inspired scientists to study the effects of nuclear energy, Mr. Hennessy served as a special food consultant to the Atomic Energy Commission at Los Alamos, New Mexico, evaluating the impact of nuclear radiation on food products. His contributions as a consultant and government committee member on several major boards earned him the respect of President Eisenhower, who appointed him as a member of the Hoover Commission. Their tasks included improving military food service operations. One of Mr. Hennessy's recommendations was to encourage the military services to adopt a program of food service competition, inspire better management, and command support of food service. Mr. Hennessy did not live to see his recommendation placed in action. At his death, he was working on the design of the cadet-dining hall at the Air Force Academy.

The memory of John Lawrence Hennessy lives on in the annual Air Force Hennessy competition—a testimonial to his contributions in the food service field.

**THE 2006 HENNESSY TROPHY AWARDS
COMMAND NOMINEES**

SINGLE CATEGORY

HQ Air Force Space Command

F.E. Warren Air Force Base
Cheyenne, Wyoming

HQ Air Education and Training Command

Randolph Air Force Base
Universal City, Texas

HQ Air Force Materiel Command

Kirtland Air Force Base
Albuquerque, New Mexico

HQ Air Mobility Command

Travis Air Force Base
Vacaville, California

HQ Air Combat Command

Langley Air Force Base
Hampton, Virginia

HQ Air Forces in Europe

Moron Air Base
Moron, Spain

HQ Pacific Air Forces

Yokota Air Base
Tachikawa, Japan

**THE 2006 HENNESSY TROPHY AWARDS
COMMAND NOMINEES**

MULTIPLE CATEGORY

HQ Air Force Europe
RAF Lakenheath Air Base
Brandon, United Kingdom

HQ Air Education and Training Command
Lackland Air Force Base
San Antonio, Texas

HQ Air Force Materiel Command
Eglin Air Force Base
Valparaiso, Florida

HQ Air Combat Command
Mountain Home Air Force Base
Mountain Home, Idaho

HQ Air Force Space Command
Vandenberg Air Force Base
Lompoc, California

HQ Pacific Air Force
Osan Air Base
Pyongtack, Korea

THE HENNESSY TRAVELERS ASSOCIATION AWARD OF EXCELLENCE

The Hennessy Travelers Association represents a fraternity of past Hennessy travelers dedicated to the advancement of management techniques and professional skill development in Air Force food service. Each year, Hennessy evaluators on both the single and multiple teams select an Air Force military food service person who exemplifies the highest standards of professionalism, attitude, and culinary skill as the recipient of the Award of Excellence.

Winners of this award receive a plaque and a \$1,500 award from the Hennessy Travelers Association. They also receive an invitation to attend a National Restaurant Association (NRA) sponsored education seminar. These coveted awards are presented during the Hennessy Trophy Awards Ceremony in Chicago each May.

Each competing installation will have one junior NCO selected as their MAJCOM representative. This individual will be honored with all the other MAJCOM representatives in Chicago as part of the NRA annual program. This award is presented to an Air Force military food service person who exemplifies the highest standards of professionalism, attitude, and culinary skill, as determined by the members of each evaluation team. This award has inspired the professional development of Air Force food service personnel since the first award was presented at the Hennessy Trophy Awards presentation ceremony in 1983. MAJCOMs are encouraged to publicize the benefits of winning this award with the military food service people at their nominee base. One overall Air Force winner in both the single and multiple categories will be announced during the Friday night Air Force recognition ceremony. MAJCOM nominees are required to be present in Chicago for the announcement of the Air Force winners. During the evaluation process and on-site visit, the team *will require an official 5 x7 photo (Service Dress) and brief biographical sketch* to be used in the awards process. It is imperative the teams leave with this information in hand. Below is an example of last years photos used.

RECIPIENTS OF THE 2005 HENNESSY TRAVELERS ASSOCIATION AWARD OF EXCELLENCE

SrA Jennifer E. Bartow
Air Force Space Command (AFSPC)
90th Services Squadron
F.E. Warren AFB, Wyoming
Single Category



SrA Jennifer M. Snyder
Air Combat Command (ACC)
49th Services Squadron
Holloman AFB, New Mexico
Multiple Category



SUPPORTING INDUSTRY ASSOCIATIONS



The [NATIONAL RESTAURANT ASSOCIATION \(NRA\)](#) was established in 1919 and represents the industry and the general public in all pertinent areas of government activity, education, and training related to the food service industry. The NRA strives to enhance the prestige of the industry, a vital segment of our economic, political, and social system. Significant to the success of this goal is effective communication, which is gained through every appropriate channel, from advertising and public information to the annual educational exposition. For almost four decades, the NRA has supported the Air Force Hennessy Trophy Awards Program and, in so doing, has assisted the Air Force with one of its finest motivational tools for better food service management.



Society For Foodservice Management

The [SOCIETY FOR FOODSERVICE MANAGEMENT \(SFM\)](#) was formed in 1979 through the merger of the National Cafeteria Managers Association and the Association of Foodservice Management. The SFM is composed of members who represent companies that operate or maintain food service and vending facilities in the business, industry, or institutional sector. The objective of the society is to enhance management in the industry while providing opportunities for education, exchange of technological advancements, and development of professional food service practices. SFM promotes excellence in military food service through its affiliation with the Air Force Hennessy Trophy Awards Program.



The [INTERNATIONAL FOOD SERVICE EXECUTIVES ASSOCIATION \(IFSEA\)](#) is an international, fraternal, and educational organization dedicated to upgrading standards in the food service industry. The IFSEA strives to promote education, sound food legislation, expansion in food research, and prestige in the profession. The support of the Air Force Hennessy Trophy Awards Program is one of the many aspects of the association's promotion of the industry. IFSEA also provides support for the United States Army Connelly Awards Program and the United States Navy Ney Memorial Awards Program. Calendar year 2001 marked IFSEA's 100 years of existence as an industry leading association.

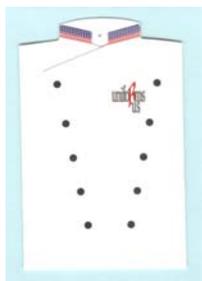
SUPPORTING INDUSTRY ASSOCIATIONS



The [CULINARY INSTITUTE OF AMERICA \(CIA\)](#) is an independent, not-for-profit educational organization. The CIA has dedicated itself for 50 years to providing the highest quality culinary education to students at all career and experience levels. The institute's support of the Air Force Hennessy Awards Program is one of many benefits the Air Force gains through its interaction with academic leaders in the community.



The [OTIS SPUNKMEYER CORPORATION](#) graciously has donated funding in direct support of our Hennessy Travelers Association awards program. This funding supports our scholarship awards program. Annually Air Force Food Service junior enlisted winners are awarded scholarships through this program for continuing education purposes.



[UNIFORMS-R-US](#) has year after year provided faithful service outfitting our Air Force Hennessy team as well as our Air Force Food Service professionals in beautiful culinary uniforms. Their dedication and donations have always ensured our entire food service teams image is professional and of the highest standard.



SINGLE CATEGORY EVALUATORS

Lieutenant Colonel Jara Allen

Wright Patterson Air Force Base, Ohio



Lieutenant Colonel Jara Allen is the Director of the Department of Services Management at the Civil Engineer and Services School, Air Force Institute of Technology, Wright Patterson AFB, Ohio. She leads faculty and staff members responsible for delivering quality professional development through Services initial and continuing education courses. The staff also develops and delivers expert consultation to Services operations worldwide.

Lieutenant Colonel Allen graduated from the United States Air Force Academy and was commissioned into the Air Force in 1987. She holds a Master of Science in Systems Management from the University of Southern California and a Master of Science in Restaurant and Hotel Management from Purdue University. She has served in a variety of jobs in the Services career field, including MAJCOM staff officer, detachment commander, squadron commander, and serving on the Directorate of Services Staff, Headquarters United States Air Force.

Lieutenant Colonel Allen's awards and decorations include the Air Force Meritorious Service Medal with 4 OLC, the Air Force Commendation Medal, and the Air Force Achievement Medal.

Senior Master Sergeant Jimmy Daniels

Lackland Air Force Base, Texas

Senior Master Sergeant Jimmy W. Daniels is the First Sergeant for Headquarters Air Intelligence Agency at Lackland Air Force Base, Texas. Sergeant Daniels was born in Lambert, Mississippi on 20 October 1964. He graduated from Anna-Jonesboro Community High School in May 1983 and enlisted in the Air Force in December 1983. His assignments include: Bitburg AFB, West Germany; Pope AFB, North Carolina; MacDill AFB, Tampa Florida; Hickam AFB, Hawaii; Osan AB, ROK; Little Rock AFB, Arkansas and Lackland AFB, Texas. Sergeant Daniels previously served as a Food Service Specialist, Storeroom Clerk, Production Supervisor, Dining Facility Manager, NCOIC Prime Readiness in Base Services, Special Operations Branch Chief, HQ PACAF Command Food Service Superintendent, Superintendent of Base Food Service Operations, Services Squadron Superintendent and First Sergeant.

Sergeant Daniels earned a Community College of the Air Force Degree in Fitness, Recreation and Services Management and a degree in Human Resource Management. He was selected, PACAF Services Superintendent of the Year 2000 and HQ USAF Services Superintendent of the Year 2000.

Sergeant Daniels's medals include the Bronze Star Medal, Defense Meritorious Service Medal, Meritorious Service Medal with 3 OLC, AF Commendation Medal with 1 OLC, Joint Service Achievement Medal with 3 OLC, AF Achievement Medal with 3 OLC, and the Navy Achievement Medal. In addition, his other honors include the 463rd Airlift Group First Sergeant of the Year 2003, Little Rock AFB First Sergeant of the Year 2003 and 314th Maintenance Group First Sergeant of the Year 2004.

Sergeant Daniels is married to the former Ms. Beth Lynette Corzine of Jonesboro, Illinois. They have two children, Lauren and Ashley.



SINGLE CATEGORY ADVISORS

Mr. Peter Mihajlov

National Restaurant Association



Peter Mihajlov is a Founding Partner of Parasole Restaurant Holdings, Inc, and has accumulated over 28 years of experience in the restaurant industry with significant experience in marketing, strategic planning, finance and real estate development. Parasol Restaurant Holdings, Inc. was founded in 1986 and currently owns and operates 7 full services restaurants located in the Twin Cities. The Parasole family of restaurants includes Manny's Steakhouse, Figlio, Chino Latino, Muffuletta, Salut, and 2 Good Earth restaurants. Parasole was also the concept creator and the founding Company of BUCA, Inc. and The Oceanaire, Inc. BUCA, Inc. is public company currently operating a total of 103 restaurants under the trade names of Buca Di Beppo and Vinnie T's of Boston. The Oceanaire, Inc. is a separate privately held company that currently operates eight restaurants under the name The Oceanaire Seafood Room. Prior to his career in the restaurant industry, Pete spent years 17 with The Pillsbury Company and held a variety of marketing and brand management positions, to include Vice President of Marketing for Pillsbury's Refrigerated Foods Business Unit.

Mr. Mihajlov has earned a Masters of Science Degree in Marketing from the University of Illinois. He currently serves on the Board of Directors of the National Restaurant Association representing the State of Minnesota. He has served as a Past President of the Minnesota Restaurant Association and Hospitality Minnesota. He also serves on the Board of Directors of both BUCA, Inc. and The Oceanaire, Inc. In addition, Pete serves on the Advisory Board of the New England Culinary School. He has served as an Officer in the United States Army. Mr. Mihajlov and his wife Marty have celebrated their 42nd wedding anniversary and currently are enjoying being "empty nesters" after raising seven children.

Mr. Richard Hynes

Society for Foodservice Management

Mr. Richard Hynes is Director of Consultant Services for Hobart Corporation, the oldest and one of the largest foodservice equipment manufacturers in the United States, located in Troy, Ohio. Mr. Hynes is a long-time member of Hobart's Sales and Management Team, with a career spanning more than 35 years. He served an outstandingly successful tenure as Northeast Region Manager for Hobart Foodservice Sales prior to his developing the Consultant Services Group for Hobart and Traulsen. Mr. Hynes Group oversees Hobart's relationships with the Foodservice Design Consultant community, and provides training and support to that market. His Group also directs Hobart's involvement and participation with the nine key Industry Associations. Mr. Hynes has worked with the Society for Foodservice Management (SFM) on numerous committees, including the 2004 National Conference Committee, and is presently a member of their Board of Directors. At the SFM conference in Baltimore in 2004, he received the SFM Leadership Award. He is also very active in the Society for Healthcare Foodservice Management (HFM), previously receiving their President's Award for outstanding service. Mr. Hynes has also served on various committees for the Food Service Consultants Society International. He has been a member of the Massachusetts Restaurant Association Advisory Committee for 15 years, and this spring was awarded the MRA Executive of the Year.



He is a 40-year member of the Boy Scouts of America, presently serving as a Council Executive Board Member, and as an Advisor for American Indian Activities, staffing many of the National order of the Arrow Conferences and National Jamborees. Mr. Hynes holds a CFSP Level 1 certification, trains sales people in AutoCAD LT, a computer design program, has been a Serv-Safe instructor, and is also HACCP trained. Mr. Hynes is a Navy veteran, resides in Massachusetts with Judy his wife of 40 years, also a Navy veteran, their 3 children, and 4 grandsons.

MULTIPLE CATEGORY EVALUATORS

Lieutenant Colonel Benjamin F. Ward

Pentagon, Washington, D.C.



Lieutenant Colonel Benjamin F. Ward is assigned as Chief, Installations, Environment and Logistics Issues, Air Force Executive Issues Team, Office of the Secretary of the Air Force, Washington, D.C. The Executive Issues Team serves as an in-place multi-disciplinary crisis action team for Headquarters Air Force. The team anticipates issues facing the Air Force and uses a broad corporate perspective to develop effective strategies and communications messages to inform Air Force members and the public and to protect and enhance the reputation of the Air Force. As a member of the team, he provides candid and timely advice to the Secretary of the Air Force, the Chief of Staff of the Air Force, and other executive decision-makers.

Lieutenant Colonel Ward is a 1987 graduate of Grambling State University, where he was commissioned through the Air Force Reserve Officers Training Corps, Detachment 311. He has held a variety of diverse operational and staff assignments at the squadron, wing, MAJCOM, FOA, and HAF levels. He served as Director, 374th Services Division at Yokota AB, Japan and Commander, 51st Services Squadron at Osan AB, South Korea. He led both organizations to outstanding ratings during the Pacific Air Forces Unit Compliance Inspections. In 1998 Lieutenant Colonel Ward was selected the Air Force Services Company Grade Officer of the Year.

His decorations include the Meritorious Service Medal with 4 OLC, the Air Force Commendation Medal with 2 OLC, the Air Force Achievement Medal with 1 OLC, the National Defense Medal with 1 OLC, the Southwest Asia Service Medal, the Global War on Terrorism Service Medal, the Korean Defense Service Medal, and the Kuwait Liberation Medal.

Senior Master Sergeant Matthew L. Morgan

Headquarters Air Force Services Agency

Senior Master Sergeant Matthew L. Morgan is the Chief of Military Training Branch, Military Education and Training Section, Headquarters Air Force Services Agency, San Antonio, Texas. He provides direct oversight for planning, development and implementation, of war and peacetime training for 8K plus active duty and Air Reserve Component Services personnel. SMSgt Morgan develops, implements, and manages 23 separate training programs supporting over 46K Services personnel. SMSgt Morgan is functionally responsible for the 3M0X1 Career Field Education & Training (CFETP). He develops Services enlisted training policy for initial and advanced training requirements. He determines focus, requirements, and curriculum for in-residence and advanced distributed learning courses. Develops training objectives, evaluation policy, procedural criteria, and ensures standardized training processes in Home Station Training (HST) and Services Combat Training (SCT) venues. SMSgt Morgan assesses new training needs based on deployment lessons learned and commander's end-of-tour reports. He plans and develops correspondence implementing Air Force policy for HQ USAF/ILV.



SMSgt Morgan's grew up in Greensburg, Indiana. He entered the Air Force in 1985 and has had a variety of assignments in the Air Force. SMSgt Morgan holds an Associates Degree in Fitness, Recreation and Services Management.

His decorations include the Meritorious Service Medal, the Air Force Commendation Medal with 4 OLC, and the Air Force Achievement Medal 4 OLC, Air Force Outstanding Unit 2 OLC, and Air Force Good Conduct Medal 6 OLC. He is married, his wife's name is Karen and they have 2 children named Michelle and Stephanie.

MULTIPLE CATEGORY ADVISORS

Mr. Jack Amon

National Restaurant Association (FMP)



Jack Amon is Executive Chef and founding partner of Marx Bros. Café and Marx Bros Café Catering at the Anchorage Museum of history and art.

Originally from New York, Mr. Amon has lived in Alaska since 1974 when he and some friends floated down the Stikine River in British Columbia and landed in Wrangell, Alaska. Jack worked in sawmills and canneries for a time before moving to Anchorage and landing a job as a cook's helper on an oil platform in Cook Inlet. His natural abilities in the kitchen earned him promotion to cook. After leaving the oil rig Mr. Amon teamed up with partner Van Hale and opened the Marx Bros Café in October of 1979. The restaurant has received nationwide acclaim as the finest dining establishment in Alaska. Chef Amon has been featured numerous times on the Food Network. He has also represented Alaska as a guest chef including a two week appearance at the Formosa Grand Regent Hotel in Taiwan and again last May at Monterrey Bay Aquarium "Cooking For Solutions" Event. He has also been invited to cook dinner at the prestigious James Beard House on two occasions.

Jack has served on the National Restaurant Association Board since 1996. He also served seven years on the Board of the Alaska Seafood Marketing Institute and is past chairman of The Alaska Restaurant and Beverage Association and The Alaska Hospitality Education Foundation. His daughter Katrina is a freshman at University of Washington and spends her summers as the restaurant's pastry chef. When not working Jack and his mare Dolly love to ride fast and chase moose on the trails around Anchorage.

Mr. Stanley Gibson

International Food Service Executives Association

Mr. Stanley Gibson is a graduate of Christ School, Arden, NC and Davidson College, Davidson, NC with a bachelor's degree in Business Administration. After graduation he worked for the General Electric Company in their management training program before entering the restaurant business. In 1972 he embarked on a 25 year career in the restaurant business as an owner and operator. After operating as a franchisee for Capri's Italian Restaurants in Greenville and Columbia, SC, he started a small group of family restaurants called Gimbo's in the Greenville, SC area. Mr. Gibson has taught Applied Food Service Sanitation certification courses, he is a Certified Kansas BBQ Society judge and table captain. He has served as an evaluator of the Department of the Army Philip A. Connelly Program three years and a U. S. Coast Guard evaluator for one year.



Mr. Gibson has held several positions in the International Food Service Association over the past 30 years including; Certified Foodservice Executive (ruby level); International Director; Branch Vice-President; Branch President; Branch Board of Directors; Certification Committee Chairperson; Branch Empowerment Committee Chairperson; Southern Regional Conference Chairperson; Past President's Council Chairperson; Merit Citation Award; Peter Gust Economou Award and Worthy Goal Scholarship Fund Trustee. He is on the Board of Christ School; Chairperson of the Education and Technology Committee and recipient of the Outstanding Alumni Achievement Award. He is the treasurer and past president of his cooperative association in Florida.

Mr. Gibson, and his wife Suzanne, share their time between Greenville, SC and North Palm Beach, Florida. They have four children and five grandchildren.

HENNESSY AUDIOVISUAL REQUIREMENTS

There are three basic audiovisual requirements annually that support the Hennessy Awards Program. The first is a feature part of the annual Hennessy Awards banquet is a composite video production that is constructed denoting a summary of each competing installation. This video is the centerpiece of the awards ceremony and summarizes the years annual Air Force food service awards program to key industry guests during the Hennessy awards banquet. We cannot emphasize enough that we want bright, smiling faces, and that the footage represents your bases overall mission. Active shots of sharp and professional food service operations, customers, and activities always have worked best in the past. Food service and the quality meals that we provide day in and day out are our focus. These types of shots can be completed well ahead of the on-site evaluation by your respective Air Force Hennessy evaluation team. When the team arrives, the team chief will direct several shots of key base-level food service personnel and evaluators in action as part of the evaluation process. It is important to make this coordination with the team chief on the first day of the evaluation for these shots. The Air Force evaluation team will leave each installation with the raw footage at the end of the visit.

Second, is a team photo that includes all of your installation food service team. This shot is normally an outdoor group photo of your entire team. This 5 x 7 photo will be used in the above video and the awards program brochure annually produced for the awards banquet. These photos should be shot by base VI or PA if you have a good working relationship with them. Digital camera used must have a resolution of 6MP or more. Digital SLR images strongly preferred over images from “point & shoot” cameras. Camera settings should be for the largest image size with the highest quality and least compression available. This will give the least amount of photos on the memory card, but will be the best quality possible. Send the original files from the camera. Do not adjust, crop, or resize the images. The photo location should have a non-distracting background. Avoid shooting groups of people in direct mid-day sun. This typically causes harsh shadows and squinting. If schedules dictate shooting in the mid-day sun, use flash to fill in the shadows. Avoid letting the group spread out to wide, three short rows are better than one long one.

Third, is an official photo of your MAJCOM Hennessy Traveler Award (HTA) nominee. Each competing installation will have one junior NCO selected as their MAJCOM representative by the visiting on-site evaluation team. MAJCOM nominees are required to be present in Chicago for the announcement of the Air Force winners. During the evaluation process and on-site visit, the team **will require an official 5 x 7 photo (Service Dress) and brief biographical sketch** to be used in the awards process. It is imperative the teams leave with this information in hand.

THE FOLLOWING INFORMATION IS PROVIDED FOR YOUR HENNESSY EVALUATION VIDEO:

For Base Personnel

1. This guidance applies to all Services Awards and recognition programs. It is important the information herein be provided to the activity and Multimedia person actually performing the video shoot at the base (this person normally has come from the Communications Squadron).
2. A featured part of each Services awards program and banquet is a video montage that is constructed to summarize the activities being honored from each installation. This video footage introduces, promotes, and portrays the professionalism of the specific Air Force Services operation *and* the specific award for which the activity and base is competing. The completed video program is shown to guests during the awards banquet. It is important each installation understand that this video footage is intended to provide a **snapshot** of the actual operation that is competing for the award – it *is not* a video history of the Evaluation Team’s visit. Action shots of **sharply dressed** and **professional** services personnel conducting *operations* are the most important element. These shots should be completed before the Evaluation Team’s on-site visit. If video shooting must happen during the visit, remember to *focus on operations*, not the evaluation itself.
3. All photos digitally submitted must be at a minimum pixel size of 720 x 486 at 72 DPI.

4. The only video formats to be used for Services awards programs are:
 - a. **BETACAM SP**
 - b. **MiniDV, DVC Pro 25 or DVCAM**

VIDEO IN ANY OTHER FORMAT CANNOT BE USED.

5. Your submitted video tape(s) should come with a Tape Log sheet(s). The log sheet is a summary sheet listing in chronological order what was shot on the videotape by describing the locations or venues along with a time code reference number with each location change. The time code numbers will come from your camera or tape deck. A brief description of each shot, and the type of shot angle (e.g., wide shot, medium shot, close up...etc.) would be helpful.

6. The video footage should tell a story about the specific Services operation. The video footage should illustrate professionalism and the highest quality standards. Plan each shot sequence at each location to ensure the subject accurately accomplishes the process or performance. Check individual uniforms for completeness, haircuts, surrounding area and background areas for cleanliness, trash and debris. Ensure personnel use equipment properly and safely and exercise proper handling techniques. Random shots of base operations (flying, etc.) and Services Readiness footage are also required to support the project.

7. Four video shooting techniques. The goal is to send us a videotape of shots of your base activity that are good looking. Four things to know to shoot good usable shots:

- 1) *Be familiar with your camera controls*- the two buttons on the camera that can *help* you or *hurt* you are the **Auto Focus** and **Auto Iris**. Some cameras have a very sensitive automatic focus, which means that whenever you have some movement in your shot the camera is going to automatically adjust its focus. This ends up giving your shots a focus that is moving throughout your shot. It makes your shot look out-of-focus. Basically when you are ready to shoot your action/scene, look in your viewfinder and if everything looks in focus turn off the autofocus (if you can) and record your shot. After the shot, turn the autofocus back on. You need to be aware of this with every scene you shoot but you will have perfectly focused shots.
- 2) *Length of shot*. When you press the record button to start recording your scene have your shot last a minimum of **ten seconds** before you stop recording each shot.
- 3) *Use a tripod*. If your video camera is small enough it probably could be used on a still photographers tripod. The tripod will keep your shots steady especially if you zoom in to get a closer shot. Hand holding a camera and zooming in creates a very unstable shot. With a tripod you can pan left or right and tilt up and down. If you have no tripod, keep the camera zoomed all the way out. If you need a close up, walk up to the action don't zoom in.
- 4) *Wide shot of the action you are recording*. A video sequence is a series of shots that are related *and* complementary to the action being documented. The standard method is to shoot a principal or master shot, such as a wide shot of the entire scene. This shot establishes the action, parameters, and continuity of the scene. Close-up shots (medium close-up, close-up, and extreme close-up) follow the master shot. Limit zooming within shots - when zoom shots are combined with others they *may not* fit. Use your zoom lens only to frame the shot you want.

Use creative camera angles and do not shoot individuals from behind if at all possible. Show the action in any given shot through completion. Vary these basic techniques to encompass each individual situation. Keep it simple – and remember: every shot should have a purpose.

8. **All video footage is to be completed before the team's arrival and sent to: HQ AFSVA/SVOHF, 10100 Reunion Place, ATTN: SSgt Kaneshia Givens, San Antonio TX 78216-4138.** We CANNOT use an EDITED version of the videotape. Your video will be integrated, sequenced, and edited into a complete show depicting all activities at each base competing for the specific award. If you would like a copy of your video footage for local use you need to make and retain a copy.

9. **For questions and or further discussion, please contact Mr. Fred Chapa, HQ AFSVA/ SVXTA, at DSN 487-6793, or Frederick.Chapa@agency.afsv.af.mil.**



2006 Hennessy Checklist
(AF Form 1038 Guidelines)

CATEGORY A--KITCHEN OPERATIONS (250 points)

1. Food Production Log: (0-25 Points)

- Is the shift leader using the Production Log - reviewed, signed by the Food Service manager to control, schedule, and record menu production?
- Is the Production Log reviewed and used by the shift before, during, and after each meal?
- Are unused portions accounted for correctly, used wisely to prevent waste, and manage food costs?
- Are Waste Logs being used correctly? Are the Waste Logs attached to the Production Log?
- Post-reviews by the Food Service manager conducted with Production Log (s), making corrections/adjustments to future forecasts, and is the shift documenting feedback in this process?
- Do scheduled pastries, salads, and menu items on the Production Log match what was offered and used during the meal(s) on Production Logs?

2. Compliance with World-Wide Menus and Preface of Worldwide Menu: (0-25 points)

- Are menu changes made to satisfy customer preference, religious preference, or specialty meals added to enhance the Worldwide Menu? Are all mandatory items identified in the Preface of the Worldwide Menu available and being served?
- Are they following the Line Service Standards as outlined in the Food Service Golden Eagle Standards?
- Planned menu agrees with the actual menu served?
- Are replacement items planned to avoid frequent, last minute substitutions?

3. Use of Standard Recipes: (0-25 points)

- Air Force Recipe Service (AFRS) visible and used correctly? Does the food team understand and utilize the guideline cards?
- Food team knows how to scale recipes using AFRS?
- Are measuring cups, spoons, and scales available to ensure proper measurements of ingredients?
- Active involvement in using recipes—following details, cooking times, right pans and temperatures—Hazard Analysis Critical Control Points (HACCP) compliant?
- Is creativity apparent with good marketing techniques, attractive displays, and food merchandizing?

4. Progressive Cooking: (0-50 points)

- Food prepared progressively to meet guest flow and avoid excessive leftovers—food team knows their guests and works in harmony to meet normal demands?
- Do Food Service managers ensure grilled hamburgers are not pre-cooked and held in pans of varying types of liquid (secret sauce)? Are grilled items cooked to order to meet guest flow?
- Do Food Service managers avoid holding food in warmers too long, overproducing, or do they meet guest flows using batch preparation methods?

5. Pre-Cooking Preparation: (0-25 Points)

- Meats pulled, properly thawed, and marked for specific meal(s) as planned with the Production Log and menu or are items still frozen, used “as is”?
- Is a current thaw report/program used -- are thaw box items organized by meals, controlled and marked properly when to use them by —Hazard Analysis Critical Control Point (HACCP) compliant?
- Are correct utensils and equipment used in food preparation, serving, and is bulk produce being cleaned properly? Is raw food properly covered and labeled? Are measuring cups, spoons, and scales available to ensure proper measurements of ingredients?
- Does the food team help each other out between shifts by utilizing manpower wisely doing advance prep during non-peek times – i.e. night shifts, weekend’s, etc.?
- Food team, contractors, civilians and military use and employ/practice "clean as you go"?

6. Subsistence Ordering Process: (0-20 points)

- Food Service managers actively checking weights, counts on items received, unacceptable subsistence identified, refused, and ensuring prices are correct as ordered during receipts/invoices?
- Food Service manager is actively involved with the storeroom team during subsistence purchases, ensuring excess stocks are used first and substitute items planned in menus? Is management checking the freshness labels and/or the use by dates on all products received?

7. Storage Practices: (0-25 points)

- Stored foods covered, labeled (time and date), and stored correctly to prevent loss of quality – ensuring freshness and best storing/sanitation practices?
- Are they following the Receiving and Storage Standards as outlined in the Food Service Golden Eagle Standards?
- Freezers, refrigerators, displays, warmers, merchandisers have operable thermometers, and are temperatures correct?
- Proper storage equipment, shelves dispensers, racks, and dunnage used in storage practices?

- Are baked goods properly stored to prevent moisture build-up/staleness and are salad items stored properly?
- General housekeeping practices – chemicals stored separately, regular schedule for cleaning -- swept and mopped and refrigerator racks, walls, and floors clean?

8. Inventory Control: (0-25 points)

- Is Sales and Cost Report verified against Production Log, Waste Log, and Adjustment Entries?
- Is excess food returned from the kitchen to storage, secured – preventing theft and income loss?
- Are procedures in place and does management take the necessary actions to reduce inventory levels when the POS system is inoperable?
- Is the storeroom clerk following weekly, monthly, and yearly inventory guidelines as defined by Corporate Food Service?
- Does inventory match menu requirements, not excessive, older than 90 days, and is it neatly arranged?
- Are unique exercise rations properly accounted for, tracked separately and not just simply given “free issue” to Food Service from the Readiness branch – unit ration folders and instructions?

9. Authorized Personnel: (0-15 points)

- Access controlled good key control in practice and is it followed in all storage areas?
- Are storage areas secured when not occupied and controlled by management?

10. Issues and Transfers: (0-15 points)

- Are Food Service managers generating and verifying Production Logs, Purchase Orders, Invoices, Transfer List, Vendor Receipts, Confirmations from DSCP, Adjustment Entries (Waste Log), Sales and Cost Reports – checking to ensure accountability for planned menus – Monitoring for uncosted items?
- Are all transfers in and out recorded, verified against purchase and adjustment history journal, and tracked for zero balance? Is the Food Service staff office/accountant crosschecking the transfers using the Transfer Reconciliation Report
- Do smaller facilities smartly transfer/receive smaller lot sizes between facilities/meal periods to minimize complete case inventory lot sizes?

CATEGORY B--SERVING AND DINING OPERATIONS (225 points)

11. Serving and Replenishing Food: (0-25 points)

- Are servers familiar with portion sizes, use scales (calibrated), and present food for guests properly – presenting a professional image?

- Tableware arranged in a “guest friendly” manner – cold bowls; bread plates, warm/cold plates, and glassware cool to the touch – details from the guest’s viewpoint?
- Is food replenished regularly on serving lines, line pans changed out of the sight of the guest and are sanitary cross-panning procedures followed?
- Proper serving utensils and dinnerware correctly used as defined in the Line Serving Standard within Golden Eagle Standards? Is everything clean and serviceable?
- Self-service bars and serving areas properly maintained, sanitary, odor free and present a professional image?

12. Food Display and Serving Temperatures: (0-25 points)

- Is food attractively arranged and displayed on all lines and bars?
- Are three checks per item accomplished on serving temperatures (hot and cold)? Are temperature recorded on the Production Log?
- Are serving line, sandwich unit, salad, ice cream, and miscellaneous food bar temperatures correct?
- Are all sandwiches, both grilled and cold, prepared, cut, and displayed to commercial standards?
- Creative merchandizing, self serve bars, meats carved, and Services marketing staff utilized to present a professional image?
- Food management has employed food displays as supplied from commercial prime vendors – increasing commercial/name brand recognition for guests – commercial image?

13. Guest Services: (0-25 points)

- Is the guest flow rate through the line reasonable?
- Line servers, bussing personnel and cashiers professional, sincere, and enthusiastic?
- Does management interact with guests on a regular basis, proactively soliciting feedback and guest suggestions/comments? Review 25% of guest comment cards to determine what action Food Service management has taken?
- Does wing leadership support and have they established a dress & appearance policy to prevent Food Service guest sanitation problems/issues? Is the dress code posted/advertised?
- Has wing leadership taken steps to identify what guests may utilize Appropriated Fund (APF) facilities, updated/identify guests in AFMAN 34-255 and actively advertise its availability to the wing?

14. Menu Variety and Acceptability: (0-25 Points)

- Does the Department of Defense (DoD) nutritional logo identify those food selections that meet the United States Surgeon General’s Dietary Guidelines?

- Are the minimum requirements being served at Breakfast, Lunch, Dinner, and at Midnight in accordance with the Preface to the Worldwide Menu (WWM)? Does the flight kitchen follow minimum menu requirements?
- Does the Health Promotion Management staff play an active/participant role in the installation's food service management team?
- Is quarterly AF Form 3587, *Quarterly Check-It-Out Checklist for Appropriated Fund (LRA)*, accomplished and filled supporting the AF Nutrition program?
- Menu variety and acceptability is in touch with the guest base, wants, mission needs, and desires?
- Is there a Menu Planning Board/Forum established? Are there Menu Planning Board/Forum minutes? What actions are taken by Food Service on Menu Planning Board/Forum items?

15. Palatability and Plate Waste: (0-50 points)

- Is food tasty and well prepared? Does plate waste indicate guest unacceptability, improperly prepared, and bad products?
- Does the food team taste-test foods prepared, check items prior to serving, talking with customers, looking at plate waste, and ensuring quality? Are taste tests annotated on the Production Log?

16. Pleasing Atmosphere: (0-25 points)

- Has Food Service management taken steps to maintain a pleasant dining atmosphere?
- Are music, televisions, and lighting adequate presenting a modern atmosphere for younger guests?
- Are noise blocked/controlled within serving and dining areas during meal periods – presenting a commercial/professional atmosphere?
- Are added guest service conveniences available in and around dining facility operations – mailboxes, paper machines/dispensers, trash receptacles, outdoor seating, benches, etc. and are they in good repair?
- Do guests take an active role in recommending atmosphere improvements – is it documented and supported in feedback, focus groups, forums etc.?

17. Menu Posting and Merchandising: (0-25 points)

- Do menu boards accurately reflect menu items available with prices; are they accurate with cash register receipts and Sales Item List?
- Are menu board's creative, eye appealing, well maintained and support a professional Food Service operation – is creative merchandising and marketing used?

18. Guest Relations and Communications: (0-25 points)

- Does management adequately promote the Food Service program and do they relate well to guests?

- Is it easy for a guest to provide suggestions, ideas, or seek information -- historical records available showing what has been done to make improvements – what simply cannot be done -- actions taken when a guest provides suggestions, ideas, or seeks information?

CATEGORY C--TRAINING, PERSONNEL, AND READINESS (150 points)

19. Training and Documentation: (0-50 points)

- Effective training program evident by employee performance incorporating AFSVA training tools, local talents/skills within the squadron/local area and locally developed methods -- documented?
- Employees provided training in nutritional education, food handling, customer service, and culinary skills?
- Are sanitation training classes conducted regularly on U. S. Public Health Service, Food and Drug Administration (FDA) Food Code, US Air Force Version for all personnel – Is training documented?
- Is there a written plan to cross flow military personnel to various jobs within Food Service? Does the plan incorporate the Services Training and Education Plan (STEP) and the Career Field Education and Training Plan (CFETP)?

20. Recognition and Motivation of Personnel: (0-25 points)

- Is teamwork and organization evident?
- Are Food Service managers active in "on the job" coaching and does management encourage exceptional performers to conduct training, mentor, and give advice on improvements as part of the food team?
- Does Food Service have an effective recognition program and is it adequately publicized and supported?
- Motivation and recognition supported by active involvement from Services Superintendent, Flight Chief, and Commander?
- Wing leadership recognition, motivation, and support of Food Service team to mission success?

21. Personal Appearance and Grooming: (0-25 points)

- Do personnel comply with applicable appearance standards, proper health and hygiene standards maintained and does it present a professional image – clean, serviceable uniforms, – smile, head-to-toe approach?

22. Contingency Preparedness: (0-50 points)

- Do all military personnel receive periodic formal field training, is it documented, and do they know why?
- Is food service aware of its wartime and disaster feeding requirements, and are disaster plans on file and current to include contingency clause contract operations?

- Are dining facility hours of operation and exercise hours planned, practiced and are they mission responsive – excessive, costly or just right – knowing guest needs for both peace and wartime?
- Peacetime/real world contingency plans available, known, exercised and mission responsive – Major Accident Response Exercise (MARE) support, major weather threats -- blizzard, hurricane, tornado, typhoon, flood etc?

CATEGORY D--SANITATION AND REPAIR MAINTENANCE (200 points)

23. General Housekeeping: (0-25 points)

- Are “clean as you go” practices applied?
- Is there a cleaning schedule posted and used – apparent by facilities being in good repair/cleaned appearance?
- Areas neat, organized, free of foul odors, grime, build-up, and excess/unused equipment?
- Pest control practiced and effective?
- Are there adequate hand sinks with soap and paper towels within work areas as well as restrooms?
- Food team uses industry standard housekeeping supplies, tools, concentrated institutional cleaning supplies, and training materials – maintain a professional working environment?

24. Kitchen Area and Equipment: (0-20 points)

- Are floors, walls, hoods, fans, vents well maintained by manufacturer’s instructions?
- Food team utilizing technology within the food prep and kitchen areas – filtering systems, lift baskets, timers, auto cool down, quick recovery etc -- are they trained on how to properly use and maintain it?

25. Serving Line and Dining Rooms (During and Between Meal Periods): (0-25 points)

- Serving line fully supported to meet guest needs – toasters, bread dispensers, displays, beverage dispensers, soft serve machines, sneeze guards, heat lamps cleaned properly and in good repair?
- Sanitizing solution and cloths behind each serving line and in-use in accordance with U. S. Public Health Service (FDA) Food Code, US Air Force Version?
- Serving line decor part of overall décor, presents an eye appealing merchandizing system for food teams creations?
- Dining room(s) meeting guest needs and maintained -- carpets, tables, benches, drapes, blinds, lighting serviceable and regularly cleaned? Are chairs and booths free of tears and rips?
- Dining room(s) seating plan incorporating combination seating using 2, 4, 6, and group configurations – eliminating “dead seats” – better utilization of seating area and netting high turn over rates?

26. Restrooms and Locker Rooms: (0-15 points)

- Guest restrooms clean, stocked, pleasant/professional appearance and in good repair?
- Employee break, locker and restrooms clean and in good repair?
- Cleaning schedules, hand washing reminder signs posted?
- Are areas using odor prevention equipment?

27. Five-Year Facility and Equipment Program: (0-15 points)

- Active and current 5-year facility and equipment upgrade plan available – any history of what they were and where they want to go/achieve – squadron leadership aware of the needs and future goals?
- Wing/Senior Enlisted Manager/senior leadership aware of improvement needs, quality of life improvements – supportive and actively involved to accomplish long-range goals?
- Are guests involved in facility improvement planning, educated on future improvements and part of the feedback process on meeting their needs, wants & desires?

28. Equipment Operating Instructions (OIs) Available: (0-10 points)

- Are Operating Instructions (OIs) for all equipment used, known, and available for use?
- Are hazardous operating hazards identified, briefed to all employees, and used in a preventive safety training program – ensuring proper use of equipment – documented?

29. Cleaning Procedures: (0-15 points)

- Is there a cleaning schedule in use for each piece of equipment?
- Are personnel using correct cleaning procedures – supporting that they are trained on how to properly disassemble, clean, and reassemble equipment properly?
- Does the Food Service manager check cleaning procedures/quality control ensuring cleaning is done correctly?

30. Facility/Grounds Maintenance and Reporting Procedures: (0-20 points)

- Are exterior grounds areas neat, clean, well maintained, and create a positive “I want to dine here” professional image?
- Routine maintenance performed, CE work order logs maintained, current?
- Have maintenance problems been identified for repair?
- In-house maintenance and repair personnel available on demand, proactively involved supporting and maintaining periodic and user maintenance plans in advance of major repair needs?

- Food Service manager fully involved in keeping equipment properly maintained, knowing who to report problems to, how to document needs and completing follow-up needs – ensuring team support of repair needs?

31. Table Clearing Procedures: (0-10 points)

- Tables and chairs bussed, reset/arranged, cleaned to meet guest demands—feedback to management on what is not being consumed/plate waste, etc.?
- Are steps taken to reduce noise from dishes being scraped and stacked?

32. Operation of Dishwashing Machines: (0-15 points)

- Is the dishwasher being properly loaded and operated -- correct detergents and rinse additives being used -- operating at correct temperatures?
- Are sanitation standards adhered to by operators – clean hands on clean tableware, placed in ready – to - use tableware dispensers and stored as ready – for - use?
- Is the dishwasher broken down for cleaning, drained, reassembled, and turned off when not in use?

33. Pot and Pan Cleaning Procedures: (0-10 points)

- Are pot and pan washing temperatures maintained and are proper sanitation procedures being used?
- Are pots and pans being air-dried, are excess equipment or utensils stored properly, and are adequate pot and pan racks being used?

34. Cleanliness of Utensils and Dishwares: (0-10 points)

- Are utensils presoaked and serving trays dried before placing on the dispensers and are hot glasses placed on the bottom of serving racks or allowed to cool before use?
- Are china, glasses, and silverware free of water spots, serviceable, and well maintained?

35. Refuse and Trash Disposal: (0-10 points)

- Are back dock delivery areas orderly, clutter free, boxes broken down and trash receptacles, pits, and areas clean?
- Trashcans washed regularly, use liners and lids?

CATEGORY E--MANAGEMENT (175 points)

36. Senior Leadership Interest in Food Service: (0-20 points)

- Do senior leaders – officers, civilians, and enlisted support and use the base Food Service program – documented comments, guest book, etc., available to validate support?
- Do the Services Commander/Director, Chief, Superintendent and the Combat Support Flight Chief maintain an active role in Food Service program encouraging their assistance if needed?

37. Adequate Supervision and Response (0-15 points)

- Is the Food Service manager knowledgeable of daily operations and an effective leader/coach?
- Are shift leaders properly assigned, actively supervising personnel on shifts, performing quality control tasks, available on nights and weekends as well?
- Food Service Officer and/or Superintendent take an active role in the Food Service program (to include visiting all facilities regularly) – not just a figurative boss?

38. Effective Utilization and Manpower: (0-10 points)

- Food team properly staffed – ALL earned Unit Manning Document (UMD)/Unit Personnel Management Roster (UPMR) and assigned manpower used properly within Food Service operations – superintendent, officers, supervisors, trainers – used in other areas or others over staffed in food during your visit?
- Has responsibility been appropriately delegated to subordinates – supported by proper training and staffing or are some pulling the majority weight of the team?

39. Accounting Procedures and Monetary Management: (0-15 points)

- Does the Food Service team know and understand CFS financial reports – Sales & Cost Report, Cash Reconciliation Report, Sales Offset Report, Transfer Reconciliation Report, Cost Correction Journal, Purchase History Journal, and Adjustment History Journal (Waste Log) – Do they understand the CFS financial goals?
- Is the accountant fully knowledgeable of assigned duties, responsibilities - using a continuity book and sound record keeping, file plans, etc.?
- Are appropriate actions taken once AF Form 1469, Essential Station Messing Invalid Entitlements Log is forwarded to the accountant's office? Is accountant verifying entries on AF Form 1469 to ensure that Essential Station Messing (ESM) entitlement is only given to authorized personnel? Is the Food Service Officer signing on the certifying official's block of AF Form 1469?
- Has the operation been within authorized percentage of sales for the previous 3 months and are “cost corrections, adjustments” procedures being followed? Are cost corrections exceeding one (1) percent of the item class value reported to the MAJCOM and two (2) percent reported to HQ AFSVA, Air Force Food Service Branch?
- Does the Food Service accountant reconcile purchases and make necessary corrections? Are corrections coordinated with the appropriate agencies (DSCP, DFAS, etc.)?

40. Menu Planning and Recap: (0-20 points)

- Does management solicit guest comments for menu planning, make authorized changes with due validation to the WWM -- replacement items from the same food group and is the menu item acceptable?
- Is 85 percent lean beef, 1 percent milk, and a 50-50 split between butter and margarine offered?
- Menus planned meeting guest demands – items simply not made just because they come up in a rotating menu, guests consuming menus as presented?
- Creative menus planned, tested, attempted, and incorporated if guest like them? Are shift managers using override menus?

41. Budgeting: (0-10 points)

- Are food service budget requirements identified, supported with "memo due out" plans and quarterly/monthly budget target estimates?
- Food Service operating charges fully used within Food Service operations to offset increased operating costs?

42. Contract and In-House Administration: (0-25 points)

- Manpower properly and creatively used to support mission needs?
- Is contract management meeting or exceeding the needs of the contract -- Statement of Work (SOW), evidenced by Contract Discrepancy Report (CDR) issued in the previous 3 months – proactive or reactive?
- Is Air Force Food Service publications (AFIs/AFMANs/user guides and handbooks/website tools, Air Force Food Code) and local OIs available, used, and current? Are all contracts applicable in the operations available (i.e. Prime Vendor, Mess Attendant, Full Food Service)?
- Are Quality Assurance Personnel (QAPs) appointed, trained and knowledgeable of contract performance requirements and assigned responsibilities?
- Does the QAP refrain from performing contractor Quality Control (QC) functions or are contract management personnel supporting their programs with a management QC plan and process – contract supervisors doing supervisor work, not doing the work?
- Are contractor supervisors “working supervisors” or supervising their personnel?
- Does the QAP have a detailed Quality Assurance Surveillance Plan (QASP)?

43. Cashier Instructions and Procedures: (0-15 points)

- Cashier instructions available and current at registers? Are cashiers ringing up guests properly, charging correct prices for the right items?
- Are miscellaneous (misc.) sales etc.—documented on cashier misc. log? Is the manager reviewing and taking corrective actions on the misc. log?

- Are change funds adequate to meet guest demands and needs – are they refusing large bills inconveniencing guests or meeting guest’s needs?
- Do cashiers check for identification, know who is authorized to utilize the facility, document invalid ESM log, and aware of local feeding policies?

44. Protection of Funds and Forms: (0-10 points)

- Are all pre-numbered accountable funds transferred on an AF Form 1305, *Receipt for Transfer of Cash and Vouchers* stored in a secured and proper container?
- Does management conduct spot checks of cashiers using AF Form 282, *Unannounced Spot-Check of Cashier*?
- Are funds counted in a secure area and is cashier knowledgeable of anti-robbery procedures?
- Is SF 702, *Security Container Checklist*, initialed each time a government safe is opened?
- Is controlled and accountable form -- AF Form 79 controlled and signed in and out on AF Form 1254?

45. Special and Satellite Dining Facility Services: (0-10 points)

- Are culturally diverse, ethnic, locally unique and birthday meals offered on a regular basis?
- Are core flight and “Grab & Go” meals offered and within the monetary allowance?
- Is creative merchandizing and standardized packaging used to support guest needs and support/market the food service program?

46. Safety Awareness and Procedures (0-10 points)

- Safety guards installed on florescent lights, on walk-in lights, any steam leaking from pipes, fire extinguishers charged and tagged as inspected periodically, knives stored correctly, first aid kits available and well stocked, safety mats provided in slippery areas, wet floor signs used in customer and kitchen areas when mopping spills etc.?
- An active safety program is apparent, safety board used and up to date, and Material Safety Data Sheets (MSDS’s) available?

47. Energy Conservation: (0-10 points)

- Are ovens turned off when not in use?
- Are energy conservation briefings conducted and documented?
- Are interior lights turned off when not in use?
- Are exterior lights turned off during daylight hours?

- Does the Food Service team participate in the recycle program (as applicable)
- Is water conserved?

48. Expendable Supply Functions: (0-5 points)

- Are expendable supplies adequate to meet food service program needs, secured and properly stored?
- Are expendable supplies separated from food stocks, contractor-furnished and government-furnished supplies?

FOOD SERVICE EVALUATION RECORD

Time:		Date:		Organization:		Facility:		Total Rating:	
#		Actual	Possible	#		Actual	Possible		
Category A - Kitchen Operations				Category D - Sanitation & Repair Maintenance					
1	Food Production Logs		25	23	General Housekeeping		25		
2	Compliance with World-Wide Menus and Preface of Worldwide Menu		25	24	Kitchen Area and Equipment		20		
3	Use of Standard Recipes		25	25	Serving Line and Dining Rooms		25		
4	Progressive Cooking		50	26	Rest Rooms and Locker Rooms		15		
5	Pre-cooking Preparation		25	27	Five-Year Facility and Equipment Program		15		
6	Subsistence Ordering Process		20	28	Equipment Operating Instructions Available		10		
7	Storage Practices		25	29	Cleaning Procedures		15		
8	Inventory Control		25	30	Facility/Grounds Maintenance and Reporting Procedures		20		
9	Authorized Personnel		15	31	Table Clearing Procedures		10		
10	Issues and Transfers		15	32	Operation of Dishwashing Machines		15		
	Category Total		250	33	Pot and Pan Cleaning Procedures		10		
				34	Cleanliness of Utensils and Dishware		10		
	Category B - Serving and Dining Operations			35	Refuse and Trash Disposal		10		
11	Serving and Replenishing Food		25		Category Total		200		
12	Food Display and Serving Temperatures		25						
13	Guest Services		25		Category E - Management				
14	Menu Variety and Acceptability		25	36	Senior Leadership Interest in Food Service		20		
15	Palatability and Plate Waste		50	37	Adequate Supervision and Response		15		
16	Pleasing Atmosphere		25	38	Effective Utilization and Manpower		10		
17	Menu Posting and Merchandising		25	39	Accounting Procedures and Monetary Management		15		
18	Guest Relations and Communications		25	40	Menu Planning and Recap		20		
	Category Total		225	41	Budgeting		10		
				42	Contract and In-House Administration		25		
	Category C - Training, Personnel & Readiness			43	Cashier Instructions and Procedures		15		
19	Training and Documentation		50	44	Protection of Funds and Forms		10		
20	Recognition and Motivation of Personnel		25	45	Special and Satellite Dining Facility Services		10		
21	Personal Appearance and Grooming		25	46	Safety Awareness and Procedures		10		
22	Contingency Preparedness		50	47	Energy Conservation		10		
	Category Total		150	48	Expendable Supply Functions		5		
					Category Total		175		

SUGGESTED RATING SCALE

A		B		C		D		E		OVERALL RATING	
Outstanding	220-250	Outstanding	195-225	Outstanding	130-150	Outstanding	195-200	Outstanding	145-175	Outstanding	880-1000
Excellent	180-219	Excellent	155-194	Excellent	100-129	Excellent	165-194	Excellent	120-144	Excellent	700-879
Good	130-179	Good	105-154	Good	65-99	Good	130-164	Good	90-119	Good	500-699
Fair	100-129	Fair	75-104	Fair	30-64	Fair	80-129	Fair	70-89	Fair	340-499
Poor	0-99	Poor	0-74	Poor	0-29	Poor	0-79	Poor	0-69	Poor	0-339