

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY MEDICAL COMMAND
2050 Worth Road
Fort Sam Houston, Texas 78234-6000

MEDCOM Regulation
No. 40-28

13 February 2006

Medical Services
U.S. ARMY VETERINARY COMMAND POLICIES AND PROCEDURES

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*This regulation supersedes MEDCOM Regulation 40-28, 8 December 1997.

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CHAPTER 1

INTRODUCTION

1-1. HISTORY. This issue publishes a revision of this publication. Because the publication has been extensively revised, the changed portions have not been highlighted.

1-2. PURPOSE. This regulation provides specific details not contained in the referenced regulations and publications. This regulation establishes policies for operational, administrative, food safety, quality assurance, animal medicine, and veterinary public health areas.

1-3. REFERENCES. References are listed in appendix A.

1-4. EXPLANATION OF ABBREVIATIONS AND TERMS. Abbreviations and special terms used in the publication are explained in the glossary.

1-5. APPLICABILITY. This regulation applies to Headquarters, U.S. Army Veterinary Command (HQ VETCOM) and its subordinate commands.

CHAPTER 2

MANAGEMENT CONTROL PROCESS AND ORGANIZATIONAL INSPECTION PROGRAMS

2-1. PURPOSE. The Management Control Program (MCP) is set forth in Department of Defense (DOD) Directive 5010.38, DOD Instruction 5010.40, and AR 11-2. The Organization Inspection Program (OIP) is set forth in AR 1-201. The MCP reinforces the accountability of commanders and managers for establishing and maintaining effective management controls and provides them with greater flexibility in their evaluation of these controls. The OIP coordinates inspections and audits into a single, cohesive program focused on command objectives.

2-2. POLICIES. All commanders and managers have an inherent responsibility to establish and maintain effective management controls, assess areas of risk, identify and correct weaknesses in those controls, and keep their superiors informed. In this respect the Integrity Act and Office of Management and Budgets (OMB) Circular A-123 codify this inherent responsibility. All inspections within VETCOM that are conducted as part of an MCP or OIP must adhere to all principles outlined in MEDCOM Pam 40-13.

2-3. RESPONSIBILITIES.

a. The Commander, VETCOM, serves as the sole Assessable Unit Manager within VETCOM. The Chief of Staff, VETCOM, serves as the sole Management Control Administrator. Regional Veterinary Commanders; the Director, DOD Military Working Dog Veterinary Services; and the Director, Food Analysis and Diagnostic Laboratory, serve as Functional Unit Managers and each appoints a Functional Unit Administrator that assists with the administration of program requirements at their respective level(s). Appointment orders for all Functional Unit Administrators will be prepared and maintained on file at the Regional level.

b. Although all leaders within VETCOM are expected to be involved in the recognition of superior performance, as well as the identification and correction of deficiencies, only Functional Unit Managers are required to submit formal reports. Compliance by subordinate leaders consists of maintaining copies of all completed checklists at their respective headquarters.

c. All Functional Unit Managers will immediately communicate the identification of material weaknesses, as defined by AR 11-2, to the Assessable Unit Manager. To determine if a weakness can be categorized as material, the following factors should be considered:

(1) Are sensitive resources involved, that is, susceptible to high rates of theft, loss?

(2) Are significant funds, property, or other resources involved?

- (3) Is there a good possibility of adverse publicity?
- (4) Does, or could, the weakness involve unreliable information that could cause unsound management decisions?
- (5) Does, or could, the weakness diminish the credibility or reputation of management?
- (6) Does, or could, the weakness impair fulfillment of an essential mission?
- (7) Is the weakness a violation of statutory or regulatory requirement?
- (8) Does the weakness impact information security?
- (9) Does, or could, the weakness deprive the public of needed government services?
- (10) Does the weakness appear to be a systematic problem impacting other Medical Subordinate Commands or U.S. Army Medical Command (MEDCOM) organizations?

d. Functional Unit Managers will ensure that the cost of management controls does not exceed the derived benefits and that a high standard of performance is met within their area of responsibility. For example, implementing a program that requires all section thermometer calibrations to be recorded in a logbook is appropriate; however, having the logbook reviewed and initialed at all levels up to the RVC is not.

CHAPTER 3

INSTALLATION SUPPORT PLAN PROGRAM

3-1. PURPOSE.

a. This chapter establishes policies and responsibilities for implementation, administration, and oversight of the Installation Support Plan (ISP) Program. The ISP is designed to assist the Installation Veterinary Officer-In-Charge (OIC) in making risk-based assessments of veterinary public health requirements and to wisely match existing resources against the entire spectrum of food safety, food security, animal programs, and customer needs for a given installation.

b. The ISP serves as the cornerstone for the organizational mission. The three primary pillars of support consist of food safety and quality assurance, food security, and animal programs.

3-2. POLICIES.

a. The ISP program applies to the following installations within VETCOM's geographic area of responsibility:

- (1) Active Army, Reserve, and National Guard.
- (2) Marine Corps, Coast Guard, and Navy (excludes docked ships).
- (3) Air Force (animal-related issues only).

b. Food Safety and Quality Assurance sections of all ISPs will address the following functional areas, at a minimum:

(1) Facilities serving ready-to-eat food to active duty military and other authorized personnel (dining halls, child development centers, schools, clubs, commissaries, restaurants, food courts, and concessions to include state- and county-run facilities on the military installation).

(2) Mobile facilities serving ready-to-eat food to active duty military personnel (field exercises, ROTC summer camp, field slaughter, community events).

(3) Facilities serving food to inactive or retired military personnel or family members (Veterans Administration hospitals, etc.).

(4) Mobile, very small, or intermittently used facilities serving food to nonactive duty personnel or dependents (community events, mobile canteens, National Guard dining halls).

(5) Retail or wholesale food storage (Troop Issue Subsistence Activity (TISA), Defense Subsistence Officer (DSO)/ supply point, ration assembly, shoppette, and commissaries).

(6) Mobile facilities storing or selling wholesale food supplies (TISA, seasonal camps, field training exercises (FTXs)).

(7) Specialty services such as--

(a) Hazardous food recalls (all food activities (ALFOODACTS), local, and vendor).

(b) Operational rations.

(c) Training and education of customer's staff in approved sources, receipt and surveillance inspections, and salvage/markdown procedures; food security, safe food handling, and sanitation.

(d) Assistance with local/special purchase or use of food (local list, international military guest).

(8) After coordination with the Provost Marshal/Installation commander's office, inspections of vehicles carrying food or water will be done at a minimum of once/week at the commercial vehicle entry control point. At higher Force Protection Condition (FPCON) levels, the inspection intensity will increase. This will be identified in the Installation Antiterrorism (AT) Program.

c. The Animal Program section of all ISPs will address the following functional areas, at a minimum:

(1) Routine/emergent medical care and housing facility/welfare inspections for--

(a) Department of Defense-owned working animals such as Military Working Dogs (MWDs) and Military Working Horses (MWHs).

(b) DOD-owned nonworking animals (strays, mascots, nonappropriated fund (NAF) horses, DOD classroom animals).

(c) Federally-owned animals (Border Patrol, TSA, Customs).

(2) Installation public health and animal welfare.

(a) Rabies/Animal bite reports.

(b) Animal sterilization programs (spay/neuter, shelter medicine).

- (c) Human animal bond programs and animal assisted therapy programs.
 - (d) Care of injured wildlife.
 - (e) Animal welfare inspections (within military housing).
 - (f) Infectious/zoonotic disease surveillance.
 - (g) Issues not covered by Institutional Animal Care and Use Committee protocols such as in fairs or survival training.
- (3) Privately-owned animal (POA) care.
- (a) Medical care to prevent infectious/zoonotic disease.
 - (b) Veterinary preventive medicine regulation/protocols (vaccines, quarantines, registration/identification protocols).
 - (c) Installation activities involving POAs (riding clubs, pet fairs).
 - (d) NAF/Morale, Welfare, and Recreation (MWR) administration/finance.
- (4) Veterinary medical care training program.
- (a) MWD handler first aid training.
 - (b) Animal restraint training for the 91T and Military Police (MP) staff.
 - (c) Animal bite prevention training.
 - (d) Zoonotic disease training (classroom animals, hospital staff).
 - (e) Public education (newspaper articles).
- d. The Installation AT Program will be integrated into the Installation Support Plan (ISP). Specific guidelines for the AT Program, to include details on properly conducting food vulnerability assessments, are given in the Security Programs chapter of this regulation. FPCON levels with Random Antiterrorism Measures at each FPCON level will be adopted to include commercial vehicle inspections. Vehicles transporting food or water will be inspected at the commercial vehicle entry control point on each installation. Food inspectors will perform random cursory inspections at these commercial vehicle entry control points. More information can be found in the Security Programs chapter of this regulation and MEDCOM Pam 40-13.

3-3. RESPONSIBILITIES.

a. Regional Veterinary Commanders (RVCs), or their representatives, shall review and evaluate the effectiveness of the ISP programs within their areas of responsibility. Primary means of evaluation shall consist of a periodic review of the ISP databases and will be a topic of interest while inspecting units within their command.

b. District Veterinary Commanders (DVCs), or their representatives, shall review and approve all subordinate ISPs no less than annually and prior to their being presented to each respective installation official. The ISP will be evaluated through periodic ISP database reviews by the DVCs, or representative, and while conducting annual Branch OIP/MCP inspections.

c. Foundation documents that support the ISP are this regulation, policy memorandums from all levels of command, and local standing operating procedures (SOPs). The DVCs will ensure that ISP SOPs are in place at each subordinate branch and that they are reviewed annually for accuracy and relevance. The SOPs must contain the "how to" information that inspectors need in order to carry out their daily duties. All SOPs must match the ISP document and comply with MEDCOM Pam 40-13 and with other regulatory or contractual documents.

d. Installation Veterinary OICs are responsible for providing appropriate levels of veterinary public health service to each installation within their assigned level of responsibility. The Installation Veterinary OIC, will communicate an overall risk assessment, mitigation plan, and progress report to installation commanders annually in the form of an ISP.

e. Warrant Officers at all levels will serve as consultants to the Installation Veterinary OIC by verifying assessments of needs and risks prior to the ISP being presented to all customers.

f. The Branch and Section NCOICs, or equivalent, are responsible for training, mission accomplishment, performance standards, timely reporting, review of reports, and other administrative matters through personal accomplishment and oversight of enlisted Soldiers.

CHAPTER 4

SUBSISTENCE RECALLS

4-1. PURPOSE. This chapter provides policies and responsibilities for reporting and handling possible hazardous food and nonprescription drug items within the DOD system. The Consumer Safety Officer, Defense Supply Center Philadelphia (DSCP), is designated as sole worldwide agent for DOD Hazardous Food and Nonprescription Drug Recall System (ALFOODACTS) and is responsible for coordinating all hazardous food and nonprescription drug recalls that may involve DOD stocks. This recall system involves all food and nonprescription drug items (including brand name or specification items) procured centrally or locally with appropriated or nonappropriated funds IAW AR 40-660. This policy applies to all food recalls, to include local and vendor recalls.

4-2. POLICIES.

a. Veterinary service personnel will ensure that all recall messages are given top mission priority. That is, when a recall message is received, it will receive the full and immediate attention of inspection personnel. Physical/telephonic checks will be made in a rapid and precise manner as detailed by local Installation Support Plan, and results will be reported through the chain of command as soon as possible. The recall database should be checked frequently by the chain of command and messages sent forward for action upon receipt.

b. Veterinary personnel will expeditiously identify and segregate all suspected items. Recipients will comply with message instructions. DSCP, or the local commander when appropriate, will determine the extent of the problem before initiating recovery action and issuing disposition instructions. Request guidance from the chain of command if holding a recalled item creates a public health risk or sanitary hazard.

c. Inspection personnel and other recall message recipients should not contact commercial food establishments or suppliers regarding recall messages/actions directly under any circumstances unless recall message instructions direct such contact.

d. Inspection personnel and other recall message recipients shall not be involved in directly alerting the general public of recalls and/or actions. Unnecessary adverse publicity, which could damage a firm's reputation or cause monetary loss without serving the direct purpose of protecting consumer health, is irresponsible and constitutes an unauthorized release of information. The means of public notification, such as signs, radio, press, etc., is left to the discretion of the local public affairs office.

4-3. RESPONSIBILITIES.

a. RVCs will ensure that local SOPs are in place to address situations that involve subsistence suspected of deliberate tampering, that is, customer returns, suspicious deliveries, in-storage tampering, etc. Local veterinary service personnel must ensure

that management and staff of food activities are aware of proper procedures and of their responsibility to handle such situations. Facility managers are the primary individuals that handle such situations with the oversight and advice of veterinary service personnel. Laboratory sample submission SOPs for food samples that are submitted due to suspected tampering or criminal activity will be in accordance with Department of Defense Veterinary Service Activity (DODVSA) Policy Memorandum, Sample Collection Chain of Custody, dated 4 Jun 04. When notified of a local recall by the District level, the Regional Commander, Warrant Officer, or representative designated in writing shall enter the recall notification into the recall database. The RVC will then notify the Food Safety and Quality Assurance Division at VETCOM of the local recall and of recall results, that is, positive or negative.

b. DVCs must ensure that they, or their representatives, develop a reasonable amount of local state contacts or websites for the purpose of gathering information on vendor recalls and local health authority food, water, and nonprescription drug alerts. When new information about such items with potentially adverse health consequences arise, the DVC, or representative, will notify all accountable personnel and the RVC. The RVC will notify VETCOM. Such notification will only take place when occurrence can conceivably be the subject of an ALFOODACT or other recall message. Minimum information to be provided to DSCP will include: identity of suspect item, location, and perceived risk. Suspected items will be maintained in a hold status pending alert status determination or other action. If DSCP does not initiate an ALFOODACT message, the local veterinary commander may (for safety reasons) initiate local action, that is, medical hold, segregate suspect food from military supplies pending further investigation, return to vendor, or disposal. In such cases, laboratory or other evidence can be employed as a means to justify potential loss to the government or as basis to justify recommended control measures. DVCs will develop recall SOPs based on the guidance contained in this regulation, MEDCOM Pam 40-13, and AR 40-660. The SOPs will contain--

(1) A systematic approach to ALFOODACT message instruction compliance and criteria for performance of physical checks and database monitoring on a frequent, daily basis.

(2) Report initiation of hazardous food or nonprescription drug items at the local level.

(3) A comprehensive and systematic method for documenting and tracking message verification points of contact and documenting all telephonic checks. Notification, verifications, and postings of results into the Lotus Notes (LN) database will take place no later than 72 hours after message receipt. SOPs will stress that suspect items should be expeditiously identified and segregated, and that recipients will comply with the message instructions. Suspected items are to be maintained in a hold status pending message resolution and action.

c. Branch OICs, NCOICs, and Warrant Officers will ensure that SOPs are in place that detail how section inspectors are to respond to recall messages, to include ALFOODACTS. Specific guidance will include: periodic review and revision of contact rosters; maintenance and review of section recall log books or database system--to include entry of recall results into the LN database; verification that periodic training classes on the recall system, recall procedures, and reporting suspected hazardous items/potential tampering are given to inspectors, accountable food personnel and staff; and verification that all section recalls are properly consolidated into a branch response that is entered properly into the recall database. Emphasis will be placed on the minimum information that is to be included when entering positive results into the database; positive results should be as descriptive as possible to include: quantity in stock, lot numbers found, status of stock, etc.

CHAPTER 5

INSPECTION OF PERISHABLE FOODS EXPOSED TO REFRIGERATION FAILURE

5-1. PURPOSE. Veterinary assistance in reducing salvage condemnation losses related to refrigeration failures is a value-added service to all our customers. Refrigeration and freezing of perishable foods is a common preservation method. When military-owned perishable foods are compromised by failures of mechanical refrigeration systems or by improper storage methods, it is necessary for veterinary service personnel to inspect the affected food and evaluate if an unacceptable risk exists.

5-2. POLICIES. Commanders at all levels will ensure that systems are in place that allow accountable officers and facility managers to rapidly notify food inspection personnel when refrigeration failures are detected. Compliance with all procedures and guidelines set forth in MEDCOM Pam 40-13 shall be enforced.

5-3. RESPONSIBILITIES. Commanders at all levels will ensure that SOPs are in place in order to ensure that there is an effective alert notification method in place for inspectors to be notified of refrigeration failures the moment that the failure is detected. SOPs will be written in a manner that enables inspectors to complete a prompt, thorough and effective inspection of perishable foods exposed to refrigeration failures and to make sound, timely disposition recommendations. The leadership chain at the section level will become involved in assisting inspectors in making disposition recommendations as appropriate and in cases where food wholesomeness is in question.

CHAPTER 6

OPERATIONAL RATION PROGRAMS

6-1. PURPOSE. This chapter establishes policies for the food safety and quality assurance of operational rations. Inspection of operational rations during all phases--at the assembly plants, upon receipt at installations, and during surveillance--is one of VETCOM's top mission priorities. The performance of competent and timely operational ration inspections is crucial to the DOD's, and to the Nation's, go-to-war and emergency response capability.

6-2. POLICIES. A high mission priority will be assigned to the inspection of operational rations. Inspections must be completed in accordance with MEDCOM Pam 40-13, and all policies referenced therein. Veterinary food inspection specialists, 91Rs and leaders at all levels must be trained and ready to perform operational ration inspections at all times. The training requirement applies to all commands, with or without operational ration oversight. The minimum frequency for training on operational ration inspection is annually for areas without operational ration oversight and quarterly for areas that have active oversight. Inspection of operational rations is the most basic and essential food inspection task.

6-3. RESPONSIBILITIES. Commanders and inspectors at all levels will ensure that individual and group operational rations are inspected in accordance with MEDCOM Pam 40-13 and all applicable DSCP Handbook appendixes.

CHAPTER 7

RECEIPT INSPECTIONS

7-1. PURPOSE. This chapter establishes policies for receipt inspections at resale and wholesale activities in the continental United States (CONUS) and outside the continental United States (OCONUS). This policy does not apply to Prime Vendor, fresh fruits and vegetables received OCONUS via container/airlift and inspection of operational rations.

7-2. POLICIES.

a. All receipt inspections will be conducted in accordance with local SOP and Installation Support Plan. Receipt inspections shall be performed at a frequency that helps ensure the subsistence received is wholesome, high quality food. Subsistence receipt inspection results will be entered into the Lotus Notes Installation Support Plan database within 24 hours of inspection performance.

b. Products found to be unwholesome, in violation of military, federal, state regulations, or found to originate from an unapproved source will be brought to the chain of command's attention for immediate action. If appropriate, the chain of command shall notify the appropriate government agency of the findings. Inspectors will notify a Veterinary Corps Officer (VCO) of suspected unwholesome products for assistance and final disposition instructions.

c. Inspectors will report all nonconformances to the accountable officer. The accountable officer makes the final decision to accept, accept with price adjustment, or reject the delivery. The accountable officer's rejection authority does not extend to making wholesomeness calls. The VCOs are the only individuals authorized to make final acceptance/rejection calls for issues involving wholesomeness.

7-3. RESPONSIBILITIES.

a. RVCs, Warrant Officers, and Sergeants Major will ensure that they review and approve all Installation Support Plans to ensure that receipt inspection procedures are delineated and appropriate. The Lotus Notes Installation Support Plan database shall serve as a primary tool to ensure that inspections are performed and entered as directed. RVCs can effectively utilize their Subject Matter Trainers (SMTs) in order to monitor and provide feedback on inspection reports for different commodity group inspections.

b. DVCs, Warrant Officers, and First Sergeants (1SGs) (District NCOICs) will ensure that all Installation Support Plans and Branch SOPs contain specific guidance with respect to the performance of receipt inspections. Specific guidance should include a detailed inspection frequency, detailed inspection procedures, approved source verification requirements, nonconformance reporting, and inspection data packet

guidance. At least 25 percent of each branch's food inspection reports (Customer Visit Reports and Subsistence Inspection Reports) entered into the Lotus Notes Installation Support Plan database shall be reviewed by the DVC Commander, Warrant Officer, or 1SG (District NCOIC) on a monthly basis in order to ensure that inspections are being conducted at the correct frequency and that reports reflect inspector proficiency.

c. Branch leadership will ensure that all inspectors comply with the receipt inspection guidance that is set forth in this chapter, the local Installation Support Plan, and local SOPs. This shall be accomplished through regularly monitoring and providing feedback to all food inspection reports that are entered into the Lotus Notes Installation Support Plan database. The leadership shall regularly accompany and observe inspectors as receipt inspections are performed. This will allow for on-the-spot training and will enhance inspector proficiency. The leadership shall maintain a list of areas in which the inspectors exhibit a need for additional training, and shall ensure that their local training schedules include training in the identified areas.

CHAPTER 8

OCONUS FRESH FRUIT AND VEGETABLE CONTAINER/AIRLIFT INSPECTIONS

8-1. PURPOSE. This chapter establishes policies for the inspection of fresh fruits and vegetables (FF&V) purchased for and received overseas, at origin and destination. Data gathered from the performance of these inspections is made available to the Defense Commissary Agency (DeCA), Defense Logistics Agency (DLA), and the Defense Supply Center Philadelphia (DSCP).

8-2. POLICIES.

a. The Lotus Notes OCONUS FF&V Container/Airlift Inspection Report will be utilized in order to collect and record inspection results for all OCONUS Defense Subsistence Officer (DSO) FF&V contracts. The Lotus Notes data management system standardizes all inspection data for review by DeCA, DSCP, DLA, and DSOs.

b. The “Origin Inspection Support” and “Origin Inspection” portions of the report will be completed by the origin inspector no later than 24 hours after shipment. This will ensure that the report is available for the destination inspector. The destination inspector will complete the “Destination Inspection” portion of the report no later than 24 hours after the inspection is performed. Reports shall be reviewed and approved within 48 hours. Failure to do so will preclude the data from reaching DSCP in a timely manner. This could hinder the contracting office’s decision-making process.

c. Notify the accountable officer when defects are found upon receipt. The accountable officer will decide whether or not to request credit based upon the inspector’s findings. The accountable officer’s request for credit shall be noted in the applicable portion of the inspection report. Credit amount granted by the DSO/PBO shall be entered into the database.

d. Inspections will be conducted in accordance with local SOP, Installation Support Plan, and as indicated in the purchasing instrument (contract).

8-3. RESPONSIBILITIES.

a. RVCs and Warrant Officers that have sections within their areas of responsibility where FF&V is shipped to or received via OCONUS container or airlift will ensure that Installation Support Plans and SOPs are in place to ensure that inspections are performed in a timely, proficient manner. Emphasis will be placed on these types of inspections through a periodic review of the inspection program, issues, and inspection records.

b. DVCs and Warrant Officers will ensure that all Installation Support Plans and Branch SOPs contain specific guidance with respect to the performance of origin and

receipt inspections of fresh fruits and vegetables being shipped to and received through OCONUS container or airlift. Specific guidance should include detailed inspection procedures, approved source verification requirements for processed FF&V, nonconformance reporting, contractual inspection data packet guidance, and guidance on entering inspection results into the Lotus Notes OCONUS FF&V Inspection Support database. Inspection reports entered into the database shall be reviewed on a regular basis in order to monitor input, product problems, and shipping issues. FF&V Subject Matter Trainers can effectively serve in the capacity of database reviewer and should be relied upon for feedback with respect to inspection trends, deficiencies, and the identification of potential training weaknesses.

c. Branch leadership will ensure that all inspectors comply with the inspection guidance that is set forth in the Installation Support Plan and local SOPs. This shall be accomplished through the regular monitoring of the origin and destination inspection reports that are entered into the Lotus Notes OCONUS FF&V Inspection Support database. The leadership at the receiving OCONUS destination shall regularly accompany and observe inspectors as they perform receipt inspections. This will allow for on-the-spot training and will enhance inspector proficiency. The leadership shall maintain a list of areas in which the inspectors exhibit a need for additional training, and shall ensure that their local training schedules include training in the identified areas.

CHAPTER 9

INSTALLATION FOOD SAMPLING PROGRAMS

9-1. PURPOSE. This chapter establishes policies for food sample management. Auditable food sample records must be maintained for samples taken in conjunction with commercial sanitation audits, destination monitoring programs, and public health or quality assurance reasons. This program prevents unwarranted suspicion of impropriety.

9-2. POLICIES.

a. Food sampling programs shall comply with the guidelines and procedures established in MEDCOM Pam 40-13.

b. Food samples, whether drawn for laboratory submission or local inspection shall be recorded on DA Form 7539 (Request for Veterinary Laboratory Testing and Food Sample Record). This applies to all samples drawn throughout VETCOM with the exception of those samples that are captured on a DD Form 1714 (Product Verification Record) at the Meals-Ready-to-Eat (MRE) plants by in-plant inspectors.

c. Inspectors will complete sampling and inspection of food products consistent with contractual requirements, military regulations, installation support plans, and other pertinent directives. Inspectors may perform such sampling during receipt, surveillance, warranty, investigation of customer complaints, or when specifically directed by appropriate authority. Auditors will obtain laboratory samples during sanitation audits when required in accordance with VETCOM Cir 40-1 and AR 40-657.

d. All samples will be documented. Food sample management SOPs will prescribe specific methods for documenting all samples to include small quantities, that is, one potato, four eggs, etc. Samples that are selected within a facility and not destroyed or removed from the premises, but returned to stock are not required to be recorded on a sample management record. Records are only required for items removed from the inspection premises for further examination or for testing/destruction during inspection. Return of unused portions to the accountable officer will be coordinated with facility managers. In retail facilities, for example, it may not be advisable to return unused portions to the sales floor when the product can no longer be offered for sale as intended, that is, in a primary package.

e. Withdrawal of samples for laboratory submission will comply with the requirements set forth in the DOD Veterinary Lab Sample Submission guide and with MEDCOM Pam 40-13.

9-3. RESPONSIBILITIES. DVCs are responsible for management and accountability of the food sample management program. A food sample management SOP will be established and maintained for food sample accountability. The DVC, or representative, will conduct a comprehensive review of current food sample handling procedures semiannually. The review will include: review of sample types and quantities; review of all sample records; objective evidence that a traceable method of controlling samples by assigned numbers is in place; and review of unit SOPs. DVCs will ensure that sample control logs are identifiable for each subordinate branch and section. All SOPs will detail control number procedures. Proof of review will be generated upon completion of the review and maintained on file.

CHAPTER 10

SALVAGE/DISTRESSED FOODS AT GOVERNMENT RETAIL AND STORAGE FACILITIES

10-1. PURPOSE. This chapter establishes policies for the salvage of physically damaged, over-aged, or otherwise distressed military-owned semi-perishable subsistence.

10-2. POLICIES. Inspection personnel will evaluate physically damaged, over-aged, or otherwise distressed military-owned semi-perishable subsistence to ensure that the product is wholesome before the food is offered for sale. Commanders shall enforce this policy and ensure inspection personnel comply with established guidelines delineated in MEDCOM Pam 40-13.

10-3. RESPONSIBILITIES.

a. Leadership at all levels will ensure that the branches/sections within their respective area of responsibility comply with the procedures and guidelines established in MEDCOM Pam 40-13. Salvage operations and procedures will be a point of emphasis during site visits at all levels.

b. Branch leaders will write and implement SOPs that delineate how the salvage mission is specifically conducted at each facility within the branch. Each facility will have a method in place in which objective evidence is present on each inspected item in order to indicate that each item on the shelf was individually inspected, for example, stamps or stickers on each product. All salvage SOPs will be reviewed and approved by the District Veterinary Command.

CHAPTER 11

RAPID TESTING METHODS FOR FOOD CONTACT SURFACES

11-1. PURPOSE. This chapter covers policy and responsibilities regarding rapid food contact surface testing methods and assists in ensuring that personnel have the knowledge, skills, and ability to select and properly utilize rapid diagnostic equipment and supplies in conjunction with determining sanitary compliance of military and commercial establishments.

11-2. POLICIES.

a. A thorough explanation of rapid method diagnostic testing equipment will be presented to plant or facility managers prior to applying the test in their facility. The presentation will include an overview of the testing equipment, an explanation of how results are interpreted, and how the results will be utilized.

b. Surface testing results will not serve as the sole basis for failing a military or commercial establishment. Branch SOPs will address appropriate actions to take when abnormal readings are detected. Prior to assessing a critical defect during a commercial sanitary audit or military inspection--

(1) The inspector will inform the District Commander. The DVC will then discuss recommendations with the Food and Drug Laboratory (FADL) or available local Veterinary Laboratory representative.

(2) The DVC will then inform the RVC Commander of the situation and the laboratory recommendation. A decision will then be made by the RVC Commander, or representative, on the assessment of the findings.

c. All Commanders and personnel will comply with the procedures and guidelines established in MEDCOM Pam 40-13.

11-3. RESPONSIBILITIES.

a. The RVC is responsible for ensuring that all subordinate units are in compliance with this program. The RVC, or representative, in consultation with the FADL or local Veterinary Laboratory Commander is the best microbiological authority available to auditors and inspectors and will function in this capacity. The RVC is primarily responsible for making and requesting recommendations with respect to making assessment decisions based upon findings.

b. The Regional Veterinary Service Technician is responsible for evaluating commercially available rapid testing methods and will determine how the testing methods are utilized by the units throughout the Region. The technician will consult

with the nearest FADL or Veterinary Laboratory Commander when doubts arise on the interpretation of rapid method results, methods, and techniques.

c. The District Veterinary Commander is responsible for the procurement of appropriate equipment and supplies to be used in determining sanitary compliance of military and commercial establishments. The DVC is also responsible for properly training the district/branch leadership on usage of the rapid diagnostic equipment.

d. The DVC Veterinary Service Technician will personally review and supervise the fielding and use of all rapid method diagnostic equipment and supplies for the District and Branches. The DVC Technician is responsible for the review of all surface testing method SOPs that are developed at the Branch level and will review inspection reports in which rapid diagnostics were applied in order to ensure compliance and sound test interpretation and reporting techniques.

e. Branch OICs and NCOICs are responsible for developing Branch SOPs and conducting hands-on training before using any rapid method diagnostic equipment during inspections. Branch leadership will ensure that Veterinary Food Inspection Specialists and civilian inspectors are correctly performing and applying testing methods and that all results are reported to the chain of command, accountable officers, and the operators in the supported facilities. Training and SOPs will emphasize the importance of verifying that proper sanitation techniques and procedures are in place and effectively practiced by the cleaning staff, for example sanitizer measurements, cleaning techniques, etc. Placing a high emphasis on verification of proper cleaning and sanitizing techniques prior to testing prevents the inspector from wasting time and resources in conjunction with the testing of food contact surfaces.

f. When rapid method tests are conducted during formal and informal visits, they will be recorded as follows:

(1) Informal sanitary walk-thru inspection results will be entered in the "Areas Evaluated During Visit" section of the Customer Visit Report in the ISP database.

(2) Formal military retail facility inspection results, that is, DeCA, Army and Air Force Exchange Services (AAFES), etc., will be entered manually in the "Summary of Violations" portion of the Retail Food Establishment Inspection Report under a heading of REMARKS.

(3) Commercial audit results will be entered in the remarks section, Block 14, of the sanitary audit report in the Audit Management Database.

CHAPTER 12

FOOD INSPECTION EQUIPMENT

12-1. PURPOSE. The nature of the inspections performed at each installation may differ and are based upon a wide variety of mission requirements. Specific equipment that is required at one installation may not be required at another. It is imperative that leaders analyze the mission requirements at each installation and, based upon the findings, formulate a list of required inspection and administrative equipment for each inspection site and installation. The equipment listed in MEDCOM Pam 40-13 consists of the recommended minimum necessary to perform an assortment of inspections. The list shall not be considered to be all-inclusive.

12-2. POLICIES. Leaders at all levels will actively initiate action to budget and requisition the equipment required to support the food inspection mission. Where practical, and in the interest of economy, inspection equipment may be used interchangeably with other inspection points on the same installation.

12-3. RESPONSIBILITIES.

a. RVCs and Warrant Officers will ensure that adequate funds are allocated in order to furnish the proper food inspection equipment to all levels within their area of responsibility.

b. DVCs and Warrant Officers will ensure that all food inspection equipment available at each level of their District adequately meets the needs of the mission. Equipment maintenance, accountability, and availability will be assessed during visits to food inspection sites and will be a regular point of emphasis. Leaders at the District level must be instrumental in assessing equipment needs and prioritizing needs in order to ensure that the equipment required in order to perform the mission is available.

c. Branch leadership will ensure that each inspection site within his/her area of responsibility has access to the equipment required in order to perform the mission. The branch leadership is key to gathering lists of required equipment, ensuring that accountability of equipment is maintained, and ensuring that all equipment is utilized properly. Equipment needs will be assessed on a regular basis.

CHAPTER 13

MILITARY SANITARY INSPECTION PROGRAM

13-1. PURPOSE. This chapter provides policies for the performance of sanitary inspections for military establishments. Military food facility establishments include retail food sales stores, such as commissaries and exchange service shoppettes, and food storage facilities such as Troop Issue Subsistence Activities (TISAs).

13-2. POLICIES.

a. Commanders at all levels will ensure that personnel comply with and apply the procedures and guidelines established in MEDCOM Pam 40-13 when performing military sanitary inspections.

b. Conduct sanitary inspections of military facilities in accordance with the guidelines established in AR 40-657, Chapter 3-7. Inspection frequencies will be as follows:

(1) DeCA establishments will be inspected once a month. Inspection frequency cannot be reduced. The VCO will perform at least one inspection of each DeCA establishment facility in assigned area of responsibility per quarter.

(2) Inspect troop issue facilities that store operational rations quarterly. Frequency may be reduced to semiannual if there are no critical or major deficiencies noted. The VCO will perform at least one inspection of each troop issue facility in the assigned area of responsibility per year.

(3) Inspect all other retail facilities quarterly. Frequencies may be reduced to semiannual, if approved by the DVC, for facilities that have no critical violations after four consecutive inspections. Any subsequent critical violations would return the inspection frequency back to quarterly.

c. Military retail facilities will be rated as SATISFACTORY or UNSATISFACTORY. An UNSATISFACTORY rating is given if more than three CRITICAL items are found or an imminent health hazard (IHH) is noted. Imminent health hazard is defined in the Food Code. Use MEDCOM Form 640-R (Retail Food Establishment Inspection Report), for recording and reporting inspection results. A copy of this form is located in the back of this regulation. Follow-up inspections, when required, must be conducted within 5 workings days. Inspectors will leave a draft copy or completed copy of the final inspection report with the establishment manager at the conclusion of the inspection.

13-3. RESPONSIBILITIES.

a. RVCs will ensure that SOPs are in place that provide guidance on conducting sanitary inspections of military facilities, to include the establishment of qualified inspector criteria. RVCs will ensure that they or their representative review the LN Military Sanitary Inspection database regularly to ensure that inspections are completed in a timely, efficient manner.

b. DVCs will ensure that all sections focus on conducting timely, efficient, value-added sanitary inspections of military establishments. DVCs, or their representatives, will ensure that the LN Military Sanitary Inspection database is utilized as the primary means of entering military sanitary inspection results. Inspection frequency reduction is granted by the DVC.

c. Branch leadership will ensure that military sanitary inspections are conducted at frequencies established in local SOPs. Branch level Warrant Officers and VCOs will ensure that the inspectors that conduct military sanitary inspections are properly trained and well-versed in source inspection documents and procedures. Inspection frequency for physical and documented walk-through inspections at the section level, to include walk-through inspections for attending sites, will be established by the Branch leadership and approved by the DVC or representative.

CHAPTER 14

SECURITY PROGRAMS

14-1. PURPOSE. This chapter establishes policies to help counter the terrorist threat. Terrorism is not a recent phenomenon in the United States or overseas. Because terrorists cannot challenge the United States in conventional warfare, they prefer to attack targets that they perceive as weak or soft. The nature and the type of threats to the Army vary widely with geographic location, criticality of the assets, and vulnerability of the target and level of hostile intent. Veterinary Command's role is to help mitigate future terrorist's attacks by providing veterinary care to the military working dog programs and focusing our resources on food safety and security.

Food safety and security are a paramount concern in today's environment. In standard food jargon, "food safety" usually refers to the prevention of unintentional contamination and "food security" (and/or food defense) usually refers to the prevention of the intentional contamination of food.

14-2. POLICIES.

a. Regional Veterinary Commanders (RVC) will appoint an Antiterrorism (AT) Officer at the Region. In addition, RVCs will develop and publish policy letters which detail protective and preventive measures appropriate at each Force Protection Conditions level (Normal-Delta) that apply on Army installations. Guidance for this document can be found in DOD Directive 2000.12, DOD O-2000.12H, DOD 2000.16 Instruction Manual, AR 525-13, and MEDCOM Pam 40-13.

Antiterrorism measures apply to all DOD installations. Specific Veterinary AT measures supporting Navy, Marine Corps and Air Force Installations (MWD support) need to be coordinated with the respective Installation Commanders.

b. Regional Veterinary Commanders will appoint an Operational Security (OPSEC) Officer at the Region. Operational Security measures are planned and taken within the command to preserve essential secrecy. Regional Commanders will integrate OPSEC into all activities to provide maximum protection of all functions and activities. Each region will develop and implement an OPSEC Standing Operating Procedure.

Operational Security review within the command is mandatory IAW AR 530-1. Reviews are conducted on: plans, orders, messages, letters, briefings, contracts, and web pages. The intent of the review is to prevent inadvertent release of sensitive information. A review will be conducted annually on all items listed above by the OPSEC officer.

c. Regional Veterinary Commanders will ensure that all personnel comply with the responsibilities established in this chapter and the guidelines established in MEDCOM Pam 40-13.

14-3. RESPONSIBILITIES.

a. Regional Veterinary Commanders, in coordination with their appointed Antiterrorism Officer, will develop and publish policy letters that formalize the Force Protection Condition Systems (FPCON) measures to be taken at each subordinate level within their assigned region. The published guidance will detail execution of AT standards within the overarching Force Protection Mission. The guidance will ensure that all subordinate units, which are tenants of Army installations, comply with the host installation AT requirements, participate in the host installation AT planning process, and provide personnel support for the implementation of the installation FPCON levels specified in the installation AT plans.

b. District Veterinary Commanders (DVCs) will ensure that all subordinate units implement published RVC guidance and are active participants in each host installation's AT planning process. The DVC will provide guidance and assistance to the subordinate unit as required and will review and approve the veterinary service support annex of each supported installation's AT plan.

c. Each Installation Veterinary OIC and NCOIC will coordinate with the Installation Operation Center, or equivalent, to discuss the veterinary service's role in the installation AT plan. An annex to the plan will be developed and instituted. Vulnerability assessments will be performed only by individuals that possess, at a minimum, a current or approved interim Secret clearance. Food and Water vulnerability assessments will be conducted in accordance with TG 188 and will be done through coordination with the installation Preventive Medicine OIC in order to eliminate potential duplications of effort. During the planning process, personnel support requirements will be identified as being required for the implementation of the host installation FPCON levels. Each branch and section will comply with and support the host installation's AT plans. The leadership will ensure that AT training is identified as a unit combat service support task and is an integral part of unit training plans. AT training will be embedded throughout unit training plans and will be performance oriented and measurable.

CHAPTER 15

PREDEPLOYMENT FOOD RISK ASSESSMENTS IN THEATER OPERATIONS

15-1. PURPOSE. This chapter standardizes the risk assessment process in an OCONUS theater of operation. Risk assessment procedures do not eliminate the requirement for audits of approved sources.

15-2. POLICIES. Food safety is critical to force protection. Food safety standards must remain reasonably constant regardless of geographic location. The threat of food-borne illnesses and disease nonbattle injuries (DNBI) are generally more prevalent overseas and during deployment. Timely and accurate involvement in the planning phases is crucial in order to allow Combatant Commanders to have access to food safety information that will help minimize exposing Soldiers to unnecessary risks to illness or injury that jeopardize force strength and morale. Commanders will ensure that MEDCOM Pam 40-13 is applied when food risk assessments are performed.

15-3. RESPONSIBILITIES. Veterinary commanders, or their designated representatives, shall establish active communication with the installation operations and exercise planners during mission planning phases. Mission planning notification measures will be put into place in order to ensure the planning and timely application of food safety measures. The commander will attend, or ensure that a representative attends, all planning meetings that involve food safety or that there are agreed upon reporting methods in place that allow Combatant Commanders to have immediate access to timely, actionable food safety information for operational decision-making.

CHAPTER 16

LABORATORY SAMPLE SUBMISSION GUIDANCE

16-1. PURPOSE. This chapter provides policy and responsibilities that supplement the Department of Defense Veterinary Food Analysis and Diagnostic Laboratory Sample Submission Guide.

16-2. POLICIES.

a. The DA Form 7539 will be utilized when submitting samples to the laboratory. The DA Form 7539 supersedes MEDCOM Form 676-R, which will no longer be used. Instructions for completing the form in the AMEDD Electronic Forms Support System and/or the DA Form 7539 in the Lotus Notes Lab Sample Submission and Sample Management database are found in the MEDCOM Pam 40-13.

b. The Lotus Notes Lab Sample Submission database is the primary means for completing the new DA Form 7539 for lab samples. This database enables the lab to better prepare for arriving samples and is an additional step to the current practices (that is, sending a hard copy of the DA Form 7539 with the shipped samples). The database should not be considered a means to eliminate any current practices for shipping samples to the lab.

c. The lab will use the database as a means of reporting the final results back to the sender of the lab sample. Lab results will be attached onto the completed DA Form 7539 within the database. Individual results will not be sent to the sender via e-mail except when results are not conforming and result in a flagging action.

d. If access to Lotus Notes is not available, the new DA Form 7539 is available on the Army Knowledge Online (AKO) account (reference/DA Pubs/Army forms). A copy of the DA Form will be included in the laboratory sample container sent to the lab. The shipment should be entered into the database as soon as the inspector has access to Lotus Notes.

e. Food samples that are collected for testing at the laboratory due to the following reasons will comply with DODVSA Policy Memorandum – Sample Collection Chain of Custody:

- (1) Suspected intentional contamination.
- (2) Part of a criminal investigation.
- (3) Associated with an initial or directed routine audit.
- (4) Unopened containers associated with a foodborne illness investigation or foreign material determination.

(5) Samples analyzed in accordance with a contract that specifies testing completion.

16-3. RESPONSIBILITIES.

a. DVCs, Warrant Officers, and 1SGs will ensure that laboratory sample submission training is conducted on a regular basis in order to ensure that inspectors are proficient in submitting laboratory samples. Leaders at the district level will ensure that they manage and direct the specific types of samples that are submitted in conjunction with the Laboratory Destination Monitoring Program. It is recommended that items logged into the ISP database under the returned product inspection area be considered for submission in conjunction with the program, especially for brands that are consistently returned due to valid complaints.

b. Branch leadership will actively oversee the laboratory sample submission program and ensure that all inspectors are proficient in all tasks that are associated with submitting samples to the lab, this includes correct completion of the laboratory sample submission form, aseptic sampling when required, and proper packing/shipping of all samples.

c. All Operational Ration Assembly Plant NCOICs will ensure that all end-item nonretort food components used to assemble MREs and humanitarian daily rations (HDR) are sampled and submitted to the DOD Food Analysis and Diagnostic Laboratory, Fort Sam Houston, TX for biological analysis in accordance with locally established procedures.

CHAPTER 17

SUBJECT MATTER TRAINER PROGRAM

17-1. PURPOSE. This chapter establishes policies for the Operational rations, Fresh Fruit and Vegetable, and Red Meats Subject Matter Trainer (SMT) Program.

17-2. POLICIES.

a. Enlisted Soldiers in the grade of Specialist (Promotable) (SPC(P)) and above, Warrant Officers, and VCOs are eligible for SMT training. Exceptions to policy will be submitted to and approved by the VETCOM SGM. Nominees should have ample time to train others within the unit and to review applicable inspection databases. Soldiers that have too many other additional duties or duties that would prevent them from conducting frequent training should not be nominated.

b. The SMT training program consists of two phases. Phase 1 consists of a resident course at the U.S. Army Medical Department Center and School (AMEDDC&S). The AMEDDC&S will make necessary adjustments of course content. Prerequisite for Phase 1 completion consists of test scores of 90 percent or higher. Records of course completion will be maintained in the SMT Lotus Notes database. Completion of the second phase, Phase 2, consists of each new SMT teaching a minimum of three classes in their respective subject matter area within 90 days of graduation from the Phase 1 course. Phase 2 training will be observed by either an SMT that is already certified in the specific subject or by the District or Branch Warrant Officer. Phase 2 courses to be taught will be as follows:

- (1) Operational Rations SMT:
 - (a) MRE Inspections, Receipt & Reporting Procedures.
 - (b) MRE Inspections, Special & Reporting Procedures.
 - (c) UGR-A/UGR H&S, Receipt Inspections & Reporting Procedures.
- (2) Fresh Fruit and Vegetable SMT:
 - (a) Inspection Reference Gathering & Reference Interpretation.
 - (b) Receipt Inspection & Reporting Procedures.
 - (c) Surveillance Inspection & Reporting Procedures.
- (3) Red Meats SMT:
 - (a) Receipt of Fresh Beef, PV/DeCA & Reporting Procedures.
 - (b) Receipt of Fresh Pork, PV/DeCA & Reporting Procedures.
 - (c) Inspection Reference Gathering & Reference Interpretation.

c. Once the SMT has taught the three applicable courses as indicated above, notification will be sent by the Branch through the DVC to the RVC. The notification packets will consist of: training outline for each class, training sign-in roster for each

class, and a memorandum requesting that the SMT certificate be issued. The responsible RVC will notify the SMT Program Manager at VETCOM via e-mail or memorandum of Phase 2 completion. The SMT Database Manager will update the database to reflect completion of the second phase and will issue a certificate to the Soldier through the chain of command.

d. Final certificates will be valid for up to 3 years after being issued. Recertification is obtained every 3 years from VETCOM, through the RVC. Recertification will be based upon level of activity in the SMT area of responsibility and on additional training received by the SMT in accordance with MEDCOM Pam 40-13.

17-3. RESPONSIBILITIES.

a. Headquarters, VETCOM, will notify all Regional Veterinary Command leaders of available SMT class dates and will solicit a list of candidates for each course through a Memorandum of Instruction. Lotus Notes SMT database updates will be made at this level, and certificates will be issued to the Regions once each candidate completes SMT certification in accordance with this chapter.

b. RVCs, Warrant Officers, and Sergeants Major will ensure that they review and approve all SMT candidates prior to their being nominated for course attendance. Regional leadership will oversee the program in order to ensure that SMTs remain active in the program and complete Phase 2 of the certification within 90 days of resident course graduation. Status of phase completion for each candidate will be reported to the VETCOM Commander during each Quarterly Training Brief. RVCs have the option to drop SMTs from the database for failure to perform or for other extenuating/mitigating circumstance.

c. DVCs are responsible for program development and SMT integration/inspection standardization. DVCs, Warrant Officers, and NCOICs/1SGs will ensure that all SMT candidate recommendations are screened prior to being sent forward to the Regional level for nomination. DVCs will utilize SMTs sufficiently to successfully complete their mission. DVCs will ensure that all SMT candidates are counseled in writing by the Branch NCOIC upon being selected to attend an SMT course. The counseling will consist of an overview of the program and SMT responsibilities, to include the requirement to complete Phase 2 of the certification within 90 days of graduation from the resident course.

d. Branches will actively incorporate SMTs into their mission. SMTs will be utilized to ensure that inspectors are properly trained to inspect commodities in a manner that support success of the mission. This includes program development both at the DVC and Branch level, inspection standardization, records review, and training calendar development. The SMT should also be able to brief the command on their respective program, its status, and able to assist in other areas the Commander directs.

CHAPTER 18

SHIPRIDER PROGRAM

18-1. PURPOSE. This chapter establishes policies that assist Veterinary Service Commands in the establishment and management of the U.S. Navy Shiprider Program.

18-2. POLICIES. The DVCs that have Soldiers participating in the Navy shiprider program will develop a Memorandum of Understanding (MOU) which outlines the service and support provided by each command (Army and Navy). These MOUs will need to be current and updated as commands change. The DVC will develop SOPs that detail specific shiprider duties and responsibilities as delineated in the guidelines contained in MEDCOM Pam 40-13.

18-3. RESPONSIBILITIES.

a. The DVC or representative will be responsible for developing the MOU that outlines the services and support that each command of the Army and Navy provide to the program. The DVC will develop SOPs that detail specific shiprider duties and responsibilities as delineated in MEDCOM Pam 40-13.

b. All Army Food Inspectors participating in the Shiprider Program will supply the DVC Commander with a detailed After Action Review (Field Manual 7-1, Battle Focused Training, Appendix C) upon completion of the Shiprider Program.

CHAPTER 19

AUDITOR CERTIFICATION PROGRAM

19-1. PURPOSE. This chapter establishes policies for the commercial sanitation auditor certification program. This program supplements the sanitation auditor credentialing program for reserve officers. This program helps to ensure that Veterinary Service personnel have the knowledge and ability to conduct commercial sanitation audits. This program is intended for use in CONUS and OCONUS with supplementation by the OCONUS commanders as required. Supplementation will be submitted to HQ VETCOM for approval prior to implementation.

19-2. POLICIES. The DVCs will ensure that sanitary auditors assigned to their command are properly trained and certified before performing sanitary audits of commercial facilities. The DVC will maintain an Auditor Development Training Record for each officer, and will input certification data into the Auditor Certification database. The DVC will follow the guidelines established in MEDCOM Pam 40-13.

19-3. RESPONSIBILITIES.

a. The MACOM Veterinarian is responsible for ensuring all units in the Area of Responsibility (AOR) are in compliance with this program.

b. The VETCOM Commander delegates the responsibilities as delineated in the paragraphs that follow.

c. The Regional Warrant Officer, or equivalent officer, is the senior trainer responsible for evaluating the primary trainers. Regional Warrant Officers will not serve in the capacity of primary trainer.

d. The District Commander, or equivalent officer, is responsible for the training of auditors assigned to the District. The District Commander is the certification official and is responsible for tracking auditor development and will provide resources to the primary trainer for auditor certification.

e. The District Warrant Officer, or equivalent, is normally the primary trainer for auditors, provided that the officer has been fully certified or credentialed by the RVC Warrant Officer. In the absence of a certified Warrant Officer, regardless of grade or military status, the District Commander will assign a fully certified auditor to serve as primary trainer. This auditor will be fully certified by the RVC Warrant Officer before assuming any primary training responsibilities. The primary trainer is responsible for managing the training program and for implementing training.

f. Within 45-60 days of assignment, WO1s assigned to a DVC or equivalent position, or assigned as branch warrant officers with auditor training responsibilities, will be fully certified by the RVC Warrant Officer. If possible, the RVC Warrant Officer

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should personally observe and participate in the certification process of newly appointed WO1s who are assigned as DVC Warrants. The RVC Warrant Officer will work closely with the DVC Commander to ensure that certification takes place within 60 days of assignment.

CHAPTER 20

FOOD MANAGEMENT TEAMS

20-1. PURPOSE. This chapter establishes policies for Veterinary Commanders and NCOs assigned to duties with U.S. Navy and Marine Corps Food Management Teams (FMTs). The Food Management Team's primary mission is to provide assistance and training that enhances the effectiveness of all U.S. Navy and U.S. Marine Corps installation food service programs. The team's ultimate goals are to emphasize conformity with existing standards, to enhance food service readiness capability, to achieve economy, and to increase overall management effectiveness.

20-2. POLICIES.

a. Assignments of Army Veterinary Food Service Instructor (AVFSI) will be made by the U.S. Army Human Resources Command with input from the HQ VETCOM Sergeants Major. Prerequisites for assignment to this duty are as follows:

(1) NCOs in the MOS and grade of 91R E-7 and above.

(2) Successful completion of the Army or Navy Instructor Training Course and ServSafe Food Safety Training (instructor certified) prior to assignment or within 120 days after being assigned. Initial training will be provided at the expense of VETCOM, as applicable, Navy or Marine Corps funding will provide all other training and expenses related to Food Management Team duties.

(3) Must be eligible to obtain and maintain a SECRET clearance. This includes primary consideration that the Soldier must be a U.S. citizen. Coordination for clearance initiation will be made with the security office closest to the Soldier immediately upon notification of pending assignment.

b. To ensure continuity is maintained, the tour of duty when assigned to a Food Management Team is for a period of not less than 3 years.

c. AVFSIs will be allowed to attend all required Department of the Army centrally selected and funded schools.

d. Once assigned, AVFSIs will be given the opportunity to attend the following courses at the discretion of each Food Management Team OIC or Senior Instructor:

(1) Shipboard Pest Management Class, 12 hr, Course #B-322-1075.

(2) Food Safety Manager's Class, 18 hr, Course #B322-2101.

(3) Heat Stress Afloat Course, 3.5 hr, Course #B-322-2320.

(4) Water Sanitation Afloat Course, 10 hr, Course #B-322-2120.

(5) Navy Basic Instructor Training Course, 10 days, Course #A-012-0077.

(6) Customs & Border Protection Cooperative Training for Agricultural Quarantine Inspectors.

20-3. RESPONSIBILITIES.

a. The VETCOM Food Safety and Public Health Directorate staff is responsible for overseeing the Food Management Team program. Oversight will include an annual review of all applicable Memorandums of Agreement with both the U.S. Navy and U.S. Marine Corps. Such memorandums will be updated every 3 years, or each time that a significant program change takes place, and submitted to the Commander, VETCOM, for signature and finalization. Direct feedback on memorandum content will be sought from all Food Management Team members and from all Commanders that are directly involved with the program.

b. DVCs will ensure all Food Management Team members that are assigned to their districts receive administrative support as required. Such support includes the management of all personnel actions. The assigned District Commander will exercise Uniform Code of Military Justice (UCMJ) authority. Specific details regarding the Noncommissioned Officer Evaluation Report (NCOER) rating scheme, routing procedures for awards, leave/pass forms, annual physical fitness testing procedures, and urinalysis testing will be given in the appropriate MOU signed by the Commander, VETCOM. In addition, the 91R assigned to the FMT will not be tasked by the DVC for any unit-related duties or tasks, at any time, unless specifically approved by the Officer-in-Charge of the FMT.

c. The Veterinary Service Noncommissioned Officer assigned to duty with a Food Management Team plays a key role in food safety and quality assurance issues for the respective service branch to which they are assigned. In addition to the duties assigned by the Team Officer-in-Charge, the assigned veterinary service representative will provide services that include:

(1) Monitor unusual trends by both the vendor and the customer.

(2) Recommend additional training support by the Food Management Team.

(3) Provide contractual compliance determination prior to acceptance of products and while products are in storage.

(4) Assist customers by training on proper product receipt inspection procedures.

(5) Provide on-site visits to customers as requested.

(6) Advise customers on proper substitution and return policies as determined by contractual instruments and policies.

(7) Provide expertise on product characteristic evaluation while assisting in eliminating future discrepancies.

CHAPTER 21

APPROVED SOURCE VERIFICATION

21-1. PURPOSE. This chapter provides policies and procedures for verification that food purchased from commercial sources for use by Military Forces and their families originate from an approved source.

21-2. POLICIES.

a. DOD regulations and policies require that contracting officers purchase food and beverage products only from approved sources. With the increased possibility that food may be a target of intentional contamination, it is imperative that DOD personnel comply with the requirement that foods and beverages originate only from approved sources as defined in AR 40-657. Food items received from facilities that are not an approved source may pose a potential food safety risk.

b. A grace period for vendors to achieve approved source status is not authorized; however, the following policy applies:

(1) If product is judged to be of minimal public health and security risk and is permitted to remain on sale or to be used, the producing facility will generate, on letterhead, a request for initial audit. The request is then endorsed by the purchasing agency and forwarded to VETCOM. The request must be prepared, endorsed, and submitted by the purchasing agency to VETCOM within 3 working days following notification of the purchasing agency headquarters; electronic documents are acceptable. If the agency is not interested in further procurements from that source, an alternate (approved) source will be used for future deliveries.

(2) The decision to allow nonapproved food to be sold or to place it on hold is within the authority of, and is the responsibility of, the RVC. Regional Commanders may delegate this authority to those that have adequate training, knowledge, and know the circumstances. Minimal qualifications should include being a veterinary officer/warrant officer with the experience and educational background to perform a thorough food risk assessment.

c. The VETCOM Food Safety and Public Health Directorate will be informed of all products found and confirmed to be from a nonapproved source, along with the RVC's recommendations for action to be taken. By addressing nonapproved source product information to the agencies by VETCOM, it is possible that there will be more prompt attention given to correcting the deficiency and improved consistency of response across VETCOM regarding any appropriate hold action.

21-3. RESPONSIBILITIES.

a. RVCs will--

- (1) Ensure that policies are in place requiring verification of approved sources.
- (2) Ensure all inspection personnel are regularly trained on approved sources verification and requirements.
- (3) Verify that all Districts establish a tracking method for their sections that ensure all subsistence items are from approved sources.

b. DVCs will--

(1) Ensure their inspection personnel have the required references and proper training needed to ensure compliance with the approved source requirement.

(2) Develop an approved source tracking method for their District. Two recommended methods include--

(a) Floor plan method: The establishment's floor plan is utilized as a "map" to track the specific methodology for verifying approved sources. For example, an aisle-by-aisle or department-by-department sequential verification technique is utilized as a tracking mechanism.

(b) Commodity list: A key member of the leadership or technical chain, District Commander or District Warrant Officer, sends out a list of specific commodity groups to be monitored on a monthly basis and then results are tracked through the Lotus Notes ISP Database as a Customer Visit Report for each commodity group and monitored facility.

(3) Make approved source verification a priority, and closely monitor their approved source verification program.

(4) Ensure that there is a process in place that allows inspectors to report, in writing, to the accountable officer when a product is found that does not originate from an approved source. Written notification will include specific product information, brief instructions on how initial sanitation audits are requested by vendors in accordance with AR 40-657, and the website address for VETCOM Circular 40-1.

c. Veterinary branch leadership and veterinary food inspection specialists will ensure that all food products are from approved sources, or exempt from listing during receipt and surveillance inspections.

CHAPTER 22

TROOP FEEDING INSPECTION PROGRAMS

22-1. PURPOSE. The purpose of this chapter is to outline the policies that direct the inspection of subsistence items destined for all troop feeding activities. This applies to Army, Navy, and Marine Corps installations, to include naval vessels. It does not apply to the inspection of operational rations.

22-2. POLICIES.

a. Inspection personnel will follow the procedures set forth in VETCOM HBK 40-2, Troop Feeding Inspection Program (TFIP), and all contractual requirements. The TFIP encompasses the following:

(1) Normal surveillance inspection of subsistence in dining halls and galleys under the ISP Program, regardless of the delivery source, that is, prime vendor, local purchase, market ready, cook-chill.

(2) Receipt inspection of prime vendor deliveries, when available.

(3) DSCP-directed product evaluations, as follow-ups to their prime vendor worldwide audit program, and directed through VETCOM.

(4) Monthly VETCOM destination food audits.

(5) Detailed product inspections for navy ship and submarine deliveries.

b. Indirect support. Through DSCP's prime vendor worldwide product audit program, attendance at monthly audits is mandatory for veterinary service personnel to the maximum extent possible. VETCOM will publish an annual schedule of audits and locations. Those units closest to the applicable contract geographic location will support this through attendance and according to the guidance in VETCOM HBK 40-2.

c. Facility sanitation. The sanitation of storage facilities under the TFIP will only be assessed as it relates to nonconforming products discovered during surveillance inspections, unless prior agreements have been made with the local preventive medicine activities. Veterinary service personnel will be cognizant of and will report any obvious imminent health hazards noted while making dining hall/galley visits.

d. Inspection Reporting. Results of inspections under this program will be recorded in accordance with the directives set forth in the local ISP Program policy and in VETCOM HBK 40-2.

22-3. RESPONSIBILITIES.

a. RVCs and DVCs will ensure that all aspects of troop feeding inspections are supported through adequate equipment, training, and attendance at audits as required. Periodic reviews of reports are necessary to ensure compliance with program directives.

b. Branches will ensure SOPs address mission requirements under the TFIP. This must be directly correlated to the ISP Program in terms of level of support agreed upon. It is critical that Branches keep coordination with the local Preventive Medicine.

CHAPTER 23

STANDARDS OF CONDUCT FOR VETERINARY SERVICES PERSONNEL

23-1. PURPOSE. This chapter directs attention to the Code of Ethics and moral standards for all Department of Defense (DOD) military and civilian personnel.

23-2. APPLICABILITY. All VETCOM personnel are subject to the Standards of Ethical Conduct according to the Joint Ethics Regulation (JER) DOD 5500.7-R. This regulation prescribes standards of conduct required by DOD personnel relating to possible conflict between private interests and official duties.

23-3. RESPONSIBILITIES. Commanders will--

- a. Thoroughly brief all newly assigned personnel upon arrival regarding the Standards of Ethical Conduct provisions.
- b. Inform personnel that violations of this regulation may be cause for appropriate disciplinary action along with any penalty provided by law.
- c. Ensure that all assigned personnel receive annual ethics training.
- d. Maintain an official attendance record for required Standards of Ethical Conduct training/briefing for all assigned personnel. Annotate when the training was completed and retain the record on file for 3 years.

APPENDIX A

REFERENCES

Section I Required Publications

AR 1-201, Army Inspection Policy

AR 11-2, Management Control

AR 40-656/NAVSUPINST 4355.10/MCO 10110.45, Veterinary Surveillance
Inspection of Subsistence

AR 40-657/NAVSUPINST 4355.4c/AFRT 163-2/MCO P10110310, Food Safety,
Quality Assurance, and Laboratory Services

AR 40-660/DLAR 4155.26/NAVSUPINST 10110.8c/AFR 161-42/MCO 10110.38c,
DOD Hazardous Food and Nonprescription Drug Recall System

AR 525-13, Antiterrorism

AR 530-1, Operations Security

DOD Directive 2000.12, DOD Antiterrorism Program

DOD Instruction 5010.40, Management Control Program Procedures

DOD O-2000.12-H, DOD Antiterrorism Handbook

DOD 5500.7-R, Joint Ethics Regulation

MEDCOM Pam 40-13, U.S. Army Veterinary Command Guidelines and
Procedures

OMB Circular A-123, Management of Federal Information Resources

TG 188, U.S. Army Food and Water Vulnerability Assessment Guide

VETCOM Cir 40-1, Worldwide Directory of Sanitarily Approved Food
Establishments for Armed Forces Procurement

VETCOM Handbook 40-2, Troop Feeding Inspection Program (TFIP)

Section II
Related Publications

AR 30-22, The Army Food Service Program

DOD Directive 5010.38, Management Control Program

DOD Instruction 2000.16, DOD Antiterrorism Standards

DeCA Directive 40-3, Meat Department Operations

DeCA Directive 40-4, Produce Department Operations

DeCA Directive 40-5, Grocery Department Operations

DLAR/DLAD 4155.37, Appendix S, Material Quality Storage Standards Policy for Shelf-Life Material

DPSCCH 4155.2, Inspection of Composite Operational Rations

DPSCM 4155.6, Subsistence Inspection Manual

DPSCM 4155.7, In-Storage Quality Control and Inspection

Exchange Service Regulation 1-2, Veterinary Preventive Medicine and Military Public Health Services

Food Code, U.S. Public Health Service, Food and Drug Administration

FM 7-1, Battle Focused Training

MIL-STD 904, Guidelines for Detection, Evaluation, and Prevention of Pest Infestation of Subsistence

MIL-STD 3006, Sanitation Requirements for Food Establishments

TB Med 263, Veterinary Service Identification of Inspected Foods

TB Med 530, Food Service Sanitation

TB Med 561, Pest Surveillance

VETCOM Food Analysis and Diagnostic Laboratory Submission Guide,
<http://vets.amedd.army.mil/vetlab/Guide.pdf>

Section III
Prescribed Forms

MEDCOM Form 640-R (MCVS), Retail Food Establishment Inspection Report

Section IV
Referenced Forms

DA Form 7539, Request for Veterinary Laboratory Testing & Food Sample Record

DD Form 1714, Product Verification Record

GLOSSARY

Section I Abbreviations

AAFES

Army and Air Force Exchange Service

AKO

Army Knowledge Online

ALFOODACT

All Food Activities

AMEDDC&S

U.S. Army Medical Department Center and School

AT

Antiterrorism

AVFSI

Army Veterinary Food Service Instructor

CONUS

Continental United States

CPI

Closed Package Inspection

DeCA

Defense Commissary Agency

DLA

Defense Logistics Agency

DNBI

disease nonbattle injury

DOD

Department of Defense

DODVSA

Department of Defense Veterinary Service Activity

DOP

Date of Pack

DOPI

Destructive Open Package Inspection

DSCP

Defense Supply Center Philadelphia

DSO

Defense Subsistence Officer

DVC

District Veterinary Command/Commander

EHO

Environmental Health Officer

FADL

Food and Drug Laboratory

FF&E

fresh fruit and vegetables

FMT

Food Management Team

FPCON

Force Protection Condition

FTX

field training exercise

HDR

Humanitarian daily rations

HQ

Headquarters

HQ VETCOM

Headquarters, U.S. Army Veterinary Command

IHH

imminent health hazard

ISP

Installation Support Plan / Program

MEDCOM Reg 40-28

ITD

Inspection Test Date

LN

Lotus Notes

MCP

Management Control Process

MEDCOM

U.S. Army Medical Command

MOU

Memorandum of Understanding

MP

Military Police

MRE

Meals, Ready-to-Eat

MWD

Military Working Dog

MWH

Military Working Horse

MWR

Morale, Welfare, and Recreation

NAF

nonappropriated fund

NCO

Noncommissioned officer

NCOER

Noncommissioned officer evaluation report

NCOIC

Noncommissioned officer in charge

NEX

Navy Exchange

OCONUS

Outside the Continental United States

OIC

officer in charge

OIP

Organizational Inspection Program

OMB

Office of Management and Budgets

OPRATS

Operational Rations

OSA

Office Systems Administrator

PBO

Produce Buying Office

POA

privately-owned animal

RVC

Regional Veterinary Command/Commander

SGM

Sergeant major

SMT

subject matter trainer

SOP

standing operating procedure

SPC

Specialist

TDS

Technical Data Sheet

TFIP

Troop Feeding Inspection Program

TISA

Troop Issue Subsistence Activity

UCMJ

Uniform Code of Military Justice

UGR-A/B

Unitized Group Rations, Type A or B

VCO

Veterinary Corps Officer

VETCOM

U.S. Army Veterinary Command

Section II

Terms

Accountable Officer: The person in-charge of or responsible for the retail activity or department within the retail activity. Examples include: Commissary Director, Produce Department Manager, Meat Manager, Grocery Manager, DSO/PBO Chief, Exchange Manager, and Food Court Manager.

Adulterate: To make impure by adding extraneous, improper, or inferior ingredients (also adulteration).

Approved Source: An establishment listed in the VETCOM Circular 40-1, Worldwide Directory of Sanitarily Approved Food Establishments for Armed Forces Procurement; or an establishment which meets the criteria for exemption as defined by VETCOM Cir 40-1 Para 3c; or a locally approved food establishment.

Closed-Package Inspection (CPI): There are two types of closed-package inspections:

(1) Nondestructive closed-package inspection: Examination of packing and packaging material without destroying the inner packaging material. These examinations are completed before the start of an open-package inspection. Following CPI, the sample unit will normally be returned to the lot from which drawn, unless it is subsequently used for the open-package phase of inspection.

(2) Destructive inspection: Examination of the internal contents of a package showing external major or critical defects to identify the defects and/or extent of the defect. Destructive inspection should be kept to a minimum and not related to or confused with the open-package phase of inspection.

Condition: The appearance, feel, smell, taste and sometimes sound characteristics of the product.

Destructive Open Package Inspection (DOPI): An inspection of the individual unit, piece or item of product to determine identity, condition and quality, which destroys the protective packaging or product, or alters product characteristics precluding intended use.

Exchange Services: A retail establishment on an installation operated by Army and Air Force Exchange Services (AAFES), Navy Exchange (NEX) or Marine Corps Exchange Services.

Frozen Desserts: Products that include ice cream, mellorine, sherbert, ice milk, ice cream mix, ice milk mix, milk shake mix, and other similar frozen desserts, including frozen novelties.

Infestable Food Items: Food items (to include dry pet food) whose nature and method of packaging make them subject to actual or potential pest infestation. In some locations, all grains may be considered infestible.

Inspection for Condition: A determination that the product's appearance, feel, smell or taste at the time of delivery, are as required by the contract, and applicable regulatory documents.

Inspection for Identity: A determination that the item delivered conforms to contractual requirements for product characteristics. It is also a determination that, if the item was inspected at origin, it is in fact the item produced, inspected, and shipped for the contract.

Inspection for Quality: To determine that the product conforms to required quality factors (for example, quality assurance provisions, degree of excellence or grade, customer appeal, etc.).

Inspection for Quantity: To determine that the product conforms to cited contractual documents (for example, net weight, drained weight, volume, or count per shipping container).

Inspection for Packing, Packaging, Marking, and Labeling: A determination that the packaging, packing, marking, and labeling are as required by contractual documents and federal law.

Multi-line Items: A delivery of food subsistence that contains numerous different types of food subsistence. (for example, a delivery containing eggs, milk, yogurt, cheese, biscuits, juice).

Obvious Defect: A defect that would result in finding the product to be nonconforming to contract requirements or otherwise unacceptable if a full destination inspection was performed.

Off-Condition: Any variation from the expected appearance, feel, smell, or taste characteristics of a product.

Open Package Inspection (OPI): An inspection of the individual unit, piece or item of product to determine identity, condition and quality, without causing any loss, destruction, or alteration of product characteristics affecting intended use. Upon completion of the inspection, the product shall be replaced in its original primary container, sealed, and returned to the master container for future use.

Percent (%) Defective: The percent defective of any given quantity of units of product is one hundred times the number of defective units of product contained there in divided by the total number of units of product.

Perishable Food Items: Food items that under normal conditions must be chilled or frozen in order to prevent spoilage/deterioration.

Potentially Hazardous Foods: Any food that consists in whole or in part of milk or milk products, eggs, meats, poultry, fish, shellfish, edible crustacean (shrimp, lobster, crab, etc.) or other natural or synthetic ingredients capable of supporting rapid and progressive growth of infectious or toxigenic microorganisms.

Primary Container: The immediate container in which the product is packaged and which serves to protect, preserve, and maintain the condition of the product. It may be metal, glass, fiber, wood, textile, plastic, paper, or any other suitable type of material and may be supplemented by liners, over wraps, or other protective material.

Quality Assurance Provisions (QAPs): Documents which includes all requirements for quality and reliability assurance, both administrative and technical (for example, Blank Purchase Agreement (BPA), Technical Data Sheet (TDS), Contract, etc.).

Representative Sample: Sample items drawn from various locations throughout the load or lot.

Retail Activity: Any establishment or section of an establishment where food and food products are offered for issue or resale to the final consumer (for example, commissary stores, Morale, Welfare & Recreation (MWR) facilities, exchanges, shoppettes, Troop feeding facilities, etc.).

Sampling Plan: A written method for determining sample size and associated acceptance criteria.

Semi-Perishable Food Items: Food items that are canned, dried, dehydrated, or otherwise processed to the extent that they do not require refrigeration.

Shipping (Master) Container: The external container that protects the primary container. It affords adequate protection against corrosion, deterioration, and physical damage during shipment, handling, and intermediate storage.

Troop Feeding Activities: Government food preparation facilities such as: Dining Facilities, Galley's, Ship's Mess, etc.

Unwholesome: Food that may be injurious or unsafe to the health of the consumer and may cause illness or death to the consumer.

Wholesale Activity: Any establishment storing perishable or semiperishable subsistence that requires preparation or distribution to a government agency (for example Defense Subsistence Operation (DSO), DSO Supply Point, Produce Buying Office (PBO), Terminal Market Buying Office (TMBO), Defense Depot, etc.

INSPECTION		RETAIL FOOD ESTABLISHMENT INSPECTION REPORT			
DATE: _____	For use of this form see MEDCOM Reg 40-28				
TIME IN: _____	This report consists of a detailed summary of violations of the U.S. Public Health Service Food Code and recommendations for corrective actions. All violations must be corrected within the time frames specified in this report as agreed to by the Food Establishment Management and the Food Regulatory Authority. Failure to comply with specified corrective actions may result in suspension of operations.				
TIME OUT: _____					
ESTABLISHMENT NAME: _____		TELEPHONE NUMBER: _____			
INSTALLATION: _____					
PURPOSE:		NUMBER OF VIOLATIONS:			
WALK-THRU <input type="checkbox"/>		CRITICAL (IHH): _____	SATISFACTORY <input type="checkbox"/>		
		CRITICAL (NON-IHH): _____	UNSATISFACTORY <input type="checkbox"/>		
		NON-CRITICAL: _____			
SUMMARY OF VIOLATIONS <i>(Mark Applicable Number)</i>					
	No.	CHAPTER 2: MANAGEMENT AND PERSONNEL		No.	CHAPTER 5: WATER, PLUMBING, AND WASTE
	2-1	SUPERVISION		5-1	WATER
	2-2	EMPLOYEE HEALTH		5-2	PLUMBING SYSTEM
	2-3	PERSONAL CLEANLINESS		5-3	MOBILE WATER TANK AND MOBILE FOOD ESTABLISHMENT WATER TANK
	2-4	HYGIENIC PRACTICES			
		CHAPTER 3: FOOD		5-4	SEWAGE, OTHER LIQUID WASTE AND RAINWATER
	3-1	CHARACTERISTICS		5-5	REFUSE, RECYCLABLES, AND RETURNABLES
	3-2	SOURCES, SPECIFICATIONS, AND ORIGINAL CONTAINERS			CHAPTER 6: PHYSICAL FACILITIES
	3-3	PROTECTION FROM CONTAMINATION AFTER RECEIVING		6-1	MATERIALS FOR CONSTRUCTION AND REPAIR
	3-4	DESTRUCTION OF ORGANISMS OF PUBLIC HEALTH CONCERN		6-2	DESIGN AND CONSTRUCTION
	3-5	LIMITATION OF GROWTH OF ORGANISMS OF PUBLIC HEALTH CONCERN		6-3	NUMBERS AND CAPACITIES
	3-6	FOOD IDENTITY, PRESENTATION, AND ON-PREMISES LABELING		6-4	LOCATION AND PLACEMENT
	3-7	CONTAMINATED FOOD		6-5	OPERATION AND MAINTENANCE
		CHAPTER 4: EQUIPMENT, UTENSILS, AND LINENS			CHAPTER 7: POISONOUS OR TOXIC MATERIALS
	4-1	MATERIALS FOR CONSTRUCTION AND REPAIR		7-1	LABELING AND IDENTIFICATION
	4-2	DESIGN AND CONSTRUCTION		7-2	OPERATIONAL SUPPLIES AND APPLICATIONS
	4-3	NUMBERS AND CAPACITIES		7-3	STOCK AND RETAIL SALE
	4-4	LOCATION AND INSTALLATION			SPECIAL ITEMS OF INTEREST
	4-5	MAINTENANCE AND OPERATION		2-102	PERSONNEL INSTRUCTED IN RULES TO PRECLUDE ADULTERATION OF FOODS; ACCEPTABLE SANITATION PRACTICES
	4-6	CLEANING OF EQUIPMENT AND UTENSILS			
	4-7	SANITIZATION OF EQUIPMENT AND UTENSILS		2-103	ADEQUATE OPERATIONAL SELF-INSPECTION PROGRAM
	4-8	LAUNDERING			
	4-9	PROTECTION OF CLEAN ITEMS			
INSPECTOR ACCOMPANIED BY: (NAME/TITLE)				INSPECTOR (SIGNATURE/DATE)	
COPY RECEIVED BY: (SIGNATURE)				INSPECTOR (NAME/RANK/GRADE)	
DATE/TELEPHONE NUMBER:				INSPECTOR (UNIT NAME/TELEPHONE NUMBER)	

REQUEST FOR VETERINARY LABORATORY TESTING & FOOD SAMPLE RECORD

For use of this form, see AR 40-657; the proponent agency is DTSG.

1. FROM:

2. POINT OF CONTACT:

3. CONTROL NUMBER:

Name: _____

Phone: _____

Station Identification Number:

--	--	--	--	--	--	--	--

4. TO:

- | | |
|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> VETCOM FADL | <input type="checkbox"/> SAUDI ARABIA |
| <input type="checkbox"/> VLE | <input type="checkbox"/> BAHRAIN |
| <input type="checkbox"/> HAWAII | <input type="checkbox"/> KOREA |

5. PRODUCER/MANUFACTURER (Name, Address and Phone):

ESTABLISHMENT/PLANT CODE (IMSL, USDA, etc.) _____

V# _____

6. REASON FOR SUBMISSION:

- | | | |
|--|--|--|
| <input type="checkbox"/> Suspected foodborne illness (contact laboratory prior to submission)
<input type="checkbox"/> Suspected foreign material/object
<input type="checkbox"/> Customer return/complaint (provide synopsis of incident/problem and local inspection results in the Remarks section below).
<input type="checkbox"/> OTHER (Specify): _____ | <input type="checkbox"/> Destination monitoring program
<input type="checkbox"/> Contract compliance
<input type="checkbox"/> Proximate analysis | Sanitation Audits
<input type="checkbox"/> Initial
<input type="checkbox"/> Special
<input type="checkbox"/> Directed routine
<input type="checkbox"/> Routine |
|--|--|--|

7. SAMPLES SELECTED FROM:

- | | | |
|---|--|---|
| <input type="checkbox"/> DECA | <input type="checkbox"/> MWR | <input type="checkbox"/> PLANT |
| <input type="checkbox"/> Exchange | <input type="checkbox"/> Exchange vendor | <input type="checkbox"/> Foreign vendor |
| <input type="checkbox"/> Commercial establishment | | |
| <input type="checkbox"/> OTHER: _____ | | |

8. DATE SAMPLES SELECTED: _____ **thru** _____

9. SHIPMENT TEMPERATURE CONDITIONS:

- Room temperature
 Frozen
 Chilled - include 1 temperature pilot per shipping container

10. INSPECTOR'S SIGNATURE

11. ACCOUNTABLE OFFICER'S SIGNATURE

12. REMARKS (use additional paper if necessary):

FOR LABORATORY USE ONLY

SHIPPING CARRIER TRACKING NUMBER:

LABORATORY REPORT NUMBER:

RECEIVED:

RECEIPT TEMPERATURE: _____

SAMPLE(S) FOR ANALYSIS BY:

- CHEMISTRY MICROBIOLOGY

13. SAMPLE INFORMATION (Complete as much information as is available):			LAB REPORT #:
SAMPLE NUMBER 1		FOR LABORATORY USE ONLY	
SUBMITTER SAMPLE NUMBER	SAMPLE DESCRIPTION	BRAND NAME	
UNIVERSAL PRODUCT CODE (UPC)	PRODUCT CODE	SAMPLE WEIGHT/VOLUME	
QUANTITY SUBMITTED	UNIT OF ISSUE	TOTAL COST	DISPOSITION
SAMPLE NUMBER 2		FOR LABORATORY USE ONLY	
SUBMITTER SAMPLE NUMBER	SAMPLE DESCRIPTION	BRAND NAME	
UNIVERSAL PRODUCT CODE (UPC)	PRODUCT CODE	SAMPLE WEIGHT/VOLUME	
QUANTITY SUBMITTED	UNIT OF ISSUE	TOTAL COST	DISPOSITION
SAMPLE NUMBER 3		FOR LABORATORY USE ONLY	
SUBMITTER SAMPLE NUMBER	SAMPLE DESCRIPTION	BRAND NAME	
UNIVERSAL PRODUCT CODE (UPC)	PRODUCT CODE	SAMPLE WEIGHT/VOLUME	
QUANTITY SUBMITTED	UNIT OF ISSUE	TOTAL COST	DISPOSITION
SAMPLE NUMBER 4		FOR LABORATORY USE ONLY	
SUBMITTER SAMPLE NUMBER	SAMPLE DESCRIPTION	BRAND NAME	
UNIVERSAL PRODUCT CODE (UPC)	PRODUCT CODE	SAMPLE WEIGHT/VOLUME	
QUANTITY SUBMITTED	UNIT OF ISSUE	TOTAL COST	DISPOSITION
SAMPLE NUMBER 5		FOR LABORATORY USE ONLY	
SUBMITTER SAMPLE NUMBER	SAMPLE DESCRIPTION	BRAND NAME	
UNIVERSAL PRODUCT CODE (UPC)	PRODUCT CODE	SAMPLE WEIGHT/VOLUME	
QUANTITY SUBMITTED	UNIT OF ISSUE	TOTAL COST	DISPOSITION
SAMPLE NUMBER 6		FOR LABORATORY USE ONLY	
SUBMITTER SAMPLE NUMBER	SAMPLE DESCRIPTION	BRAND NAME	
UNIVERSAL PRODUCT CODE (UPC)	PRODUCT CODE	SAMPLE WEIGHT/VOLUME	
QUANTITY SUBMITTED	UNIT OF ISSUE	TOTAL COST	DISPOSITION

Sample

FOR ADDITIONAL SAMPLES, USE ADDITIONAL COPIES OF PAGE 2.

The proponent of this publication is the U.S. Army Veterinary Command. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, U.S. Army Veterinary Command, ATTN: MCVS, 2050 Worth Road, Fort Sam Houston, TX 78234-6005.

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