NAVMC 11642 (08-08) (EF)

Garrison Mess Hall Evaluation Record

Print Form

Installation :

Organization :

Mess Hall # :

A: Management	Points	Remarks
(1) Conformance w/applicable directives/contract		
(2) MCFMIS program utilization		
(3) Utilization of manpower		
(4) Supervision of daily operation		
(5) Morale/attitude of personnel		
(6) Management Ingenuity/Initiative		
Category Total		

B: Administration	Points	Remarks
(1) Conformance w/applicable directives/contract		
(2) MCFMIS program utilization		
(3) Utilization of manpower		
(4) Supervision of daily operation		
Category Total		

C: Cash Collection	Points	Remarks
(1) Conformance w/applicable directives/contract		
(2) MCFMIS program utilization		
(3) Utilization of manpower		
(4) Supervision of daily operation		
Category Total		

D: Sanitation	Points	Remarks
(1) Dishwashing/Potwashing area		
(2) Refrigeration/Storeroom		
(3) Food Preparation Area		
(4) Mess Deck/Beverage Bars		
(5) Refuse/Disposal area		
(6) Upkeep/cleanliness of serving lines		
(7) Proper Food Safety practices/measures		
(8) Handling of leftovers		
(9) Sanitation Cards/Medical screening		
(10) Cleanliness and appearance of personnel		
Category Total		

E: Food Preparation and Serving	Points	Remarks
(1) Conformance w/applicable directives/contract		
(2) MCFMIS program utilization		
(3) Utilization of manpower		

Reset Form

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(4) Supervision of daily operation		
(5) Morale/attitude of personnel		
(6) Food preparation methods/practices/techniques		
(7) Nutritional information posted/available		
(8) Display/arrangement of serving line		
(9) Portion Control		
(10) Holding/serving temperatures		
(11) Sufficient serving equipment		
(12) Food quality		
(13) Seconds policy in effect		
(14) Courtesy of Line Servers		
Category Total		

F: Training	**Points**	**Remarks**
(1) Effectiveness of training program		
(2) Recording/documentation of training		
Category Total		

G: Equipment and Maintenance	**Points**	**Remarks**
(1) Operating/Safety instructions posted		
(2) Food service equipment knowledge/utilization		
(3) First Echelon Maintenance conducted		
(4) Long Range Equipment Plan/MERR		
(5) Procedures for maintenance work request		
(6) Accountability/replacement of Minor Property		
(7) Sufficient paper gear/supplies		
Category Total		

H: Storage and Receiving	**Points**	**Remarks**
(1) Reconciliation of receipts		
(2) Proper handling, storage, and rotation		
(3) Tempering of subsistence items		
(4) Temperature charts		
(5) Utilization of Pullsheets / issuing practices		
(6) Condition of subsistence items		
Category Total		

I: Facility Upkeep and Improvements	**Points**	**Remarks**
(1) Exterior appearance		
(2) Interior appearance		
(3) Dining area décor		
(4) Upkeep and repair		
(5) Command support		
Category Total		

J: Conservation Measures	Points	Remarks
(1) Energy Conservation Plan in effect		
(2) Waste Management/Recycling		
Category Total		
Category Grand Total		

Additional Remarks

Evaluation Instructions

1. Scale to be used in rating by function within category:

	Points
OUTSTANDING------(MAXIMUM ACHIEVEMENT)	5
EXCELLENT--------(IMPROVEMENT POSSIBLE)	4
ABOVE AVERAGE----(IMPROVEMENT DESIRED)	3
AVERAGE----------(MEETS ACCEPTABLE STANDARDS)	2
BELOW STANDARDS--(MAJOR IMPROVEMENT REQUIRED)	1

2. Applicable directives/guidelines:

(a) MCO P10110.14L, Food Service SOP, 26 Sep 89

(b) MCO P10110.42B, AFRS, April 1999

(c) MCO P10110.43F, AFRS Index, 15 Feb 2000

(d) MCO 10110.34E, Marine Corps Food Service and Subsistence Program, 17 Apr 92

(e) MCO P10110.17C, Marine Corps Nutrition and Menu Planning Manual, 26 Mar 90

(f) NAVSUP P-486, Food Service Operations, Jan 05

(g) NAVMED P-5010-1, Food Safety, 17 Aug 99

(h) NAVMED P-5010-9, PMA Ground Forces, 1991

(i) NAVMC 2733, Energy Conservation, 31 Mar 89

(j) Hard Copy of the Master Menu

(k) Material Safety Data Sheets (MSDS)

(l) MCO 4340.1A w/ch 1,Reporting of Missing, Lost, Stolen, or Recovered supply items, 8 Aug 94

(m) MCO P5102.1B, Ground Mishap Investigation and Reporting Manual, 07 Jan 05

(n) SECNAVINST 5216.5D, Naval Correspondence Manual, 28 May 98

(o) NAVMC 3500.91 T & R Manual

(p) MCFMIS SOP/Users Manual

3. Evaluation Totals:

	Maximum	Total
(a) MANAGEMENT	30	30
(b) ADMINISTRATION	20	20
(c) CASH COLLECTION	20	20
(d) SANITATION	50	50
(e) FOOD PREPARATION AND SERVING	70	70
(f) TRAINING	10	10
(g) EQUIPMENT AND MAINTENANCE	35	35
(h) STORAGE AND RECEIVING	30	30
(i) FACILITY UPKEEP AND IMPROVEMENTS	25	25
(j) CONSERVATION MEASURES	10	10
Grand Total		**300**