



DEPARTMENT OF THE ARMY
U.S. ARMY MEDICAL DEPARTMENT ACTIVITY
1650 COCHRANE CIRCLE
FORT CARSON, COLORADO 80913-4604

MCXE-PMD-EH

4 October 2011

MEMORANDUM FOR RECORD (MFR)

SUBJECT: Updated Food Service Information and Calendar **2012**

1. The changes in this memorandum are that Family Childcare Centers (FCCs) and Child, Youth and School Aged Services (CYSS) kitchen staff are now required to take the 8-hour food handlers course. New employees to FCCs or CYSS kitchen staff after 1 October 2011 will be required to attend the 8-hour food handlers and then annually attend the 4 hour. All existing FCC and CYSS kitchen staff will be required to take the 4-hour food handlers beginning October 2011. Existing employees can schedule for the 4 hour according to their personal availability between October 2011 - October 2012 (Please see number 10 of this MFR for scheduling contact information). In addition, as a reminder, temporary vendor specific class will continue to be scheduled on a case-by-case basis during business hours.

2. The 8-hour food handler's course for all new employees (now including FCCs and CYSS kitchen staff) will now be held monthly in building T-7530, Preventive Medicine, outside the west entrance of the Evans Army Community Hospital, between the hours of 0800 and 1600 on the following dates:

- a. January 13
- b. February 3
- c. March 2
- d. April 6
- e. May 4
- f. June 1
- g. July 13
- h. August 3
- i. September 7
- j. October 5
- k. November 2
- l. December 7

3. The 4 hour food handlers course, required annual refresher training per TB Med 530 for all food handlers (now including FCCs and still including CYSS kitchen staff), will be held at building T-7530, Preventive Medicine, outside the west entrance of the Evans Army Community Hospital, between the hours of 0800 and 1200 on the following dates:

- a. January 19
- b. February 16
- c. March 15
- d. April 19
- e. May 17
- f. June 21
- g. July 19
- h. August 16
- i. September 20
- j. October 18
- k. November 15
- l. December 13

MCXE-PMD-EH

SUBJECT: Updated Food Service Information and Calendar

4. The 1-hour food handler class is only for CYSS personnel (FCC providers & CYSS Kitchen Staff are now NOT required to attend the 1-hour, please see notes in 8-hour and 4-hour class above. This 1-hour class is for: Non-FCC Providers & CYSS non-kitchen staff). The class will be held in building T-7530, Preventive Medicine, outside the west entrance of the Evans Army Community Hospital, between the hours of 1230 and 1330 on the 1st Friday of each month.

5. The 1-hour food handler's course for FRG participants only will be held in building T-7530, Preventive Medicine, outside the west entrance of the Evans Army Community Hospital, between 1300-1400:

- a. January 18
- b. February 15
- c. March 21
- d. April 18
- e. May 16
- f. June 20
- g. July 18
- h. August 15
- i. September 19
- j. October 17
- k. November 14
- l. December 12

6. Tardiness Policy: For all of the classes above any student who shows up over 10 minutes late will be turned away and must attend another class. This has been an ongoing issue; please encourage employees to show up on time. It is especially important for the 1-hour class due to its length.

7. Testing: There is a test for each food handler's class. This is to ensure students understand the material. Tests are tailored to each class. If a student fails the exam, they will have the opportunity to retake the exam until they pass. Please coordinate ahead of time if there are special requirements for testing (language barrier, dyslexia, etc).

8. Food Handlers Cards: Students are required to pick up their food handlers cards the week after the class. Food Handler Instructors will advise students of the time they will be available. They will always be in the same location, building T-7530, Preventive Medicine, outside the west entrance of the Evans Army Community Hospital. The front desk will assist students picking up their cards.

9. Special Event Permits: Any special event for an FRG or for post (any event selling food) must request a permit through Environmental Health. Please see contact information below for more information. There have been questions about who needs this permit. The best guidance is if you are selling food, give us a call—we will talk you through the process—it is painless and it is possible we will deem that you do not need a permit. However, if we find you do not have a permit without our permission, the fundraiser may be terminated.

10. POC for this memorandum is Environmental Health at (719) 526-7922 or at (719) 524-0730.

//Original Signed By//
Chief, Environmental Health