



DEPARTMENT OF THE NAVY  
UNITED STATES NAVAL ACADEMY  
121 BLAKE ROAD  
ANNAPOLIS MARYLAND 21402-1300

USNAINST 4061.5  
25/NHC

SEP 11 2008

USNA INSTRUCTION 4061.5

From: Superintendent, United States Naval Academy

Subj: FOOD SAFETY TRAINING PROGRAM

Ref: (a) NAVMED P-5010, Ch 1, Food Safety  
(b) BUMEDINST 4061.2  
(c) NAVMED P-117, Ch 22, Preventive Medicine and Occupational Health

1. Purpose. To establish a standard food sanitation training program for military and civilian food service personnel attached to the Naval Academy and supporting commands or facilities per references (a), (b), and (c).

2. Cancellation. USNA/ACCINST 4061.5C

3. Definitions

a. Food service personnel are:

(1) All employees who supervise, cook, prepare, or serve food or drinks at Navy or contract operated service facilities.

(2) Commissary personnel, military or civilian, including supervisors, butchers, meat cutters and wrappers, produce handlers, and any other personnel who prepare and handle food products that are not packaged or canned.

(3) Those in a supervisory capacity, including the food service officer, manager, master-at-arms, and those who provide accessory services (dishwashers, bus persons, and mess attendants), whether permanent or temporary, regardless of work schedule (full-time, seasonal, part-time, or intermittent).

b. Food service facilities are galleys, bakery areas, mess halls (pantries and dining rooms), food storage and refrigeration spaces, sculleries, Navy Resale Activities, Officers' Mess and Enlisted Mess, and temporary facility or similar transitory galley, civilian cafeterias, snack bars, and any other equipment or facilities which serve or dispense food or drinks.

4. Scope

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a. Initial instruction and subsequent refresher training is required for food service managers, food service employees, food service attendants, and bartenders. Training is required for federal contract employees. New food service personnel should receive the appropriate training module before starting food service duties. Upon satisfactory completion of training a certificate will be issued to the respective manager. The certificate of training must be kept on file at the work location. The Naval Health Clinic, Annapolis, Preventive Medicine Department will verify certificates during routine food safety inspections. Facilities with personnel lacking an appropriate certificate will receive a critical violation on the food safety inspection report.

## 5. Training

a. Supervisors: A minimum of 18 hours of training, Food Safety Manager's Course, is required every 3 years for supervisors, managers, and those designated as a person in charge.

b. Staff: A minimum of 4 hours of food safety training is required annually for all food service employees and food service attendants.

c. Temporary Employees: A minimum of 2 hours initial training is required for food service personnel assigned to a food service facility for 30 days or less.

d. Bartenders: A minimum of 1 hour of initial sanitation training is required.

## 6. Responsibilities

a. Commanding Officer, Naval Health Clinic, Annapolis, MD is charged with the task of implementing a food sanitation training program, providing instructors, and issuing certificates of satisfactory completion. Food Service personnel may also attend a CFP/ANSI accredited program and provide their certificate of completion to the Preventive Medicine Department.

b. Food service department heads are charged with the responsibility to ensure all food service personnel in their department, as outlined in paragraph 3, attend the appropriate training program.

7. Food service facilities will request the date, time and place of training through the Preventive Medicine Department, NHC Annapolis, MD, at 410-293-4922 or through a CFP/ANSI accredited program.

/s/  
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