



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS WASHINGTON DC 20350-2000
HEADQUARTERS UNITED STATES MARINE CORPS WASHINGTON DC 20350-3000

OPNAVINST 4061.4A
MCO 4061.1A
N093/HQMC HS
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OPNAV INSTRUCTION 4061.4A
MARINE CORPS ORDER 4061.1A

From: Chief of Naval Operations
Commandant of the Marine Corps

Subj: FOOD SAFETY TRAINING PROGRAM

Ref: (a) Conference for Food Protection, Standards for Accreditation of Food Protection Manager Certification Programs, April 2012
(b) TB MED 530/NAVMED P-5010-1/AFMAN 48-147_IP, Tri-Service Food Code of 1 March 2019

1. Purpose. To establish a minimum food safety training program for military and civilian food service and specific medical personnel. This instruction is a complete revision and should be reviewed in its entirety.

a. Removed references (c) and (d).

b. Removed paragraph 4.

c. Updated subparagraph 7a with, "The food establishment person in charge is responsible for ensuring all food employees meet the minimum food safety training requirements."

2. Cancellation. OPNAVINST 4061.4 and MCO 4061.1.

3. Scope and Applicability. This instruction is applicable to all Navy and Headquarters Marine Corps activities.

4. Policy. It is Navy and Marine Corps policy that employees who handle food and food establishment personnel, receive initial food safety training and annual refresher training. Persons in charge of food establishments, food safety instructors and supervisors must be certified in food safety and maintain that certification. Documentation of food safety training must be available at each food establishment.

5. Definitions.

a. Food Safety Instructor. Refers to a person, either military or civilian, who has successfully completed the catalog of Navy training course B-322-2101, "Food Safety Supervisor's/Manager's Course." Alternatively, they can successfully demonstrate food safety core competency knowledge by obtaining a food protection manager certification via an

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American National Standards Institute (ANSI)-Conference for Food Protection (CFP) Standard accredited examination as set forth by reference (a), available at <https://www.ansi.org/accreditation/documents/cfpstandard.pdf>. ANSI-CFP accredited examinations are generally accepted nation-wide as the industry standard, and are adopted by state public health regulatory programs. Food safety instructor(s) and person(s) in charge must maintain a current food safety training certification in order to comply with minimum requirements set forth by this instruction. Furthermore, all food safety instructors should maintain current food safety knowledge via continuing education and training.

b. Food Employee. An individual working with unpackaged food, food equipment, utensils or food contact surfaces.

c. Person in Charge. The individual(s) at the food establishment responsible for its operation at the time of inspection. Core knowledge for food safety is critical for ensuring food employees adhere to food safety principles and practices. Per reference (b), food establishments defined as risk category “Extremely High” and “High” require a person in charge to be present at the food establishment during all hours of operation. Food establishments characterized as risk category “Moderate” or “Low” require only one designated person in charge and is not required to be present at all times when the food establishment is open.

d. Food Establishment. An operation at a particular location that stores, prepares, packages, serves, vends or otherwise provides food for human consumption which includes but is not limited to a restaurant, satellite or catered feeding location, catering operation if the operation provides food directly to a consumer, market, vending location, a conveyance used to transport people or an institution.

e. Food Safety Supervisor/Manager Course (B-322-2101) Instructor. An environmental health officer (Navy officer billet classification 1860) or preventive medicine technician (Navy enlisted classification L12A) who maintains the requirements of a food safety instructor as specified in subparagraph 5a of this instruction. Other military and civilian food safety professionals with applicable education backgrounds and credentials may be approved by Navy and Marine Corps Public Health Center (NAVMCPUBHLTHCEN) to teach Course B-322-2101 on a case by case basis. NAVMCPUBHLTHCEN training director is the point of contact for requests to teach course B-322-2101.

f. Accredited Certification Program. A food protection manager certification program that has been evaluated and listed by an accrediting organization accepted by the CFP and has met the ANSI-CFP standard as set forth in reference (a).

g. Preventive Medicine Authority. The medical department representative assigned preventive medicine responsibilities within an area of operations. Food safety training program oversight and recommendations to the preventive medicine authority will be provided by the

senior Navy environmental health officer or preventive medicine technician for the area of operations.

6. Responsibilities. Food employees will maintain minimum food safety training requirements as set forth by reference (b) of this instruction. Include food safety training requirements specified in this instruction in written contract agreements as applicable for contract food employees and persons in charge.

7. Training. Reference (b) details minimum food safety training requirements. A portion of the training must be presented in the food establishment to demonstrate correct and incorrect usage of food service equipment and utensils. Food establishment personnel must obtain the minimum training requirements as detailed in subparagraphs 7a through 7d.

a. The food establishment person in charge is responsible for ensuring all food employees meet the minimum food safety training requirements. Food employees must receive a minimum of 4 hours of initial food safety training prior to working in a food establishment. In addition to the initial training, food employees must receive a minimum of 4 hours of food safety training annually. It is not required for refresher food safety training to be delivered in a consecutive 4-hour block of time. Per reference (b) food safety training must include, but is not limited to, the Centers for Disease Control and Prevention (CDC) five risk factors that most often are responsible for foodborne illness outbreaks. The CDC outbreak risk factors are:

- (1) Food from unsafe sources.
- (2) Inadequate cooking.
- (3) Improper holding and time temperature.
- (4) Contaminated equipment and cross contamination protection.
- (5) Poor personal hygiene.

b. The food establishment person in charge must obtain and maintain food safety training certification. Training certification is valid for a maximum of 5 years unless a specific ANSI-CFP accredited exam specifies a shorter interval. Renewal certification must follow requirements set forth by the current NAVMCPUBHLTHCEN or by ANSI-CFP accredited certification procedures.

c. Temporary food employees, assigned for 30 days or less, must receive 2 hours of initial training and orientation prior to working in a food establishment. Training must focus on the CDC five risk factors that most often are responsible for foodborne illness outbreaks.

d. Bartenders who do not prepare or handle food must receive 2 hours of initial food safety training prior to working in a food establishment. Training should focus on washing and sanitizing glasses, as well as personal hygiene.

8. Sources

a. Initial and annual food employee food safety training may be obtained from:

(1) Any qualified food safety instructors as set forth in subparagraph 5e of this instruction;

(2) Qualified instructors attached to area preventive medicine services, naval hospitals or fleet and Fleet Marine Force operational units; or U.S. Army Veterinary Service personnel assigned to naval installations; or

(3) Navy and Marine Corps food management team qualified instructors.

b. Person in charge and supervisor food safety training certification may be obtained from:

(1) Qualified instructors of course B-322-2101 or

(2) Successful completion of any ANSI-CFP accredited food protection manager examination.

9. Action

a. Military and civilian managers of clubs, messes and Department of Defense commissary stores on U.S. Navy and Marine Corps installations and exchange facilities are to ensure compliance with this instruction.

b. Food safety training documentation must be retained on site at the food establishment by the person in charge for each food employee. NAVMED 4061/1 Food Safety Training Log, lists minimum food safety training topics for food employees and must be used for documentation. Other training documentation formats approved by the preventive medicine authority that meet the minimum requirements may be used. The person in charge training certification must be maintained on site at the food establishment. The preventive medicine authority must review food safety training records during routine food safety and sanitation inspections. Findings of non-compliance must be annotated on the NAVMED 4061/1.

10. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy (DON) Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

11. Privacy Act. Any misuse or unauthorized disclosure of personally identifiable information (PII) may result in both civil and criminal penalties. The DON recognizes that the privacy of an individual is a personal and fundamental right that must be respected and protected. The DON's need to collect, use, maintain or disseminate PII about individuals for purposes of discharging its statutory responsibilities must be balanced against the individuals' right to be protected against unwarranted invasion of privacy. All collection, use, maintenance or dissemination of PII must be per the Privacy Act of 1974, as amended (section 552a of Title 5, U.S. Code) and implemented per SECNAVINST 5211.5F.

12. Review and Effective Date. Per OPNAVINST 5215.17A, Fleet Support and Logistics (BUMED-M4) will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency and consistency with Federal, Department of Defense, Secretary of the Navy and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

13. Forms. NAVMED 4061/1 Food Safety Training Log, is available for download from Navy Forms OnLine <https://forms.documentservices.dla.mil/order/>.



G. P. OLSON
Director, Marine Corps Staff



B. L. GILLINGHAM
Surgeon General of the Navy

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