DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, D.C. 20350-2000

AND

HEADQUARTERS UNITED STATES MARINE CORPS
3000 MARINE CORPS PENTAGON
WASHINGTON, DC 20350-3000

IN REPLY REFER TO
OPNAVINST 4061.4
MCO 4061.1
BUMED-M3/CMC (LFS)
6 Mar 2008

OPNAV INSTRUCTION 4061.4
MARINE CORPS ORDER 4061.1

From: Chief of Naval Operations
Commandant of the Marine Corps

Subj: FOOD SAFETY TRAINING PROGRAM

Ref: (a) Conference for Food Protection/American National Standards Institute (CFP/ANSI) Standard, Food Protection Manager Certification Program
(b) NAVMED P-5010-1, Manual of Naval Preventive Medicine, Food Safety
(c) NAVSUP P-486, Food Service Management-General Messes
(d) 2005 Food Code, U.S. Department of Health and Human Services, Public Health Service, Food and Drug Administration

1. Purpose. To establish a minimum food safety training program for military and civilian food service and specific medical personnel. Food Safety is a critical Force Protection consideration for operational and non-operational units as well as for protecting public health. Food employees trained in basic food safety principles and practices is a key element of all food safety programs.

2. Cancellation. BUMEDINST 4061.2.

3. Definitions

a. Food Safety Instructor. Refers to a person either military or civilian who has successfully completed either the Catalog of Navy Training Course (CANTRAC) B-322-2101, "*Food Safety Manager's/Supervisor's Course*," or alternatively successfully demonstrated food safety core competency knowledge by obtainment of a Food Protection Manager Certification via a CFP/ANSI accredited examination as set forth by reference (a). CFP/ANSI accredited examinations are generally accepted nationwide as the industry standards and adopted by state public health regulatory programs. Food Safety Instructor(s) and

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person(s) in charge (PIC) shall 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. Refers to an individual working with unpackaged food, food equipment or utensils, or food contact surfaces.

c. Person in Charge (PIC). Refers to the individual(s) at the food establishment responsible for its operation. PIC 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 3 or 4 require a PIC to be present at the food establishment during all hours of operation. Food establishments characterized as risk category 1 or 2 require only one designated PIC and he/she is not required to be present at all times when the food establishment is open.

d. Food Establishment. Refers to a food service operation that stores, prepares, packages, serves, vends, or otherwise provides food for human consumption. Reference (b) further defines facilities included or excluded from this definition.

e. Food Safety Manager/Supervisor Course B-322-2101 Instructor. An Environmental Health Officer (NOBC 1860) or Preventive Medicine Technician (NEC 8432) who maintains the requirements of a *Food Safety Instructor* as specified in paragraph 3a above. Other military and civilian food safety professionals with applicable education backgrounds and credentials may be approved by Navy and Marine Corps Public Health Center (NMCPHC) to teach Course B-322-2101 on a case-by-case basis. NMCPHC 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 Conference for Food Protection (CFP) and has met the CFP/ANSI standard as set forth in reference (a).

g. Preventive Medicine Authority (PMA). The medical department representative assigned preventive medicine responsibilities within an area of operations (AO). Food safety training program oversight and recommendations to the PMA will be provided by the senior Navy Environmental Health Officer or Preventive Medicine Technician for the AO.

4. References. Reference (a) is the CFP/ANSI Standard for Food Protection Manager Certification Program. References (b) and (c) provide Department of the Navy policies, procedures, and responsibilities for implementing food safety programs. Reference (d) is the national model for safeguarding public health and ensuring food is unadulterated and honestly presented when offered to the consumer.

5. Responsibilities. Maintain minimum food safety training requirements as set forth by this instruction. Include food safety training requirements specified in this instruction in written contract agreements as applicable for contract food employees and PIC.

6. Training. Reference (b) details minimum food safety training requirements. A portion of the training shall be presented in the food establishment to demonstrate correct and incorrect usage of food service equipment and utensils. Food establishment personnel shall obtain the minimum training requirements as detailed below.

a. Food employees shall receive a minimum of 4 hours initial food safety training prior to working in a food establishment. In addition to the initial training, food employees shall receive a minimum of 4 hours food safety training annually. Refresher food safety training is not required to be delivered in a consecutive 4-hour block of time. Food safety training shall include, but is not limited to the Centers for Disease Control and Prevention (CDC) 5 food borne illness outbreak risk factors. CDC outbreak risk factors are: (1) food from unsafe sources; (2) inadequate cooking; (3) improper holding/time-temperature; (4) contaminated equipment/cross contamination protection; and (5) poor personal hygiene. The food establishment PIC is responsible for ensuring all food employees meet the minimum food safety training requirements.

b. The PIC of food establishments shall obtain and maintain food safety training certification. Training certification is valid for maximum of 5 years unless a specific CFP/ANSI accredited exam specifies a shorter interval. Renewal certification shall follow requirements set forth by the current NMCPHC or CFP/ANSI accredited certification procedures.

c. Temporary food employees assigned for 30 days or less shall receive 2 hours of initial training and orientation prior to working in a food establishment. Training should focus on the CDC risk factors for food borne disease outbreaks.

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

7. Sources

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

(1) Any qualified food safety instructors as set forth in paragraph 3a. The PIC shall be a qualified food safety instructor and responsible to ensure all employees maintain the minimum food safety training requirements.

(2) Qualified instructors attached to area Preventive Medicine Services, Naval Hospitals or Fleet/Fleet Marine Force Operational Units, or U.S. Army Veterinary Service personnel assigned to naval installations.

(3) Navy/Marine Corps Food Management Team qualified instructors.

b. PIC/Supervisor food safety training certification may be obtained from:

(1) Qualified instructors of Course B-322-2101.

(2) Successful completion of any CFP/ANSI accredited Food Protection Manager Examination.

8. Action

a. Commanding officers, officers in charge, masters, etc., of U.S. Navy, U.S. Marine Corps, and Military Sealift Command activities shall issue directives as necessary to implement this instruction. Military and civilian managers of clubs, messes, and Department of Defense (DOD) commissary stores on U.S. Navy and Marine Corps installations, and exchange facilities shall ensure compliance with this instruction.

b. Food Safety Training documentation shall be retained on site at the food establishment by the PIC for each food employee. NAVMED 4061/1, Food Safety Training Log, lists minimum food safety training topics for food employees and shall be used for documentation. Other training documentation formats approved by the PMA that meet the minimum requirements may be used. PIC training certification shall be maintained on site at the food establishment. The PMA shall review food safety training records during routine food safety/sanitation inspections. Non-compliance findings shall be annotated on the food safety inspection form.

9. Form. NAVMED 4061/1 (Rev. 05-2005), Food Safety Training Log, is available electronically from the "Forms" tab on the Bureau of Medicine and Surgery Web site at: http://navymedicine.med.navy.mil/default.cfm?selTab=Directives.

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Surgeon General of the Navy

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