



**DEPARTMENT OF THE ARMY**  
U.S. ARMY INSTALLATION MANAGEMENT COMMAND  
U.S. ARMY GARRISON ABERDEEN PROVING GROUND  
BUILDING 4510, 6429 BOOTHBY HILL AVENUE  
ABERDEEN PROVING GROUND MARYLAND 21005-5001

IMAP-MWN

AUG 02 2018

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Standard Operating Procedures (SOP) Policy for Fundraising on USAGAPG

1. REFERENCES.

- a. Department of Defense (DoD) 5500.7-R, The Joint Ethics Regulation, 17 Nov 11.
- b. DoD Instruction (DoDI) 1000.15, Private Organizations on DoD Installations, 24 Oct 08.
- c. Title 5, Code of Federal Regulations, Part 950, Solicitation of Federal Civilian and Uniformed Service Personnel for Contributions to Private Voluntary Organizations, 17 Apr 14
- d. Army Regulation (AR) 210-22, Private Organizations on Department of the Army Installations, 22 Oct 01.
- e. AR 215-1, Military Morale, Welfare, and Recreation (MWR) Activities and Nonappropriated Fund Instrumentalities (NAFIs), 24 Sep 10.
- f. AR 600-20, Army Command Policy, 6 Nov 14.
- g. AR 600-29, Fund-Raising within the Department of the Army, 7 Jun 10.
- h. AR 608-1, Army Community Service, 22 Dec 16.
- i. AR 165-1, Army Chaplain Corps Activities, 23 Jun 15.
- j. AR 930-4, Army Emergency Relief, 22 Feb 08.

2. PURPOSE. This SOP establishes policy for the fundraising activities of official, informal, and private organizations on U.S. Army Garrison Aberdeen Proving Ground (USAGAPG).

3. APPLICABILITY.

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a. This policy applies to all fundraising involving military organizations, private organizations, informal funds, and other activities operating on USAGAPG. It is intended to provide consistent guidelines for the approval and conduct of fundraising activities on the installation as well as govern fundraising in such a manner that, when legally permissible, worthy causes are supported and disruption of installation operations is minimized. Any conflicts between this policy and Army Regulations or higher headquarters' policy shall be resolved in favor of the latter.

b. This policy does not apply to chaplaincy collections conducted during services or special events conducted by the Family and Morale, Welfare and Recreation Fund. Similarly, this SOP does not regulate fundraising by off-post organizations and activities which are governed by AR 600-29, Fund-Raising within the Department of the Army, DoD 5500-7-R, Joint Ethics Regulations 3-211, and other regulations.

#### 4. DEFINITIONS.

a. Fundraising – Any activity conducted for the purpose of collection of money, goods, or other support for the benefit of others, to include fundraising for Morale, Welfare and Recreation Supplemental Mission accounts.

b. Unit Area – The real estate and facilities permanently occupied by a brigade or similarly situated unit. It includes the buildings, common areas, barracks, and motor pools.

c. Federal Workplace – The area within federal property or unit areas where Soldiers and federal employees perform normal mission functions. Examples include offices, conference rooms, medical treatment facilities, staff areas, arms rooms, and other locations where employees perform their normal duties. With the exception of Army Emergency Relief (AER), the Combined Federal Campaign (CFC) and Office of Personnel Management (OPM) approved disaster relief, no fundraising may occur in the federal workplace. The federal workplace does not include areas that are generally not used for the performance of normal duties, such as public lobbies, parking lots, picnic areas, break rooms, break areas and other locations. Subject to the limitations set forth in this SOP, those areas are appropriate for fundraising activities.

d. Private Organizations (PO) – A self-sustaining non-federal entity operating on a DoD installation by individuals acting outside the scope of their official duties with the written consent of the Installation Commander or his/her delegated designee.

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e. Informal Fund – A fund of limited scope established by individuals within an organization for the benefit of its members. Examples of informal funds are office coffee funds, cup and flower funds, and annual picnic funds. Informal funds also include those funds established to support Family Readiness Groups (FRG). Informal funds are authorized by AR 600-20, paragraph 4-20. Traditionally, they have not been used as a tool to fundraise, rather, they have most often simply accepted dues or other contributions from members. Informal funds may, however, receive money collected through more traditional fundraising projects, but such fundraising projects may only be conducted on post and with the appropriate approval.

f. Family and Morale, Welfare and Recreation (FMWR) activities – Official mission activities of the installation's FMWR program. FMWR activities are not private organizations.

g. Supplemental Mission Funds – Non-appropriated funds (NAF) generated from the operation of specific and unique situations that occur in support of non-FMWR installation programs. Supplemental mission accounts within the Installation Morale Welfare and Recreation Fund (IMWRF) are established to administer these funds that are used to support the specific program or account for which the fund was established. Examples include FMWR Christmas/Holiday Events and the Better Opportunities for Single Service members (BOSS) program.

## 5. POLICY AND CONSTRAINTS.

a. There is no right to fundraise on Army installations, and fundraising activities will only be authorized on an occasional basis in accordance with this SOP. With the exception of AER, the CFC, and OPM approved disaster relief, authorized POs and FRG/unit informal funds are the only entities that may fundraise on U. S. Army Installations within USAGAPG.

b. Soldiers may only fundraise as volunteers. Should Soldiers choose to participate, they must be off duty and not in uniform while participating in fundraising activities. The collection of dues (voluntary contributions from members) for informal funds does not constitute fundraising. Though fundraising while on duty is prohibited, supervisors may authorize personnel to use brief periods of time during the duty day to plan fundraising activities such as coordinating with FMWR or conducting a planning meeting. These activities must be infrequent and of short duration and may not adversely affect the performance of the mission. Fundraising should be limited in number and scope during

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the CFC, IAW AR 600-29, para, 1-8. Additionally, supervisors will not solicit subordinates to donate to a particular fundraising event, nor will they require soldiers to participate in fundraising activities. A best practice is to have a junior Soldier within the command of appropriate maturity and experience solicit donations in order to avoid the appearance of coercion to donate.

c. Special favors for donations are prohibited. For example, personnel who donate will not be excused from physical training, given a pass or excused from wearing the appropriate military uniform.

d. Fundraising on APG is prohibited unless approved by the Garrison Commander, or his/her delegated designee, through the FMWR Fundraising Coordinator (Appendix A). Fundraising on APG is a privilege and may be conducted by permit only. Each fundraising request must be submitted in writing in the form of a memorandum (see Appendix B) at least 45 days prior to the commencement of a fundraising event. Fundraising in a personal capacity is prohibited in the workplace. As an institution, the Army does not fundraise. Army units do not solicit for funds, goods, or services. The only authorized exceptions are:

(1) The Combined Federal Campaign (CFC) IAW AR 600-29.

(2) The Army Emergency Relief (AER) Campaign IAW AR 930-4.

(3) Chaplain's programs conducted IAW AR 165-1.

(4) Fundraising for emergency or disaster relief (Tsunami Disaster, Hurricane Katrina, etc.) when specifically approved by the U.S. Office of Personnel Management.

e. Occasional local fundraising conducted with prior approval (permit) from the Garrison Commander, or his/her delegated designee, may include the following events.

(1) In support of Family Readiness Groups IAW AR 608-1 and AR 600-20.

(2) In support of on-post private organizations recognized IAW AR 210-22.

(3) In support of welfare funds for organizations composed of Army personnel or their Family members when conducted among their own members for the benefit of their members. These informal funds include, but are not limited to, office cup and

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flower funds, water cooler funds, retirement cake funds, etc. The benefit must be for the whole rather than only those who participate.

## 6. INFORMAL FUNDS.

a. All unit fundraising proceeds must be deposited into a unit informal fund. An informal fund may be created by a commander at any unit level. For example, a company commander may authorize the creation of an informal fund for a platoon in their company. Moreover, a unit is not limited to a single informal fund; the commander may create several unit informal funds. Funds must have a designated purpose and use must be limited to expenses that are consistent with the purpose and function of that fund. Purpose and function should be documented in a formal SOP memorandum signed by the commander.

(1) Funds collected in the form of dues or other collections will be used for expenses consistent with the purpose and function of the informal fund. Collection of dues is not fundraising. The fund's custodian should handle the collection of dues. Commanders are responsible for monitoring the activities of any informal funds operating within their organizations.

(2) Individual unit and FRG informal funds are capped at \$10,000 per calendar year. No more than \$10,000 may be grossed in a given year. However, a unit may rollover a maximum of \$300 each year per informal fund account into the next year. Unit informal fund managers must ensure the money raised is spent by the end of the calendar year.

(3) The only exception to the \$10,000 a year limit for unit informal funds is when a unit begins to accumulate money for its formal events (such as a dining-in, dining-out, holiday formal, etc.). There is no exception for FRG informal funds.

## 7. APPROVAL AUTHORITY.

a. All Fundraising requests must receive permission from the following entities:

(1) The unit commander – the unit commander must give permission for all fundraising activities.

(2) The manager of the location chosen for the fundraiser – the manager of the location of the fundraiser may have special requirements and/or restrictions.

(3) The Garrison Commander, or his/her delegated designee, through the FMWR Fundraising Coordinator.

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(a) The FMWR Fundraising Coordinator is the point of contact for all fundraising activity on the installation and will route all requests to the Garrison Commander, or his/her delegated designee, for approval.

8. LOCATION. Government-wide fundraising regulations prohibit fundraising in the federal workplace.

a. The federal workplace is that area within Federal property that employees use for the performance of normal mission functions. Examples include offices, conference rooms, medical treatment facilities, and other locations where employees perform their normal duties.

b. Unit Commanders and Civilian equivalent leaders may authorize the use of their areas outside of the workplace that are within the curtilage of their respective areas of operation.

c. The following locations may be authorized as fundraising locations upon approval by FMWR:

(1) The area in front of the Post Exchange (PX), Commissary, and Express when authorized by store management and provided ingress and egress are not blocked.

(2) Approved areas inside of the PX, Commissary, and Express when authorized by the respective directors.

d. All other community areas outside the area of operation of any one organization will be considered on an individual basis.

9. SUBMISSIONS. All requests for fundraising will be submitted in writing to the FMWR Fundraising Coordinator (office symbol IMAP-MWN) at least 45 days prior to the commencement of the proposed fundraising event. Requests submitted within 45 days of the proposed fundraising date will be returned and not processed. The Fundraising Coordinator will submit fund-raising requests for unusual events to the Administrative Law Office, Staff Judge Advocate, to ensure compliance with State and Federal laws. A fundraising permit will not be issued until a legal opinion is rendered on the legal sufficiency of such events.

a. Requests must include the name of the organization, the proposed method of fundraising, the proposed date, the proposed time, the specific location, the purpose for which the funds will be used, a statement of compliance, and the name, email address, and phone number of the primary point of contact. An example request is included in Appendix B. The primary point of contact for the organization's fundraiser is responsible for the conduct and actions of the people who are fundraising. The fundraising request must include a copy of the advertisement flyer to be used.

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b. In the event that the proposed fundraiser includes serving consumables, all individuals preparing or handling consumables must obtain a food handler's permit from Kirk U. S. Army Health Clinic. The names of all food handlers must be listed in the request for a fundraising permit and a copy of the permits must be provided. Food handlers must comply with the applicable regulations on food handling. The POC for obtaining a food handler's permit from Kirk U.S. Army Health Clinic is listed in Appendix A. A digital copy of DD Form 2970, JAN 2016 must be provided with all requests that include food service (see example Appendix D) and will be approved by Preventative Medicine/Environmental Health.

c. Fundraising permit requests must be signed by the unit commander or equivalent civilian leader.

#### 10. RESTRICTIONS.

a. Fundraising is permitted one time per month per unit/FRG/PO.

b. Fundraisers will be approved for one (1) day of operation. Fundraisers outside of the one (1) day will be considered on an individual basis not to exceed ten (10) business days.

c. All permit numbers should be displayed on/in all advertisement.

d. Advertisement may not be placed in shared public spaces. This includes lobbies, elevators, hallways, and any other location shared by other organizations.

e. Fundraising efforts must not compete or interfere with the CFC or AER campaign.

f. Fundraising efforts must not duplicate or compete with services provided by FMWR or AAFES unless permission is granted from FMWR or AAFES.

g. Alcohol cannot be sold by an FRG, PO or unit informal fund. Only MWR and AAFES have the authority to sell alcohol within USAGAPG.

h. Permitting fundraising events does not constitute endorsement by the Department of the Army or APG. Signs and advertisements must not state or imply an official affiliation with or endorsement by any Federal entity.

i. With the exception of the CFC and AER campaign, fundraisers may not be conducted on official time, in the workplace, or using government supplies. Further, Army personnel and APG organizations are prohibited from using government letterhead, official titles, office supplies, printers, or government communications systems in support of fundraising efforts.

j. Raffles, lotteries, games of chance or other gambling-type activities are prohibited. (See DoD 5500-7 section 3 para 2-302 and AR 600-29, para 3-3).

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k. Opportunity drawings are a general indiscriminate distribution of tickets for an entry into a drawing for a prize. Prizes are awarded to those individuals holding the winning ticket selected by chance. Although donations may be accepted, care must be taken to ensure that the opportunity drawing avoids the appearance of a lottery by clearly indicating that a contribution is not required. Opportunity drawings may not be conducted in the federal workplace and may only be conducted at unofficial events. Official events include any events, such as an organization day, in which the event is considered the Soldier's place of duty. The fundraising request must include a sample of the ticket and/or advertisement flyer to be used, a list of suggested prizes and dollar values, how the tickets will be distributed, and how the drawing will be conducted.

l. When fundraising outside the unit area, Soldiers and Civilians will not engage in activities while on duty or in uniform.

m. Employees will not solicit subordinates, nor will supervisors coerce or require employees to participate.

n. Permits will be denied where the fundraiser includes the cooperation of, and benefit to, an off-post business. This precludes agreements with vendors for a percentage of sales for any service or product.

o. Under no circumstances may contractors be solicited for contributions or assistance.

p. All amendments to approved fundraisers must be requested in writing in the form of a memorandum signed by the unit commander (Appendix C).

q. Door-to-door solicitation and sales of any kind is prohibited on APG.

## 11. DONATIONS.

a. Solicited Donations: Units and FRGs may not solicit donations from outside of the DoD. That means no soliciting off post, but it also means no soliciting of contractors or on post businesses including AAFES and the Commissary. In addition, solicitation is not allowed inside the federal workplace unless soliciting contributions from unit informal members. Only FMWR can authorize solicitation and fundraisers.

b. Unsolicited Donations: Donations may not be accepted by the unit FRG fund and/or the unit informal fund. Donations to an FRG should be directed to the FMWR Gift Coordinator (Appendix A) to be used to support authorized NAF expenses of FMWR programs, services or capital improvements. Notice of proposed donations to a unit informal fund should be reported to the units legal advisor for guidance on disposition. The Garrison Commander may not accept unsolicited gifts intended to be used only by a named FRG, but may accept unsolicited gifts intended for FRGs experiencing deployment cycle events. Gift acceptance shall occur only after consulting with the servicing legal advisor. (Gifts are sometimes acceptable for individuals rather



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than for the unit or an FRG. When confronted with a situation where a donor wants to contribute goods directly to members of the unit, consult with a legal advisor to see whether the gifts may be accepted.)

12 EXCEPTIONS. Requests for exceptions to this SOP must be submitted in writing to the FMWR Fundraising Coordinator (Appendix A) for review.

13. This SOP is effective immediately and remains in effect until superseded or rescinded in writing.



ROBERT L. PHILLIPS  
COL, FI  
Commanding

DISTRIBUTION:

Approved Private Organizations operating on APG

Units conducting Fundraisers on APG

Family Readiness Groups conducting Fundraising on APG

Any other organization wishing to conduct Fundraising on APG

## APPENDIX A

### FMWR Fundraising Coordinator:

Tonya Froisland  
2407 Rock Island St.  
Aberdeen Proving Ground, MD 21005  
410-306-4522  
[tonya.m.froisland.naf@mail.mil](mailto:tonya.m.froisland.naf@mail.mil)

### Food Handlers Certification POC:

Krystina Alaniz, SGT, USA  
Preventive Medicine NCOIC (EH)  
Kirk USAHC-PM/EH; APG-North, MD  
Phone: 410-278-1773  
[krystina.l.alaniz.mil@mail.mil](mailto:krystina.l.alaniz.mil@mail.mil)

### FMWR Gift Coordinator:

Eric White  
2407 Advanced Tactics Rd.  
Aberdeen Proving Ground, MD 21005  
410-278-1364  
[Eric.d.white54.naf@mail.mil](mailto:Eric.d.white54.naf@mail.mil)

## APPENDIX B

### OFFICE SYMBOL

### DATE

MEMORANDUM FOR US Army Garrison, Installation Solicitation Officer (IMAP-MWN),  
Aberdeen Proving Ground, MD 21005

SUBJECT: Request for Solicitation Fundraising Permit on APG

1. **<Name of organization>** requests permission to conduct the following fundraiser event(s):
  - a. **<type of fundraiser>**, **<date of fundraiser>**, **<time of fundraiser>**, **<location of fundraiser (building number and area of building ex: lobby, break room, conference room, etc.)>**, **<If using a suggested donation sign please include the amount.>**  
**<include as much detail about this fundraiser as you can>**.
2. All food will be handled IAW regulations, guidelines and standards learned during the Food Handler's Class conducted by Kirk U.S. Army Health Clinic Preventative Medicine staff. The following individuals will be handling food during this event and hold valid Food Handler's Permit(s) from Kirk U.S. Army Health Clinic: **<names of all those handling food here>**. **<Omit this paragraph if no food is being served.>**
3. This fundraiser will be advertised within **<name of organization>** only. We understand that we are not authorized to advertise in shared or public space such as lobbies, elevators, hallways, or any other location occupied by or shared with other organizations.
4. The funds from this event will be used for **<event funds will be used for>** on **<date of event>**.
5. Point(s) of contact for this memorandum is **<POC name, telephone number, email>**.
6. The contact information for the Commander of **<name of organization>** is **<Unit Commander or Civilian equivalent. Phone and e-mail for the Commander or Civilian equivalent>**.

*Signature*

**UNIT COMMANDER/CIV EQUIVALENT/FRG LDR  
SIGNATURE BLOCK**

Encl.  
Advertisement Flyer  
Food Handlers Permits

## APPENDIX C

**OFFICE SYMBOL**

**DATE**

MEMORANDUM FOR US Army Garrison, Installation Solicitation Officer (IMAP-MWN),  
Aberdeen Proving Ground, MD 21005

SUBJECT: Request an amendment to a Solicitation Fundraising Permit on APG

2. **<Name of organization>** requests to amend approved permit #FY##-###
  - a. **Details of the amendment. What do you need to change?**
2. **<Name of organization>** requests this/these amendments to approved permit #FY##-###  
due to
  - a. **Justification for the amendment. Why are you requesting this change?**
3. Point(s) of contact for this memorandum is **<POC name, telephone number, email>**.
4. The contact information for the Commander of **<name of organization>** is **<Unit Commander or Civilian equivalent. Phone and e-mail for the Commander or Civilian equivalent>**.

*Signature*

**UNIT COMMANDER/CIV EQUIVALENT/FRG LDR  
SIGNATURE BLOCK**

Encl.  
Advertisement Flyer  
Food Handlers Permits

APPENDIX D

<b>APPLICATION FOR TEMPORARY FOOD ESTABLISHMENT</b> <i>(Application requirements are outlined in Chapter 8, TB MED 530/NAVMED P-5010-1/AFMAN 48-147_IP)</i>		OMB No. 0702-0132 OMB approval expires Jan 31, 2019
The public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Services Directorate, Directives Division, 4800 Mark Center Drive, Alexandria, VA 22304-3100 (0702-0132). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION.		
<b>INSTRUCTIONS:</b> The application is completed by the operator of the temporary food establishment (TFE). Separate applications must be submitted for <u>each</u> independently operated establishment regardless if managed by a single operator. Submit completed applications to the regulatory authority at least 7 days before an event. In addition, each operator must provide: <ul style="list-style-type: none"> <li>• A drawing depicting the operational layout of the temporary food establishment. The drawing should provide orientation to the following activities/areas: food storage, food preparation/cooking, food service, warewashing (if applicable), and employee handwashing;</li> <li>• A drawing of the <u>entire event area</u> depicting the TFE site in relation to the potable water supply, electrical sources, the wastewater disposal area, lavatories, etc.</li> </ul>		
1. DATE SUBMITTED (YYYYMMDD)	2. NAME OF TEMPORARY FOOD ESTABLISHMENT	
3. NAME OF OPERATOR OR OWNER	4. MAILING ADDRESS	
5. TELEPHONE NUMBER		
6. NAME OF EVENT	7. DATE(S) AND TIME(S) OF EVENT/FOOD OPERATION	
8. DATE AND TIME TFE WILL BE SET UP AND READY FOR INSPECTION:		
9. LIST ALL FOOD AND BEVERAGE ITEMS TO BE PREPARED AND SERVED. Attach a separate sheet if necessary. <i>NOTE: Any changes to the menu must be submitted to and approved by the Regulatory Authority at least 24 HOURS prior to the event.</i>		
(1)	(2)	(3)
(4)	(5)	(6)
(7)	(8)	(9)
(10)	(11)	(12)
(13)	(14)	(15)
(16)	(17)	(18)
10. Will all foods be prepared at the TFE site? <input type="checkbox"/> Yes – complete Attachment A <input type="checkbox"/> No* – complete Attachments A and B <small>* If No, the operator must identify the permanent food establishment where the food will be prepared; food establishments operating off the installation require additional assessment by the Regulatory Authority for approval.</small>		
11. Describe (be specific) how frozen, cold, and hot foods will be transported to the TFE (e.g., conveyance method & temperature controls):      		

**APPLICATION FOR TEMPORARY FOOD ESTABLISHMENT**

12. How will food temperatures be monitored during the event?

13. Identify the sources for each meat, poultry, seafood, and shellfish item, and ice:

a. Item / Source	b. Item / Source
c. Item / Source	d. Item / Source
e. Item / Source	f. Item / Source

14. How many (total) food employees will be working at the TFE?	Using Attachment C, provide the names and phone numbers of all TFE workers (paid workers and volunteers).
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15. How many handwashing facilities will be available for food employees? \_\_\_\_\_  
Describe the location(s) and handwashing facility set up (type of device) to be used by the TFE employees:

16. Identify the potable water supply source and describe how water will be stored and distributed at the TFE. If a non-public water supply (well water) is to be used, provide the results of the most recent water tests.

17. Describe where utensil washing will take place. If no facilities are available onsite, describe the location of back-up utensil storage.

18. Describe how and where wastewater from hand washing and utensil washing will be collected, stored, and disposed:

19. Describe the number, location, and types of garbage disposal containers at the TFE and the event site:

**APPLICATION FOR TEMPORARY FOOD ESTABLISHMENT**

20. Describe the floors, walls, ceiling surfaces, and lighting within the TFE:

21. Additional information about the TFE that should be considered:

Number of attached continuation pages: \_\_\_\_\_

22. **APPLICANT STATEMENT:** I hereby certify that the above information is correct and I fully understand that any deviation from the above without prior permission from the Medical Authority or designated representative and the event sponsor may nullify final approval.

a. APPLICANT/OWNER SIGNATURE: 	b. Date: 
c. CO-APPLICANT/CO-OWNER SIGNATURE: 	d. Date: 

23. **REGULATORY AUTHORITY:** Approval of these plans and specifications by this Regulatory Authority does not indicate compliance with any other code, law or regulation that may be required (i.e., Federal, state, or local). Furthermore, it does not constitute endorsement or acceptance of the completed establishment (structure or equipment). A pre-opening inspection of the food establishment with equipment in place and operational will be necessary to determine if it complies with the Tri-Service Food Code and local and state laws governing food service establishments.

Approved	Disapproved
Date (YYYYMMDD):	Date (YYYYMMDD):
Establishment Restrictions:	Reason(s) for Disapproval:

24. AUTHORIZED DATES TO OPERATE

25 a. REVIEWER (Print full name and rank)

b. TITLE

c. SIGNATURE 	d. DATE 
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**ATTACHMENT A - FOOD PREPARATION AT THE TEMPORARY FOOD ESTABLISHMENT**

**INSTRUCTIONS:** Indicate "N/A" if the action is not applicable to the operation. Where applicable, identify the type of method used and the name of the equipment used to conduct the action.

1. Food Item	2. Thaw <i>(How and Where?)</i>	3. Cut/Wash/ Assemble <i>(Where?)</i>	4. Cold Holding <i>(How and Where?)</i>	5. Cook <i>(How and Where?)</i>	6. Hot Holding <i>(How and Where?)</i>	7. Reheating <i>(How?)</i>	8. Commercial Pre-Portioned Package (Y/N)
							■
							■
							■
							■
							■
							■
							■



**ATTACHMENT B - FOOD PREPARATION AT PERMANENT FOOD ESTABLISHMENT SUPPORTING THE TFE**

**INSTRUCTIONS:** Indicate 'N/A' if the action is not applicable to the operation. Where applicable, identify the type of method used and the name of the equipment used to conduct the action.

1. Food Item	2. Thaw (How and Where?)	3. Cut/Wash/ Assemble (Where?)	4. Cold Holding (How and Where?)	5. Cook (How and Where?)	6. Hot Holding (How and Where?)	7. Reheating (How?)	8. Commercial Pre-Portioned Package (Y/N)

**ATTACHMENT C - TEMPORARY FOOD ESTABLISHMENT EMPLOYEE LOG**

1. Name (print first & last)	2. Date	3. Duty Assignment (Work Station)	4. Time In	5. Time Out