



DEPARTMENT OF THE NAVY  
NAVAL TRAINING CENTER  
2601A PAUL JONES ST  
GREAT LAKES, ILLINOIS 60088-5000

NTCGLAKESINST 6240.2A  
NAVHOSP

OCT 15 1990

NTC GREAT LAKES (COMPLEX) INSTRUCTION 6240.2A

From: Commander, Naval Training Center, Great Lakes

Subj: FOOD SANITATION TRAINING PROGRAM

Ref: (a) SECNAVINST 4061.1C  
(b) Manual of Naval Preventive Medicine, NAVMED P-5010,  
Chapter 1

1. Purpose. To establish a food sanitation training program and assign responsibilities for its accomplishment.

2. Cancellation. NTCGLAKESINST 6240.2. This instruction has been substantially revised and should be reviewed in its entirety.

3. Definitions

a. Food Service Personnel: Persons, military and civilian, whether appropriated fund, or contracted, who store, prepare, cook, or serve food or drinks at food service facilities. Also, personnel in Commissary Stores who cut or wrap meat, handle produce, or who prepare or handle food products other than canned or packaged items. Included are those in a supervisory capacity and those providing ancillary services (dishwashing machine operators, bus boys, bus girls, contract mess personnel, whether full time, part-time, or temporary employees).

b. Food Service Facilities: Locations where food is prepared and intended for individual portion service, and the site at which individual portions are provided. The term includes any such place regardless of whether consumption is on or off the premises and regardless of whether there is a charge for the food. The term includes but is not limited to galleys, bakery areas, meat cutting areas, dining areas, food storage and refrigeration spaces and sculleries. Also included are those sections of Navy Exchanges, Open Messes, concessionaries, cafeterias, delicatessens, mobile food vending trucks and any other facility or equipment which serves or dispenses food or drinks. Those areas of retail food stores, such as commissaries, in which perishable foods are processed and stored, including the butcher shop, produce area and refrigerated storage spaces, are also included. The term does not include the location of food vending machines and supply vehicles.

4. Background. All food service personnel employed or assigned for periods of thirty days or longer shall receive initial

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instruction in food sanitation and subsequent annual refresher training per references (a) and (b). Those personnel assigned food service duties less than thirty days shall be given on-the-job training in food sanitation by their supervisors. All new food service personnel will receive this training during the first available class following their date of hire. This requirement is a condition for employment.

5. Action

a. Officers and civilian managers responsible for food service facilities will:

(1) Request food sanitation training quotas for food service personnel who meet the criteria of paragraph 3(a). Forward requests for quotas to the Occupational Health/Preventive Medicine Department of the Naval Hospital (Building 237). Include the names of the personnel who are to attend, their places of work and the dates desired for training. Scheduled training dates and times are announced quarterly by Commander, Naval Training Center (CNTC) notices.

(2) Maintain Food Sanitation Training Certificates (NAVMED 4061/1) in the office of each food service facility, so that the certificates are available for review by Food Service Sanitation Inspectors.

(3) Ensure personnel sent for refresher training receive instructor endorsement on their Food Sanitation Training Certificate.

b. Occupational Health/Preventive Medicine Department will:

(1) Provide the initial and refresher food service sanitation training outlined in paragraph four.

(2) Draft a schedule of quarterly training sessions and submit it to CNTC as an NTC Notice.

(3) Issue and endorse Food Sanitation Training Certificates (NAVMED 4061/1) upon completion of initial or refresher training requirements.

(4) Review Food Sanitation Training certificates during routine sanitation inspections to determine compliance with this instruction.

  
C. B. MARTIN  
Chief of Staff, Operations

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NTCGLAKESINST 5216.5M  
LIST I, IIB



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NTCGLAKESINST 6240.2A CH-1  
NAVHOSP  
SEP 02 1999

NTC GREAT LAKES (COMPLEX) INSTRUCTION 6240.2A CHANGE TRANSMITTAL 1

From: Commander, Naval Training Center, Great Lakes

Subj: FOOD SANITATION TRAINING PROGRAM

1. Purpose. To issue change 1 to the basic instruction.
2. Action. Make the following pen and ink changes to the basic instruction.
  - a. Page 2, paragraph 5.b., change to read "Naval Hospital, Occupational Health/Preventive Medicine Department will:"
  - b. Page 2, paragraph 5.b., add new subparagraph (5):  
"(5) Assess and act as approving authority for all Food Sanitation Instructors."

  
M. S. WESSEL  
Chief of Staff, Operations  
Acting

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NTCGLAKESINST 5216.5M  
Lists I, II(B)