

**COMMANDER NAVY INSTALLATIONS COMMAND (CNIC)  
MANAGEMENT and ASSISTANCE TEAM (N9G)**



**Local  
Internal Control Questionnaire (ICQ)  
FY17**

**FOOD AND BEVERAGE**

5720 INTEGRITY DRIVE  
MILLINGTON TN 38055-6520

REVISED OCTOBER 2016

REVIEW COVER SHEET

HOST COMMAND: \_\_\_\_\_

DATES OF REVIEW: \_\_\_\_\_

REVIEW CONDUCTED BY: \_\_\_\_\_

Business Office POC

Name \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Region Internal Review Officer

Name \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Briefly describe the Food and Beverage program at this activity:

Programs:

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Services Offered (include those provided by contract and/or concessionaire):

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**Note: This ICQ is applicable to the following programs:**

- **Marina**
- **Bowling**
- **Golf**
- **Stand-Alone Food Service Facilities, such as, Navy Clubs**

PURCHASING			
1.	<p>Are inventory par-levels established for storerooms, kitchen and bar products?</p> <p>Reference: CINCINST 1710.3, para 232</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
2.	<p>Are inventory usages for high volume/high cost kitchen and bar products tracked in quarterly increments and used to establish or adjust monthly inventory par-levels.</p> <p>Reference: CINCINST 1710.3, para 232</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
3.	<p>Joint Services Prime Vendor Program (JSPVP) compliance: Are 80% of total monthly food purchases made through the Joint Services Prime Vendor Program (US Foods INCONUS)?</p> <p>Reference: CNICINST 1710.3, para 2103a.</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>

PURCHASING

4.	<p>Are the remaining 20% of food purchases executed through an approved vendor(s)?</p> <p>Reference: CNICINST 1710.3, para 2103a.</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
5.	<p>Are employee meal policy established and documented by using the POS system to record meals?</p> <p>Note: Standard discount of 50% determined by local SOP</p> <p>Reference: CNIC 5300.2 Para 310a. and 310b.</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
6a.	<p>If "NO" to #6 then is standardized employee meal documentation form in use and prepared by the lead cashier and sent to finance department?</p> <p>Note: Form includes: a. employee name b. date c. meal period d. item e. employee's signature f. cashier's initials</p> <p>Reference: CINCINST 1710.3, para 232</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>

PURCHASING

6b.	<p>Does management review form Daily?</p> <p>Reference: CINCINST 1710.3, para 232</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
6c.	<p>Are employee meals coded to the proper G/L account?</p> <p>Note: G/L – 624000</p> <p>Reference: AIMS User Handbook FY 16, Section B</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
7.	<p>Are special and catered events forecasted for the food requirements?</p> <p>References: CNICINST 1710.3, para 2103f.</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>

**PURCHASING**

8. Are Food and Beverage operations meeting the prescribed financial standards and guidelines as indicated in Table 1 below:

	FULL SERVICE	QUICK SERVICE	SNACK BAR	CATERING	COMBINED F&B
COGS	*	*	*	*	*
LABOR COST	*	*	*	*	*
OTHER OPERATING COST	*	*	*	*	*
NET INCOME	*	*	*	*	*

\*Annotate each block with the following, as applicable:  
 Y- Yes  
 N – No  
 N/A – Not Applicable  
 NR- Not Reviewed

**TABLE 1**  
**MWR Food and Beverage Financial Standards and Guidelines**

DESCRIPTION	FOOD AND BEVERAGE OPERATION TYPE				
	Full Service	Quick Service	Snack Bars	Catering	Combined Food and Beverage
Cost of Goods Sold	38%	35%	35%	30%	38%
Labor Cost	35%	35%	35%	30%	35%
Other Operating Costs	22%	22%	20%	22%	22%

PURCHASING

Net Income	5%	8%	10%	18%	5%
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Miscellaneous fees and charges shall be established at approximately 75 percent of prices at comparable off-base facilities.

Notes:

**TIPS/GRATUITY/SERVICE CHARGE REPORTING**

1.	<p>Are tipped employees reporting their tips?</p> <p>Note: NAF employees must report tips received, whether cash or charge, if those tips total \$20 or more in a month on Internal Revenue Service (IRS) Form 4070, located in Publication 1244, Employees Daily Record of Tips and Report to Employer, or a similar report, to the NAFI by the 10th day after the month that the tips are received.</p> <p>Reference:                      CNICINST 5300.2, para 313c.                      CNICINST 7000.3, para 512b.(4)                      DoD 7000.14-R, Volume 13, Chapter 8</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
2.	<p>Are tips \$20 or more being reported by the employee on or before the 10<sup>th</sup> of the month following the month the tips were received?</p> <p>Reference:                      CNICINST 7000.3, para 512b.(4)                      DoD 7000.14-R, Volume 13, Chapter 8, para 0804</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
3.	<p>Is the activity using an automated system to report tip allocation?</p> <p>Reference:                      CINCINST 1710.3, para 232</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>



**TIPS/GRATUITY/SERVICE CHARGE REPORTING**

4.	<p>Is an Activity Sales and Tip Reporting form prepared for tipped employee at the end of each shift?</p> <p>Reference: DoD 7000.14-R, Volume 13, Chapter 8, para 0804</p> <p>Comments:</p>	<p><b>YES</b> <input type="checkbox"/></p> <p><b>NR</b> <input type="checkbox"/></p>	<p><b>NO</b> <input type="checkbox"/></p> <p><b>N/A</b> <input type="checkbox"/></p>
5.	<p>Are tipped employees reporting daily cash tips comparable to their daily charged tips?</p> <p>Reference: CINCINST 1710.3, para 232</p> <p>Comments:</p>	<p><b>YES</b> <input type="checkbox"/></p> <p><b>NR</b> <input type="checkbox"/></p>	<p><b>NO</b> <input type="checkbox"/></p> <p><b>N/A</b> <input type="checkbox"/></p>
6.	<p>Are the totals from each employee's Activity Sales and Tip Reporting form posted and submitted to payroll?</p> <p>Reference: DoD 7000.14-R, Volume 13, Chapter 8, para 0804</p> <p>Comments:</p>	<p><b>YES</b> <input type="checkbox"/></p> <p><b>NR</b> <input type="checkbox"/></p>	<p><b>NO</b> <input type="checkbox"/></p> <p><b>N/A</b> <input type="checkbox"/></p>

Notes:

SANITATION TRAINING/  
HAZARD ANALYSIS CRITICAL CONTROL POINT (HACCP)  
(Reference: NAVMED P-5010 - Tri Service Food Code)

1.	All employees involved in selling and handling food are trained within the first 30 days of hire?  Comments:	YES <input type="checkbox"/>  NR <input type="checkbox"/>	NO <input type="checkbox"/>  N/A <input type="checkbox"/>
2.	All employees involved in selling and handling food are recertified annually in sanitation?  Comments:	YES <input type="checkbox"/>  NR <input type="checkbox"/>	NO <input type="checkbox"/>  N/A <input type="checkbox"/>
3.	Training is documented and placed in employee's OPF?  Comments:	YES <input type="checkbox"/>  NR <input type="checkbox"/>	NO <input type="checkbox"/>  N/A <input type="checkbox"/>
4.	Sanitation/HACCP program is visibly evident throughout activity with documentation on file?  Comments:	YES <input type="checkbox"/>  NR <input type="checkbox"/>	NO <input type="checkbox"/>  N/A <input type="checkbox"/>

**KEY CONTROL**

1.	<p>Appointment Letter:</p> <p>Primary and alternate key custodians are appointed in writing?</p> <p>Reference: CNICINST 1710.3, para 2103c.</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
2a.	<p>Access Roster:</p> <p>Reflects all personnel authorized to issue and receive keys?</p> <p>Reference: CINCINST 1710.3, para 232b. and 2103</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
2b.	<p>Determines which employees may receive what keys?</p> <p>Reference: CINCINST 1710.3, para 232b. and 2103</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
2c.	<p>Signed by the custodian?</p> <p>Reference: CINCINST 1710.3, para 232b. and 2103</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>

**KEY CONTROL**

<p>2d.</p>	<p>Posted on the key box?</p> <p>Reference: CINCINST 1710.3, para 232b. and 2103</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
<p>3a.</p>	<p>Key Depository:</p> <p>Filing cabinet, safe or key depository box made of a least 26 gauge steel, equipped with tumbler type locking device, and permanently affixed to a wall?</p> <p>Comments:</p> <p>CINCINST 1710.3, para 232b. and 2103</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
<p>3b.</p>	<p>Kept in a room that is locked when unoccupied or under 24 hour surveillance?</p> <p>Reference: CINCINST 1710.3, para 232b. and 2103</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
<p>4a.</p>	<p>Master Inventory:</p> <p>The Master Inventory includes serial number of the key or lock, location of the lock, total number of keys maintained for the lock, where the keys are located, and the hook number.</p> <p>Reference: CINCINST 1710.3, para 232b. and 2103</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>

**KEY CONTROL**

<p>4b.</p>	<p>Is the Master inventory secured in a locked container when not in use?</p> <p>Reference: CINCINST 1710.3, para 232b. and 2103</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
<p>5a.</p>	<p>Key Control Register: Key rings or sets are signed out on a separate register?</p> <p>Reference: CINCINST 1710.3, para 232b. and 2103</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
<p>5b.</p>	<p>Key or lock serial number is listed under 'Key Control Numbers'?</p> <p>Reference: CINCINST 1710.3, para 232b. and 2103</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
<p>5c.</p>	<p>Are keys signed in and out by authorized personnel with date and time annotated?</p> <p>Reference: CINCINST 1710.3, para 232b. and 2103</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>

**KEY CONTROL**

<p>5d.</p>	<p>Keys are kept in a locked container with controlled access when not in use?</p> <p>Reference: CINCINST 1710.3, para 232b. and 2103</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
<p>5e.</p>	<p>Key control registers are retained for a minimum of 90 days after the last entry?</p> <p>Reference: CINCINST 1710.3, para 232b. and 2103</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
<p>6a.</p>	<p>Permanently Issued Keys:</p> <p>Kept to the minimum necessary?</p> <p>Reference: CINCINST 1710.3, para 232b. and 2103</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
<p>6b.</p>	<p>Signed for on a hand receipt?</p> <p>Reference: CINCINST 1710.3, para 232b. and 2103</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>

**KEY CONTROL**

7a.	<p>Key Inventories:</p> <p>Daily issued keys are checked at the end of the day?</p> <p>Reference: CINCINST 1710.3, para 232b. and 2103</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
7b.	<p>Personally retained keys are inventoried at the end of each quarter on a 'show me' basis to the custodian?</p> <p>Reference: CINCINST 1710.3, para 232b. and 2103</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
7c.	<p>All key inventories by serial number are verified semi-annually?</p> <p>Reference: CINCINST 1710.3, para 232b. and 2103</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
7d.	<p>Memorandum for Record is prepared for each 100% inventory stating all keys were inventoried and what, if any discrepancies were found?</p> <p>Reference: CINCINST 1710.3, para 232b.</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>

KEY CONTROL

7e.	Key inventory documentation is maintained on file for a minimum of 12 months?  Reference: CINCINST 1710.3, para 232b. and 2103  Comments:	YES <input type="checkbox"/>  NR <input type="checkbox"/>	NO <input type="checkbox"/>  N/A <input type="checkbox"/>
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Notes:



**BAR REGULATIONS**

1a.	<p>Restrictions:</p> <p>ASIP/Bar Code/Care/Serve Safe Alcohol training and certification</p> <p>Note: All employees involved in selling alcoholic beverages are to be trained within 30 days of hire</p> <p>References: CNICINST 1710.3, para 2138g.(2)</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
1b.	<p>All employees involved in selling alcoholic beverages are recertified annually?</p> <p>Reference: CNICINST 1710.3, para 2138g.(2)</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
1c.	<p>Alcoholic training is documented and located in employee's file?</p> <p>Reference: CNICINST 1710.3, para 2138g.(2)</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>

**BAR REGULATIONS**

1d.	<p>Only authorized employees are used in the dispensing and service of alcoholic beverages?</p> <p>Reference: CNICINST 1710.3, para 2138</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
1e.	<p>Alcohol is not given away as prizes?</p> <p>References: CNICINST 1710.3, para 2138</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
1f.	<p>No more than one drink is served to a customer at a time?</p> <p>References: CNICINST 1710.3, para 2138</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
1g.	<p>Prices are not reduced for specific day parts or customers (not to include Happy Hour programs)?</p> <p>Reference: CINCINST 1710.3, para 2138</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>

**BAR REGULATIONS**

1h.	<p>Privately owned alcoholic beverages are not brought into the facility?</p> <p>Reference: CINCINST 1710.3, para 2138</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
2a.	<p>Beverage Controls: Is each bar supply area is kept secured unless in use?</p> <p>Reference: CNICINST 1710.3, para 2103</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
2b.	<p>Each bar is considered a separate operation with its own sales accountability?</p> <p>Reference: CINCINST 1710.3, para 2138</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
2c.	<p>Are surprise bar inventories conducted at least once per quarter per employee?</p> <p>Reference: CNICINST 1710.3, para 2103i.</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>

**BAR REGULATIONS**

<p>2d.</p>	<p>Bottle Tare Weights are used for inventory counts?</p> <p>Reference: CINCINST 1710.3, para 232 and 2103h.</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
<p>2e.</p>	<p>Beginning and Ending inventories are <b>accurate</b> and contain at a minimum of 2 signatures of authorization and approval?</p> <p>Reference: CINCINST 1710.3, para 2103g.</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
<p>2f.</p>	<p>All receipts of bar products are accurately recorded to include interdepartmental transfers?</p> <p>Reference: CINCINST 1710.3, para 2103</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
<p>2g.</p>	<p>Cost cards are produced for each drink to include, non-alcoholic drinks, wines, spirits, wells, cordials, mixed drinks, and the happy hour program?</p> <p>Reference: CINCINST 1710.3, para 232, 2102, 2103</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>

**BAR REGULATIONS**

<p>2h.</p>	<p>Cost cards are reviewed semi-annually and prices adjusted per approval of MWR Director/CO?</p> <p>Reference: CINCINST 1710.3, para 232, 2102, 2103</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
<p>2i.</p>	<p>Bartenders sign for bar inventory for sales accountability period?</p> <p>Reference: CNICINST 1710.3, para 2103i.</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
<p>2j.</p>	<p>POS opening and closing readings are validated by management?</p> <p>Reference: CNICINST 7000.3, para 507a.(3)</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
<p>2k.</p>	<p>Person other than bartender completing bar inventories?</p> <p>Reference: CNICINST 7000.3, para 513j.</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>

**BAR REGULATIONS**

3a.	<p>Draft Beer:</p> <p>Draft beer sales accountability completed upon change of shift?</p> <p>Reference: CINCINST 1710.3, para 232, 2102, 2103</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
3b.	<p>Beer taps are locked or draft beer kegs otherwise secured when not in use?</p> <p>Reference: CINCINST 1710.3, para 232, 2102, 2103</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
3c.	<p>Keg deposit account is properly set-up and invoices coded correctly within SAP?</p> <p>Reference: CINCINST 1710.3, para 232, 2102, 2103</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
3d.	<p>Draft beer lines are cleaned at least monthly with documentation?</p> <p>Reference: CINCINST 1710.3, para 2130</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>

**BAR REGULATIONS**

4a.	<p>Bartender Variance Log:</p> <p>Maintained on each bartender for each shift, includes; bartender's name, bar location, date, shift, cash +/- and inventory variance?</p> <p>Reference: CINCINST 1710.3, para 232</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
4b.	<p>Variances over 2% are investigated and appropriate action taken?</p> <p>Comments:</p> <p>CINCINST 1710.3, para 232</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
5a.	<p>Reduced Price Beverages: Has the activity implemented a designated driver program?</p> <p>Reference: CINCINST 1710.3, para 2138h.</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
5b.	<p>Are reduced prices greater than 50% of normal pricing?</p> <p>Comments:</p> <p>CINCINST 1710.3, para 232</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>

**BAR REGULATIONS**

5c.	<p>Are reduced prices offered more than 2 hours per day?</p> <p>Reference: Best Business Practices</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
5d.	<p>Are reduced prices used to increase sales during slow/non-peak operational periods?</p> <p>Reference: Best Business Practices</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
5e.	<p>Are separate inventories used for both regular and reduced price programs and reconciled daily?</p> <p>Reference: CNICINST 7000.3, para 513j.</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
5f.	<p>Are reduced prices offered more than 10 hours per week?</p> <p>Are reduced prices used to increase sales during slow/non-peak operational periods?</p> <p>Reference: Best Business Practices</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>



**BAR REGULATIONS**

6a.	<p>End of Month Inventories:</p> <p>Completed on the last business day of each month after operation has closed for business?</p> <p>Reference: CNICINST 7000.3, para 513j.</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
6b.	<p>Completed with 2 people working in pairs, ensuring a separation of duties?</p> <p>Reference: CNICINST 7000.3, para 513j.</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
6c.	<p>Inventories conducted and listed separately for each department?</p> <p>Reference: CNICINST 7000.3, para 513j.</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
6d.	<p>Bar condiments and garnishes are transferred from the <b>Food</b> inventory to the bar cost of goods sold G/L account?</p> <p>Reference: CNICINST 1710.3, para 2103</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>

**BAR REGULATIONS**

<p>6e.</p>	<p>Perpetual and Sensitive item inventories are maintained on the top 20% of the highest cost items?</p> <p>Reference: CNICINST 1710.3, para 2103</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
<p>6f.</p>	<p>Sensitive item inventories are reconciled to sales daily?</p> <p>Reference: CNICINST 1710.3, para 2103g.</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
<p>6g.</p>	<p>Variances are investigated by management and appropriate action is taken?</p> <p>Reference: CNICINST 7000.3, para 513j.</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
<p>6h.</p>	<p>Surprise inventory counts of all storage areas are conducted at least monthly by management?</p> <p>Reference: CNICINST 1710.3, para 2103i.</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>

**BAR REGULATIONS**

6i.	Automated inventory system used to extend end of the month inventories?  Reference: CNICINST 7000.3, para 513j. CNICINST 1710.3, para 2102, 2103  Comments:	YES <input type="checkbox"/>  NR <input type="checkbox"/>	NO <input type="checkbox"/>  N/A <input type="checkbox"/>
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Notes:

FOOD PRODUCTION			
Reference: CNICINST 1710.3, Chapter 21 (Food and Beverage)			
1a.	Point of Sales Historical Records:  Comments:	YES <input type="checkbox"/>  NR <input type="checkbox"/>	NO <input type="checkbox"/>  N/A <input type="checkbox"/>
1b.	Forecasted sales are compared to actual sales?  Comments:	YES <input type="checkbox"/>  NR <input type="checkbox"/>	NO <input type="checkbox"/>  N/A <input type="checkbox"/>
1c.	Variiances are investigated and documents?  Comments:	YES <input type="checkbox"/>  NR <input type="checkbox"/>	NO <input type="checkbox"/>  N/A <input type="checkbox"/>
2a.	Waste and Leftover Logs:  Are developed, evidence of use is seen in the activity, results are investigated and corrective action plans developed to reduce the amount of waste and leftovers?  Comments:	YES <input type="checkbox"/>  NR <input type="checkbox"/>	NO <input type="checkbox"/>  N/A <input type="checkbox"/>
2b.	Dollar values are correlated with the waste product and reviewed by management weekly?  Comments:	YES <input type="checkbox"/>  NR <input type="checkbox"/>	NO <input type="checkbox"/>  N/A <input type="checkbox"/>

<b>FOOD PRODUCTION</b> Reference: CNICINST 1710.3, Chapter 21 (Food and Beverage)			
3a.	Breakage and Spoilage:  Proper items are recorded (leftovers are not approved items)  Comments:	YES <input type="checkbox"/>  NR <input type="checkbox"/>	NO <input type="checkbox"/>  N/A <input type="checkbox"/>
3b	Total breakage and spoilage does not exceed 1% of total sales?  Comments:	YES <input type="checkbox"/>  NR <input type="checkbox"/>	NO <input type="checkbox"/>  N/A <input type="checkbox"/>
4a.	Production Forms:  Forms are developed for each food production station and shift, and the use of form is evident in facility?  Comments:	YES <input type="checkbox"/>  NR <input type="checkbox"/>	NO <input type="checkbox"/>  N/A <input type="checkbox"/>
4b.	Production manager/Chef forecasts production levels according to business demand?  Comments:	YES <input type="checkbox"/>  NR <input type="checkbox"/>	NO <input type="checkbox"/>  N/A <input type="checkbox"/>
4c.	Production forms include items to be prepped, par-levels, and quantity on hand, quantity to be produced, and forms are for a 7 day cycle?  Comments:	YES <input type="checkbox"/>  NR <input type="checkbox"/>	NO <input type="checkbox"/>  N/A <input type="checkbox"/>

<b>FOOD PRODUCTION</b> Reference: CNICINST 1710.3, Chapter 21 (Food and Beverage)			
4d.	Cost Cards have been developed for each menu item to include catering, special features, theme nights, buffets, salad bars, and cycle menus?  Comments:	YES <input type="checkbox"/>  NR <input type="checkbox"/>	NO <input type="checkbox"/>  N/A <input type="checkbox"/>
4e.	Cost cards are reviewed semi-annually and cost prices are adjusted and updated accordingly?  Comments:	YES <input type="checkbox"/>  NR <input type="checkbox"/>	NO <input type="checkbox"/>  N/A <input type="checkbox"/>
4f.	Raw Food Yield Test forms have been developed and are completed for all major proteins and produce?  Comments:	YES <input type="checkbox"/>  NR <input type="checkbox"/>	NO <input type="checkbox"/>  N/A <input type="checkbox"/>
4g.	Cost of waste and shrinkage is reincorporated into the cost cards to ensure all product costs are captured?  Comments:	YES <input type="checkbox"/>  NR <input type="checkbox"/>	NO <input type="checkbox"/>  N/A <input type="checkbox"/>
5a.	Key Result Indicators:  Roast Meat Chart to measure the cost of shrinkage is in use at the facility and used to document the cost of shrinkage for pricing purposes?  Comments:	YES <input type="checkbox"/>  NR <input type="checkbox"/>	NO <input type="checkbox"/>  N/A <input type="checkbox"/>

<b>FOOD PRODUCTION</b> Reference: CNICINST 1710.3, Chapter 21 (Food and Beverage)			
5b.	Buffets and Cyclic buffet cycle menus - Portions forecasted, Portions produced, and Portions leftover/missing compared to actual sales?  Comments:	YES <input type="checkbox"/>  NR <input type="checkbox"/>	NO <input type="checkbox"/>  N/A <input type="checkbox"/>
5c.	Variances are noted and action plan developed to reduce delta between Portions forecasted and Portions Sold?  Comments:	YES <input type="checkbox"/>  NR <input type="checkbox"/>	NO <input type="checkbox"/>  N/A <input type="checkbox"/>
6a.	Inventories are completed on the last business day of each month after operation has closed for business?  Comments:	YES <input type="checkbox"/>  NR <input type="checkbox"/>	NO <input type="checkbox"/>  N/A <input type="checkbox"/>
6b.	Completed with 2 people working in pairs, ensuring a separation of duties?  Comments:	YES <input type="checkbox"/>  NR <input type="checkbox"/>	NO <input type="checkbox"/>  N/A <input type="checkbox"/>
6c.	Inventories conducted and listed separately for each department?  Comments:	YES <input type="checkbox"/>  NR <input type="checkbox"/>	NO <input type="checkbox"/>  N/A <input type="checkbox"/>

<b>FOOD PRODUCTION</b> Reference: CNICINST 1710.3, Chapter 21 (Food and Beverage)			
6d.	Perpetual and Sensitive item inventories are maintained on the top 20% of the highest cost items?  Comments:	YES <input type="checkbox"/>  NR <input type="checkbox"/>	NO <input type="checkbox"/>  N/A <input type="checkbox"/>
6e.	Sensitive item inventories are reconciled to sales daily? Variances are investigated by management and appropriate action is taken?  Comments:	YES <input type="checkbox"/>  NR <input type="checkbox"/>	NO <input type="checkbox"/>  N/A <input type="checkbox"/>
6f.	Surprise inventory counts of all storage areas are conducted at least quarterly by management?  Comments:	YES <input type="checkbox"/>  NR <input type="checkbox"/>	NO <input type="checkbox"/>  N/A <input type="checkbox"/>
6g.	Open and partial containers (such as coffee, spices etc.) in production area are included in the end of the month inventory?  Comments:	YES <input type="checkbox"/>  NR <input type="checkbox"/>	NO <input type="checkbox"/>  N/A <input type="checkbox"/>
6h.	Reference:  Comments:	YES <input type="checkbox"/>  NR <input type="checkbox"/>	NO <input type="checkbox"/>  N/A <input type="checkbox"/>



**FOOD PRODUCTION**

Reference: CNICINST 1710.3, Chapter 21 (Food and Beverage)

6i.	<p>Floor scales are used to verify product invoice weight for deliveries of bulk products such as beef and chicken?</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
7a.	<p><b>Purchasing and Receiving:</b></p> <p>All food, beverage, and supplies when received are verified against the original purchase request for accuracy?</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
7b.	<p>All food, beverage, and supplies are checked for damage, temperature control, and substitutions?</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
7c.	<p>Product not meeting Navy standards are refused upon vendor delivery?</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
7d.	<p>All invoices are submitted to finance within 2 business days and are signed?</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>

<b>FOOD PRODUCTION</b> Reference: CNICINST 1710.3, Chapter 21 (Food and Beverage)			
8a.	Kitchen Security:  Kitchen storage areas are secured when not in use?  Comments:	YES <input type="checkbox"/>  NR <input type="checkbox"/>	NO <input type="checkbox"/>  N/A <input type="checkbox"/>
8b.	Food and Supply requisitions are generated from each department and issued to department by storeroom clerk?  Comments:	YES <input type="checkbox"/>  NR <input type="checkbox"/>	NO <input type="checkbox"/>  N/A <input type="checkbox"/>
8c.	c. Storeroom requisition form located at each storage location for recording the removal of product from areas after hours?  Comments:	YES <input type="checkbox"/>  NR <input type="checkbox"/>	NO <input type="checkbox"/>  N/A <input type="checkbox"/>
8d.	Employee parking is not allowed near the receiving area?  Comments:	YES <input type="checkbox"/>  NR <input type="checkbox"/>	NO <input type="checkbox"/>  N/A <input type="checkbox"/>
8e.	Cameras are installed to monitor all storage areas to include the receiving area?  Comments:	YES <input type="checkbox"/>  NR <input type="checkbox"/>	NO <input type="checkbox"/>  N/A <input type="checkbox"/>

<b>FOOD PRODUCTION</b> Reference: CNICINST 1710.3, Chapter 21 (Food and Beverage)			
9a.	Recipes:  Are standardized recipes developed for each menu item to include: buffets, salad bars, theme nights, catering, and special events?  Comments:	YES <input type="checkbox"/>  NR <input type="checkbox"/>	NO <input type="checkbox"/>  N/A <input type="checkbox"/>
9b.	b. Is recipe use evident within facility?  Comments:  CINCINST 1710.3, para 232 Comments:	YES <input type="checkbox"/>  NR <input type="checkbox"/>	NO <input type="checkbox"/>  N/A <input type="checkbox"/>
10a.	Catering:  Standardized room fees and charges have been developed and are in use?  Comments:	YES <input type="checkbox"/>  NR <input type="checkbox"/>	NO <input type="checkbox"/>  N/A <input type="checkbox"/>
10b.	All catered events and special events have a formal contract developed?  Comments:	YES <input type="checkbox"/>  NR <input type="checkbox"/>	NO <input type="checkbox"/>  N/A <input type="checkbox"/>
10c.	All contracts are assigned a numeric number and are in sequential order?  Comments:	YES <input type="checkbox"/>  NR <input type="checkbox"/>	NO <input type="checkbox"/>  N/A <input type="checkbox"/>

FOOD PRODUCTION			
Reference: CNICINST 1710.3, Chapter 21 (Food and Beverage)			
10d.	All contracts have 2 authorizing signatures, 1 is the host of the event and 2 is the catering manager?  Comments:	YES <input type="checkbox"/>  NR <input type="checkbox"/>	NO <input type="checkbox"/>  N/A <input type="checkbox"/>
10e.	Are contracts generated through an automated or manual system?  Comments:	YES <input type="checkbox"/>  NR <input type="checkbox"/>	NO <input type="checkbox"/>  N/A <input type="checkbox"/>
10f.	A hierarchy of security has been established and is in place for the catering software program?  Comments:	YES <input type="checkbox"/>  NR <input type="checkbox"/>	NO <input type="checkbox"/>  N/A <input type="checkbox"/>
10g.	Catering personnel are not authorized to manipulate closed contracts or alter payment receipts?  Comments:	YES <input type="checkbox"/>  NR <input type="checkbox"/>	NO <input type="checkbox"/>  N/A <input type="checkbox"/>

**FOOD PRODUCTION**

Reference: CNICINST 1710.3, Chapter 21 (Food and Beverage)

Notes:

ADDITIONAL REQUIREMENTS

For **stand-alone food service facilities**, e.g. clubs, complete the following ICQs, as applicable

<input type="checkbox"/> HUMAN RESOURCES ICQ*	<input type="checkbox"/>	<input type="checkbox"/> N/A	<input type="checkbox"/> NR
<input type="checkbox"/> FINANCE ICQ			
Financials*	<input type="checkbox"/>	<input type="checkbox"/> N/A	<input type="checkbox"/> NR
Cash and Cash Handling	<input type="checkbox"/>	<input type="checkbox"/> N/A	<input type="checkbox"/> NR
Sales	<input type="checkbox"/>	<input type="checkbox"/> N/A	<input type="checkbox"/> NR
Account Receivable	<input type="checkbox"/>	<input type="checkbox"/> N/A	<input type="checkbox"/> NR
Accounts Payable*	<input type="checkbox"/>	<input type="checkbox"/> N/A	<input type="checkbox"/> NR
Inventories and Fixed Assets	<input type="checkbox"/>	<input type="checkbox"/> N/A	<input type="checkbox"/> NR
<input type="checkbox"/> PROCUREMENT ICQ			
Purchasing	<input type="checkbox"/>	<input type="checkbox"/> N/A	<input type="checkbox"/> NR
NAF Purchase Card*	<input type="checkbox"/>	<input type="checkbox"/> N/A	<input type="checkbox"/> NR
Receiving	<input type="checkbox"/>	<input type="checkbox"/> N/A	<input type="checkbox"/> NR

NOTES:

**\*Records may be kept at by Regional Business Office**