

STAFF SUMMARY SHEET

	TO	ACTION	SIGNATURE (<i>Surname</i>), GRADE AND DATE		TO	ACTION	SIGNATURE (<i>Surname</i>), GRADE AND DATE
1	Requester	Coord		6			
2	EFSS/ Rations	Concur		7			
3	EFSS/FSV	Approve		8			
4	EFSS/Pearl DFAC	Action		9			
5				10			

SURNAME OF ACTION OFFICER AND GRADE	SYMBOL	PHONE	TYPIST'S INITIALS	SUSPENSE DATE
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SUBJECT Squadron BBQ Request	DATE
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Summary Have you submitted a DV Catering Request Form? **Choose Opti**

1. Requester must fulfill the following before submission:
 - a). Public Health Application for Temporary Food Establishment document must be coordinated through Public Health at 379emdg.publichealth@us.af.mil and/or DSN (318) 455-5378. Ensure Public Health representative signs the form. Requester must also complete food handlers training also coordinated through PH. This requirement is for all individuals who plan on transporting, cooking, handling, and/or serving food. That form must also be included and will be provided by PH.
 - b). BBQ Request Form must be filled out in its entirety.
 - c). BBQ Grill Request Form must indicate whether you need a grill and/or cooler. If not requesting items, please select N/A in "QNTY" block.
 - d). AF Form 79 must be completed with the correct amount of people indicated in the BBQ Request form and signed by the POC. Ensure the following information is completed:
 - i. Name
 - ii. Grade
 - iii. DOD ID#
2. If packet is not turned in 7 days before the event or does not include Temporary Food Establishment; Public Health food handlers training; BBQ Request Form; BBQ Grill Request Form; and AF Form 79 with all applicable information and signatures, it will be rejected and sent back for corrections. Once you have all listed forms properly filled out, please email them to 379EFSS.BBQ.Request@us.af.mil 7 days in advance.
3. If you have filled out both a DV Catering Request Form and a BBQ Request Form, its highly recommended to divide the total expected number of participants between the two forms.
4. A POC will respond within one duty day letting you know the packet was received and will inform of any corrections. The requester will be courtesy copied throughout the routing process. Requester is responsible for Cc'ing their unit's First Sergeant.
5. If grill and/or cooler have been requested, POC must pick up item(s) the day before BBQ request. A DAF 1297 will be issued. All items must be cleaned and returned NLT 24 hours after the event. Dirty items will not be accepted.
6. Food pick-up will be done at the Pearl Dining Facility. Staff will be present at the time indicated on the BBQ Request form. The staff will ensure the following are available:
 - a). Food items: a 3516 will be used to annotate and keep accountability of all issued food stuffs.
 - b). Pots and pans: a DAF 1297 will be issued to ensure accountability and return of these items to the Pearl within 24 hours after the event.
 - c). Cake: Staff will verify cake is ready in time for the event.

****If there is a cancellation, the Pearl must be notified as soon as possible**

