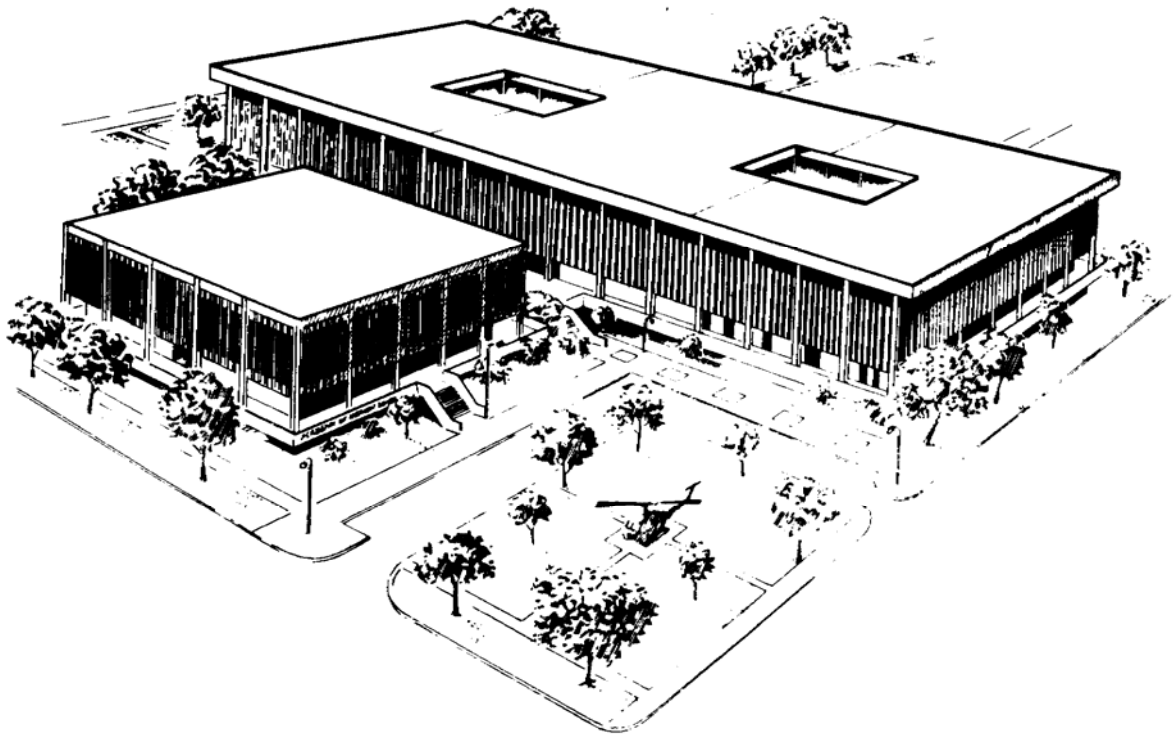

**U.S. ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL
FORT SAM HOUSTON, TEXAS 78234-6100**



**INTRODUCTION TO THE
VETERINARY FOOD INSPECTION
SPECIALIST CAREER FIELD
(91 R)**

SUBCOURSE MD0702

EDITION 100

DEVELOPMENT

This subcourse is approved for resident and correspondence course instruction. It reflects the current thought of the Academy of Health Sciences and conforms to printed Department of the Army doctrine as closely as currently possible. Development and progress render such doctrine continuously subject to change.

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ADMINISTRATION

Students who desire credit hours for this correspondence subcourse must meet eligibility requirements and must enroll in the subcourse. Application for enrollment should be made at the Internet website: <http://www.atrrs.army.mil>. You can access the course catalog in the upper right corner. Enter School Code 555 for medical correspondence courses. Copy down the course number and title. To apply for enrollment, return to the main ATRRS screen and scroll down the right side for ATRRS Channels. Click on SELF DEVELOPMENT to open the application and then follow the on screen instructions.

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CLARIFICATION OF TERMINOLOGY

When used in this publication, words such as "he," "him," "his," and "men" are intended to include both the masculine and feminine genders, unless specifically stated otherwise or when obvious in context.

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**CORRESPONDENCE COURSE OF
THE U.S. ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL**

SUBCOURSE MD0702

**INTRODUCTION TO THE VETERINARY FOOD INSPECTION SPECIALIST
CAREER FIELD (91R)**

INTRODUCTION

As a veterinary food inspection specialist, you need an introduction to the context in which you will be working. The purpose of this subcourse is to provide some general knowledge that may be referred to in subsequent subcourses. There are lessons concerning the Veterinary Service as a whole, a look at the 91 Romeo career field and designated responsibilities in a field situation, and the importance of ethical standards.

Subcourse Components:

The subcourse instructional material consists of the following:

Lesson 1, Organization and Mission of the Army Veterinary Service.

Lesson 2, Overview of the 91R Career Field.

Lesson 3, Combat Service Support.

Lesson 4, Ethics, Standards, and Established Practices.

Here are some suggestions that may be helpful to you in completing this subcourse:

--Read and study each lesson carefully.

--Complete the subcourse lesson by lesson. After completing each lesson, work the exercises at the end of the lesson, marking your answers in this booklet.

--After completing each set of lesson exercises, compare your answers with those on the solution sheet that follows the exercises. If you have answered an exercise incorrectly, check the reference cited after the answer on the solution sheet to determine why your response was not the correct one.

Credit Awarded:

To receive credit hours, you must be officially enrolled and complete an examination furnished by the Nonresident Instruction Branch at Fort Sam Houston, Texas. Upon successful completion of the examination for this subcourse, you will be awarded 10 credit hours.

You can enroll by going to the web site <http://atrrs.army.mil> and enrolling under "Self Development" (School Code 555).

A listing of correspondence courses and subcourses available through the Nonresident Instruction Section is found in Chapter 4 of DA Pamphlet 350-59, Army Correspondence Course Program Catalog. The DA PAM is available at the following website: <http://www.usapa.army.mil/pdffiles/p350-59.pdf>.

LESSON ASSIGNMENT

LESSON 1

Organization and Mission of the Army Veterinary Service.

LESSON ASSIGNMENT

Programmed instruction, frames 1-1 through 1-27.

LESSON OBJECTIVES

After completing the programmed text, you should be able to:

- 1-1 Identify the primary mission of the Army Medical Department (AMEDD).
- 1-2. Identify the four functions (areas of work) of the Army Veterinary Service.
- 1-3. Identify the three parts of the mission of the Army Veterinary Service.
- 1-4. Identify the two main groups that comprise the Army Veterinary Service.
- 1-5. Identify the four categories of personnel within the Army Veterinary Service.
- 1-6. Identify common terms used in the Army Medical Department (AMEDD).

INSTRUCTIONS

This lesson is set up differently from most subcourses. It is a workbook that utilizes programmed instruction. The numbered "frames" present information and/or a question about presented information. You should work through the frames in the order presented. Answer each question that is presented. To check your answers, go to the shaded box of the NEXT frame. For example, the solution to the question presented in Frame 1-1 is found in the shaded box of Frame 1-2.

SUGGESTION

After going through the programmed text, complete the exercises at the end of this lesson. These exercises will help you to achieve the lesson objectives.

Lesson 1



ORGANIZATION AND MISSION OF THE UNITED STATES (US) ARMY VETERINARY SERVICE

<p>FRAME 1-1</p> <p>A trained Veterinary Food Inspection Specialist (91R [Romeo]) assists the Army Medical Department (AMEDD) in performing its missions. The <u>primary mission</u> is to <u>maintain</u> the <u>health</u> of the troops and <u>conserve the fighting strength</u>.</p> <p>Maintaining the health of troops and conserving the fighting strength is the _____ of the Army Medical Department.</p>	
<p>FRAME 1-2</p> <p>The Veterinary Service helps conserve the fighting strength by _____</p>	<p>Solution to Frame 1-1</p> <p>Primary mission.</p>
<p>FRAME 1-3</p> <p>To accomplish its primary mission, the Veterinary Service works in four areas:</p> <ul style="list-style-type: none">a. Food hygiene, safety, and quality assurance (food inspection).b. Veterinary preventive medicine.c. Research and development.d. Animal medicine. <p>What are the four areas in which the Veterinary Service works?</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Solution to Frame 1-2</p> <p>Maintaining the health of the troops.</p>



<p>FRAME 1-4</p> <p>The first of these areas (food hygiene, safety, and assurance) is the most extensive and the most important. An inspector will inspect <u>all types of food</u> (the military subsistence).</p> <p>By conscientiously doing the job, the individual will help the Veterinary Service to carry out its main mission of maintaining the health of the troops in order to _____</p> <p>_____</p>	<p>Solution to Frame 1-3</p> <p>Food hygiene, safety, and quality assurance.</p> <p>Veterinary preventive medicine.</p> <p>Research and development.</p> <p>Animal medicine.</p>
<p>FRAME 1-5</p> <p>Briefly, food hygiene, safety, and quality assurance (food inspection) are carried out while the product is being <u>processed or manufactured, shipped, stored,</u> and when it is <u>issued</u> for use.</p> <p>The military term often used instead of <u>food</u> is _____.</p> <p>Foods are inspected while being _____</p> <p>(processed), _____, _____ and</p> <p>when they are _____.</p>	<p>Solution to Frame 1-4</p> <p>Conserve the fighting strength.</p>
<p>FRAME 1-6</p> <p>Food provided to the US Armed Forces must be nutritious and palatable and must be free from disease-producing contaminants. Food inspection supports the primary mission of the AMEDD, which is to:</p> <p>_____</p>	<p>Solution to Frame 1-5</p> <p>Subsistence.</p> <p>Manufactured.</p> <p>Shipped.</p> <p>Stored.</p> <p>Issued.</p>

<p>FRAME 1-7</p> <p>The next area in which veterinary personnel work is <u>veterinary preventive medicine</u>. In order to accomplish this function, the veterinarian and his personnel work in:</p> <ul style="list-style-type: none"> a. Zoonotic disease control (diseases transmissible from animals to man). b. Animal care to protect the health of humans and animals. c. Wildlife management. <p>The area in which the veterinarians work in the control of zoonotic diseases is _____.</p> <p>_____</p>	<p>Solution to Frame 1-6</p> <p>Maintain the health of the troops and conserve the fighting strength.</p>
<p>FRAME 1-8</p> <p>The third area in which veterinary personnel work is research and development. This activity brings about changes in:</p> <ul style="list-style-type: none"> a. Human medicine. b. Research projects in: <ul style="list-style-type: none"> (1) Food technology. (2) Food hygiene. (3) Nutrition. c. Animal medicine. d. Inspection methods and equipment. <p>The veterinary activity in which technological changes are likely to evolve is called _____.</p>	<p>Solution to Frame 1-7</p> <p>Veterinary preventive medicine.</p>

<p>FRAME 1-9</p> <p>The fourth and last major area of veterinary activity is animal medicine. This activity includes, among many items:</p> <ul style="list-style-type: none"> a. Complete care to military animals. <ul style="list-style-type: none"> (1) Military working dogs. (2) Laboratory animals. b. Limited care to animals owned by military personnel. <p>Animal immunizations would be included in the veterinary activity called _____.</p>	<p>Solution to Frame 1-8</p> <p>Research and development.</p>
<p>FRAME 1-10</p> <p>The material just covered has told you something about the <u>primary mission</u> of the Veterinary Service, which is maintaining the health of the troops and conserving the fighting strength.</p>	<p>Solution to Frame 1-9</p> <p>Animal medicine.</p>
<p>FRAME 1-11</p> <p>Now, let us look at the <u>secondary mission</u> of the Veterinary Service, which is <u>to protect the financial interests of the government</u>.</p> <p>The Veterinary Service has a primary <u>and</u> a secondary mission. The first is maintaining the health of the troops and conserving the fighting strength, and the secondary mission is to _____</p> <p>_____</p>	<p>Solution to Frame 1-10</p> <p>(No solution required)</p>

<p>FRAME 1-12</p> <p>The government must check carefully to see that it receives the quantity and quality of food that a contract calls for. Just as you are a careful shopper, it now becomes the job of the Veterinary Service to see that "Uncle Sam" is getting what he pays for.</p>	<p>Solution to Frame 1-11</p> <p>Protect the financial interests of the government.</p>
<p>FRAME 1-13</p> <p>Also, the foods (subsistence) must be packaged, packed, shipped, and stored in such a way that they reach the customer in a wholesome, palatable condition.</p> <p>What is the total mission of the Veterinary Service?</p> <p>a. _____</p> <p>b. _____</p> <p>c. _____</p>	<p>Solution to Frame 1-12</p> <p>(No solution required)</p>
<p>FRAME 1-14</p> <p>The US AMEDD is very large. So, let's look at only the people who comprise the Army Veterinary Service.</p> <p>There are two main groups, the Veterinary Corps and the Veterinary Enlisted Medical Service.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>CORPS INSIGNIA</p> </div> <div style="text-align: center;">  <p>SERVICE INSIGNIA</p> </div> </div>	<p>Solution to Frame 1-13</p> <p>a. To maintain the health of the troops.</p> <p>b. To conserve the fighting strength.</p> <p>c. To protect the financial interests of the government.</p>

<p>FRAME 1-15</p> <p>VETERINARY CORPS--</p> <p>A member of the Veterinary Corps (VC) is:</p> <ol style="list-style-type: none"> a. A commissioned officer--a qualified doctor of veterinary medicine, or b. A warrant officer--a food inspection technician. c. Under the direction of The Surgeon General. d. Part of the AMEDD. 	<p>Solution to Frame 1-14</p> <p>(No solution required)</p>
<p>FRAME 1-16</p> <p>VETERINARY ENLISTED MEDICAL SERVICE ---</p> <p>A member of the Veterinary Enlisted Medical Service is:</p> <ol style="list-style-type: none"> a. An enlisted person (E-2 to E-9) in MOS 91R10, 91R20, 91R30, 91R40, or 91R50--Veterinary Food Inspection Specialist, or b. An enlisted person E-2 to E-7) in MOS 91T20, 91T30, or 91T40--Animal Care Specialist. c. Part of the AMEDD. 	<p>Solution to Frame 1-15</p> <p>(No solution required)</p>
<p>FRAME 1-17</p> <p>Now, let's see you fill in some blanks to test your knowledge.</p> <ol style="list-style-type: none"> 1. 91R10, -20, -30, -40, -50 are _____. 2. 91T20, -30, -40 are _____. 3. A food inspection technician is a _____ 4. A qualified doctor of veterinary medicine is a _____ 5. The Veterinary Enlisted Medical Service is composed of _____ 	<p>Solution to Frame 1-16</p> <p>(No solution required)</p>

<p>FRAME 1-18</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>CORPS INSIGNIA</p> </div> <div style="text-align: center;">  <p>SERVICE INSIGNIA</p> </div> </div> <p>1. Insignia of the Veterinary _____</p> <p>2. Insignia of the Veterinary _____</p>	<p>Solution to Frame 1-17</p> <ol style="list-style-type: none"> 1. Veterinary Food Inspection Specialists. 2. Animal Care Specialists. 3. Veterinary Corps Warrant Officer. 4. Veterinary Corps Officer. 5. Enlisted personnel.
<p>FRAME 1-19</p> <p>The Veterinary Corps Officer, the Veterinary Corps Warrant Officer, the Veterinary Food Inspection Specialist (91R), and the Animal Care Specialist (91T) are the four categories of personnel which comprise the _____</p>	<p>Solution to Frame 1-18</p> <ol style="list-style-type: none"> 1. Corps. 2. Enlisted Medical Service.
<p>FRAME 1-20</p> <p>The organization of the AMEDD is headed by <u>The Surgeon General</u>, who works from the Office of The Surgeon General (OTSG) in the Washington, D.C., area. His chief advisor on veterinary matters is the <u>Assistant for Veterinary Services</u>, who is also the Chief of the Veterinary Corps.</p> <p>The Commander, Medical Command is responsible for all inspections of food and food establishments performed by Army Veterinary Service personnel within his command (this area includes the Continental United States (CONUS), Alaska, Hawaii, and Panama). Each major overseas command is responsible for all such inspections within its command.</p>	<p>Solution to Frame 1-19</p> <p>Army Veterinary Service.</p>

<p>FRAME 1-21</p> <p>1. Who is The Surgeon General's chief advisor and assistant on veterinary matters?</p> <p>The _____.</p> <p>2. What command is responsible for all inspections of food in CONUS?</p> <p>_____</p>	<p>Solution to Frame 1-20</p> <p>(No solution required)</p>
<p>FRAME 1-22</p> <p><u>Veterinary Services Assignments</u></p> <p>There are two types of assignments: Those in CONUS, and those in overseas areas.</p> <p>The two types of veterinary assignments are those in _____ and those in _____.</p>	<p>Solution to Frame 1-21</p> <p>1. Assistant for Veterinary Services.</p> <p>2. Medical Command (MEDCOM).</p>
<p>FRAME 1-23</p> <p>CONUS assignments include:</p> <p>a. United States Army Medical Department Activity (MEDDAC), which is a fixed US Army Hospital and the associated activities responsible for providing health services (such as Darnell Army Medical Department Activity, Fort Hood, TX).</p> <p>b. United States Army Medical Center (MEDCEN), which is a specialized medical treatment and teaching facility, activity, or installation; which provides health services (such as Walter Reed Army Medical Center). It also serves as a referral hospital, providing laboratory support for MEDDAC.</p> <p>In CONUS, an assignment could be to a _____</p> <p>or to a _____</p>	<p>Solution to Frame 1-22</p> <p>CONUS.</p> <p>Overseas areas.</p>

<p>FRAME 1-24</p> <p>Assignment to duty in overseas areas will be to one of the following:</p> <ol style="list-style-type: none"> a. Fixed installations (example: Bremerhaven, Germany). b. Table of Organization and Equipment (TOE) teams (example: Korea). <p>Oversea area duty assignments include _____ _____ and _____.</p>	<p>Solution to Frame 1-23</p> <p>US Army Medical Department Activity (MEDDAC)</p> <p>US Army Medical Center (MEDCEN).</p>
<p>FRAME 1-25</p> <p>Very good! Now you have the work of the Veterinary Service. Briefly, let's summarize what you have learned, as it relates to YOU.</p> <p>The mission is:</p> <ul style="list-style-type: none"> To maintain the health of the troops, To conserve the fighting strength, and To protect the financial interests of the government. 	<p>Solution to Frame 1-24</p> <p>Fixed installations; TOE teams.</p>
<p>FRAME 1-26</p> <p>To accomplish its mission, the Veterinary Service works in four areas:</p> <ol style="list-style-type: none"> a. Food hygiene, safety, and quality assurance. b. Veterinary preventive medicine. c. Research and development. d. Animal medicine. 	<p>Solution to Frame 1-25</p> <p>(No solution required)</p>

<p>FRAME 1-27</p> <p>Veterinary Service personnel are members of the AMEDD.</p> <p>The four categories of personnel that comprise the Army Veterinary Service are the <u>Veterinary Corps Officer</u>, the <u>Veterinary Corps Warrant Officer</u>, the <u>Veterinary Food Inspection Specialist (91R)</u>, and the <u>Animal Care Specialist (91T)</u>.</p>	<p>Solution to Frame 1-26</p> <p>(No solution required)</p>
<p>End of programmed instruction.</p>	<p>Proceed to lesson exercises.</p>

Continue with Exercises

EXERCISES, LESSON 1

INSTRUCTIONS. The following exercises are to be answered writing the answer in the space provided.

After you have completed all the exercises, turn to "Solutions to Exercises" at the end of the lesson and check your answers.

1. List the four functions (areas of work) of the Veterinary Service.

2. What are the missions of the Veterinary Service?

3. List the four categories of personnel within the Army Veterinary Service

4. What command is responsible for all inspections of food in CONUS?

5. The military term often used instead of food is _____.

Check Your Answers on Next Page

SOLUTIONS TO EXERCISES, LESSON 1

1. Food hygiene, safety, and quality assurance.
Animal medicine.
Research and development.
Veterinary preventive medicine. (frame 1-26)
2. To maintain the health of the troops.
To conserve the fighting strength.
To protect the financial interests of the government. (frame 1-25)
3. Veterinary Corps Officer.
Veterinary Corps Warrant Officer.
Veterinary Specialist (91R)
Animal Care Specialist (91T). (frame 1-27)
4. Medical Command (MEDCOM). (frame 1-21)
5. Subsistence. (frame 1-5)

End of Lesson 1

LESSON ASSIGNMENT

LESSON 2

Overview of the 91R Career Field.

LESSON ASSIGNMENT

Paragraphs 2-1 through 2-6.

LESSON OBJECTIVES

After completing this lesson, you should be able to:

- 2-1. Identify the six major areas of food technology.
- 2-2. Identify 91R tasks related to administration, supply, and maintenance.
- 2-3. Identify general training and specialized training available to the 91R.
- 2-4. Identify the profile of the 91R MOS.
- 2-5. Identify civilian occupations related to 91R job experience.

SUGGESTION

After studying the assignment, complete the exercises at the end of this lesson. These exercises will help you to achieve the lesson objectives.

LESSON 2

OVERVIEW OF THE 91R CAREER FIELD

2-1. GENERAL

The Veterinary Food Inspection Specialist, MOS 91R (called 91 Romeo), is an exciting career field with the opportunity to learn useful skills and to progress within the Army career structure. The 91 career management field, which includes the 91R, is administered by the AMEDD. The 91R works with all aspects of food technology and quality assurance, so the work is quite varied. He also works closely with a lot of people, both military and civilian. The skills learned on the job are applicable to parallel civilian jobs. If a Romeo stays in the Army, there is a structure for career progression and many opportunities for job enrichment.

2-2. DUTIES

The Veterinary Food Inspection Specialist has two main duties: (1) Food Inspection and (2) Administration, Supply, and Maintenance (reference AR 611-201). The duties are performed in a variety of locations--in warehouses, depots, distribution points, installations, and conveyances. They may be performed on property that belongs to a civilian food supplier. They are also performed at military locations, such as a commissary or a storage area.

a. **Food Inspection.** The 91R10 just out of advanced individual training (AIT), the Veterinary Food Inspection Specialist (Basic) Course, is assigned to work with and under an experienced inspector. He learns the job by assisting the inspector, who provides technical guidance. Most inspections are destination inspections, which are performed when food supplies are officially received. However, a 91R10 could conduct surveillance inspections of food supplies already owned by the government. For each of the major areas of food inspection, there is a separate subcourse. The veterinary food inspection specialist may work with one or more of the following areas of food technology:

- (1) Red meats. This refers to beef and pork and to the various ways it is cut or processed for marketing.
- (2) Poultry. This refers to the marketing of chicken and turkey.
- (3) Waterfoods. This refers to seafood products from either shellfish or fin fish.
- (4) Shell eggs. Eggs are graded and inspected according to federal regulations.

(5) Dairy products. This refers to milk and the various milk products.

(6) Fruits and vegetables. This refers to all varieties of fresh fruits and vegetables available to the consumer.

b. **Administration, Supply, and Maintenance.** When food products are moved or delivered, there are some necessary tasks that have to be performed. Some of these appear to be routine, but they are an important part of the entire process of inspection. These tasks can be found in the Soldier's Manual and Trainer's Guide. Examples follow:

(1) Administration. Examples: Preparing commonly-required inspection reports, using and safeguarding inspection stamps, updating job-related publications, and providing in-service training at a food inspection activity.

(2) Supply. Example: Unpacking, storing, and safeguarding inspection supplies and equipment.

(3) Maintenance. Example: Getting food inspection equipment ready for use, using it properly, cleaning it, and making minor repairs at specified intervals.

2-3. ADDITIONAL JOB TRAINING

After a minimum of one year of experience on the job, the veterinary food inspection specialist becomes eligible for additional training in his specialty. General training is available to both active and Reserve Components (RC) personnel. Supervisors and commanders encourage all personnel to take advantage of training opportunities. Specialized training is available only to personnel who need the training for a specialized assignment.

a. General Training.

(1) Veterinary Food Inspection (Advanced) Course. This course is designed to enhance job skills in food inspection duties and in administrative, supply, and maintenance responsibilities. It also provides some training in on-the-job technical guidance of less-experienced personnel.

(2) Veterinary Service in Theater of Operations Course. This course is designed for personnel who are being assigned to an overseas area. Emphasis is on the special conditions of food inspection when working with allied nation regulations and personnel.

b. Specialized Training.

(1) Supply Point Veterinary Service Course. This course is designed for personnel with an assignment to a supply point.

(2) Depot Veterinary Service Course. This course is designed for personnel with an assignment to depot operations.

(3) Installation Veterinary Activities Course. This course is designed for active component personnel assigned to provide veterinary support to an installation.

(4) Quality Audit of Subsistence Course. This course is designed for active component personnel assigned to quality auditor duties.

2-4. CAREER STRUCTURE

Every MOS has a specific number of positions authorized. This framework provides the structure for those who have been awarded the MOS. All personnel working in an MOS need to be familiar with the duties of their MOS at each level of skill. Most of the positions authorized are at skill levels one and two. The 91R, at these skill levels, inspects food designated for consumption. Food inspection responsibilities are performed whether assigned to a TDA unit or a TOE unit. At skill levels three, four, and five, the 91R is assigned to supervisory positions for veterinary service units. A brief sketch of the responsibilities of each skill level follows (see figure 2-1).

a. **Skill Level 1.** After completion of advanced individual training (AIT), the 91R10 is assigned to a food inspection specialist position under the direction of an experienced non-commissioned officer (NCO). Normally, duties are rotated at intervals to provide experience in all aspects of food inspection. The rank at this skill level goes through E-4.

b. **Skill Level 2.** The rank at this skill level is E-5. The 91R20 performs food inspection duties at a higher level of complexity and assumes some administrative responsibility. The duty position is food inspection NCO. There are some positions available for subsistence surveillance inspector and procurement quality assurance sergeant in commercially-contracted facilities.

c. **Skill Level 3.** The rank at this level is E-6. The 91R30 may perform food inspection duties as needed. Normally, however, he will be assigned supervisory and management responsibility. As food inspection NCO, he may supervise 3 to 7 subordinate personnel in small inspection units. In addition, there are some positions available for procurement quality assurance NCO in commercially-contracted facilities, quality auditor, and veterinary services NCO for a TOE unit.

d. **Skill Level 4.** The rank at this level is E-7. The 91R40 is assigned supervisory and management responsibility. As food inspection NCO, he may supervise 8 to 28 subordinate personnel in medium size food inspection units. Another position available is veterinary services NCO, with similar supervisory responsibility.

e. **Skill Level 5.** The rank at this level is E-8. The military occupational specialty (MOS) 91T (also called 91 Tango), the Animal Care Specialist, merges with the 91R at this skill level. The 91R50 has responsibility for personnel from both the 91T MOS and the 91R MOS. The 91R50 may supervise 29 or more subordinate personnel in a large veterinary service unit. He may be assigned to a veterinary staff position or as a consultant for special projects.

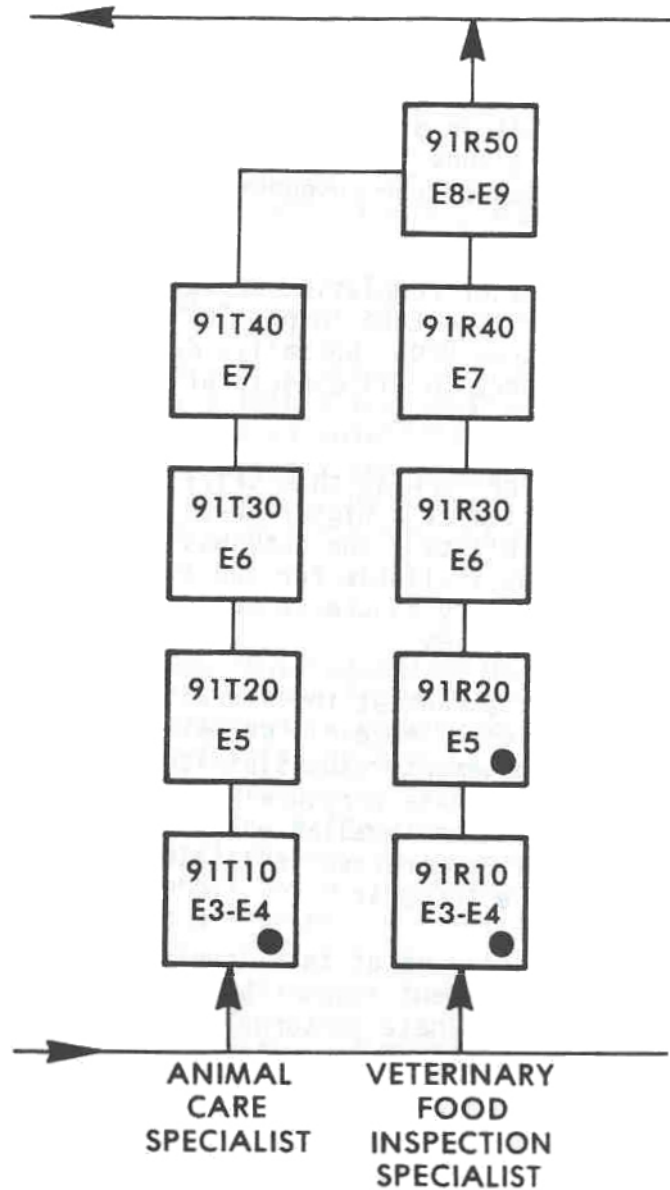


Figure 2-1. 91R and 91T career progression diagram.

2-5. PROFILES OF THE MILITARY OCCUPATIONAL SPECIALTY

The 91R MOS, the Veterinary Food Inspection Specialist, is not a large MOS in numbers authorized. It is administered by the AMEDD and has an authorized strength of about 1,300 enlisted personnel. About 85 percent of the authorized strength in the MOS is the active component and about 15 percent is the Reserve Components (RC). The Reserve Components includes both the US Army Reserve and the National Guard. Of the active component, about 83 percent are authorized on a TDA and about 17 percent on a TOE. The MOS has a number of positions overseas, principally in Germany and Korea. Most of the overseas positions are listed on a TOE.

2-6. RELATED CIVILIAN OCCUPATIONS

There are many civilian companies which supply food to consumers, either on a wholesale level or a retail level. These companies normally give preference to job applicants with experience in the area of food inspection and quality assurance. Also, there are federal and state agencies which hire personnel with food inspection experience. Some federal civil service classifications related to food inspection are: food inspection specialist; quality assurance specialist (subsistence); food technologist; inspector, agricultural commodities.

Continue with Exercises

EXERCISES, LESSON 2

INSTRUCTIONS. The following exercises are to be answered by writing the answer in the space provided.

After you have completed all the exercises, turn to "Solutions to Exercises" at the end of the lesson and check your answers.

1. List the six areas of food technology.

2. Look at the following examples of 91R10 tasks. Identify them as A (administrative), S (supply), or M (maintenance). Write the appropriate letter to the left of the example.

___ a. Storing inspection supplies.

___ b. Updating job-related publications.

___ c. Making minor repairs on food inspection equipment.

___ d. Preparing food inspection reports.

3. List two job titles related to food inspection from federal civil service classifications.

4. Look at the following examples of additional training available to the 91R. Identify the examples as G (general training) or S (specialized training). Write the appropriate letter to the left of the example.
- ___ a. Supply Point Veterinary Service Course.
 - ___ b. Veterinary Food Inspection (Advanced) Course.
 - ___ c. Installation Veterinary Activities Course.
 - ___ d. Veterinary Service in Theater of Operations Course.
5. Inspection of food designated for consumption is performed at skill levels _____, _____, and sometimes _____.
6. Look at the following examples of supervisory responsibility. Identify them as 3 (skill level 3), 4 (skill level 4), or 5 (skill level 5). Write the appropriate number to the left of the example.
- ___ a. 29 or more subordinates.
 - ___ b. 8 to 28 subordinates.
 - ___ c. 3 to 7 subordinates.
7. The 91T MOS, the Animal Care Specialist, merges with the 91R MOS at skill level _____.
8. Fill in the blanks related to a profile of the 91R MOS, with the appropriate percentage.
- a. Active component strength is about ___ percent.
 - b. Reserve Components strength is about ___ percent.
 - c. Active component authorized on a TDA, about ___ percent.
 - d. Active component authorized on a TOE, about ___ percent.

Check Your Answers on Next Page

SOLUTIONS TO EXERCISES, LESSON 2

1. Red meats.
Poultry.
Waterfoods.
Shell eggs.
Dairy products.
Fruits and vegetables. (para 2-2a)
2. S a.
A b.
M c.
A d. (para 2-2b)
3. Two of the following:
Food inspection specialist
Quality assurance specialist (subsistence)
Food technologist
Inspector, agricultural commodities (para 2-6)
4. S a.
G b.
S c.
G d. (para 2-3)
5. 1, 2, and 3. (para 2-4a,b,c)
6. 5 a.
4 b.
3 c (para 2-4c,d,e)
7. 5. (para 2-4e)
8. a. 85 percent.
b. 15 percent.
c. 83 percent .
d. 17 percent (para 2-5)

End of Lesson 2

LESSON ASSIGNMENT

LESSON 3

Combat Service Support.

LESSON ASSIGNMENT

Paragraphs 3-1 through 3-8.

LESSON OBJECTIVES

After completing this lesson, you should be able to:

- 3-1. Identify common terms associated with field units.
- 3-2. Identify the type of support provided by the Veterinary Service and to whom.
- 3-3. Identify the organizational structure of the Veterinary Service in a theater of operations.
- 3-4. Identify the three functions of a field veterinary service unit.
- 3-5. Identify the reasons for civic action projects and what the Veterinary Service can do.
- 3-6. Identify the duties expected of Veterinary Service enlisted personnel in civil defense and in disaster operations.
- 3-7. Identify the duties expected of Veterinary Service enlisted personnel in rear area protection.

SUGGESTION

After studying the assignment, complete the exercises at the end of this lesson. These exercises will help you to achieve the lesson objectives.

LESSON 3

COMBAT SERVICE SUPPORT

3-1. INTRODUCTION

There are two general divisions of the Army fighting forces. There are those forces directly involved in combat, in the Combat Zone (CZ) and the Communications Zone (COMMZ). These are the Combat Arms forces. And there are also the systems of forces that support the US Army at war. These are known as the Combat Service Support forces. Among other support forces, there is the medical system that supports the US Army from the Forward Line of Own Troops (FLOT) through the CONUS base. This is known as Health Service Support (HSS). The organization that provides this support is the AMEDD. The Veterinary Service (VS), of course, is part of the AMEDD.

3-2. HEALTH MAINTENANCE

Maintaining a healthy, vigorous fighting force is the most effective and the least expensive means of keeping the maximum number of soldiers ready for combat. Prevention of illness and disease is important in overall health service support. The VS contributes to this mission.

3-3. VETERINARY SERVICE SUPPORT

a. The US Army VS provides veterinary support not only to all of the Army but also to all of the Armed Forces and to all federal agencies. This support consist of:

- (1) Facility sanitation inspection at commercial food sources and at government storage facilities.
- (2) Food inspection from procurement through storage to time of issue.
- (3) Veterinary medical care to government-owned animals and in support of civic action programs.
- (4) Veterinary public health and preventive medicine measures.

b. The enlisted personnel in the Veterinary Service include the 91T, the Animal Care Specialist, and the 91R, the Veterinary Food Inspection Specialist.

3-4. ORGANIZATIONAL STRUCTURE

In a theater of operations (TO), the VS are mobile service teams. They can be assigned to any location and to any organization where their services are required. In this sense, the teams are flexible. However, the VS are dependent on administrative and logistical support. The basic unit is called Medical Detachment, VS (Small).

a. **Potential Assignments.** The Medical Detachment, VS (Small) may also be called the Veterinary Service Detachment (VSD). It may work in support of the Defense Logistics Agency or for logistics organizations of the Air Force, Navy, Marines, and Army. In fact, the VSD may also support the State Department and health organizations of allied/host nations.

b. **Allocation of Teams.** The mobile service teams or the VSD are allocated teams as follows:

- (1) One team for every 10,000 Army personnel in the CZ.
- (2) One team for every 20,000 Army personnel in the COMMZ.
- (3) One team for every 100,000 Navy, Marines, and Air Force personnel.

c. **Team Composition.** The mobile service teams can be varied in their function. They may be for animal care or for food inspection or for some combined purpose. The normal food inspection mobile service team would have three food inspection specialists assigned and one food inspector NCO.

3-5. FUNCTIONS

A VSD or field veterinary service unit has three basic functions. The 91R is not involved in all of the functions. In general, the veterinary food inspection personnel are charged with the sanitary inspection of potential food sources.

a. **Food Inspection.** Food wholesomeness, quality, and safety are essential to the health of the combat forces. Quality assurance insures that established standards are maintained and protects the financial interest of the US Government.

- (1) Inspection services for commercial food sources, including publication of a directory of approved establishments.
- (2) Inspection of all government food storage facilities.
- (3) Inspection of all food at time of receipt.

b. **Animal Care.** Health care of animals and research and application of research to animal disease.

- (1) Animal medicine. Complete health care of government-owned animals.
- (2) Animal disease prevention and control. Programs are provided to control those animal diseases that are communicable to humans. Example: rabies. There is on-going research concerning animal diseases and distribution of information concerning any adverse factors related to food supplies.

c. **Medical Intelligence.** This involves communication links with many organizations, both military and civilian, and with allied/host nation organizations as well. This involves reporting information in overseas areas. It also involves setting priorities for inspection of food products under various types of combat conditions.

3-6. CIVIC ACTION PROJECTS

Military civic action projects are sponsored in overseas areas. They are people-to-people projects designed to maintain good relations between the US military forces and the people of the allied/host nation. Civic action projects assist in the social and economic development of the country, with emphasis on self-help programs. For example, the veterinary service can assist the local food industry to establish sanitary standards and processing procedures that will permit sales to the US Armed Forces. The veterinary service (but not the 91R) can also teach the people how to properly care for and treat livestock.

3-7. DISASTER PLANNING/CIVIL DEFENSE AND DISASTER OPERATIONS

The veterinary service must be able to function after natural disasters, such as floods, hurricanes, earthquakes, and also during conventional warfare. For this reason, already-established veterinary disaster plans are necessary. Veterinary enlisted personnel will continue to function in their assigned duties. Field exercises provide training in the proper procedures for civil defense and disaster operations. Included is training in the use of all equipment assigned to a unit that could be used in disaster operations. Upon implementation of unit disaster plans, enlisted personnel will inspect food sources, determine other food sources, inspect water sources and coordinate with local civilian agencies. It is possible that civil authorities will request assistance and guidance from military veterinary units.

3-8. DEFENSE PLANNING/REAR AREA PROTECTION

The weaponry of modern warfare makes rear areas susceptible to enemy action. Distance from the combat area does not assure safety from attack. For this reason, defense plans are kept up-to-date. Field exercises provide training for the unit and for individuals to become proficient in performing their assigned tasks. For example, veterinary units are required to furnish their own internal security and also their share of mutual defense guards in an assigned area of responsibility.

Continue with Exercises

EXERCISES, LESSON 3

INSTRUCTIONS. The following exercises are to be answered by marking the lettered response that best answers the question or by completing the incomplete statement or by writing the answer in the space provided.

After you have completed all the exercises, turn to "Solutions to Exercises" at the end of the lesson and check your answers.

1. The medical system that supports the US Army from the FLOT through to the CONUS base is known as

1. _____.

2. The most effective and the least expensive means of keeping the maximum number of soldiers ready for combat is to _____ a _____, vigorous fighting force. The Veterinary Service contributes to this mission.

3. The US Army (VS) provides support to all of the Armed Forces but NOT to other agencies.

a. The above statement is true.

b. The above statement is false.

4. The US Army VS provides facility sanitation inspection at commercial food sources.

a. The above statement is true.

b. The above statement is false.

5. In the blank space, write the number of Army personnel served by one mobile service team.

a. In the Combat Zone, _____

b. In the Communications Zone, _____

6. The normal food inspection mobile service team has one food inspector NCO assigned. How many food inspection specialists are assigned?

7. List the three basic functions of a field veterinary service unit.

8. Quality assurance in food inspection for the combat forces strives to ensure

food _____,

food _____,

and food _____.

9. Medical intelligence overseas involves communication links with

_____ or _____ nation organizations.

10. Civic action projects assist in the social and economic development of a country in

an overseas area. These projects are usually _____

programs.

11. The Veterinary Service must be able to function during conventional warfare and after

natural disasters. Field exercises provide training in the proper procedures for

_____ and _____ operations.

12. Defense plans must be kept up-to-date. Field exercises provide proficiency training in

assigned tasks. This is part of _____.

Check Your Answers on Next Page

SOLUTIONS TO EXERCISES, LESSON 3

1. Health service support (HSS). (para 3-1)
2. Maintain; healthy. (para 3-2)
3. b (para 3-3)
4. a (para 3-3a(1))
5. a. 10,000.
b. 20,000. (para 3-4b)
6. Three. (para 3-4c)
7. Food inspection.
Animal care.
Medical intelligence. (para 3-5)
8. Wholesomeness; quality; safety. (para 3-5a)
9. Allied; host. (para 3-5c)
10. Self-help. (para 3-6)
11. Civil defense; disaster. (para 3-7)
12. Rear area protection. (para 3-8)

End of Lesson 3

LESSON ASSIGNMENT

LESSON 4

Ethics, Standards, and Established Practices.

LESSON ASSIGNMENT

Paragraphs 4-1 through 4-26.

LESSON OBJECTIVES

After completing this lesson, you should be able to:

- 4-1. Identify ethical principles and general standards as found in the Code of Ethics for Government Service and AR 600-50, Standards of Conduct for Department of the Army Personnel.
- 4-2. Identify job-related standards of conduct.
- 4-3. Identify personal standards of conduct.
- 4-4. Identify established practices for military personnel.
- 4-5. Identify MOS-related standards of conduct.
- 4-6. Identify actions to be taken when there are suspected violations of standards of conduct and/or laws.

SUGGESTION

After studying the assignment, complete the exercises at the end of this lesson. These exercises will help you to achieve the lesson objectives.

LESSON 4

ETHICS, STANDARDS, AND ESTABLISHED PRACTICES

Section I. GENERAL

4-1. INTRODUCTION

The veterinary food inspection career field, like any other career field, has principles of right or good conduct on the job. There are also established practices and customs related to personal behavior that affect job performance. These ethical principles, standards of conduct and established practices, provide guidelines as to what is acceptable to the US Army. Over the years, in our country, there has developed a deep respect for a government of law, responsive to the desires of the people. Government employees, both military and civilian, have felt it to be of utmost importance to maintain a high level of public trust and confidence in the government. This lesson is an attempt to show some practical applications of this concept. Executive Order 11222, 8 May 1965, states: "Where government is based on the consent of the governed, every citizen is entitled to have complete confidence in the integrity of his government. Each individual member of the Armed Forces and each employee of the government must help to earn and must honor that trust by his own integrity and conduct in all official actions."

4-2. CODE OF ETHICS

A code of ethics is written in more general language than a standard of conduct and is usually short. It reminds the reader of generally held values. There is an official Code of Ethics for Government Service. A poster of this code of ethics must be publicly displayed in appropriate areas of federal offices. This includes all military installations and facilities where at least 20 persons are employed as civilian employees. The Code of Ethics for Government Service summarizes the Ethics in Government Act of 1978. Every person in government service is asked to put loyalty to the highest moral principles and to country above loyalty to persons, party, or government department, and to uphold the constitution, the laws, and the regulations of the US in an efficient, fair and impartial manner. Every government employee is asked to be always conscious that public office is a public trust.

4-3. AR 600-50

a. **General.** The AR 600-50, Standards of Conduct for Department of Army (DA) Personnel, is the basic regulation that applies to all Army personnel, both military and civilian. It is based on the Ethics in Government Act of 1978, which applies to all federal government personnel. The AR 600-50 includes instructions concerning forms that must be filled out by some key personnel. It outlines, in legal language, specific details of employee responsibilities and conduct. References are made to various public laws and their interpretations.

b. **A Binding Requirement.** Initial briefings are provided to all military personnel at service schools. Civilian employees are briefed by their supervisors. All personnel of the Veterinary Service are subject to provisions of AR 600-50. Military personnel are subject to adverse administrative action as well as punishment under the UCMJ. Civilian personnel are also informed that violation of this regulation may be cause for adverse administrative action or criminal prosecution in federal court.

c. **Semiannual Reminder.** A semiannual reminder of their duty to comply with required standards of conduct is required for all DA personnel. Every unit should provide an ethics training program to include appropriate emphasis on identified problem areas as well as the topic as a whole.

4-4. ETHICAL STANDARDS

a. **General.** Certain topics found in AR 600-50 are introduced in this paragraph. More details follow in other paragraphs. Department Army personnel are expected to follow the values found in the Professional Army Ethic (see FM 100-1, The Army). These values include acting with integrity, loyalty to nation, Army, and unit, selfless service, and personal responsibility.

b. **Application on the Job.** The standards of conduct apply to all government employees, including all DA personnel. They apply particularly to all DA personnel as they perform their duties and responsibilities on the job. Government employees are tasked to give "earnest effort" and their "best thought" to the performance of duties.

c. **Conduct Prejudicial to the Government.** Department Army personnel must avoid any action that might result in, or reasonably be expected to create, the appearance of:

- (1) Using public office for private gain.
- (2) Giving preferential treatment to any person.
- (3) Impeding government efficiency or economy.
- (4) Losing complete independence or impartiality.
- (5) Making a government decision outside official channels.
- (6) Affecting adversely the confidence of the public in the integrity of the government.

4-5. ETHICS COUNSELORS

All military installations have ethics counselors. This office provides a system to investigate and to review potential standards of conduct problems. They advise commanders and all DA personnel. They provide official clarification of the standards of conduct and conflicts of interest. However, any information provided to them is not confidential. It may result in investigation by an ethics counselor or by other agencies.

Section II. ON THE JOB STANDARDS OF CONDUCT

4-6. USE OF GOVERNMENT PROPERTY

Government property, facilities, and manpower are to be used for official government business only. This includes property of any kind, even property leased to the government. It includes stenographic and typing assistance, official transportation, and photocopying. Department Army personnel have a positive responsibility to conserve government property, including equipment and supplies.

4-7. GAMBLING, BETTING, AND LOTTERIES

Department Army personnel are not to participate in any gambling activity while on duty for the government or on government owned, leased, or controlled property. This includes any lottery or pool, any game for money or property, or the sale or purchase of a number slip or ticket.

4-8. PROHIBITION OF PRESENTS TO SUPERIORS

Department Army personnel must not solicit a contribution from other government employees for a present to an official superior, make a donation or a gift to an official superior, or accept a gift or donation from other government employees subordinate to themselves. However, this regulation does not prohibit a truly voluntary gift or contribution of nominal value on special occasions, such as marriage, transfer, illness, or retirement. Gifts acquired with such contributions should be primarily of a sentimental nature and cannot exceed a value of \$180.00. (In most cases, they should be of much less value.)

4-9. OUTSIDE EMPLOYMENT

a. **General Guidelines.** Department Army personnel are not to engage in outside employment or other outside activity, with or without compensation, which:

- (1) Interferes with or is not compatible with the performance of their government duties.
- (2) May reasonably be expected to bring discredit upon the government or the DA.

(3) Is otherwise inconsistent with ethical standards, including such inconsistent acts as the acceptance of a fee, compensation, gift, payment of expense, or any other thing of monetary value in circumstances in which that acceptance may result in, or create the appearance of, a conflict of interest.

b. **Enlisted Personnel.** While off-duty employment by enlisted members of the Armed Forces is normally permitted, AMEDD personnel require prior approval. Local regulations should be checked.

c. **No Unfair Competition.** Outside employment by enlisted personnel is not permitted to interfere with the customary or regular employment of local civilians in their art, trade or profession. Outside employment refers to any civilian pursuit, business, or professional activity for which the enlisted person is paid for his/her services. When a question arises, seek advice from an ethics counselor.

d. **During Strikes.** Off-duty employment of military personnel by a business involved in a strike is permissible if the person was on the payroll of the business before the strike started and if the employment is otherwise allowed. After a strike begins, and while it continues, no military personnel may accept employment at the strike location.

4-10. GIFTS AND FAVORS

a. **Standards for Department Army Personnel.** Department Army personnel are not to solicit, accept, or agree to accept any gift, gratuity, favor, entertainment, loan, or any other things of monetary value for themselves, members of their families, or others, either directly or indirectly, from, or on behalf of, any source that:

(1) Is engaged in or seek business or financial relations of any sort with a Department of Defense (DOD) component.

(2) Conducts operations or activities that is either regulated by a Department of Defense component or significantly affected by DOD decisions.

(3) Has interests that may be substantially affected by the performance or nonperformance of the official duty of the DOD personnel.

(4) Is a foreign government selling to DOD.

(5) Offers, or appears to offer, the gift because of the recipient's position.

(6) Is an association or organization composed of those described in (1) and (2) above.

b. **Standards for Family Members.** Gifts, gratuities, favors, entertainment, loans, or any other things of monetary value that are bestowed upon members of the immediate family of DA personnel are viewed in the same light as those bestowed upon DA personnel.

c. **Avoiding the Appearance of Improper Conduct.** Under certain circumstances, a seemingly-innocent action may become a source of embarrassment to the government and the personnel involved. DOD personnel are asked to avoid even the appearance of improper conduct. For example, an item of monetary value, even when innocently offered and received, may affect the objective judgment of the recipient. In addition, there is always the potential to impair public confidence in the integrity of business relations between the government and industry.

d. **Definition and List of Exceptions.** The prohibitions above do not apply to the following:

(1) Coffee, donuts, and similar refreshments of nominal value offered as a normal courtesy incidental to the performance of duty.

(2) The acceptance of unsolicited advertising or promotional items that are less than \$10.00 in retail value.

(3) Things available impersonally to the general public or classes of the general public, such as a free exhibition by a defense contractor at public trade fairs.

(4) Customary exchanges of social amenities between personal friends and relatives when motivated by such relationship and extended on a personal basis.

(5) Discounts or concessions extended Army-wide and realistically available to all DA personnel.

(6) Contractor-provided transportation, including space available use of previously scheduled transportation, meals, or overnight accommodations in connection with official business, when arrangements for government or commercial transportation, meals, or accommodations are clearly impractical. In any such case, the individual must report in writing the circumstances to his or her supervisor as soon as possible.

(7) Activities engaged in by officials of the Army and officers in command, or their representatives, with local civic and/or military leaders as part of authorized Army community relations programs in the US and overseas.

(8) Participation by DA personnel in civic and community activities when relationship with defense contractors is remote. For example, participation in a little league or a Combined Federal Campaign luncheon, which is subsidized by a defense contractor.

(9) Situations, in which, in the sound judgment of the individual concerned or his superior, the government's interests will be served by DA personnel participating in activities otherwise prohibited. In any such case, an individual should consult with his or her superior in advance. When an advance consultation is not possible, a memorandum for record must be provided to the superior within 48 hours, with a copy to an ethics counselor. The memorandum for record must specify the activity, when, where, and from whom received, and state the justification for acceptance.

(10) Attendance at vendor training sessions under contract.

(11) Acceptance of benefits resulting from the business activities of a spouse, when accorded in the normal course of business and not because of the status of the DA person.

(12) Food and refreshments of nominal value on infrequent occasions in the course of an inspection tour.

Section III. PERSONAL STANDARDS OF CONDUCT

4-11. GENERAL

Members of the Army are required to conduct themselves in such a manner as not to bring discredit upon the Armed Forces. This includes personal conduct during off-duty hours, which may come to public attention. In general, service members are directed not to engage in criminal, infamous, dishonest, immoral, or disgraceful conduct. Situations which come to the attention of your commander will be thoroughly investigated for appropriate action.

4-12. INDEBTNESS

It is most important to know how to live within your income. An overdrawn check or nonpayment of a bill can very quickly get you into serious trouble and jeopardize your Army career. AR 600-50 states that a member of the Armed Forces is expected to pay just financial obligations in a proper and timely manner.

4-13. SUPPORT OF DEPENDENTS

Support of family members (dependents) by members of the Army is a serious responsibility, which is of direct concern to the Army. The Army was never intended to be a refuge or a haven for persons who disregard or evade their obligations to their families.

a. **Acceptance of Responsibility.** Members of the Army are expected to conduct their personal affairs satisfactorily. This includes the requirement that they comply with the terms of separation agreements and court orders.

b. **When Support is Not Provided.** Failure on the part of a member of the Army to carry out responsibility for family members reflects adversely on the Army as a whole. Failure to support dependents is a proper subject of command consideration for punitive action or other appropriate administrative action. Such administrative actions may include elimination from the service or denial of reenlistment.

4-14. POLITICAL ACTIVITIES

Voting and other normal participation in the political process is encouraged. However, participation in public demonstrations or picket lines may imply Army sanction of the cause for which the demonstration is conducted. Such participation by members of the Army is prohibited:

- a. During the hours they are required to be present for duty.
- b. When they are in uniform.
- c. When they are on a military reservation.
- d. When they are in a foreign country.
- e. When their activities constitute a breach of law and order.
- f. When violence is reasonably likely to result.

4-15. REPORTING SUSPECTED VIOLATIONS OF STANDARDS OF CONDUCT

a. **The Ethics Counselor.** An ethics counselor must be promptly notified if DA personnel have information that causes them to believe that other DOD personnel, or other persons in dealing with DOD, have committed a standard of conduct violation.

b. **The Inspector General.** An additional route is to also report what has happened to The Inspector General, in accordance with normal procedures.

4-16. HOW TO REPORT SUSPECTED VIOLATIONS OF STANDARDS OF CONDUCT

In general, reporting must be done without alerting personnel in your work area. Confrontation with the person involved is to be avoided. You should not discuss the suspected violation with your supervisor. You must maintain confidentiality.

Section IV. ESTABLISHED PRACTICES FOR MILITARY PERSONNEL

4-17. COURTESY

Courtesy is the expression of consideration for others. It is nothing more than good manners and politeness in dealing with other people. Military courtesy is basically no different than courtesy in civilian life. It works both ways--from the superior to the subordinate and from the subordinate to the superior, and also between individuals of equal status. The only distinction between the two kinds of courtesy, military and civilian, is the forms of courtesy. The forms of military courtesy differ because they have been developed in a military atmosphere and have become customs and traditions.

a. **In the Military.** In military life, where individuals are required to live and work together more intimately than in civilian life, cooperative effort is all-important. Courtesy is of vital importance in promoting cooperation and developing group consciousness. It pays large returns for small efforts.

b. **In Relation to Civilians.** Your relationship with a contractor should be impersonal. Do not burden the contractor with your problems by discussing with him any family difficulties you may have, or financial problems you are experiencing, or problems involving yourself with the Army in general and your duty assignment in particular.

4-18. APPEARANCE

a. **In General.** Military personnel are expected to present a neat and soldierly appearance. Commanders establish policies and standards in the area of personal appearance to ensure that members of the command appear neat and soldierly. A veterinary food inspection specialist should attempt to create a favorable impression among the civilians where he performs his inspection duties by maintaining a neat appearance.

b. **On the Job.** Inspection personnel must be constantly aware of the image they create by their appearance. The impression made by an inspector wearing a clean head covering, a clean white coat, and clean shoes, and with clean hands (fingernails trimmed short) goes a long way toward gaining acceptance not only of himself but also of his position as a federal representative responsible for obtaining a wholesome product for the military. On the other hand, carelessness in regard to personal appearance immediately raises a question in the mind of the observer regarding the competence and personal traits of the individual.

4-19. PERSONAL HYGIENE

A food inspector with poor personal hygiene sets a bad example for the food handlers he may come in contact with and may contaminate the food he inspects. A food inspector must maintain the highest degree of personal cleanliness. Minimum requirements are set forth in TB MED 530. Job-related hygiene requirements follow.

- a. Wash your hands thoroughly before handling food, as often as necessary throughout the work day.
- b. Keep your fingernails clean and trimmed short.
- c. Wear clean work garments and hair restraints.
- d. Do not work around food when you have a communicable disease (such as a respiratory infection or diarrhea).
- e. Do not work around food when you have skin infections, cuts, or burns.
- f. Do not work around food while using tobacco.
- g. Do not wear unauthorized jewelry or watches.

Section V. MILITARY OCCUPATIONAL SPECIALTY RELATED STANDARDS OF CONDUCT

4-20. POSITIONS OF TRUST AND RESPONSIBILITY

a. Enlisted personnel who work with purchasing and contracting and acquisition services in general have a special responsibility. Veterinary food inspection specialists are routinely involved in these functions. Such personnel work in positions designated in AR 600-50 as positions of trust and responsibility. They include:

- (1) Contracting officers.
- (2) Contracting officers' representatives.
- (3) Ordering officers.
- (4) Purchasing agents.
- (5) Persons otherwise involved in procurement and related functions.

b. Laws exist to provide guidance in these functions. Among these laws, for example, it is illegal to receive money from a private source for work performed for the government. It is also illegal for someone to offer money for such work.

4-21. RELEASE OF ACQUISITION INFORMATION

a. **Keeping Acquisition Information Confidential.** It is the individual responsibility of all personnel, military and civilian, of the DA to refrain from releasing to any individual or an individual business concern or its representatives any knowledge such personnel may possess or have acquired in any way concerning acquisition or purchases by any contracting activity of the DOD.

b. **Simultaneous Release to All Contractors.** Acquisition information must be released to all potential contractors as nearly simultaneously as possible and only through duly-designated agencies, so that one potential source of supply may not be given an advantage over another. All dissemination of such information must be in accordance with existing authorized procedures and only in connection with the necessary and proper discharge of official duties.

4-22. AWARDING OF CONTRACTS

a. **Official Information Only.** Only contracting officers and their duly-authorized representatives acting with their authority are authorized to commit the government with respect to award of contracts. Unauthorized discussion and commitments may place the DA in the position of not acting in good faith. Unauthorized personnel must refrain from making any commitment or promise relating to the awarding of contracts and must not make any representation which might be construed as such a commitment.

b. **No Preferential Treatment.** Department of Army personnel must never advise a business representative that an attempt will be made to influence another person or agency to give preferential treatment to his or her concern in the award of future contracts. Persons requesting preferential treatment will be informed by official letter that DA contracts are awarded only in accordance with established contracting procedures.

Section VI. REPORTING SUSPECTED VIOLATIONS OF LAWS

4-23. IMPORTANCE OF REPORTING SUSPECTED VIOLATIONS

a. **Responsibility to Report.** The responsibility to report suspected violations of laws exists where there are circumstances that reasonably warrant the suspicion of fraud or criminal conduct. The fact that the evidence at the time of this reasonable suspicion is not conclusive or that certain facts are not known is to be expected and is no basis for failure to report. The purpose in reporting is to protect the interests of the government and to ensure the earliest possible referral to the proper investigative agency to obtain and preserve such evidence as may exist. Food inspection personnel should report all intentional conduct which:

- (1) Could be detrimental to the government's interest in acquisition activities.
- (2) Offends ethical business standards.
- (3) Reflects upon the honesty or integrity of contractors or government personnel in their relationship with contractors.
- (4) May be fraudulent or criminal in nature.

b. **Prompt Reporting.** It is the responsibility of food inspection personnel to report promptly all information and suspicions concerning such conduct, whether in connection with public contracts or not. Prompt reporting is of extreme importance and cannot be overemphasized.

CAUTION: Personnel should utilize good judgment in these matters.

4-24. TYPES OF CONDUCT TO BE REPORTED

Examples of types of conduct which should be reported would include, but not necessarily be limited to, the following:

- a. **Threats.** Any conduct intended to influence, intimidate, coerce, or otherwise interfere improperly with military food inspectors. Such conduct may include harassment or verbal threats of bodily harm.
- b. **Substitution of Product.** Any intentional substitution of supplies after a lot has (or lots have) been offered to the government.
- c. **Deception.** Any intentional falsification, concealment, or cover-up of a material fact by a trick or a scheme or any intentionally false, fictitious, or fraudulent statement or representation.
- d. **Stealing or Vandalism.** Any unlawful taking of, abuse of, or misuse of government property.
- e. **Security Violations.** Unauthorized possession or use of government food inspection stamps.
- f. **Miscellaneous.** Any other conduct of a serious, compelling nature affecting the interests of the government in acquisition activities.
- g. **Contractor Irresponsibility.** Any offense by a government contractor which indicates a lack of business integrity or business honesty and which seriously and directly questions the contractor's responsibility. Examples include embezzlement, theft, forgery, bribery, falsification or destruction of records, or receiving stolen property.

4-25. ROUTES OF REPORTING

a. **Civilian Suppliers.** If a suspected violation of laws involves a civilian supplier or a civilian contractor, report what has happened to your supervisor and to DSCP, following the procedure outlined in paragraph 4-26.

b. **Department of Army Personnel.** If a suspected violation of laws involves DA personnel, either military or civilian, or other federal government employees, report what has happened directly to an ethics counselor. Do not bring the matter to the attention of the person involved. Do not report the matter to his immediate supervisor. Do not discuss the matter with your supervisor. When using a telephone for reporting, always use a telephone line where you will not be overheard by other personnel. Let the ethics counselor provide you guidance. Never discuss a suspected offense with any unauthorized person.

4-26. REPORTING SUSPECTED FRAUD OR CRIMINAL CONDUCT

When civilian suppliers or their employees are involved in situations such as outlined in paragraph 4-24 above, food inspection personnel must report what has happened in a logical series of actions according to established practice.

a. **Let the Supervisor Decide What to Do.** The supervisor must be consulted by telephone immediately. The supervisor will make the decision as to whether or not the situation warrants official reporting.

CAUTION: Do not use the contractor's phone for this purpose.

b. **Contact the Responsible Officer.** After it has been decided to make an official report, one of the veterinary food inspection specialists directly involved must immediately telephone the responsible officer at the Defense Supply Center Philadelphia (DSCP) in. The responsible officer needs to get first-hand information.

CAUTION: Do not use the contractor's phone for this purpose.

c. **Maintain Confidentiality.** Food inspection personnel must never discuss a suspected offense with anyone other than the individuals authorized to investigate the situation.

d. **Continue Working.** Unless otherwise directed by their supervisor or the responsible officer, food inspection personnel should continue with the inspection. If any discrepancy is found, it will be reported in the usual manner.

e. **Submit Written Reports.** Two written reports have to be submitted: an initial written report and a confirming narrative report.

(1) Initial Written Report. On the same day as the telephone call to the responsible officer at DSCP, the veterinary food inspection specialist must provide a written report using a DD Form 1232. The form is readily available and is often used during inspections.

(2) Confirming Narrative Report. This report must include all the circumstances and all persons involved and include statements by other military and government personnel attesting to the suspected offense. Your supervisor will help you in the preparation of the report.

CAUTION; Copies of these reports must be conspicuously stamped or marked in red, "For Official Use Only", at the bottom of each page.

Continue with Exercises

EXERCISES, LESSON 4

INSTRUCTIONS. The following exercises are to be answered by marking the lettered response that best answers the question or best completes the incomplete statement or by writing the answer in the space provided.

After you have completed all the exercises, turn to "Solutions to Exercises" at the end of the lesson and check your answers.

1. Loyalty to ethical principles, law, and country above all lesser loyalties and private gain--summarizes the _____for Government Service.
2. The regulation that prescribes standards of conduct for Department of the Army personnel is:
 - a. AR 60-20.
 - b. AR 600-20.
 - c. AR 600-50.
 - d. AR 600-60.
3. Veterinary food inspection personnel must not work for or help run a private business that would place them in conflict, real or apparent, with the public interests of the US..
 - a. True.
 - b. False.
4. Government employees must avoid any action that might adversely affect the confidence of the public in the _____ of the government.

5. If no one says anything, it is OK to photocopy a football pool sheet for distribution to all interested parties in your office.
 - a. True.
 - b. False.

6. Is it permissible to ask subordinates for voluntary contributions for a gift to a superior on a special occasion as long as the value of the gift does not exceed a certain value?
 - a. Yes.
 - b. No.

7. What limitations exist regarding off-duty employment of enlisted military personnel?
 - a. There are no limitations on outside employment.
 - b. Outside employment is all right when no compensation is involved.
 - c. Outside employment is permitted if it does not interfere with military duties or discredit the Army and meets any locally imposed requirements.
 - d. Outside employment is permitted if military personnel are paid by a charitable or community service organization.

8. You are a veterinary food inspection specialist performing class 3 inspection at a food contractor's plant. Although you may not receive gifts, favors, gratuities, etc., members of your family may receive them without restriction.
 - a. True.
 - b. False.

9. As a food inspector, courtesy suggests that your relationship with civilian contractor personnel should be:

- a. Intimate.
- b. Impressive.
- c. Inconsiderate.
- d. Impersonal.
- e. Flexible.

10. List four examples of job-related personal hygiene requirements.

11. What is the Army's position regarding support of dependents by members of the military service?

- a. Army personnel while in service do not need to comply with court orders pertaining to support of dependents.
- b. Army personnel who do not adequately support their dependents are prohibited from reenlisting.
- c. Army personnel must provide adequate support for their dependents.
- d. Army personnel must provide adequate support for their dependents unless they are separated.

12. What action should a member of the military service take when he finds himself in debt for items he has purchased?
- a. Pay off the debt as quickly as reasonably possible.
 - b. Make a token payment every six months.
 - c. Refuse to acknowledge the debt.
 - d. Leave no forwarding address.
13. Veterinary food inspection specialists are not permitted to participate in public political activities when they are:
- a. On a military installation.
 - b. In uniform.
 - c. On duty or required to be present for duty.
 - d. In a foreign country.
 - e. Reasonably likely to result in violence.
 - f. All of the above.
14. Laws exist that provide guidance to responsible personnel involved in food inspection and other acquisition activities. These persons work in positions designated as positions of _____.

15. If a food inspector is ever in a position to release information about proposed acquisitions, he should be guided by established procedures. Which of the following is the correct procedure?
- a. Release information in advance to any contractor who does not deal with the items to be acquired.
 - b. Release information in advance to a representative of a contractor friend who promises not to bid.
 - c. Release information unofficially in advance to a contractor friend.
 - d. Release information simultaneously to all potential contractors through proper agencies.
16. It is the responsibility of food inspection personnel to report promptly information and suspicions concerning violations of standards of conduct and/or laws. When should you take action?
- a. When you are an eyewitness to a violation.
 - b. When conclusive evidence exists that a violation has been committed.
 - c. When a reasonable suspicion exists that a violation has been committed.
 - d. When all facts about the suspected violation are known.
17. At some time while you are doing your job as a food inspector, you will encounter a suspected violation of laws. List five examples of types of conduct that should be reported.

18. You have information that causes you to believe that a law has been violated by an employee of a civilian supplier. What is your first course of action?
- a. Perform some preliminary investigation to verify suspicion.
 - b. Bring the matter to the attention of the person involved.
 - c. Contact an ethics counselor at once.
 - d. Report the incident to the plant manager immediately.
 - e. Contact your immediate supervisor at once.
19. You have information that causes you to believe that a standard of conduct has been violated by a Department of Army employee. What is your first course of action?
- a. Discuss the situation with a trusted friend.
 - b. Contact your immediate supervisor.
 - c. Discuss the situation with the person involved.
 - d. Contact an ethics counselor.

Check Your Answers on Next Page

SOLUTIONS TO EXERCISES, LESSON 4

1. Code of ethics (para 4-2)
2. c(para 4-3)
3. a (para 4-4c)
4. Integrity. (paras 4-4g; 4-10c)
5. b (para 4-6; 4-7)
6. a (para 4-8)
7. c (para 4-9)
8. b (para 4-10b)
9. d (para 4-17b)
10. Any four of the following:
 - Wash hands thoroughly
 - Keep fingernails clean and short
 - Wear clean work garments
 - Do not work when you have a communicable disease
 - Do not work when you have skin infections, cuts, or burns
 - Do not work while using tobacco
 - Do not wear unauthorized jewelry. (para 4-19)
11. c (para 4-13)
12. a (para 4-12)
13. f (para 4-14)
14. Trust and responsibility. (para 4-20)
15. d (para 4-21b)
16. c (para 4-23a)

17. Any five of the following:

Threats

Substitution of product

Deception

Stealing

Vandalism

Security violations

Contractor irresponsibility. (para 4-24)

18. e (paras 4-25a, 4-26a)

19. d (paras 4-15, 4-16)

End of Lesson 4