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Medical Command

NUTRITION EDUCATION

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Col Marilyn A. Walker)
Supersedes AFR 168-4, Chapter 11,
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Certified by: HQ AFMOA/SGO
(Col Jacqueline Morgan)
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This instruction implements AFR 40-1, *Health Promotion*, and nutrition education programs. It interfaces with AFI 44-141 (AR 40-25/NAVMEDCOMINST 10110.1/AFR 160-95), *Nutrition Allowances, Standards and Education*, AFI 34-401, *Food Service Program*, and AFI 44-135, *Clinical Dietetics*. It includes the coordinated HQ USAF/SV-HQ USAF/SG Check It Out program which applies to all personnel employed in installation Air Force-operated food facilities. Air National Guard (ANG) bases with full time Military Public Health technicians will conduct the Check It Out program. Send requests for policy clarification or waiver of guidance provided in this instruction to the Associate Chief, Biomedical Sciences Corps for Dietetics, (89MG/SGF), 1050 West Perimeter Road, Andrews AFB MD 20331-6600; Headquarters, Air Force Services Agency (HQ AFSVA/SVPH), 10100 Reunion Plaza, Suite 402, San Antonio TX 78216-4138; or Bioenvironmental Engineering and Military Public Health Division, Directorate of Medical Services, National Guard Bureau, (ANGRC/SGB), 3500 Fletchet Ave, Andrews AFB MD 20331-5157.

SUMMARY OF CHANGES

This is the first issue of AFI 40-104. It adds and delineates the Check It Out program and the Air Force Nutrition Committee.

Section A—Program Definition and Purpose

1. Program Definition. Nutrition education includes diet counseling for the Air Force Weight Management Program; outpatient diet clinic counseling to active duty members, retirees, and their beneficiaries; the multi-agency Check It Out program in installation Air Force-operated food facilities; and educating Basic Military Training School (BMTS), Officers' Training School (OTS), and professional military training attendees.

2. Program Purpose. Nutrition education is a major component of Air Force Health Promotion. It encourages healthy lifestyles which contribute to improved operational readiness, and total fitness and optimal health of Air Force people.

Section B—Nutrition Education Programs

3. Air Force Weight Management Program. Each medical treatment facility (MTF) Nutritional Medicine Service (NMS) provides initial and follow-up weight management counseling to individuals mandatorily placed on the weight management program. Patients will receive AFPAM 44-132, *Calorie Restricted Diets for Weight Reduction*; AFPAM 44-133, *Improving Eating Habits*; and AFPAM 44-125, *Good Eating: A Dieter's Guide*. AF Form 3529 (EF-V1), **Food/Exercise Diary**, will be used to teach patients self monitoring of food intake and exercise. The Air Force encourages patients to return to the Nutrition Clinic for weigh-ins, one-on-one counseling, and quarterly follow-up classes.

4. Outpatient Nutrition Clinics. Each MTF will arrange for an authorized diet counselor (a registered dietitian or authorized diet therapist; or, in their absence, another individual authorized by the major command (MAJCOM) consultant dietitian) to provide diet counseling. MTFs will make available food models, Air Force pamphlets in the AFP 166 and AFPAM 44 series, other appropriate patient education materials, and a private counseling area available to enhance patient learning.

5. Check It Out Program. Check It Out is the Air Force-wide nutrition education program in installation Air Force-operated food facilities. It provides individuals with the knowledge and skill to identify, select and prepare healthier food options. The managers of these facilities will identify healthier food choices by the logo of a red lightning bolt in a blue square box. Non-appropriated fund (NAF) activities providing table service may have printed menus with a subdued logo. On a regular basis, posters, table tents and master copies of customer handouts will be distributed to food facilities. Some materials may be produced locally.

5.1. Nutrient Information. This nutrition education program will consist of providing the fat, calorie, and cholesterol content for the specified portions of the healthier food choice items at the point where they are served. Customers can make informed choices about which foods to choose. Selecting one item identified as a healthier food choice from each menu category, for example, entree, vegetable, salad, dessert, will provide the customer a reduced calorie meal with less than 30 percent of the total calories from fat. These menus also will be suitable for weight reduction. The Air Force encourages managers to identify the nutrients in all food items to allow comparisons, if resources permit.

5.2. Criteria. Healthier food choices are those food items which meet the *Dietary Guidelines for Americans* (see attachment 1). The entrees can be meat or meat substitutes, cold plates or sandwiches. Food preparation techniques should also conform to the *Dietary Guidelines for Americans*.

5.3. Training. Installation food facility employees will be trained in such topics as: the importance of portion control in restricting fat and calorie intake, easy recipe modifications to prepare good tasting, reduced fat products, and how to market the Check It Out program.

6. Professional Military Education Courses. Everyone attending BMTS and OTS, as well as other professional military and technical training courses, will receive nutrition information to maintain health and fitness.

Section C—Responsibilities

7. HQ USAF/SG:

- Determines Air Force nutrition policies, approves and implements Air Force-wide nutrition education programs for active duty members, Department of Defense (DoD) civilians, retirees, and their beneficiaries.
- Provides the expertise to ensure that scientifically sound nutritional advice is dispensed.
- Purchases Check It Out materials for appropriated fund dining facilities.

8. HQ USAF/SV:

- Ensures that Services food facility personnel receive nutrition education sufficient to support the Check It Out program.
- Incorporates requirements for Check It Out compliance into food service contracts.

9. Air Force Nutrition Committee:

- Coordinates nutrition-related activities throughout the Air Force.
- Develops a nutrition policy for endorsement by the Air Force Chief of Staff.
- Develops marketing materials for Air Force-wide use during National Nutrition Month.
- Establishes Check It Out nutrition education program goals.
- Monitors compliance with the Check It Out program.
- Arranges for customer educational materials.
- Develops strategies to implement the nutrition objectives of the DoD initiative, *Promoting Health 2000*.
- Recommends educational materials for installation training programs.

10. HQ AFMOA/SGPZ:

- Represents HQ USAF/SG on the Air Force Nutrition Committee.
- Coordinates on all material being purchased and distributed for the Check It Out program.
- Reviews metrics and provides information for SG to brief the Air Force Chief of Staff.

11. 89MG/SGF (Associate Chief, BSC for Dietetics):

- Arranges for development and distribution of quarterly lesson plans for the Weight Management Program.
- Co-chairs the Air Force Nutrition Committee.
- Arranges for publication or purchase of nutrition education materials, including those for the Check It Out program.
- Provides nutrient analysis of the TriService Program to Automate Medical Food Production, Inventory, and Ration Accounting Functions (TRIFOOD) recipes.
- Compiles final Check It Out metric data for HQ AFMOA/SGPZ.

12. HQ AFSVA/SVPH:

- Co-chairs the Air Force Nutrition Committee.
- Determines requirements for the Check It Out program for all SV food facilities.
- Ensures all SV food facilities comply with the Check It Out guidelines.
- Coordinates Check It Out metric data with HQ AFMOA/SGPZ.
- Ensures educational materials are available for NAF food facilities.
- Provides nutrient analysis of AFM 146-12, *Armed Forces Recipe File*.
- Purchases, with appropriated funds, Check It Out promotional materials for NAF food facilities.

13. Major Command (MAJCOM) Health Promotion Director (HPD):

- Compiles summary reports on checklist compliance (see Air Force Forms 3587 and 3588), and number of sale of healthier choice entrees served, using data forwarded from all installations within their respective MAJCOMs.
- Coordinates the reports with MAJCOM consultant dietitian and Directorate of Services.
- Forwards these reports to 89MG/SGF.

14. Installation Commander:

- Ensures installation Air Force-operated food facilities comply with the Check It Out program.
- Ensures food service workers are trained in food preparation and service techniques conforming to the Dietary Guidelines for Americans.
- Reviews a summary report of all quarterly Check It Out metrics.

15. Installation Health Promotion (HP) Working Group:

- Reviews the installation Air Force-operated food service facilities.
- Compiles and discusses the statistics on compliance with Check It Out guidelines.
- Sends Check It Out summary reports through the installation commander to the MAJCOM HPD.
- Discusses the status of the Check It Out program, tracks trends on specific non-compliance items and initiates corrective action as necessary.
- Recommends corrective actions for food facilities which continue to demonstrate the need for improvement on quarterly reviews.

16. Installation Health Promotion Manager (HPM):

- Serves as the focal point for the Check It Out program.
- Works closely with MTF Nutritional Medicine Service and other installation food facility managers on nutrition matters.
- Distributes Check It Out promotional materials to Nutritional Medicine Service and the Services Squadron commander.
- Leads discussion of the status of the Check It Out program and ways to enhance it at installation Health Promotion Working Group meetings.

- Consolidates and forwards metric data through the installation commander to MAJCOM HPD in a timely manner.

17. Installation Services (SV) Food Facility Managers:

- Implements the Check It Out program in SV food facilities.
- Provides training to SV personnel to ensure that foods are prepared and served according to the Check It Out program.
- Collects and reports data for Check It Out metrics.

18. MTF Nutritional Medicine Service:

- Conducts nutrition counseling according to AFI 44-135.
- Implements the Check It Out program in the MTF dining facility.
- Provides training to NMS personnel to ensure that foods are prepared and served according to the Check It Out program.
- Collects and reports data for Check It Out metrics.
- Assists installation Air Force-operated food facility managers to correctly identify healthier choice menu items.
- Works closely with installation Air Force-operated food facility managers to ensure adherence to the Check It Out program.

19. Authorized Diet Counselor. Registered dietitian, authorized diet therapist, or, in their absence, another individual authorized by the MAJCOM consultant dietitian, will conduct initial and follow-up diet instruction classes for individuals referred by medical providers and individuals placed on the weight management program under AFI 40-502, *Weight Management Program*. The MAJCOM consultant dietitian authorizes the diet counselor on AF Form 628, **Diet Instruction/Assessment Authorization**, using procedures in AFI 44-135.

Section D—Compliance and Reporting Data for Check It Out Program Metrics

20. Measurement. Installations measure compliance with nutrition education policy and the success of the program in two ways: by means of the Check It Out checklists and by tracking the number of healthier choice entrees served.

21. Check It Out Checklist Compliance. Quarterly compliance reviews will be conducted to ensure all Air Force-operated food facilities offer easily identifiable healthier food choices consistent with the Dietary Guidelines for Americans. The appointed qualified individuals (dietitian, diet therapist, HPM and food facility managers) will conduct the reviews. A suggested arrangement is for the HPM, dietitian, appropriated fund (APF) and NAF food facility managers to rotate reviews among all facilities. Completed checklists will be provided to the HPM.

21.1. Checklist Forms. Use AF Form 3587, **Quarterly Check It Out Checklist for Appropriated Fund Facilities** (RCS: HAF-SGP[Q] 9380), and AF Form 3588, **Quarterly Check It Out Checklist for Non-appropriated Fund Facilities** (RCS: HAF-SGP[Q] 9380), to collect data. Each question has a weighted value depending upon its importance. The reviewer circles "yes," "no," or "not appli-

cable" for each question and totals the numbers. The reviewer circles the appropriate rating. It should indicate compliance with offering, labeling, and marketing healthier food choices. **NOTE:** Attachment 2 further clarifies questions on the checklists.

22. Trends in Healthier Choice Entrees Selection. Appropriated fund food facility managers track the total number of healthier choice entrees served for lunch or brunch and dinner meals and the total number of diners at those meals. The metric is the number of healthier choice entrees served divided by the total number of diners for lunch or brunch and dinner meals. It shows the percent of customers selecting healthier choice entrees. Quarterly reports are provided to the HPM.

22.1. MTF Dining Facilities. Each day, supervisors will use AF Form 3586, **Medical Treatment Facility Check It Out Data Collection** (RCS: HAF-SGP[Q] 9379), to record the number of healthier choice entrees served and the total number of diners for the lunch and dinner meals. A la carte facilities can obtain the information from cash register tapes. Non-a la carte operations can use dining room consumption data from the production worksheet and the total dining room customers from the AF Form 544, **Ration Earnings Record**.

22.2. SV Food Facilities with Services Information Management System (SIMS). As software becomes available, facilities will begin collecting the data on healthier choice entrees served and the total number of diners at each lunch or brunch and dinner.

23. Reporting Data for Metrics:

23.1. Check It Out Checklist Compliance Metrics. The summary report for the Health Promotion Working Group, installation commander, and MAJCOM should include the following information:

Number of Facilities in Check It Out Rating Categories

Needs Improvement	Fair	Good	Excellent
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Non-appropriated Fund Facilities

_____	_____	_____	_____
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Appropriated Fund Facilities

SG _____	_____	_____	_____
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SV _____	_____	_____	_____
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23.1.1. The HPM sends the summary report through the installation commander to the MAJCOM HPD within 5 duty days after the end of each quarter (31 Dec, 31 Mar, 30 Jun and 30 Sep). The MAJCOM HPD coordinates the data with the MAJCOM Consultant Dietitian and Director of Services. After MAJCOM review, the HPD forwards the data to 89MG/SGF. A summary of the

MAJCOM reports will be forwarded to HQ AFMOA/SGPZ and used as metrics for the Chief of Staff in accordance with AFPD 40-1.

23.2. Healthier Choice Entree Metric. Data will be recorded or transmitted via computer daily on the number of healthier choice entrees served on the main serving lines during the lunch or brunch and dinner meals.

23.2.1. The next duty day following the end of each quarter (31 Dec, 31 Mar, 30 Jun, 30 Sep), each installation food facility manager submits data on the number of healthier choice entrees served on the main serving line and the total number of diners to the installation HPDs. Within 5 duty days, the consolidated report is forwarded to the MAJCOM HPD for coordination with the MAJCOM Consultant Dietitian and Director of Services. After MAJCOM review, the reports will be forwarded by the MAJCOM HPD to 89MG/SGF. A summary of the reports will be forwarded to HQ AFMOA/SGPZ and used as metrics for the Chief of Staff in accordance with AFPD 40-1. ANG bases will send quarterly checklists to ANGRC/SGB.

23.2.2. The consolidated report should include the following information:

Number of Healthier Choice Entrees and Diners by Facility

SG Facilities

Name of Facility	Check It Out Entrees Served	Number of diners
_____	_____	_____
_____	_____	_____

SV Appropriated Fund Facilities

Name of Facility	Check It Out Entrees Served	Number of diners
_____	_____	_____
_____	_____	_____

23.3. Emergency Conditions. Reporting of metrics will be discontinued during emergency conditions, as directed by the headquarters governing agency.

24. Forms Prescribed:

24.1. AF Form 544, **Ration Earnings Record.**

24.2. AF Form 628, **Diet Instruction/Assessment Authorization.** 24.3. AF Form 3529 (EF-V1), **Food/Exercise Diary.**

24.3. AF Form 3586, **Medical Treatment Facility Check It Out Data Collection.**

24.4. AF Form 3587, **Quarterly Check It Out Checklist for Appropriated Fund Facilities.**

24.5. AF Form 3588, **Quarterly Check It Out Checklist for Non-appropriated Fund Facilities.**

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Surgeon General

Attachment 1

GLOSSARY OF REFERENCES, ABBREVIATIONS AND ACRONYMS, AND TERMS

References

AFPD 40-1, *Health Promotion*

AFI 34-401, *Food Service Program*

AFI 40-502, *Weight Management pROGRAM*

AFI 44-135, *Clinical Dietetics*

AFI 44-141 (AR 40-25/Naval Command Medical Instruction 1010.1/AFI 44-141), *Nutrition Allowances, Standards and Education* (formerly AFR 160-95)

AFPAM 44-125, *Good Eating: A Dieter's Guide*

AFPAM 44-132, *Calorie Restricted Diets for Weight Reduction*

AFPAM 44-133, *Improving Eating Habits*

AFM 146-12, *Armed Forces Recipe File*

Abbreviations and Acronyms

AF—Air Force

AFI—Air Force Instruction

AFM—Air Force Manual

AFMOA—Air Force Medical Operations Agency

AFPD—Air Force Policy Directive

AFR—Air Force Regulation

AFSVA—Air Force Services Agency, formerly Moral, Welfare, and Recreation,
Services Agency (MWRSA)

ANG—Air National Guard

APF—Appropriated Fund

AR—Army Regulation

BSC—Biomedical Sciences Corps

BMTS—Basic Military Training School

DoD—Department of Defense

gm—Gram

HP—Health Promotion

HPD—Health Promotion Director

HPM—Health Promotion Manager

MAJCOM—Major Command

mg—Milligram

MTF—Medical Treatment Facility

NAF—Non-appropriated Fund

NAVMEDCOMINST—Naval Medical Command Instruction

NMS—Nutritional Medicine Service

OTS—Officers' Training School

SIMS—Services Information Management System

SG—Surgeon General

SV—HQ Air Force Services

TRIFOOD—TriService Program to Automate Medical Food Production, Inventory, and Ration Accounting Functions

USAFE—US Air Forces in Europe

Terms

Installation Air Force-operated Food Facilities—Air Force owned and operated appropriated and non-appropriated fund food activities.

Dietary Guidelines for Americans—Eating recommendations developed by the Departments of Agriculture and Health and Human Services to improve the health and nutritional status of all people. Americans should:

- Eat a variety of foods.
- Maintain healthy weight.
- Choose a diet low in fat, saturated fat, and cholesterol.
- Choose a diet with plenty of vegetables, fruits, and grain products.
- Use sugars only in moderation.
- Use salt and sodium in moderation.
- Drink alcoholic beverages in moderation, if used at all.

Promoting Health 2000—DoD initiative with nutrition-specific objectives to promote improved health and fitness in the American population by the year 2000. The objectives were extracted from the Department of Health and Human Services document, *Healthy People 2000*.

Services Information Management System (SIMS)—An integrated management information system which serves all Services activities throughout the Air Force at headquarters, MAJCOM, and installation level.

Attachment 2

GUIDANCE FOR COMPLETING AIR FORCE FORMS 3587 AND 3588

A2.1. Suggestions to help the reviewer answer questions on AF Forms 3587 and 3588:

A2.1.1. Become thoroughly familiar with AF Forms 3587 and 3588.

A2.1.2. Look at the serving lines, menu boards, foods displayed with the Check It Out logo and dining area during a meal period.

A2.1.3. Ask to see the recipe for the Check It Out product. Look at the food on the line to see if it looks like fat (butter, margarine, oil, bacon) has been added. If a product has been fried, or has fat added, it cannot be marked as a healthier food choice. Ask the cooks what type of milk was used and how they prepared the item.

A2.1.4. Look inside milk coolers and bulk milk dispensers on the serving line to ensure that 2 percent or lower fat milk is being served as labeled.

A2.1.5. Remain throughout the meal to check whether the healthier food choice items are available.

A2.1.6. Ask the manager if there is an adequate supply of Check It Out promotional materials.

A2.1.7. Observe serving portion sizes to ensure that they are consistent with recipes and nutrient analysis portion sizes. For example, are two pieces of chicken or 1/4 chicken being served when nutrient analysis is only for 3 to 4 ounces?

A2.1.8. Ensure that reduced calorie and fat salad dressings meet guidelines by checking bottle labels.

A2.2. Sample comments for the review form:

A2.2.1. "No individual packages of reduced calorie and fat salad dressings available in flight kitchen."

A2.2.2. "One Check It Out meat item available, no vegetables without fat offered."

A2.2.3. "Manager needs more promotional materials to run the program, only received 1 poster and 6 table tents."

A2.2.4. "Fresh fruit and salad bar at side of the dining room, not readily available on main serving line."

A2.2.5. "Manager says he needs more menu board markers and information on nutrient analysis."

A2.2.6. "Manager says she cannot purchase individual packages of salad dressing through USAFE troop issue channels."