

**INITIAL SANITATION AUDIT REQUESTS
FOR
The CENTCOM Area of Responsibility
(Revision: 20 February 2013)**

1. **The supplier/manufacturer** must write a letter on letterhead stationery requesting the Initial Sanitation Audit. The owner, or an authorized representative, of the establishment processing the product(s) must sign the letter. The supplier/manufacturer must address the letter to the purchasing or contracting agency he/she wishes to conduct business with. The request must contain, at a minimum, the following information:

- a. The full name of the processing establishment, street address (or geographical location), city, and country where the manufacturing site is physically located. Include a standard 10 digit Global Positioning System grid coordinate for those areas where a street address for locations that cannot be mapped online. Ensure the mailing address is also included, if different.
- b. The name, title, telephone / fax numbers, and e-mail address of the person to contact at the establishment and the normal operating and processing hours. Contact person should speak English with sufficient ability to facilitate coordination.
- c. A list of the specific products to be furnished (such as bread, rolls, milk, eggs, etc.)
- d. A list of any national or local regulatory agencies that currently inspect/audit the establishment. If there is an establishment identification number, please provide that number.
- e. If the establishment is a caterer, indicate where the food is actually prepared, the military facilities, installations or DOD agencies that will be served, and if the meals will be contracted. Address how Approved Source requirements will be met.

2. **The purchasing or contracting agency** is required to review the Initial audit request and determine if the supplier is eligible. If the agency wishes to purchase the firm's products, the agency must write a cover endorsement memorandum and enclose the supplier's request along with the completed Pre-Audit Questionnaire. Email endorsements from purchasing or contracting

agencies are accepted only if followed up with a signed request in accordance with AR 40-657 or are matched to a digital/encrypted signature certificate. The memorandum must include the following purchasing/agency information: correct mailing address; point of contact, telephone and fax numbers; and e-mail address. Requests submitted from the following agencies will be reviewed by the following point-of-contacts (POCs) prior to submission to CENTCOM:

AAFES Europe POC: HQ, AAFES-Europe Staff Veterinarian
DeCA Europe POC: DeCA Europe Consumer Safety Officer
DLA Troop Support POC: Consumer Food Safety Officer

Initial audit requests in the CENTCOM Area of Responsibility also require a Pre-Audit Questionnaire (PAQ) be completed (in English), and included in the Initial audit request packet, as well as English translations of all PAQ supporting documents. The purchasing or contracting agency will ensure that all sections of the PAQ and supporting documents are complete and acceptable prior to forwarding to CENTCOM. The completed PAQ may be submitted in an MS Word or Adobe pdf document. Failure to submit accurate/complete questionnaires may result in delays or rejections in the Initial audit process.

The agency POC should submit the audit request at least 8 weeks before the first delivery of the desired product via e-mail to:

CENCOMApprovedSources@LN.amedd.army.mil

3. Questions or information: Contact the USARCENT/Surgeon Command Veterinarian Office at: 011 (00)965-2389-6431; DSN 318-430-6431 or the ARCENT Food Safety Officer at 001-(803)885-7945/DSN: 889-7945