

**QUARTERLY CHECK IT OUT CHECKLIST  
FOR NON-APPROPRIATED FUND FACILITIES**

OMB No. 0701-0132  
Expires: May 31, 1997

Reports Control Symbol  
RCS:

Public reporting burden for this collection of information is on average 60 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, DIOR, 1215 Jefferson Davis Highway, Suite 1204, Arlington VA 22202-4302; and to Reduction Project (0701-0132), Washington DC 20503. Please DO NOT RETURN your form to either of these addresses. Send your completed form to the installation Health Promotion Manager.

BASE	FACILITY NAME(Specify SV or Medical)	QUARTER (circle one) 1    2    3    4
REVIEWER	INCLUSIVE DATES	DATE

\* These questions must be answered "YES" in order to receive a rating of "good" or higher.

QUESTIONS	YES	NO	N/A		
* 1. Is the fat, calorie and cholesterol content of "Check It Out" items available? (Posted on cafeteria line, or available to customers ordering from printed menu)	5	0			
* 2. Are healthy food choice items identified with the "Check It Out" logo?	5	0			
* 3. Have you accurately identified healthier choice items (guidelines per serving)?  <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <b>ENTREE</b>                      Less than or equal to:                      15 gm fat (cooked w/o added fat)                      100 mg cholesterol                 </td> <td style="width: 50%; vertical-align: top;"> <b>NON-ENTREE</b>                      Less than or equal to:                      3 gm fat (cooked w/o added fat)                      10 mg cholesterol                 </td> </tr> </table>	<b>ENTREE</b> Less than or equal to: 15 gm fat (cooked w/o added fat) 100 mg cholesterol	<b>NON-ENTREE</b> Less than or equal to: 3 gm fat (cooked w/o added fat) 10 mg cholesterol	2	0	
<b>ENTREE</b> Less than or equal to: 15 gm fat (cooked w/o added fat) 100 mg cholesterol	<b>NON-ENTREE</b> Less than or equal to: 3 gm fat (cooked w/o added fat) 10 mg cholesterol				
4. Do the portion sizes you serve correspond with the nutrition information provided?	1	0			
5. Are total calories from fat sources less than 30% of the total calories consumed if a customer selects one healthier choice from each menu item category?	1	0			
6. Do you present and prepare items in an eye-appealing fashion?	1	0			
7. Are healthier choice items in easily accessible locations and available throughout the meal period?	1	0			
8. Is skim or 1% or 2% milk available at each meal?	1	0			
9. If served, Is chocolate milk made from a nonfat or lowfat source?	1	0	1		
10. If served, is lowfat or nonfat yogurt available?	1	0	1		
11. Do you offer at least one 100% fruit juice at breakfast?	1	0	1		
12. Is a diet soda selection available?	1	0			
13. Are whole grain/wheat bread choices available, e.g., sliced bread, dinner rolls, etc.?	1	0			
14. Is margarine available when requested?	1	0	1		
15. Is sugar substitute available?	1	0			
16. Do you use unsaturated vegetable oil or a non-stick spray in food preparation where applicable. e.g., griddle, replace shortening in gravy, etc.?	1	0			
17. Do you use vegetable oil in deep fat frying?	1	0			
*18. Do you offer reduced cholesterol eggs/egg substitute as an alternative to regular eggs?	1	0	1		
19. Do breakfast bread choices include low fat items such as English muffins and bagels (not egg bagels)?	1	0	1		

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### **About the ITAOP/savePDF Method**

The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).

QUESTIONS	YES	NO	N/A
20. Do breakfast cereal choices include bran cereal and cereal without sugar coating?	1	0	
21. Does salad bar offer and identify: a. 2 fat free/reduced calorie (less than 2 gm fat/serv) salad dressings? b. A reduced/lowfat cheese (skim milk mozzarella)? c. Plain fresh vegetables?	1 1 1	0 0 0	1 1 1
22. Is fresh fruit available?	1	0	1
23. Do you cook at least one vegetable without added butter, margarine, salt or high calorie sauce? a. On cafeteria line? b. On printed menu?	1 1	0 0	1 1
24. If requested, do you separately offer high fat sauces and gravies, unless part of food product?	1	0	1
25. Do dessert selections on cafeteria line include at least one reduced or nonfat choice such as gelatin (no topping), fruit (fresh or juice packed), sherbet, lowfat frozen yogurt, ice milk or angel food cake (no icing)?	1	0	1
*26. Short Order Line: Do you identify at least one healthier choice item per meal?	2	0	
27. Is a program in place to respond to customer comments?	1	0	
<b>TOTAL POINTS</b>			
<b>RATINGS: EXCELLENT: 36-40 TOTAL POINTS</b> <b>GOOD: 28-35 TOTAL POINTS</b> <b>FAIR: 20-27 TOTAL POINTS</b> <b>NEEDS IMPROVEMENT: BELOW 20 POINTS</b>			
COMMENTS			