

m-NEAT

Facilitator Instruction Guide



The purpose of the Facilitator Instruction Guide is to assist the facilitator with the preparation, assessment oversight, and instruction for using the web-tool (EXCEL spreadsheet).

Military Nutrition Environment Assessment Tool (m-NEAT)

Introduction & Overview:

The Military Nutrition Environment Assessment Tool (m-NEAT) was adapted from the Nutrition Environment Assessment Tool (NEAT) from the Michigan Public Health Institute and the Michigan Department of Community Health and the Nutrition Environment Measures Survey (NEMS) from Emory University.

The m-NEAT is designed to assist military installations or bases (referenced as community throughout this document) assess their environment to determine how well it supports and promotes healthy eating. The results of the m-NEAT will assist you in identifying the existing environmental conditions and policies within your community that encourage healthy eating. The assessment will also help you identify and prioritize ways in which your community may effectively support healthy eating via policy and/or environmental changes.

The m-NEAT surveys eight areas to assess availability, pricing, and promotion of healthy foods in addition to policies and marketing of healthy eating. Completion of the m-NEAT produces a “Community Report Card” that reflects an overall Support Rating (from Fully Supportive to Not Supportive) for the entire base or installation and for each individual section (e.g. DFAC, Vending, Restaurant, etc.) that has been surveyed.

Many aspects of a community can make it easier for residents to make healthier food and beverage choices. To promote a healthy community, the places where community residents shop for food must provide healthy food choices at a reasonable price. Restaurants, commissaries, and convenience stores also offer an ideal opportunity to market, inform, and educate consumers about healthy choices at the point of purchase.

Providing resources for healthy eating through organizations and facilities within the community is yet another dimension of the community that can support healthy habits in many different ways and across all age groups. The local media (i.e. newspapers, radio, and television) can also be very powerful. Routine coverage about health information and health promotion events within the community provides a venue to promote healthy eating.

Components of m-NEAT:

The tool includes the following: a) section worksheets (with instructions) for each area to be assessed, b) an online tool, c) a local action plan, and d) Toolkits

a. **Section Worksheets** assist team members in collecting the necessary data prior to completing the online assessment. The worksheets walk you through the process of data collection (how and what type of data to collect). They provide specific instructions and definitions for each site assessed.

The worksheets ensure consistency with each assessment regardless of who is performing the assessment, and removes the element of subjective answers. They are very detailed, and not only assist in collecting the data required to answer each question objectively, but are useful in developing the Local Action Plan. Each section worksheet will vary from each other and may include work performed prior to a site visit and/or directly after a site visit.

There are 11 different sections (see below list). Each worksheet coincides with each section of the m-NEAT.

- Community Programs
- Dining Facility (Permanent Party)
- Dining Facility (Training)
- Fitness Center
- Restaurant (Fast-Food)
- Restaurant (Sit-Down or Fast-Casual Restaurant)
- Snack Shop (located in Billeting/Lodging)
- Stores: (Convenience)
- Stores: (Commissary)
- Vending: (Refrigerated and Non-Refrigerated) + Vending Physical Inventory Sheet
- Worksite

b. **Online tool** is currently available as an EXCEL spreadsheet. This version automatically scores your assessment within each completed section and provides an overall score. A web-tool was developed and is awaiting governance approval to be posted on the m-NEAT website.

The Online Tool is designed to score the assessment after you have collected and entered your data. The Online Tool is **not meant** to be used as a checklist when you conduct your on-site assessments. There is not enough information on the scoring tool to help you provide objective and consistent answers. The worksheets should be used for the purpose of providing objective and consistent answers.

c. **Local Action Plan** is located within the online tool (EXCEL or web-tool).

Toolkits are available to assist military communities with making healthier food options. Toolkits are available on the m-NEAT website for convenience stores, snack shops and vending.

How to Get Started:

STEP ONE: Preparation (Facilitator's Guide)

1. Assemble a team of vested stakeholders from your installation who play a role in food and feeding operations such as: Installation or Base Food Service Managers, Registered Dietitians (RD), Nutrition Techs/Nutrition Care Specialists, Food Service Managers from AAFES/NEX, MWR, and DeCA, Community Health Promotion Council (CHPC) Working Group members, etc. Broad participation is important for a meaningful assessment and for successful planning and implementation. Specific team members may vary by branch of service.
2. Determine areas to assess and plan to complete all sections of the m-NEAT as applicable. **Bottom Line:** If your installation or base has it, then it must be included in the assessment. Plan to assess three (3) sites with the largest headcount or highest volume of traffic within each section of the m-NEAT – determine the location(s) and point of contact (POC) for each site.
3. Assign team members with specific areas to assess. Ideally, you would have a “disinterested party” conduct the assessments. For example, the RD (a disinterested party) would assess the Dining Facility and NOT the Dining Facility Manager (an interested party).
4. Review the m-NEAT and m-NEAT instructions as a team prior to beginning the assessment, and determine team member assignments. Team members must read and understand worksheets prior to conducting the survey.
5. Contact the appropriate POC prior to a site visit to let them know of the purpose of the visit. Ideally, the manager or director of the establishment is part of the team and has briefed their staff on the m-NEAT assessment. Inform the sites that you are conducting a site assessment, NOT a food inspection.

STEP TWO: Data Collection and Completion of the Assessment

1. Use the appropriate worksheets for the data collection. You will need to print the worksheets and copy additional ones for EACH facility you assess. Answer each item to the best of your knowledge and be as precise and consistent as possible.
2. Once the data collection is completed, input the data into the EXCEL Scoring Tool. It is best to have one person (the person who collected the data or the Facilitator) enter the data.

STEP THREE: Creation and Implementation of a Local Action Plan.

1. Develop your Local Action Plan (see page 19) using the m-NEAT results to help prioritize areas of concern from high priority to low priority. The Local Action Plan will help provide a road map for the installation to make improvements in its food environment.

a. Review final scores and ranking with the team. Share results with management staff from each of the locations, especially if they are not members of your committee. The facility managers for the survey locations are great resources and whenever possible, should be recruited for your committee. At a minimum, consider inviting them to attend the action planning meeting so they can provide input and direction on items for improvement in your plan.

b. Score each assessment area on cost, time, support, and importance.

c. Prioritize your actions as low priority or high priority.

2. Brief leadership on score, action items, and results.

3. Determine next date for the m-NEAT assessment. Frequency of completing or repeating the m-NEAT is service specific.

4. Complete the m-NEAT Community Appraisal Feedback Form and submit (via e-mail) with a final copy of your m-NEAT assessment to your service specific POC.

Assessment Areas

SECTION ONE: Fitness Center

The criteria in this section of the m-NEAT refer to the conditions that should exist in a fitness center.

To complete this section of the assessment:

- 1) Communicate your intent with the MWR, Sports and/or Fitness Center Director.

Sports/Fitness Director: _____ Phone: _____
E-mail: _____

- 2) Determine the number and location of existing fitness centers on your installation. Most installations only have one fitness center. However, if your installation has more than two fitness centers, select the two largest facilities with the highest volume of traffic that have a food center and/or a beverage vending machine.

Site 1: _____ Phone: _____
Manager: _____ E-mail: _____
Available: <input type="checkbox"/> Food Center <input type="checkbox"/> Beverage Vending

Site 2: _____ Phone: _____
Manager: _____ E-mail: _____
Available: <input type="checkbox"/> Food Center <input type="checkbox"/> Beverage Vending

- 3) Provide the individual conducting the survey for this section with a copy of the worksheet and instructions for the fitness center.

- 4) Complete the Fitness Center Worksheet.

NOTE: The fitness center assessment includes only a food center and/or a refrigerated beverage vending machine. Any non-refrigerated vending machines must be assessed in the non-refrigerated vending machine section of the m-NEAT.

SECTION TWO: Community Programs

This section of the assessment evaluates the availability of:

- Other sources of fruits/vegetables within the community (community gardens, farmer's markets).
- Community awareness of nutrition and health that is encouraged in the local media.
- Accessibility of community programs and education that promote healthy eating.

SECTIONS THREE and FOUR: Dining Facilities (DFAC)

This section of the assessment covers two out of three daily meals (breakfast, lunch, and dinner) served in the DFAC. The assessment will need to be conducted over two meal periods: breakfast and lunch, breakfast and dinner, or lunch and dinner – preferably on the same day. It is recommended that a Registered Dietitian or Nutrition Care Specialist NCO (68M) complete this assessment.

The criteria in this section of the m-NEAT refer to the nutrition standards as set by the DoD Menu Standards and the 2010 Dietary Guidelines for Americans. The score for this section reflects compliance with the DoD Menu Standards as it pertains to good nutrition and healthy eating.

To complete this section of the assessment, follow steps 1-4:

- 1) Communicate your intent with the Installation/Base Food Service Manager.

Installation/Base Food Service Manager: _____

E-mail: _____ Phone: _____

2) Determine and record the type and number of existing dining facilities. Prioritize which DFACs you plan on visiting based on availability, type, and headcount when applicable. For instance, if there is only one DFAC on the installation, then survey the one DFAC. If there are more than three DFACs, select three DFACS of each type (permanent party or training) with the largest headcount. The Installation/Base Food Service Manager can provide you with this information. You may elect to assess all available dining facilities, however, only the largest three should be included as part of the m-NEAT assessment.

Type/number of DFACs: O Permanent Party: O Training (serves recruits):

- 3) Identify and record the DFAC manager, location, and contact information for each dining facility. (Use charts on page 10 and 11).

4) Provide the individual conducting the DFAC survey with a copy of the worksheet and instructions for the DFAC section. They will need to complete a separate worksheet for each DFAC surveyed.

5) Complete the DFAC Worksheet.

DFAC (Permanent Party)	
DFAC: _____ Location: _____ Headcount: B: _____ L: _____ D: _____	Manager: _____ Phone: _____
DFAC: _____ Location: _____ Headcount: B: _____ L: _____ D: _____	Manager: _____ Phone: _____
DFAC: _____ Location: _____ Headcount: B: _____ L: _____ D: _____	Manager: _____ Phone: _____
DFAC: _____ Location: _____ Headcount: B: _____ L: _____ D: _____	Manager: _____ Phone: _____
DFAC: _____ Location: _____ Headcount: B: _____ L: _____ D: _____	Manager: _____ Phone: _____
DFAC: _____ Location: _____ Headcount: B: _____ L: _____ D: _____	Manager: _____ Phone: _____
DFAC: _____ Location: _____ Headcount: B: _____ L: _____ D: _____	Manager: _____ Phone: _____

DFAC (Training)	
DFAC: _____ Location: _____ Headcount: B: _____ L: _____ D: _____	Manager: _____ Phone: _____
DFAC: _____ Location: _____ Headcount: B: _____ L: _____ D: _____	Manager: _____ Phone: _____
DFAC: _____ Location: _____ Headcount: B: _____ L: _____ D: _____	Manager: _____ Phone: _____
DFAC: _____ Location: _____ Headcount: B: _____ L: _____ D: _____	Manager: _____ Phone: _____
DFAC: _____ Location: _____ Headcount: B: _____ L: _____ D: _____	Manager: _____ Phone: _____
DFAC: _____ Location: _____ Headcount: B: _____ L: _____ D: _____	Manager: _____ Phone: _____
DFAC: _____ Location: _____ Headcount: B: _____ L: _____ D: _____	Manager: _____ Phone: _____

SECTION 5: Restaurant (Fast Food of FF)

A fast-food restaurant is an eating establishment that offers fast, inexpensive take-out food. Patrons stand in line to place their order and can choose to eat in or take-out. They often feature a drive-thru so that patrons can order food from their car.

Fast food criteria include:

- a. Restaurant part of a fast food chain or franchise.
- b. A restaurant that is located in a food court and/or is limited to take-out only.
- c. Examples: McDonald’s, Burger King, Subway, Robin Hood Deli, etc.

To complete this section of the assessment:

1) Communicate your intent with the Contracting Office in charge of overseeing the fast food restaurant contracts on the installation/base.

Contracting Officer: _____ Phone: _____ E-mail: _____
--

2) Determine the number and location of existing fast food restaurants. Identify the Manager and contact information of each restaurant.

- _____ Number of restaurants that offer a fast food style service
- Indicate the three busiest fast food restaurants.

3) Complete a separate Restaurant (Fast Food – FF) Worksheet for each restaurant surveyed.

RESTAURANT (Fast Food)	
Restaurant: _____ Location: _____	Manager: _____ Phone: _____
Restaurant: _____ Location: _____	Manager: _____ Phone: _____
Restaurant: _____ Location: _____	Manager: _____ Phone: _____
Restaurant: _____ Location: _____	Manager: _____ Phone: _____
Restaurant: _____ Location: _____	Manager: _____ Phone: _____

SECTION 4-b: Restaurant (Sit-Down and Fast-Casual)

Sit-Down (SD) is a family-style restaurant where you are usually seated by restaurant personnel and almost always served by wait-staff. The menu generally includes a variety of options offered at a reasonable price. Many may offer carry out services. Examples include: family-style restaurant chains, and clubs such as Officer, NCO, and All-graders Club.

Fast-Casual Restaurant (FC) does not offer table service, but may offer a higher quality of food than a FF Restaurant. Ordering/paying is at a counter and food may be served at your table.

To complete this section of the assessment:

1. Communicate your intent with Morale, Welfare and Recreation (MWR) Food Service Director or Manager in charge of overseeing all restaurants (other than fast food restaurants) on the installation/base.

Food Service Director/Manager: _____ Phone: _____
E-mail: _____

2. Determine the number and location of existing Sit-Down/Fast-Casual restaurants. Identify the Manager and contact information of each restaurant.

- _____ Number of restaurants that offer Sit-Down/Fast-Casual type service
- Indicate the three busiest restaurants in the chart below.

3. Complete a separate Restaurant (Sit-down or Fast Casual) Worksheet for each restaurant.

RESTAURANT (Sit-Down)	
Restaurant: _____ Location: _____	Manager: _____ Phone: _____
Restaurant: _____ Location: _____	Manager: _____ Phone: _____
Restaurant: _____ Location: _____	Manager: _____ Phone: _____
Restaurant: _____ Location: _____	Manager: _____ Phone: _____
Restaurant: _____ Location: _____	Manager: _____ Phone: _____

SECTION 5: Snack Shop (located in Military Billeting/Lodging)

The criteria in this section apply to any food or snack concession located in lodging/ billeting.

To complete this section of the assessment:

1. Determine if these facilities sell food via a snack bar, sundry sales or something similar other than vending machines. If yes, communicate your intent to the billeting/lodging director or manager. If they strictly operate a vending machine(s), then see the Refrigerated or Non-refrigerated Vending Operations Section (Section 7).

Director: _____ Phone: _____
E-mail: _____

2. Identify the number, location, and manager of each snack shop.
3. Complete the Snack Shop Worksheet.

Snack Shop	
Location: _____	Manager: _____ Phone: _____
Location: _____	Manager: _____ Phone: _____
Location: _____	Manager: _____ Phone: _____

SECTION 6-a: Store (Commissary - DeCA)

These measures are designed to rate the nutrition environment of the commissary. The basic principle of these measures is to gather information on comparable items and types of food. Therefore, when possible, rate items within the same brand or exactly as specified.

To complete this section of the assessment:

1. Identify the Commissary Director and communicate your intent to conduct an assessment with the commissary director. t. Prior to visiting the commissary, ask when would be the best time to conduct the assessment (non-peak hours, director availability to answer questions, etc.).

Commissary Director: _____ Phone: _____

E-mail: _____

2. Some installations/bases may have more than one commissary. For the purpose of the m-NEAT assessment only one commissary store needs to be surveyed. Thus, select the largest commissary (highest volume of sales). The "K" classification for commissaries will be helpful to determine which commissary to survey. Check with the commissary director for this information.

- a. Overall store classification is based on linear feet of sales space, as follows:

- 1) K1A = <800 sq. ft.
- 2) K1 = 800 – 1000 sq. ft.
- 3) K2 = 1100 – 1600 sq. ft.
- 4) K3 = 1600 – 1800 sq. ft.
- 5) K4 = 1800 – 2200 sq. ft.
- 6) K5 = >2200 sq. ft.

- b. The "K" classification is based on linear feet of display space (shelf space, freezer space or chill cases) available for each category; the number of items in a particular category varies and is not a static number of products. Packaging sizes are different from category to category, for example, condiments are often much smaller packages than detergents and so there are often more products in one category than another.

3. Complete the Commissary – DeCA Worksheets.

SECTION 6-b: Convenience Stores (Shoppette/Express)

These measures are designed to rate the nutrition environment of the convenience stores. The basic principle of these measures is to gather information on the availability of healthier items and the promotion of healthy eating.

Convenience Store: Refers to a retail business with primary emphasis placed on providing the public a convenient location to quickly purchase a wide variety of consumable products (predominately food or gasoline).

To complete this section of the assessment:

1. Communicate your intent with the AAFES/NEXCOM General Manager at your installation.

AAFES/NEXCOM General Manager: _____ Phone: _____ E-mail: _____

2. Determine the number and location of all the Convenience Stores (Shoppette, Express) located on the installation. Identify the store manager and contact information for each store. Prior to conducting the assessment, ensure the store manager has been contacted. Ask when would be the best time for a site visit (i.e., non-peak hours, manager availability to answer questions, etc.).

- _____ Number of convenience stores
- Identify the three busiest convenience stores in the chart below.

3. Complete the Convenience Store Worksheets.

Convenience Store	
Location: _____	Manager: _____ Phone: _____
Location: _____	Manager: _____ Phone: _____
Location: _____	Manager: _____ Phone: _____
Location: _____	Manager: _____ Phone: _____
Location: _____	Manager: _____ Phone: _____

SECTION 7: Vending

These measures are designed to assess how well both refrigerated (food or beverage) and non-refrigerated (snacks) vending operations support healthy eating. The basic principle of these measures is to gather information on the availability of healthier items and the promotion of healthy eating.

To complete this section of the assessment:

1. Communicate your intent with the AAFES/NEXCOM General Manager and Contracting Officer responsible for vending operations on the base or installation. (Note: often there may be more than one contracted vending operator).

AAFES/NEXCOM General Manager: _____ Phone: _____
E-mail: _____

Contracting Officer: _____ Phone: _____
E-mail: _____
Vending Company: _____ <input type="radio"/> Non-Ref <input type="radio"/> Beverage <input type="radio"/> Refrig (Food)
Vending Company: _____ <input type="radio"/> Non-Ref <input type="radio"/> Beverage <input type="radio"/> Refrig (Food)

Contracting Officer: _____ Phone: _____
E-mail: _____
Vending Company: _____ <input type="radio"/> Non-Ref <input type="radio"/> Beverage <input type="radio"/> Refrig (Food)
Vending Company: _____ <input type="radio"/> Non-Ref <input type="radio"/> Beverage <input type="radio"/> Refrig (Food)

2. Request the following information from the Vendor (thru the Contracting Officer):
 - a. A list of the location of all available vending machines (to include type of vending: refrigerated, beverage or snack).

- _____ Number of Non-Refrigerated (Snacks) Vending Machines
- _____ Number of Refrigerated (Beverage) Vending Machines
- _____ Number of Refrigerated (Food) Vending Machines

b. A list of all products provided by the vending operator (with nutrition information if available).

c. What type of healthy choice (e.g., Fit Pick™, etc.) program exists? Is it written in the contract?

3. Select vending machines (four of each available type) that are located in public areas with a high volume of traffic.

4. Complete the Vending Worksheet.

SECTION 8: Worksite

*Most adults spend the majority of their waking hours at work.
Therefore, employers that support healthy eating through work based policies, programs, facilities, and/or education help their employees by improving access to healthier food choices.*

The criteria in this section of the m-NEAT refer to the conditions that should exist in support of providing healthy eating in the worksite setting.

1. To complete this section of the assessment: Survey the largest three employers (Organizations/Agencies/Commands/Squadrons/Units) on your installation/base.

1. Name of Employer #1: _____	
Number of Employees:	
<input type="radio"/> 1000 or more employees	<input type="radio"/> 101 to 300 employees
<input type="radio"/> 501 to 999 employees	<input type="radio"/> 51 to 100 employees
<input type="radio"/> 301 to 500 employees	<input type="radio"/> Less than 50 employees

2. Name of Employer #2 _____	
Number of Employees:	
<input type="radio"/> 1000 or more employees	<input type="radio"/> 101 to 300 employees
<input type="radio"/> 501 to 999 employees	<input type="radio"/> 51 to 100 employees
<input type="radio"/> 301 to 500 employees	<input type="radio"/> Less than 50 employees

3. Name of Employer #3: _____	
Number of Employee:	
<input type="radio"/> 1000 or more employees	<input type="radio"/> 101 to 300 employees
<input type="radio"/> 501 to 999 employees	<input type="radio"/> 51 to 100 employees
<input type="radio"/> 301 to 500 employees	<input type="radio"/> Less than 50 employees

2. Complete the Worksite Worksheet.

FEEDBACK

Upon completing the m-NEAT, please take a few moments to complete the m-NEAT Community Appraisal Feedback Form. Find this form in the m-NEAT EXCEL spreadsheet (Tab labeled “Feedback”).

<p>Thank you for completing the m-NEAT Community Appraisal! Completing the m-NEAT Appraisal was the first step in improving the nutritional status of your community members.</p> <p>The next step is to take the information you have gathered to make the changes that need to be made at your base/installation to improve the accessibility of healthier food choices for your community members. Use the m-NEAT Action Plan (next tab) to work with your Base/Installation Health Promotion Committee and others in prioritizing what actions need and could be made to increase the availability of healthier food choices.</p> <p>Please take a few moments to complete the m-NEAT Community Appraisal Feedback Form below.</p>	
Question	answer
Please respond to the following questions.	
1) Is this the first m-NEAT Appraisal completed for your post/base/installation?	Yes or No
-- If yes, skip to question #3	
-- If no, when was the last m-NEAT Appraisal completed?	enter date
2) For those posts/bases/installations who are repeating the m-NEAT Appraisal, please review the data on this m-NEAT Appraisal and answer the following questions:	
a) How does your previous score compare to this score?	
b) How has your post/base/installation used the results of the previous m-NEAT Appraisal to make changes in the availability of healthier food choices?	
c) Since the completion of the last m-NEAT Appraisal (not this one) what changes have you made to increase the availability of healthier food choices at your post/base/installation?	
3) Feedback regarding the m-NEAT Appraisal tool (difficulty with completion, recommendations for improvement, etc.):	
<p>We appreciate your time in completing this m-NEAT Feedback Form regarding your experience in completing the m-NEAT Appraisal.</p>	

DEVELOPING YOUR LOCAL ACTION PLAN

Now that you have completed the m-NEAT, take the time to review the individual section scores and the overall final score on the m-NEAT scorecard with your committee. The next phase is developing an action plan that shows how you can use these results to make changes on your base/installation to increase the accessibility and availability of healthier food options.

**Find the Local Action Template as a tab in the m-NEAT EXCEL spreadsheet.
Follow the steps below to prioritize your actions to make effective change.**

Recommended Actions	Relevant m-NEAT Indicator	check here if n/a	Cost	Time	Support	Importance	Total Points	Priority
			1= High 2= Moderate 3= Low	1= Long 2= Moderate 3= Brief	1= Low 2= Moderate 3= High	1= Low 2= Moderate 3= High		
	Community Programs						0	
	DFAC (Permanent Party)						0	
	DFAC (Training)						0	
	Fitness Centers						0	
	Restaurants (Fast Food)						0	
	Restaurants (Sit-Down)						0	
	Stores (Convenience)						0	
	Stores (Commissary -						0	
	Vending (Refrigerated)						0	
	Vending (Non-Refrigerated)						0	
	Worksite						0	

STEP ONE: Share the results of your m-NEAT assessment with the members of your team. With their input, identify those areas that need improvement or could be enhanced at your base/installation. Using the m-NEAT Action Plan template, list those areas in the Recommended Actions column and indicate the associated m-NEAT area from the list provided. For example, the m-NEAT indicator might be Vending and your recommended action might be for those vending machines to offer at least 15% healthy items, and to set up a meeting with your AAFES/NEXCOM representative to plan how to meet this minimum.

STEP TWO: Rank each recommended action you listed on cost, time, support, and importance. See below for definitions of each. Rank each action, using the three-point scale in the m-NEAT Action Plan chart to help you identify barriers and prioritize the actions you listed.

- **Cost:** How expensive would it be to plan and implement the action? (Use subjective Measures)
- **Time:** How much time would it take to plan and implement the action? (Long Term = >6 months; Moderate = \geq 30 days; Brief = <30days)
- **Support:** How much support exists to plan and implement the action? How enthusiastic would your base/installation be about implementing this action?
- **Importance:** How important is it to implement the action? What impact would it have on the base/installation?

The lowest possible total points for an action is 4, which indicates it is very costly, will take a long time to accomplish, has little support to implement, and is low in importance. The highest possible total points for an action are 12, indicating it is low in cost, quick to complete, has lots of support, and is very important.

STEP THREE: Categorize your recommended actions as either low priority or high priority. High priority actions are areas that: 1) you plan to work on first, 2) you think have the greatest need, and/or 3) you feel even a small improvement will make a big impact. Your high priority actions are usually the recommended actions that scored the highest on the action plan.

Examples of action items developed for change:

- Offer smaller portions at lower prices
- 1% milk and 100% whole grain breads/pastas added to restaurants
- Seasonal fruit and/or seasonal fruit cups offered & 100% juice beverages
- Developed and implemented a policy for healthy offerings at meetings and fundraising activities. (See examples of healthier menu offerings and fundraising activities at the end of the Worksite Reference Section).

STEP FOUR: After prioritizing your actionable items, set a timeline as to when the committee will accomplish these goals. Schedule regular meeting times for your committee (or those whose area the goal falls within) until action items are accomplished.


STEP FIVE: Brief leadership on your scores, the actionable items you prioritized, and the results.

STEP SIX: Determine next date for the m-NEAT assessment.

- Air Force, per AFI 40-104, *Health Promotion Nutrition*, is required to assess the eating environment annually. The ideal goal is to assess twice a year to ensure improvements are made and sustained, thus ultimately striving for a 100% score.
- Navy is currently optional but commands earn points if completed when submitting for the Navy Surgeon General's Blue H Health Promotion and Wellness Award
- Army is currently optional, however, the ideal goal is to have an annual assessment.

ONLINE TOOL

EXCEL Spreadsheet: Below is a screen shot of the spreadsheet.



The Military Nutrition Environment Assessment Tool (m-NEAT) was developed to help military installations/bases (referenced as community throughout this document) assess their environment to find out how well it supports and promotes healthy eating. The results of the m-NEAT assessment will assist you in identifying the existing environmental and policy supports within your community that encourage healthy eating. The assessment will also help you identify and prioritize ways in which your community can more effectively support healthy eating via policy and/or environmental changes.

NOTE: This is a multi-tab (17 tabs total) worksheet. To display all sheet tabs, on the Tools menu, click Options, and then click the View tab. Select the Sheet tabs check box. When displaying sheet tabs, you may also need to expand the tab scrolling area.

Each question has an error alert: a green error alert indicates a question has been answered. A red error alert indicates a question has not been answered or has an invalid answer.

m-NEAT ASSESSMENT Registration Information	
Today's Date:	
Post/Base/Installation Name:	
Population (total military and civilian employee):	
Type of Assessment Select all that applies (Place an "x" to select assessment)	
Community (complete all sections as applicable)	
Worksite (Complete sections: Worksite, Vending (Refrigerated and Non-Refrigerated))	
Name of Worksite Unit or Organization	
Name of individual completing the m-NEAT Appraisal:	
Position at Post/Base/Installation:	
Phone Number	
E-mail Address:	
The m-NEAT was inspired by Michigan's Nutrition Environment Assessment Tool (NEAT) as presented by the Michigan Healthy Communities Collaborative and the Emory University's Nutrition Environment Measures Survey (NEMS).	

Unit Info | 1-Fitness Center | 2-Community | 3-DFAC (Training) | 4-DFAC (Permanent Party)

Each assessed area (section) is accessible via the TABS.

Ensure you horizontally scroll thru the spreadsheet to complete the entire assessment.

There are 16 total TABS.

Completing Each Section

- Do NOT use the EXCEL Scoring Tool as a checklist for the on-site assessment
- Vertically scroll through each section – some sections are long
- Some questions may have additional instructions
 - Pay attention to detail
 - Incorrect answers may skew the score

1. After completing the m-NEAT data collection section worksheet indicate whether the following conditions are true or are routinely available. 2. Do NOT use this scorecard as a checklist for the onsite assessment. 3. Please select answer (or type) by clicking on the Answer Box.		Site 1		Site 2		Site 3	
		Answer	Error Alert	Answer	Error Alert	Answer	Error Alert
FACILITATOR	15. Staff members are trained/familiar with menu (portion sizes, ingredients and preparation methods)	YES	GREEN	NO	GREEN	NO	GREEN
	16. Does the Restaurant have a menu posted on their website? <i>If "NO", Answer "NA" for questions 17 and 18.</i>	NO	GREEN	YES	GREEN	NO	GREEN
	17. The internet menu provides nutrition information. <i>Answer Key: "Yes" "No" or "NA" = no internet menu</i>	NA	GREEN	NO	GREEN	NO	GREEN
	18. The internet menu identifies healthy menu options. <i>Answer Key: "Yes" "No" or "NA" = no internet menu</i>	NA	GREEN	NA	GREEN	NO	GREEN

The EXCEL Scoring Tool is designed to score the assessment after you have collected and entered your data. It was not meant to print out and be used as a checklist when you conduct your on-site assessments. There is not enough information on the Scoring Tool to help you provide objective and consistent answers. The worksheets need to be used to provide consistent data collection and results..

You will be asked to complete the sections by either entering answers manually or using the drop down boxes. Some answer options are more than “YES” or “NO”

It is important to read the question and any specific instructions that are highlighted in another color. Not following instructions and entering an inappropriate answer may skew your score (even if the Error Alert is GREEN).

For example...Q16 has additional instructions in blue – If the answer is “NO” then answer Q17 and Q18 with “N/A” – you will notice in this example that in the Site 2 Column - Q18 was incorrectly answered with a “N/A”.

Some sections are quite long (i.e. DFAC: Training) and will require you to vertically scroll through the section for completion.

Invalid Answers and Error Alerts:

The EXCEL Scoring Tool has alerts to help you input data correctly. When you enter an answer that is not acceptable an “Invalid Answer” error message pop-ups (see screenshot below).



An “error alert” column ensures each question has an answer. This does NOT indicate a “Correct” or “Incorrect Answer”. A “RED” error alert indicates an answer may be missing (see screenshot below - Site 2 Column for Q2 and Q3). If you enter an answer that is not an option, the error alert will remain “RED” and you will receive an “Invalid Answer” pop-up (Note: The error alert turns green if you hit “Enter” after incorrectly entering the answer).

A “GREEN” error alert indicates your answer was accepted. The error alert may also be “GREEN” if an answer is not required. For instance (screenshot below), the vending surveyed for site 1 was Beverage only. Q2 and Q3 refer to “Refrigerated Foods” and do not need an answer. The error alert for these 2 questions will turn “GREEN” once Beverage is selected – you may have to scroll to the bottom of the section and back up if the error alert doesn’t completely turn “GREEN”.

Section 11: VENDING (Refrigerated Beverage and/or Food)				
1. After completing the m-NEAT data collection (instruction) sheet indicate whether the following conditions are true or are available routinely. 2. Please type (select) "yes" or "no" (or as indicated) by clicking on the Answer Box.	Site 1		Site 2	
	Answer YES or NO	Error Alert	Answer YES or NO	Error Alert
1. Type of vending surveyed: Answer Key: Beverage - complete <u>only</u> Questions (4-9) Food - complete <u>only</u> Questions (2-3) Both - complete <u>all</u> Questions (2-9) **** In order for the error alert to work properly, scroll to the bottom of the spreadsheet and then back up after answering this question.****	Beverage	Green	Food	Green
REFRIGERATED FOODS				
2. Percentage of healthy options available? Answer Key: : >50% 35% to 49% 25% to 34% 15% to 24% 0 to 14%		Green		Red
3. Items are labeled and correctly identified as a "healthy option"		Green		Red
BEVERAGE VENDING				
4. What percent of beverage choices contain less than or equal to 40 calories per serving? Answer Key : ≥75% 50% to 74% <49%	>75%	Green		Green

Scoring: The m-NEAT is self-scoring. As you enter your responses, the points will automatically tally at the bottom of the spreadsheet. For each site surveyed, a total number of points and a maximum number of possible points are displayed. This provides the “%” score for each site and an overall score for the entire section. Note: The overall score is not calculated by averaging the score for each site assessed. It is calculated by using the TOTAL number of points and Maximum possible points from each site.

Section 6: RESTAURANT (Sit-Down)							
1. After completing the m-NEAT data collection section worksheet indicate whether the following conditions are true or are routinely available. 2. Do NOT use this scorecard as a checklist for the onsite assessment. 3. Please select answer (or type) by clicking on the Answer Box.		Club		Top of Bay		Site 3	
		Answer	Error Alert	Answer	Error Alert	Answer	Error Alert
TOTAL SCORE	32. There is an assigned healthy side.	NO	GREEN		GREEN		RED
	33. An unhealthy dessert is automatically included.	YES	GREEN		GREEN		RED
	34. Healthy desserts are available.	YES	GREEN		GREEN		RED
	35. Unhealthy eating promotion exists.	NO	GREEN		GREEN		RED
	36. Healthy eating promotion exists.	NO	GREEN		GREEN		RED
Total Points for each sit-down restaurant:		14		11		#N/A	
Maximum Possible Points:		28		21		30	
Score for each sit-down restaurant:		50%		52%		#N/A	
Overall Score:		51%					

Although an OVERALLSCORE is calculated, there might not be a site score until all the questions are answered. Scroll through the section to ensure all the Error Alerts are GREEN. In the screenshot above (Section 6: Restaurant) you will notice that both sites 1 and 2 have complete scores and an Overall Score – but no score for site 3. Site 3 may have unanswered questions, an incorrectly answered question OR the installation/base may have only completed two site assessments.

Some sections may have a different “maximum number of points” annotated for each site. This is based on what specific criteria are included in the assessment (see Vending screenshot below). Questions are weighted and it is possible to lose points. In the Vending screenshot you will notice that site 3 has a negative one point – which resulted in a 0% OVERALL SCORE.

Section 11: VENDING (Refrigerated Beverage and/or Food)									
1. After completing the m-NEAT data collection (instruction) sheet indicate whether the following conditions are true or are available routinely. 2. Please type (select) "yes" or "no" (or as indicated) by clicking on the Answer Box.		Site 1		Site 2		Site 3		Site 4	
		Answer YES or NO	Error Alert	Answer YES or NO	Error Alert	Answer YES or NO	Error Alert	Answer YES or NO	Error Alert
BEVERAGE VENDING	5. Beverages with more than 40 calories/serving are only offered in servings of less than 12 oz.	NO	GREEN		GREEN	NO	GREEN	YES	GREEN
	6. Available milk is 1%, skim or non-fat milk. <i>(Answer "NA" only if milk is not available)</i>	YES	GREEN		GREEN	NO	GREEN	NO	GREEN
	7. Available non-dairy calcium fortified beverage meets defined specifications for sugar, protein, calcium and fat. <i>(Answer "NA" only if a non-dairy calcium fortified beverage is not available)</i>	YES	GREEN		GREEN	NO	GREEN	YES	GREEN
	8. Available juice has at least one that is 100% fruit juice with no added caloric sweeteners. <i>(Answer "NA" only if juice is not available)</i>	NA	GREEN		GREEN	NO	GREEN	NO	GREEN
	9. Available vegetable juice has a sodium content of: Answer Key: * <140 mg* * <231 mg* * ≥231 mg* *NA* = vegetable juice is not available	≤230 mg	GREEN		GREEN	≥231 mg	GREEN	≥231 mg	GREEN
Total Points for each Refrigerated Vending		5		3		-1		4	
Maximum Possible Points:		8		6		6		15	
Score for each Refrigerated Vending		63%		50%		0%		27%	
Overall Score		31%							

Dining Facility questions are not weighted. Ideally, the standard is 100% as the questions are based on DoD Nutrition and Menu Standards. In addition, there are several questions in both the

Section 3: Military DFAC (Training)						
Military Dining Facilities (DFAC) that serve Service-members in initial military training						
1. After completing the m-NEAT data collection section worksheet indicate whether the following conditions are true or are routinely available. 2. Do NOT use this score card as a checklist to complete the on-site assessment - you must use the data collection worksheet. 3. Please type (select) "yes" or "no" by clicking on the Answer Box.	Raider DFAC		Bldg 430		SITE 3	
	Answer YES or NO	Error Alert	Answer YES or NO	Error Alert	Answer YES or NO	Error Alert
<i>55. Flavored no-sugar beverage base, diet teas, carbohydrate electrolyte beverages are available.</i>	YES		YES			
PROMOTION OF HEALTHY EATING						
PROMOTION OF HEALTHY EATING 56. Menu approved by dietitian (local or corporate) or dietitian provided advice on nutritional aspects.	YES		YES			
57. Customer nutrition awareness: Training and healthy eating promotional materials are strategically placed.	YES		NO			
58. Staff training on food items and preparation techniques that support health and nutrition goals.	YES		NO			
TOTAL SCORE	DFAC (Training) Points for each facility		41		39	
	Maximum possible points		50		50	
	Individual DFAC (Training) Score		82%		78%	
	Overall Score (all facilities)		80%			

Permanent Party and Training DFAC sections that are non-scored. These are not part of the DoD Nutrition and Menu Standards; however, military nutrition experts believe they were important to further enhance the nutritional menu when feasible. These questions are italicized in bold purple font in Q55 in the example above.

REFERENCE GUIDE

REFERENCES: Worksite Nutrition

Healthy Food and Beverage Options at Meetings or Conferences:

1. Centers for Disease Control and Prevention (CDC): “Choosing Food and Beverages for Healthy Meetings, Conferences, and Events” and “Guidance for Healthier Eating at Work.”
http://www.cdc.gov/nccdphp/dnpao/hwi/downloads/healthy_worksite_food.pdf
2. University of Minnesota, School of Public Health: “Guidelines for Offering Healthy Foods at Meetings, Seminars, and Catered Events.”
http://www.ahc.umn.edu/ahc_content/Colleges/SPH/sph_news/Nutrition.pdf
3. The American Cancer Society: “Meeting Well” provides tips on how to plan healthy menus for meetings and events.
http://www.acsworkplacesolutions.com/wpsPDFs/Meeting_Well_2513.00_PRESS.pdf

Guidelines for Offering Healthy Foods at Meetings, Seminars and Catered Events

GUIDELINE 1

Offer healthy food choices* at breakfasts, lunches, dinners, and receptions

There are many healthy options for tasty foods and beverages. When food and beverages are provided for events, offer food choices that are lower in fat and calories. Fruits and vegetables are always a good choice. Portion sizes have increased substantially in the United States and can contribute to added calories. Try to offer smaller portions of foods, such as mini muffins or mini bagels.



GUIDELINE 2

Consider not offering food at mid-morning or mid-afternoon meetings, presentations and seminars

We are surrounded by food all day, every day. Many meetings and seminars provide food. It is important to consider whether it is necessary to provide food at meetings, presentations and seminars, especially mid-morning and mid-afternoon. We can help create a norm that food does not have to be present and does not have to be used to try to motivate people to attend these events. We would like to increase awareness that at mid-morning and mid-afternoon meetings food is not necessary. Consider offering only beverages. If it is decided to provide food, offer only fruits, vegetables and/or other healthy foods.

* Food recommendations included in this guideline are based on the Dietary Guidelines for Americans issued in 2010 by the U. S. Department of Health and Human Services and the U. S. Department of Agriculture. The Dietary Guidelines for Americans are science based recommendations that provide advice for healthy Americans aged 2 years and over about food choices to promote health and prevent disease

Adapted from University of Minnesota
School of Public Health



Some suggestions for foods and beverages include the following:

BEVERAGES

- Ice water
- Bottled spring /sparkling water regular or flavored with no sugar
- 100% fruit or vegetable juices avoid large-size bottles
- Skim or 1% milk
- Coffee and flavored coffees – regular and decaffeinated
- Tea – regular and herb teas – hot or cold
- Coffee/tea creamers of skim milk

BREAKFAST MEETINGS

- Fresh fruit
- Yogurt – flavored non-fat or fat-free
- Bagels – 3-1/2” diameter or less; serve with low-fat cream cheese, jam or jelly
- Muffins – small or mini (5 g fat or less/muffin)
- Fruit bread (5 g fat or less/1 oz slice) – skip serving with butter or margarine
- Granola bars – low-fat (5 g fat or less/bar)
- Beverages from “Beverages” list

CATERED LUNCHES & DINNERS

- Select an entrée with no more than 12 to 15 g fat
- Always offer a vegetarian entrée
- Avoid fried foods or cream sauces
- Include fresh fruit
- Include at least one vegetable – fresh or cooked, with no butter or cream sauces added
- Serve salads with dressing on the side – offer at least one low-fat or fat-free dressing
- Include whole grain breads – skip the butter or margarine
- Choose lower fat/lower calorie desserts: cut up fresh fruit and offer with low-fat fruit yogurt dip, low-fat ice cream or frozen yogurt, sherbet or sorbet, angel food cake with fruit topping

Box Lunch Sandwich Ideas (always include a vegetarian option):

- Whole grain breads or pita wraps – prepared without butter/margarine, mayonnaise/salad dressing
- Meats, poultry or marinated tofu – low-fat (3 g fat/oz)
- Cheese – 1 oz
- Toppings of lettuce, sprouts, tomatoes, onions, pickles, mustard, catsup, low-fat mayonnaise
- Pretzels or baked chips (7 g fat or less/oz)
- Fresh fruit

SNACKS

- Fresh fruit – cut up and offered with low-fat yogurt dip
- Raw vegetables – cut up and offered with fat-free or low-fat dressing or salsa dip
- Pretzels – served with sweet mustard dip
- Tortilla chips – baked and offered with salsa dip
- Popcorn – lower fat (5 g fat or less/serving)
- Whole grain crackers – (5 g fat or less/serving)
- Angel food cake with fruit topping
- Beverages from “Beverages” list

CATERED RECEPTIONS

- Fresh fruit – cut up and offered with low-fat yogurt dip
- Raw vegetables – cut up and offered with fat-free or low-fat dressing, salsa or tofu dip
- Raw vegetable salads marinated in fat-free or low-fat Italian dressing
- Pasta, tofu, and vegetable salads with fat-free or low-fat dressing
- Vegetable spring rolls – fresh, not fried
- Vegetable sushi rolls
- Cheese – cut into 3/4” squares or smaller
- Whole grain crackers – 5 g fat or less/serving
- Salmon (poached or steamed, no breading)
- Lean beef or turkey – 1 oz slices
- Cake – cut into small 2” squares
- Angel food cake slices with fruit

TIPS FOR SELECTING FOODS LOWER IN FAT & CALORIES

- Ask caterer to use lower fat or fat-free preparation methods, to serve added fats like dressings or condiments on the side and to provide the number of calories and fat grams in entrées if available
- Select lower fat entrées – approximately 12 to 15 g fat or less
- Select items that are broiled, baked, grilled or steamed rather than fried or sautéed
- Choose entrées in tomato-based sauces rather than cream, butter or cheese sauces
- Include fresh fruit
- Include at least one vegetable – fresh or cooked, with no butter or cream sauces added
- Include whole grain breads – skip the butter



Fundraiser Items

- Activity theme bags
- Bath accessories
- Buttons, Pins
- Calendars and Planners
- Candles
- Coffee, coffee cups, mugs
- Cookbooks
- Coupon books
- Emergency kits for cars
- Flowers and plants
- Frisbee
- Gift baskets
- Gift certificates
- Gift wrap
- Hats
- Holiday ornaments, decorations, baskets
- House decorations
- Jewelry
- Key chains & bumper tickers
- Lunch bags
- Magazine subscriptions
- Music, videos, CDs
- Pet treats/toys/accessories
- Pre-paid phone cards
- Stuffed animals
- Tickets to events
- T-shirts, sweatshirts
- Home safety kits

Fundraiser Items

- Baked potato bar
- Dried fruit and nuts
- Frozen yogurt
- Fruit and yogurt parfait
- Fruit salad
- Popcorn
- Low fat chips with salsa
- Sandwich and salad Bar
- String cheese & whole grain crackers
- Veggie sticks w/low fat dressing

Things to Do

- Auction or silent Auction
- Bowling night/bowl-a-thon
- Fitness competitions
- Fun runs (sell t-shirts to participants)
- Gift wrapping
- Golf tournament
- Singing telegrams
- Talent shows
- Walk-a-thons, jog, bike, or jump rope
- Board game tournament/dart tournament

Incentives

- Artwork
- Books
- Cleaning services for home
- Fitness apparel
- Fitness equipment
- Gift baskets
- Gift cards to retail stores
- Massage certificate
- Personal trainer sessions
- Spa packages



Healthy Food Alternatives

- Culinary classes
- Fruit baskets
- Gift basket from grocery store w/healthy foods
- Gift certificates to local famers' markets
- Turkey (holiday idea)
- Restaurant gift cards for places that offer healthy options

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