

# DEPARTMENT OF DEFENSE (DoD) FRESH PRODUCE PROGRAM

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## Steps to Success

1. Complete the “*Department of Defense Fresh Produce Program Request to Participate*” form and return to [FDP@azed.gov](mailto:FDP@azed.gov) or fax to (602) 542-3818. If faxing, include a cover sheet with “Attention: Sandy Fitzner or DoD Fresh Produce Program”.
  - a. Incomplete forms will not be processed.
  - b. Determine your DoD Entitlement Request by viewing your remaining A & B entitlement amounts in CNP2000. Specify the total dollar amount you would like to put towards the DoD Fresh Produce Program and note it on the request.
2. Your information will be submitted to the DoD.
3. DoD will create your profile in the Fresh Fruit And Vegetable Order Receipt System (FFAVORS) and e-mail you your username, password, and training manual.
4. ADE Food Distribution Program (FDP) will load your entitlement request into FFAVORS.
5. Determine if you want to control your district’s spending or allow each school to spend according to their fair share amount.
6. Place orders valued at \$50 or more.
7. Spend 15-20% of your DoD entitlement by October 1.
8. Spend all DoD entitlement by June 30.
9. Spend 25% of DoD entitlement on “Local Grown” produce items.
10. If entitlement is not being used, the FDP reserves the right to remove entitlement at any time.

## Contact Information:

### Sandy Fitzner

ADE Health & Nutrition Services  
USDA Foods Trainer

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### Steve Covington

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Customer Specialist

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### Dennis Negrete

Stern Produce-Distributor  
Retail Sales Manager

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