MCO P10110.14

STANDING OPERATING PROCEDURES (SOP) MANUAL FOR THE MARINE CORPS FOOD SERVICE AND SUBSISTENCE PROGRAM (FOOD SERVICE SOP)

U.S. MARINE CORPS

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DEPARTMENT OF THE NAVY
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Subj: STANDARD OPERATING PROCEDURES (SOP) MANUAL FOR THE MARINE CORPS FOOD SERVICE AND SUBSISTENCE PROGRAM (SHORT TITLE: FOOD SERVICE SOP)

Ref: (a) Marine Corps Manual
(b) MCO 10110.34D
(c) MCO 5200.25

Encl: (1) LOCATOR SHEET

Reports Required: List, page v

1. Purpose. To implement policies authorized by reference (a) and established in reference (b). To amplify these policies and set forth the responsibilities, restrictions, and procedures for food service and subsistence management within the Marine Corps.

2. Cancellation. MCO P10110.14K, MCO 10110.33B, MCO 10110.37B, and MCO 10110.39.

3. Summary of Revisions. This revision contains a substantial number of changes and should be completely reviewed.

4. Recommendations/Waivers. Policies as contained herein were developed in the spirit of the Model Installation/Graduate Program as outlined in reference (c). This Manual delegates broad authority to the installation .commander to decide how best to accomplish the food service mission and the accountability for all resources applied to that mission. All recommendations/ waivers to the policies contained herein will be held pending for 1 year from the date of this Manual until a total review of the program is completed. Recommendations are invited and encouraged, and should be forwarded to the Commandant of the Marine Corps (CMC) (LFS-4).

5. Records Disposition. Records disposition instructions are contained in appendix A of this Manual.

6. Reserve Applicability. This Manual is applicable to the Marine Corps Reserve except when superseded by other directives.

7. Certification. Reviewed and approved this date.

W. G. CARSON, JR
Deputy Chief of Staff
for Installations and Logistics

DISTRIBUTION: IV

Copy to: 8145001/Commanding Officer, Naval Food Services System Office, Washington, DC 20374/
HQ AFESC/DEHF, Tyndall AFB, FL 32403-6001/
Commander, U.S. Army Troop Support Agency, Directorate of Food Service, Fort Lee, VA 23801-6020 (1)

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FOOD SERVICE SOP

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

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CHAPTER 1

MARINE CORPS FOOD SERVICE AND SUBSISTENCE MANAGEMENT PROGRAM

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CHAPTER 1

MARINE CORPS FOOD SERVICE AND SUBSISTENCE MANAGEMENT PROGRAM

1000. MISSION STATEMENT. The mission of the Marine Corps food service program is to manage personnel and other resources needed to prepare and serve meals to authorized patrons of appropriated fund food service facilities, and to provide a trained food service force capable of responding to wartime taskings and contingency operations worldwide. MCO 10110.34 contains the policies, standards, and criteria under which the Food Service and Subsistence Program functions.

1001. THE MARINE CORPS FOOD SERVICE AND SUBSISTENCE MANAGEMENT PROGRAM OBJECTIVES. With the effects of good nutritious food to the enlisted personnel's well being and morale in mind, the Marine Corps established the Food Service and Subsistence Management Program to provide:

1. The highest quality, cost-effective subsistence supply and food service for authorized military and civilian personnel under garrison and field conditions.

2. Recover applicable operating and food costs for meals provided to authorized personnel on a cash or payroll deduction basis.

3. An organizational structure for operating food service activities capable of responding to wartime tasking.

4. Standard methods, techniques, and control procedures in food service operations.

5. Training programs for food service personnel in all phases of food service operations.

6. Adequate and efficient food service equipment and facilities.

7. Guides for preparing menus using standard recipes.

8. An effective subsistence program in time of peace and war.

9. Standards for contract operations.

1002. RESPONSIBILITY

1. The CMC designates those non-Fleet Marine Force (FMF) commands that are required to operate food service systems,

and those FMF units that are authorized to operate food service systems.

2. When in garrison at a permanent Marine Corps installation, FMF units shall operate within the food service system established at that installation.

3. Installation commanders who operate individual consolidated food service systems have financial responsibility for the entire food service organization within their command. This financial responsibility shall not be delegated to subordinate commanders even though they may be operating individual messhalls within the system.

1003. RESPONSIBILITY OF THE COMMANDANT OF THE MARINE CORPS. The Deputy Chief of Staff for Installations and Logistics (DC/S I&L) has Marine Corps General Staff cognizance over the Marine Corps Food Service and Subsistence Program.

1. Develops plans, policies, programs, doctrine, and standards for the management of the Marine Corps Food Service and Subsistence Program.

2. Coordinates food service matters with the Office of the Secretary of Defense, the Secretary of the Navy, the other military services, and private industry.

1004. RESPONSIBILITY OF THE INSTALLATION COMMANDER

1. Appoints a food service officer (FSO) (Military Occupational Specialty (MOS) 3302) to function as a special staff officer who recommends action and interprets policies and directives that concern appropriated fund food service matters within the command.

2. Ensures the policies, standards, and criteria of the Food Service and Subsistence Program are maintained per MCO 10110.34.

3. Exercises command supervision, financial responsibility, and management control of food service functions as stated in this Manual.

4. Publishes command directives for accomplishing program objectives.

5. Makes maximum use of technical assistance available from the CMC (LFS-4).

6. Programs for new construction, alteration, maintenance, and repairs of food service facilities.

7. Determines the conditions under which officer and civilian personnel are authorized to subsist in appropriated fund messhalls on a cash basis.

8. Verifies the adequacy of the menus being served, ensures that required subsistence items are available, and that accounting procedures as prescribed in this Manual are followed.

9. Approves the establishment or disestablishment of appropriated fund messhalls on the installation to include isolated sites.

10. Establishes procedures to ensure that officers, civilians, and enlisted personnel receiving per diem or basic allowance for subsistence reimburse the Government for all meals consumed to include box lunches and operational rations.

11. Budgets and obtains new and replacement food service equipment.

12. Establishes a program to recognize outstanding food service personnel and operations.

13. Promotes a comprehensive nutrition program for all operational messhalls on the installation.

14. Ensures that the policy and procedures for the collection and exemption of surcharge are consistently applied throughout the installation.

15. Reviews and signs the SOAR to be forwarded to CMC (LFS-4).

1005. EVALUATING FOOD SERVICE

1. The food service checklist shown in appendix C may be used by all levels of command to evaluate food service operations and activities.

2. For contract operations, the surveillance plan includes checklists to evaluate performance requirements.

1006. RECOMMENDATIONS FOR PROGRAM IMPROVEMENT. Field personnel may send recommendations or proposed changes in food service publications, policies, techniques, and procedures through the normal chain of command to the CMC (LFS-4) for evaluation. Direct communication is authorized between installation commanders and the CMC (LFS-4).

1007. USE OF AUTOMATED FORMS. Records and reports maintained as directed by this Manual may be prepared electronically on computers or other automated data processing equipment (with the exception of the Cash Meal Payment Sheet, form NAVMC 10298 and the Meal Verification Record, form NAVMC 10789). Electronically prepared forms must be in the same general format as the printed forms and must be retained for the same period of time as the paper records they represent.

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CHAPTER 2

FOOD SERVICE PERSONNEL QUALIFICATIONS, DUTIES, AND MANAGEMENT PROGRAMS

2000. GENERAL INFORMATION. Good supervision is synonymous with good management and is necessary at each level of command to reach the goals set by the Marine Corps Food Service and Subsistence Management Program. This chapter describes the organization of Marine Corps food service and specifies how FMT's are staffed and scheduled.

2001. FOOD SERVICE ORGANIZATION

1. The sample organization chart (figure 2-1) shows the food service organizational flow. The typical food service organization shows the authority and responsibilities within the organization. The installation commander is responsible for the Food Service and Subsistence Management Program. The commander, in turn, gives the commanding officer (CO) with operational control of each messhall the authority to carry out the program. The FSO functions as a special staff officer for the installation commander and is responsible for managing food service activities.

a. Consolidated Food Service System. When individual messhalls are operated by two or more separate commands within the same installation, a consolidated food service system will be established. The consolidated food service system will be organized as shown in figure 2-2 and will normally include the following:

(1) An FSO to maintain technical direction and staff surveillance over appropriated fund food service activities. Serves as special staff officer normally under the cognizance of the Assistant Chief of Staff, Logistics, and advises on matters pertaining to food service.

(2) A consolidated activity which performs the overall management to include accounting and reporting functions for all messhalls within the system.

b. Individual Food Service System

(1) An individual food service system will be organized in figure 2-3 and will provide facilities for pastry-baking functions within the messhall. Normally, an FSO will not be assigned to an activity operating under an individual food service system.

(2) The duties of a unit mess officer operating in an individual food service system are the same as those in a consolidated food service system, except that the duties prescribed for the FSO and the food service operations officer will also be performed.

2. Subsistence Management System. Subsistence operations will be organized as indicated in figure 2-4 and by type of account as follows:

a. Stock Fund Account. Subsistence accounts in the Department of the Navy Stock Fund (Marine Corps Division) will normally be a part of the material division of the local command. This division will operate the subsistence cold storage and warehouse facilities to support customer demands; i.e., food service messhall operations (MPMC Project 31 Account).

b. MPMC Project 31 Fund Account. At installations where a stock fund account is not operated, subsistence supplies will be procured, stored, issued, and accounted for in the MPMC Project 31 Account. The food service operations officer will manage the Project 31 Account.

c. Other Activities. Subsistence accounts at Marine Corps activities that do not have a subsistence officer or food service operations officer will be organized and operated within the regular supply officer’s account.

2002. FOOD MANAGEMENT TEAM (FMT) OBJECTIVES. FMT members provide assistance and training to enhance the effectiveness of installation food service programs. Their goal is to emphasize conformity with Marine Corps standards, enhance food service readiness capability, achieve economy, and increase overall management effectiveness.

2003. FOOD MANAGEMENT TEAM RESPONSIBILITIES ASSIGNED

1. The CMC provides personnel authorizations and assigns personnel to carry out the FMT program.

2. The CMC (LFS-4):

a. Manages FMT program and trains team members for management assistance visits.

b. Ensures each team is staffed by commissioned and non-commissioned officers (NCO), augmented by other personnel when necessary. Team members must have extensive technical knowledge and practical experience in specific and required functions of food service operations.

c. Schedules team visits, coordinating the schedule with the Inspector General of the Marine Corps. Obtains installation assistance requirements from major commands before each visit. Generally, schedules FMT visits on the basis of the following Marine Corps worldwide priorities:

(1) At installations nominated by major commands which may or may not have been requested by the installation commander.

(2) At activities selected to evaluate ideas and techniques to benefit the Marine Corps Food Service and Subsistence Program.

d. Publishes a summary of findings and trends so managers and trainers at all levels of Marine Corps food service can benefit from FMT observations and recommendations.

e. Supports the FMT program by stressing to installation commanders the purpose and benefits of the FMT program during staff visits, in newsletters, or other official means.

3. Installation Commanders:

a. Coordinate visits to their installations to make maximum use of resources.

b. Take necessary follow-up actions to recommendations and trend analyses by FMT.

c. Provide feedback to the CMC on the effectiveness of team visits.

4. The Teams:

a. Offer technical, managerial, and training assistance, but do not act in a formal inspection capacity.

b. Recommend to the CMC visits to those installations with specific areas or problems that need FMT assistance.

c. Evaluate food service readiness status.

d. Check the effectiveness of standard Marine Corps policies and procedures, as well as suggestions for improvement.

e. Review management practices, personnel, facilities, equipment, subsistence, customer comments, and other resources.

f. Demonstrate proper food preparation techniques to local food service personnel and help motivate them to increase their

effectiveness and professional pride. Stress management controls, self-inspections, food production, food quality, food merchandising, serving procedures, customer satisfaction, sanitation, and safety.

g. Help unit training managers to improve local training programs for food service personnel.

h. Train personnel using demonstrations, seminars, and visual aids.

i. Exchange food service management ideas.

j. Provide a means to resolve problems beyond the control of local managers.

k. Review food service planning documents to see if needs are being met.

l. Review the performance of the contractor, as documented by the quality assurance evaluator (QAE), as well as the performance of Government responsibilities.

m. Provide a written summary of observations with recommendation for FSO. A briefing is provided to the installation commander, if requested.

n. Send a summary of the FMT visit to the CMC (LFS-4/IG).

o. Obtain feedback at the conclusion of each FMT visit to improve future management assistance.

2004. FOOD MANAGEMENT TEAM ORGANIZATION, CONTROL AND SUPPORT

1. Organization. Figure 2-5 shows the general outline of the organization of FMT's.

2. Control. Technical direction of the FMT's will be exercised by the CMC (LFS-4).

3. Support. Administrative support will be furnished by the activity to which the team is attached. Temporary additional duty (TAD) funding support will be accomplished through Headquarters Marine Corps-held funds.

2005. FOOD MANAGEMENT TEAM OPERATIONS

1. Schedules. An annual schedule for each FMT will be prepared by the CMC (LFS-4/IG) for each fiscal year (FY), showing the

installations to be visited and the length of time to be spent at each installation. A copy of the schedule will be furnished to the command to which the team is attached and to the officer in charge of the team for planning purposes.

2. Schedule Changes. The schedule for each FMT will be changed only upon approval of the CMC (LFS-4/IG).

3. Orders. TAD orders required by the FMT will be issued by the installation commander to which the team is attached.

4. Special Requests for FMT. Installations desiring a visit by one of the FMT's on other than regularly scheduled trips may submit a request to the CMC (LFS-4/IG). This request will indicate the number of messhalls operated by the requesting installation and the length of the visit desired for each messhall.

5. Commissioned Officer's Messes (Opens. FMT's will not visit commissioned officer's messes (open) unless prior approval is authorized by the CMC (LFS-4).

6. Reports. A report will be prepared for each messhall visited. Reports will be of the two types that follow:

a. Interim. Whenever a team visits more than one messhall at an installation, interim reports will be submitted to the installation commander via the unit commander having operational control of the facility with a copy to the FSO.

(1) Format. The format for the report will be prescribed by the CMC.

(2) Contents. The report will contain the approximate number of hours of instruction given on baking, cooking, and food service management; overall condition of the building and equipment; recommendations for improvement of the messhall; and other such information as prescribed by the CMC.

(3) Endorsement. The unit commander will endorse the team's report, setting forth actions taken to correct discrepancies noted and/or action taken to strengthen the messhall operation as a result of recommendations rendered by the team. The endorsement will also include a statement as to the positive or negative value of the team's visit to the unit.

(4) Distribution. The original of the team's report, containing the unit commander's endorsement, will be forwarded to the installation commander. A copy of the endorsement will be forwarded to the officer in charge of the team that made the visit.

b. Final. Only a final report will be prepared when the installation has one messhall. In addition to interim reports, a final report will be prepared for the installation when the team visits an installation with more than one messhall. Prior to completion of a visit, the officer in charge of the FMT will submit this report to the installation commander with a copy to the CMC (LFS-4). This report is exempt from reports control and does not require a report control symbol.

(1) Format. The format for the report will be as prescribed by the CMC.

(2) Content. The report will contain the approximate number of hours of instruction given on baking, cooking, and food service management; overall condition of buildings and equipment; recommendations for improvement of the messhalls; and other such information as prescribed by the CMC.

(3) Action. The installation commander will take appropriate action to correct deficiencies noted by the team.

2006. FOOD SERVICE TRAINING RESPONSIBILITIES. The FSO is responsible for providing effective mission oriented training programs for all food service personnel. FSO's and messhall officers must take an aggressive role in training program management to make sure that all food service personnel are qualified in their assigned jobs and capable of meeting mission requirements.

2007. FOOD SERVICE OFFICER RESPONSIBILITIES

1. Advises the commander on matters pertaining to the Marine Corps Food Service and Subsistence Program.

2. Conducts surveys of food, equipment, and personnel and submits recommendations based on studies of the results of these surveys to the commander.

3. Develops plans, policies, procedures, and methods to promote an effective food service program.

4. Maintains data on food service personnel concerning training and schooling in food service operations. Institutes mission oriented training for food service personnel and recommends operational training, as appropriate.

5. Coordinates with manpower and personnel staff officers to ensure proper assignment of food service and subsistence personnel. This includes Occupational Field (OccFld) 33, and

MOS's 3061 (Food Service Attendant) and 8915 (Subsistence Supply Clerk).

6. Coordinates the activities of the FMT when aboard the installation.

7. Conducts staff visits to messhalls to ensure that food service operations are complying with food service orders and directives.

8. Conducts frequent inspections of messhalls to ensure proper accounting, food preparation, quality of meals served, progressive cookery, and correct use of facilities and equipment.

9. Monitors food service operations and provides staff and technical surveillance and guidance as necessary.

10. Conducts appropriate surveys of individual food preferences and advises the subsistence officer of the need, acceptability, --and desirability of subsistence items.

11. Conducts predeployment briefs regarding food service matters in support of field exercises. Prepares food service and subsistence support plans for strategic and tactical requirements, maneuvers, and other feeding requirements.

12. Interprets and disseminates food service information.

13. Writes command implementation of orders and directives to the extent deemed necessary by the commander.

14. Allocates funds to units for expendable items and supplies.

15. Prepares and publishes menus approved by the menu planning board.

16. Initiates corrective action, when needed, pertaining to the receipt, storage, preparation, and serving of food.

17. Coordinates and advises the public works officer regarding the functional layout of equipment on all military construction (MILCON) projects and rehabilitation and major equipment replacement programs.

2008. FOOD SERVICE OPERATIONS OFFICER RESPONSIBILITIES

1. Administers the Project 31 subsistence funds when there is a subsistence stock account.

2. Maintains the master financial status for the consolidated food service system and maintains a financial status record for each messhall within the system.

3. Supervises the activities of the installation’s collection agent for funds collected from the sale of meals.

4. Assists messhall personnel by:

a. Developing and determining requirements for expendable items and supplies.

b. Developing and determining requirements for equipment replacement programs.

c. Preparing and forwarding reports on operating or design deficiencies of equipment.

5. Maintains a record of subsistence issues and subsistence inventories in the messhall and in the consolidated food service storage facilities.

6. Receives, edits, approves, and forwards to the subsistence officer requisitions for subsistence supplies submitted by the unit mess officer.

7. Receives stores from the subsistence officer not to exceed the monetary credits due to the food service system during the accounting period.

8. Screens requisitions for messhall property against authorized allowances.

9. In garrison and in the field, advises the activity commander on the adequacy of the subsistence supplies and of food service deployment capabilities under field or combat conditions.

10. Maintains a record of all flight meals sold or issued at government expense, deposits with the local disbursing officer all monies received from the sale of flight meals, and prepares such certificates as are required in flight meals.

11. Receives, edits, and consolidates the daily Man-Day Fed Report (form NAVMC 565-1) for inclusion with the SOAR.

12. Prepares the SOAR for garrison feeding.

13. Computes the actual Basic Daily Food Allowance (BDFA).

2009. SUBSISTENCE OFFICER RESPONSIBILITIES

1. Obtains advice from the FSO on the need, acceptability, and desirability of all foods prior to requisitioning.

2. Maintains a record of receipt and issue of supplies following the supply procedures and instructions contained in this Manual.

3. Receives, inspects, and is accountable for all subsistence supplies until they are issued to the messhall or sold to other authorized activities.

4. Submits requirements for subsistence supplies per the current edition of Marine Corps directives and the instructions contained in this Manual.

5. Advises the FSO of shortages, not in stock (NIS) items, or excesses of subsistence stocks for appropriate action.

2010. OCCUPATIONAL FIELD 33 AND MOS 3061 ASSIGNMENT AND DUTIES. Food service personnel are assigned per MCO P5320.5. The duties for the food service OccFld 33 and MOS 3061 (Subsistence Supply Clerk) are contained in MCO 1510.55.

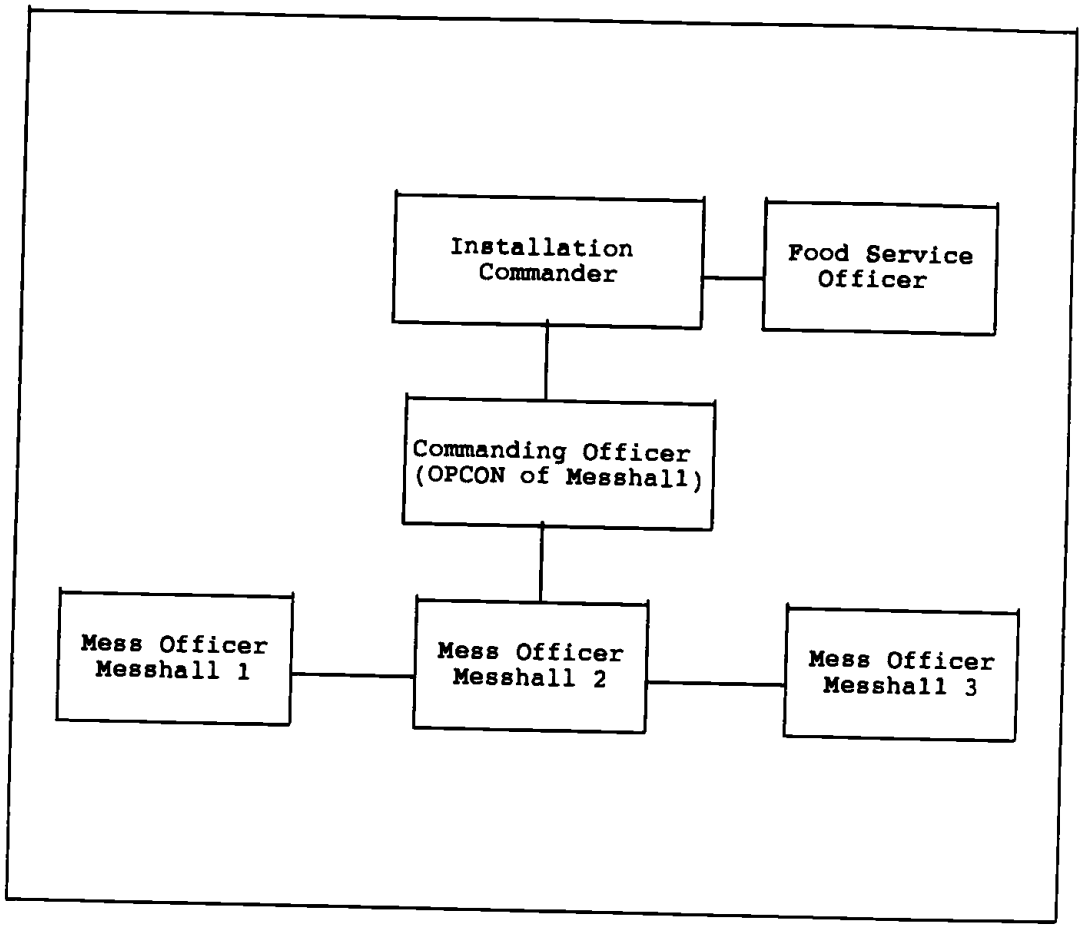

Figure 2-1.--Sample Organization Chart.

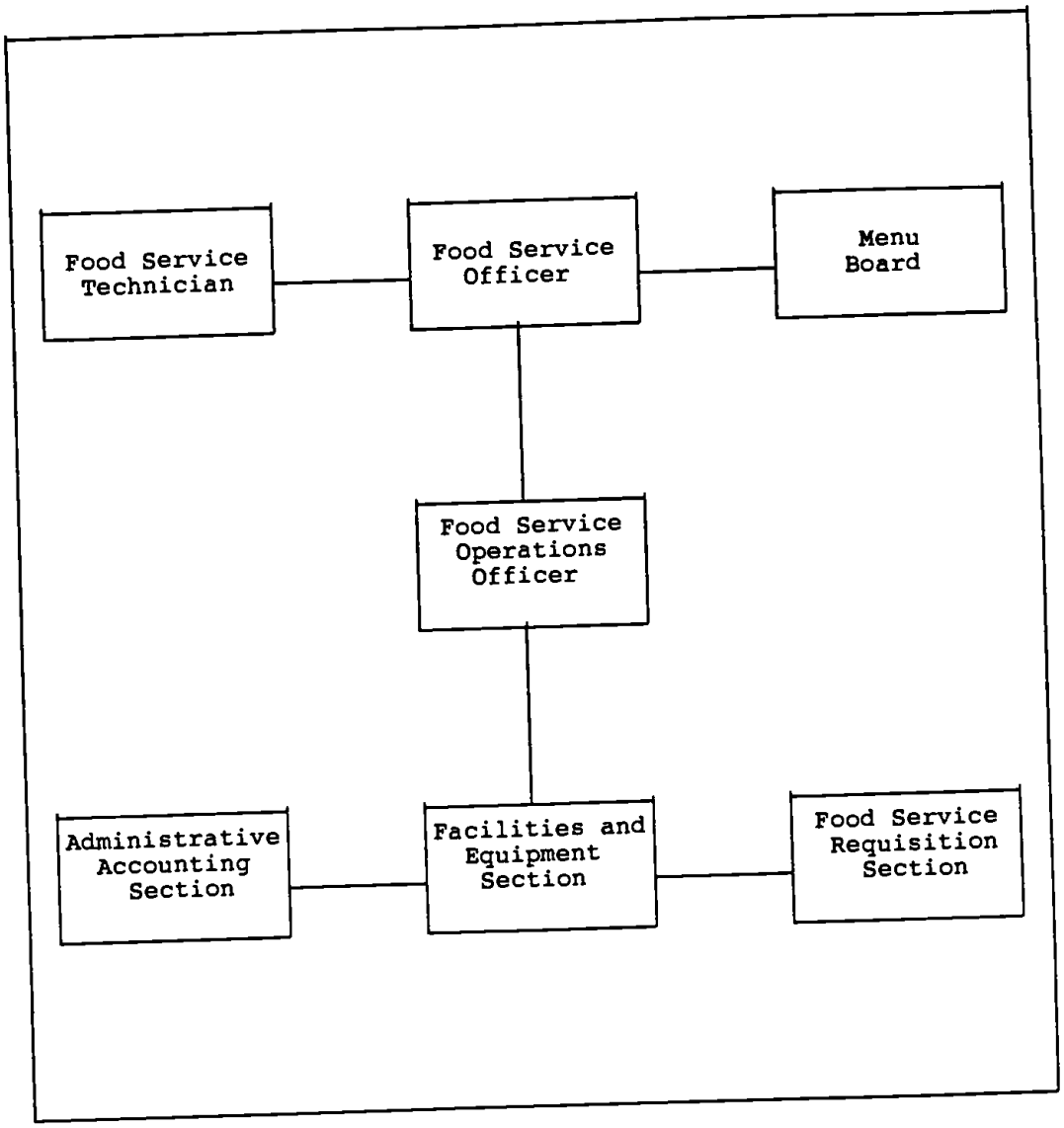

Figure 2-2.--Structure of a Consolidated Food Service System.

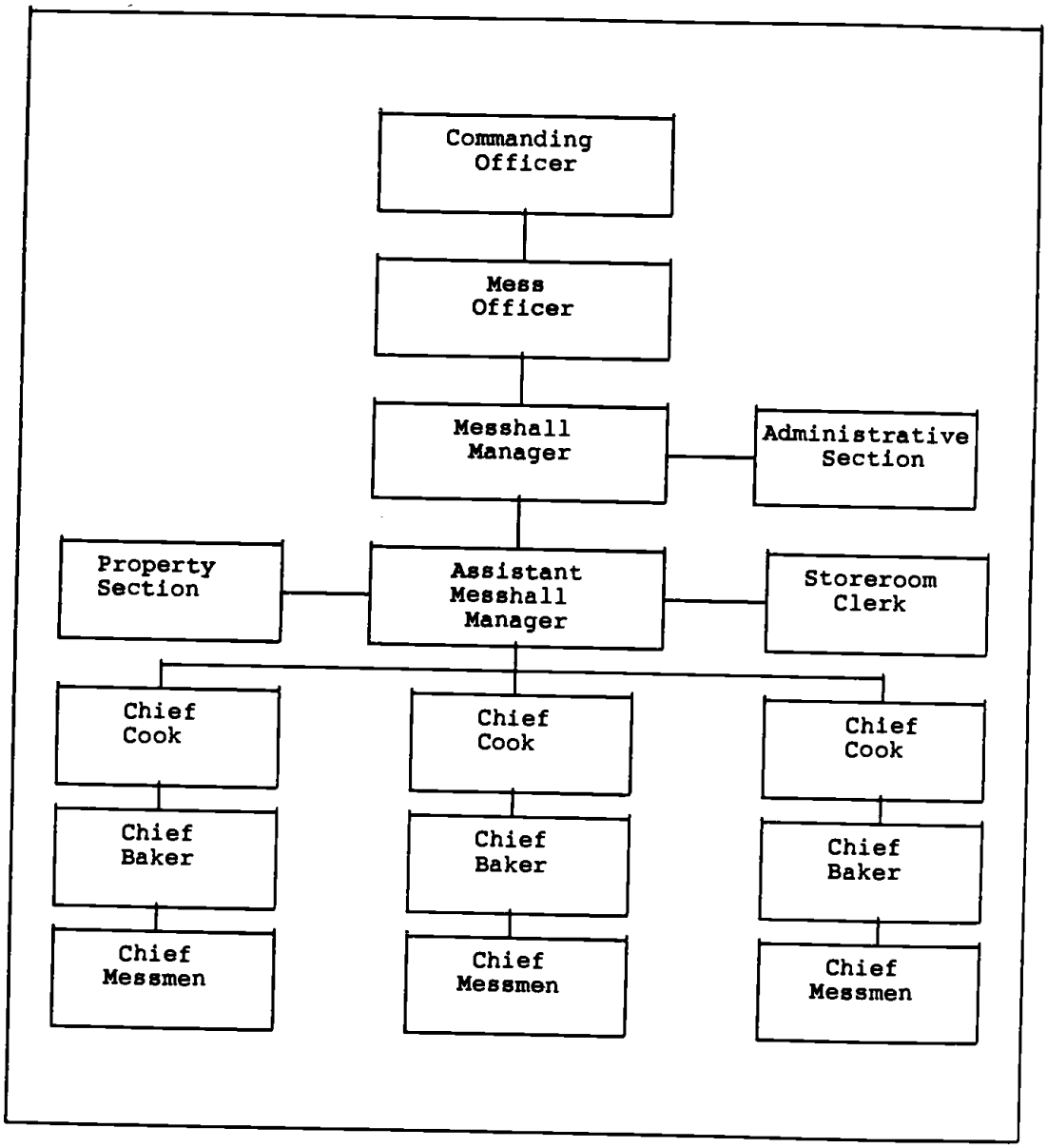

Figure 2-3.--Structure of an Individual Food Service System.

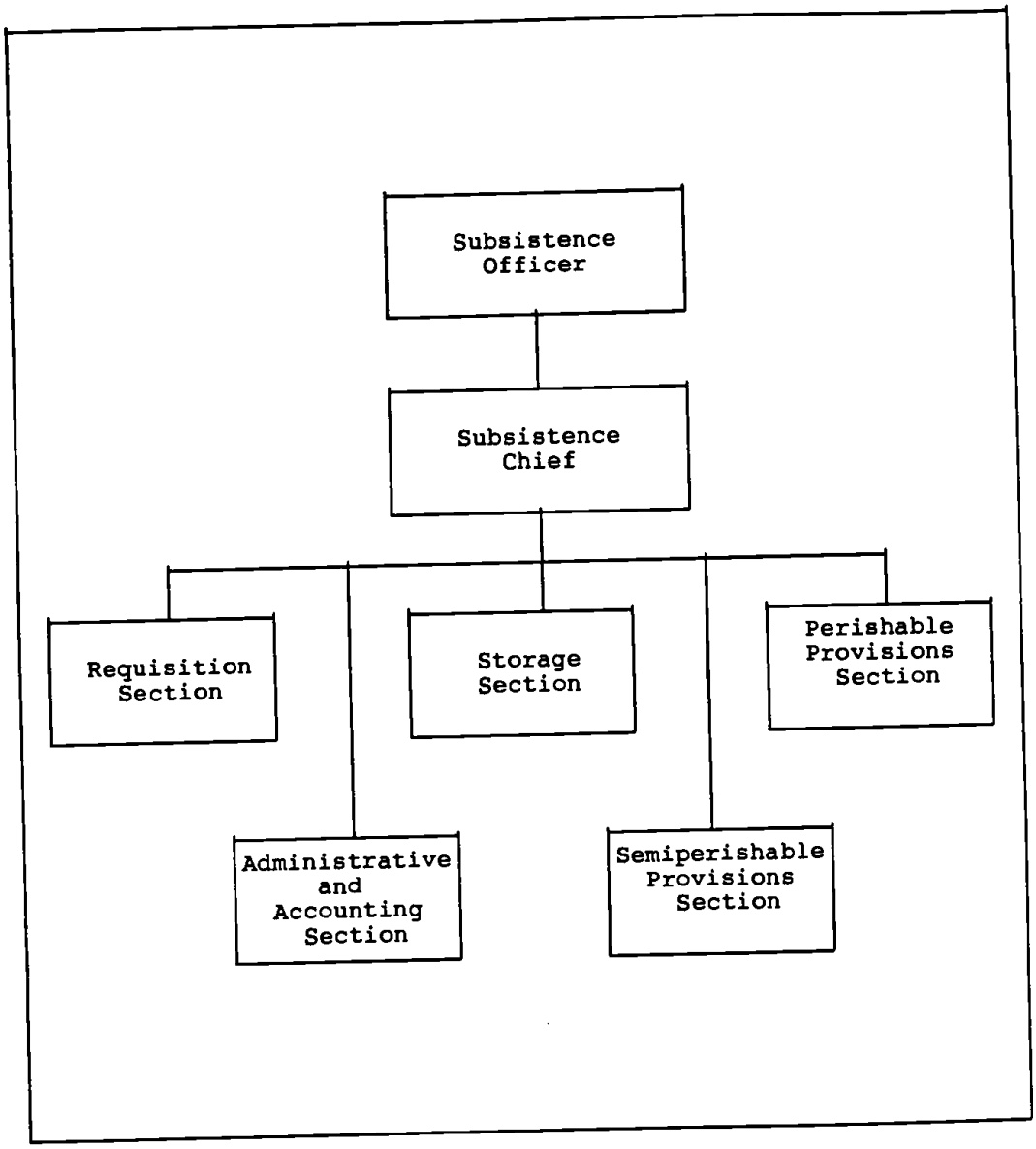

Figure 2-4.--Structure of a Subsistence Management System.

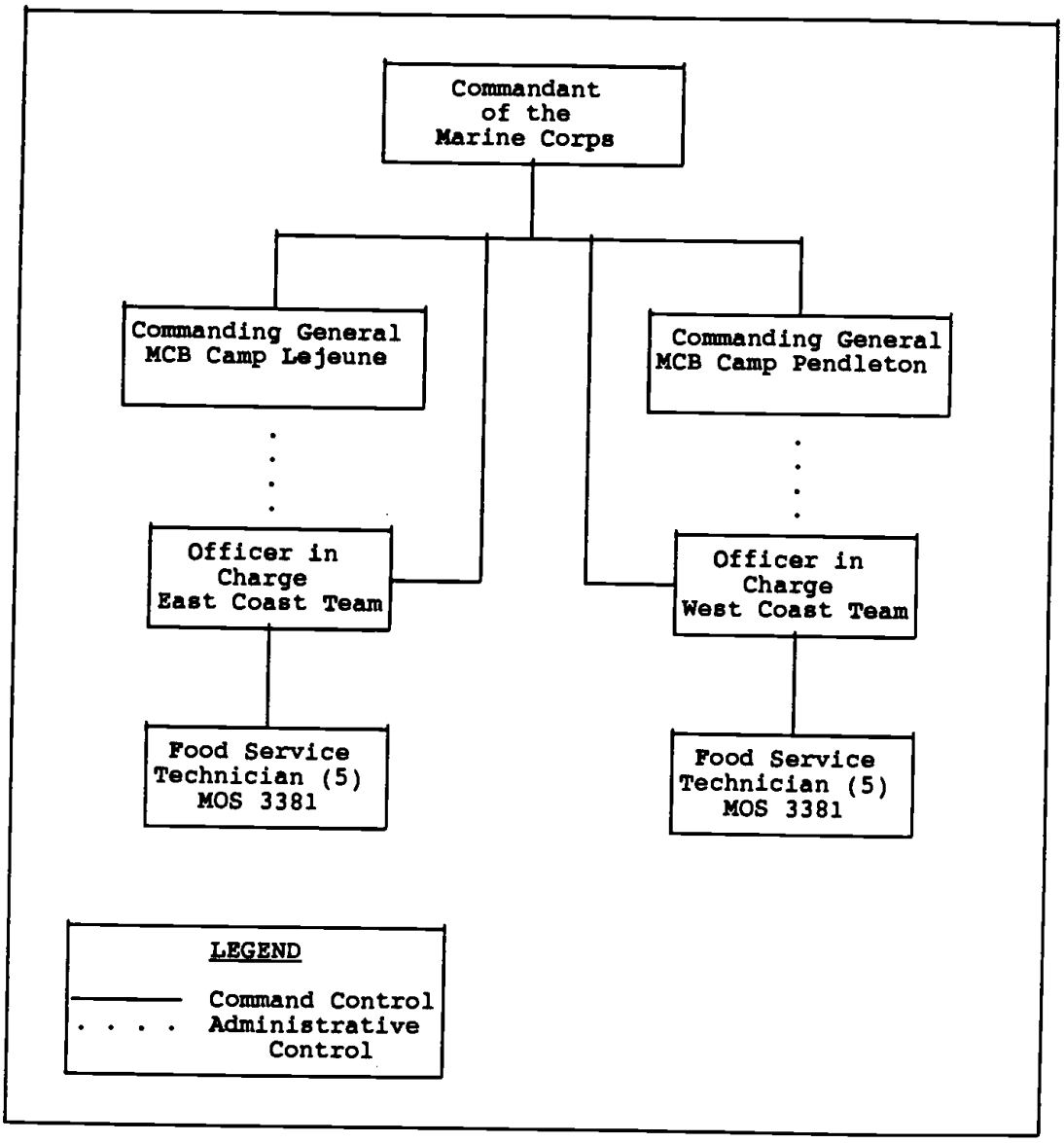

Figure 2-5.--Structure of a Food Management Team.

CHAPTER 3

USE OF-CIVILIANS AND CONTRACTORS

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CHAPTER 3
USE OF CIVILIANS AND CONTRACTORS

3000. USE OF CIVILIANS, AND MILITARY PERSONNEL AS FOOD SERVICE MESSMEN

1. Civilians (either contract or Marine Corps civilian employees) accomplish all messman tasks, except at locations where civilians are not available.

2. Except for exercises and contingency operations, an installation that does not have civilian employees available reports this to the CMC (LFS-4) when assigning military personnel for messman tasks. When a strike or other contractor work stoppage occurs without warning, installation commanders may determine that assigning military personnel as messmen and/or cashiers is imperative to support their mission. Under such circumstances, -to assure minimum interruption of meal service to personnel, the commander may direct the assignment of military personnel as messmen and/or cashiers.

3. Assignment of military personnel is limited to lance corporals and below. It must be done on an impartial basis, per current directives. Table service and "bussing" must not be performed by military personnel. Food service personnel will not be assigned messman and/or cashier duties.

3001. FOOD SERVICE CONTRACTING

1. The following directives govern the contracting of food service functions at a command:

a. OMB Circular No. A-76, Policies for Acquiring Commercial or Industrial Products and Services Needed by the Government.

b. MCO P5320.5, Marine Corps Personnel Requirements Criteria Manual.

c. Federal Acquisition Regulations (FAR).

d. Defense Federal Acquisition Regulation Supplement (DFARS).

e. Navy Supplement to the FAR.

f. The Contracting for Food Service Marine Corps Order.

2. Food service directives are not intended to conflict with current contracting directives. If they do, the latter takes precedence.

3. Installations must allow sufficient time for planning and developing solicitations. Preparation of the performance work statement (PWS) should be planned to be initiated a minimum of 120 days prior to the scheduled contract start date.

4. The contracting officer has overall responsibility for contract execution and administration. Upon request of the contracting officer, functional personnel will assist the contracting officer in performing the required quality assurance (QA). Commanders are responsible for selecting and training QA personnel. The contracting officer may appoint a food service person (military or civilian) to be the contracting officer's technical representative (COTR) to monitor contract performance of the food service contract. The appointment of a COTR will be in writing and will clearly define the scope and limitations of authority delegated. Appointments, training, and use of COTR's are prerogatives of the contracting officer.

3002. FOOD SERVICE CONTRACT TYPES

1. Contracts may be for the following services:

    a. Full food service.

    b. Food service attendant services (including cashiers).

2. Each installation with a food service contract must develop a written contingency plan to respond to a contract work stoppage or interruption.

3. Food service contracts for short periods are permitted if a unit is directed for temporary duty (TDY) at a site where there is no capability to provide government food service facilities. Prior coordination is required with the contracting offices of the major command. A copy of all food service solicitations and contracts will be forwarded to the CMC (LFS-4). A qualified QAE must be designated. The QAE maintains close coordination with the supporting contracting office.

3003. SCOPE OF CONTRACT OPERATIONS

1. Marine Cords Responsibility. In the standardized food service contractual arrangement, the Marine Corps furnishes:

    a. Functionally qualified QAE's to evaluate and accept contract services.

b. Specified facilities, equipment, and utilities.

c. Subsistence and specified supplies.

d. Examination of food handlers by medical service personnel.

e. Directives that apply.

2. Contractor Responsibility. The contractor is responsible for providing all services as specified in the contract to include the following:

a. Management of the food service functions specified in the PWS of the contract.

b. Sufficient qualified personnel.

c. Maintenance of sanitation standards.

d. Uniforms and uniform laundering.

e. Specified equipment and supplies.

f. Maintenance of food service records and reports, as specified in the PWS.

g. Quality control.

h. Maintenance of messhall equipment as specified in the PWS.

3004. RESPONSIBILITY OF THE FOOD SERVICE OFFICER

1. Reviews and approves the adaption of the standard PWS for food service contracts. Sends a copy to the CMC (LFS-4) when approving any policy deviation from the Marine Corps standard PWS.

2. Gives technical aid to the command contracting office in reviewing solicitations.

3. Surveys the performance of contractors and QAE’s at each installation and advises the command contracting officer.

4. Advises the command contracting officer on functional training of food service QAE’s.

5. Determines requirements to be contracted.

6. Ensures that PWS’s are performance oriented.

7. With the contracting officer, determines the level of QA a contract needs.

8. Nominates qualified QAE’S.

9. Checks QAE reports to ensure that the contractor’s performance is properly documented.

10. Reviews contractor performance periodically.

11. Sends contractor performance records to the contracting officer.

12. Informs the commander of any less than satisfactory contractor performance.

13. Develops PWS’s following Marine Corps standards and local requirements.

14. Provides meal estimates used for contract pricing and government estimate of labor hour requirements.

15. Assists contracting officer in determining the QA evaluation surveillance plan to be used.

16. Gives technical help to the contracting officer in reviewing bids or proposals at the preaward survey conference, as needed.

17. Serves as the focal point for the commander on food service matters, resolving any problems, including the establishment or discontinuance of a facility or service.

18. Provides Marine Corps food service directives, policies, and procedures to the contractor.

19. Ensures that the contract performance requirements are met. If selected, serves as the COTR. Otherwise, checks schedules and job performance of QAE’s.

20. Serves on the installation menu board. In a full food service contract, approves or disapproves the contractor’s request for menu changes.

21. Plans, controls, and coordinates with the contractor on government-furnished subsistence supplies, equipment, and services.

22. Reviews records and reports prepared by the contractor for accuracy and compliance with contract requirements.

23. Conducts customer surveys. Receives customer suggestions and complaints about food service; meets with first sergeants and commanders as necessary.

24. Reviews control procedures and contractor accounting for subsistence-in-kind (SIK) personnel to ensure accuracy.

25. Verifies cash collection forms and deposits made to the disbursing officer.

26. Ensures that the necessary regulations, directives, and forms are provided to the contractor and that accountable forms provided for the contractor's use are controlled.

27. Coordinates food service activities with other organizations in matters such as scheduling of meal hours.

28. Prepares operational plans for food service support for contract contingencies, disaster preparedness, mobility deployment, and other special feeding requirements, including verification of input from the contractor.

29. Develops project and milestones for the improvement of food service.

30. Coordinates with the proper agencies on plans for food service facilities including alterations and the maintenance of food service facilities and equipment.

31. Prepares budgets for food service equipment and other applicable budget needs as requested by the installation budget office, including verification of input from the contractor.

32. Attends contractor progress meetings and performance reviews scheduled by the contracting officer.

3005. RESPONSIBILITY OF COMMANDERS. Commanders are responsible for completing the mission successfully, including ensuring acceptable contractor performance. The installation commander is responsible for making food service available to personnel and the control of resources. The responsibility of the commander does not diminish if the food service operation, or a portion of it, is placed under contract.

3006. RESPONSIBILITY OF THE QUALITY ASSURANCE EVALUATOR. The QAE's must be experienced and technically qualified to ensure that the Government receives the service it is buying. QAE's may be assigned any of the duties described in paragraphs 3004.13

through 3004.32, preceding, as long as they do not interfere with these primary duties:

1. Checks contractor performance using the approved QAE surveillance plan.

2. Prepares a QAE schedule.

3. Coordinates on the scheduling and contractor response to sanitation inspections by the medical service representative.

4. Evaluates and documents the contractor’s performance.

5. Notifies the contracting officer of any unsatisfactory contractor performance by initiating a contract discrepancy report. Submits all documentation concerning contractor performance to the contracting officer each month.

6. Accepts those services that have been satisfactorily performed by the contractor and certifies accuracy of the contractor’ s invoices.

3007. RESPONSIBILITY OF THE MESSHALL MANAGER. The messhall manager, using food service attendants only, is the most important link in developing a successful relationship with a civilian food service attendant contractor. Standards of sanitation and service must be maintained within the parameters of PWS’s to maintain "quality" service to the patrons. The messhall manager has the following responsibilities for contract operations:

1. Provides input to the FSO in the developmental stages of the contracting process concerning particulars of the organizations messing requirements, hours, special meals, and physical plant considerations.

2. Have a copy of and be thoroughly familiar with the entire contract pertaining to messhall operation.

3. Provides military food service personnel with classes prior to contract start-up as to their duties and responsibilities and those of the contractor.

4. Meets with the contract supervisor to discuss areas which may need improvement.

5. Provides the contractor with timely requirements which would necessitate an addition to the work force.

6. Ensures government equipment used by the contractor is in serviceable condition.

7. When necessary, completes and forwards customer complaint forms to the QA section for proper documentation.

8. Be familiar with the contingency plan developed by the FSO/COTR for food service attendant replacement should a contract strike or work stoppage. occur.

9. Provides feedback to the FSO/COTR for improvement of the PWS prior to annual renegotiation of the contract.

CHAPTER 4

FOOD SERVICE OPERATIONAL AND REPORTING SYSTEMS

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CHAPTER 4

FOOD SERVICE OPERATIONAL AND REPORTING SYSTEMS

SECTION 1: PERSONNEL AUTHORIZED TO SUBSIST IN APPROPRIATED FUND MESSHALLS

4100. GENERAL PROVISIONS. The Department of Defense (DoD) has established the following provisions and requirements for feeding personnel in an appropriated fund messhall:

1. Enlisted members entitled to the meal portion of per diem, officers, and civilians must be charged at a rate which recovers the food costs and operating expenses.

2. When extended the privilege of visiting a military installation and permitted to eat in an appropriated fund food service activity by the installation commander, members of organized nonprofit youth groups are charged only the food charge. To qualify as an organized nonprofit youth group, the group must be sponsored at either the national or local level and operate under a charter.

3. Spouses and dependent children of enlisted members in pay grades E-1 through E-4 cannot be charged for meals sold at appropriated fund food service activities in excess of a level sufficient to cover food costs.

4. Personnel, other than enlisted service members being furnished SIK, may be authorized to receive a meal from an appropriated fund food service activity provided the following minimum requirements are met:

a. No increase in resources will be made available.

b. The authorization must be obtained in writing from the installation commander and retained on file in the messhall.

c. Enlisted personnel receiving the basic allowance for subsistence (BAS), based on the nonavailability of SIK as authorized by the DoD Military Pay and Allowance Entitlements Manual, will not be authorized to receive and pay for a meal furnished by an appropriated fund messhall.

d. Civilian and military personnel of foreign governments will be furnished meals per specific arrangements made between the U.S. Government and the foreign government. In the absence of specific agreements, charges for food cost and surcharge will be made on the same basis as they would be for U.S. Government personnel of equal grade and rank.

e. Red Cross personnel are authorized to purchase meals from appropriated fund messhalls per DoD Dir. 1330.5, American National Red Cross, and pay only the food cost.

f. United Service Organization (USO), Inc. personnel may purchase meals in appropriated fund messhalls if so authorized in writing by the installation commander. These personnel pay the food cost and applicable surcharge.

5. Personnel will not pay for any meals furnished to them while being evacuated as patients by military aircraft.

6. TDY orders will indicate the daily food allowance status of the traveler for the purpose of determining whether there will be a meal charge.

4101. MEAL RATES. The charge for meals furnished in messhalls are published in a current Marine Corps bulletin in the 10110 series.

4102. MARINE CORPS ENLISTED PERSONNEL

1. Each enlisted member of the Marine Corps is entitled to a BDFA for each day on active duty. All food is intended to be consumed in the messhall during the applicable meal period, except when carryout service is offered. In most cases, the BDFA is provided by offering the normal three daily meals (breakfast, lunch, and dinner). The two meal brunch routine (breakfast/ brunch, dinner/brunch or holiday brunch) may be served on Saturday, Sunday, and on special holidays (Marine Corps Birthday, Thanksgiving Day, Christmas Day, and New Year’s Day). A night meal may be served for watch standers whose duties cause them to miss the regular schedule of meals. Either the two or three meal routine constitutes the total authorized by the BDFA, which is not to be exceeded on the monthly average. Figure 4-1 defines meal conversion factors and serving periods.

2. All Marine Corps enlisted members, identified as entitled to SIK, may eat at no charge in messhalls.

3. Enlisted members assigned to field duty are subsisted-in-kind.

4. Enlisted members performing group travel are not normally entitled to per diem. They are subsisted with government prepared meals or furnished meal tickets.

5. BAS/commuted ration (COMRAT) stoppage for enlisted personnel will be at the daily rate of BAS in effect at the time of field duty status.

4103. OFFICERS

1. Officers assigned field duty pay only the food cost. See paragraph 4205.1, following, for payment procedures for field duty meals consumed by officers.

2. Officers, except those receiving the subsistence portion of per diem, are exempt from the surcharge if subsisting in any appropriated fund messhall while:

a. In combat areas as designated by the military services.

b. On mass troop movements.

c. Being fed during catastrophes.

3. When officers participate in the unit deployment program and receive "flat rate per diem," they are exempt from paying the surcharge while in a field duty status.

4. Officer field ration messes (OFRM’s), within the limits of economy and effective utilization, may be established on written approval of the CMC (LFS-4) with copies to CMC (MPP) and (FDF). See paragraph 4513, following, for the accounting/operating procedures of an OFRM.

a. The installation commander can justify that the non-appropriated fund food service facilities are not adequate to support officers.

b. OFRM’s are not operated as subaccounts of enlisted messhalls. They are operated as individual accounts, are issued similar subsistence, and are subject to the same policies and procedures that apply to enlisted messhalls. Meal charges include the food cost, surcharge, and the augmentation fee.

4104. MEMBERS OF OTHER MILITARY SERVICES. Within its capabilities, the Marine Corps furnishes meals to members of the other active military services who present proper authorization and identification. The DoD Food Service Management Program is based on the premise that each military service budgets for the food allowance of all personnel estimated to be served. Meals are furnished to enlisted members of other active U.S. military services on a common service or cash basis. Policies and

procedures for Marine Corps officers and civilians apply equally to their counterparts in other U.S. military services.

1. If personnel are authorized BAS or receive the subsistence portion of per diem, they reimburse the government accordingly and sign the form NAVMC 10298.

2. Personnel in a travel status must show official orders. If they receive the subsistence portion of per diem, they pay the food cost and the surcharge.

3. Personnel assigned to the installation and authorized SIK must show DD Form 714, (Meal Card) and Armed Forces Identification Card prior to signing the form NAVMC 10789.

4. In peacetime, the Coast Guard is not under DoD, therefore, food service is cross service. In time of war, it comes under the DoD and food service becomes common service.

5. Military members of foreign governments are furnished meals on the same basis as their counterparts in the U.S. Forces. Reimbursement is in cash or on a cross service basis, unless agreements have been made between the United States and the foreign government for other procedures and charges (see paragraph 4107).

4105. MEMBERS OF RESERVE FORCES AND RESERVE OFFICERS TRAINING CORPS (ROTC)

1. Officer personnel pay for meals as prescribed in figure 4-2 and a current Marine Corps Bulletin in the 10110 series.

2. Enlisted reserve members of the Army, Navy, Air Force, and Coast Guard, not drawing BAS, are issued meals on a cross service basis.

3. Marine Corps Reserve enlisted members on inactive duty training in a pay status, and if their instruction or duty periods total 8 or more hours in 1 day, are authorized meals on a cross service basis.

4. When government meals are available, enlisted members do not receive the subsistence portion of per diem during annual duty, initial active duty for training, and follow-on technical training. In these instances, the members are authorized meals on a cross service basis.

5. Career Orientation Training of Midshipmen (CORTRADMIDS) and Naval Reserve Officer Training Corps (NROTC) students in training

status with Marine Corps ROTC summer training units are issued meals on a cross service basis. When visiting a base on official orders, they pay only the food cost unless receiving a per diem allowance for subsistence.

6. Marine Corps Junior ROTC students are issued meals on a cross service basis. Reimbursement (food cost only) for their meals will be from local O&MMC appropriation. Yearly budgets must be reviewed to include funds in support of such visits. Chaperons are required to pay cash (food cost and surcharge) for each meal consumed.

7. Navy/Army Junior ROTC students are required to pay cash for each meal consumed in an appropriated messhall. They are surcharge exempt. Chaperons are required to pay cash for each meal consumed, to include the appropriate surcharge.

4106. U.S. MILITARY ACADEMY CADETS AND MIDSHIPMEN.

1. Cadets and midshipmen from U.S. Military Academies, (Air Force and Coast Guard) traveling under TAD orders will pay for all meals prior to consumption unless prior payment agreements have been made. Under an agreement established by the CMC (LFS-4), U.S. Naval Academy midshipmen will be subsisted on a cross service basis. A roster of names with appropriate initials of each naval academy midshipman must be submitted with the monthly SOAR for prompt reimbursement. All cadets and midshipmen are exempted from the surcharge.

2. A separate form NAVMC 10789 will be prepared for all midshipmen and cadets for subsequent reporting of man-days on the form NAVMC 565-1.

4107. FOREIGN NATIONALS AND INTERNATIONAL TRAINING PROGRAM TRAINEES

1. Personnel authorized SIK must show a DD Form 714 and cross service procedures apply.

2. When Security Assistance Training students possess invitational travel orders (ITO’s), the ITO must be thoroughly examined by the processing officer prior to providing subsistence. The local FSO must be included in this review process as a matter of course. The ITO will determine the status and appropriate billing data. If an ITO is unclear, then clarification of entitlement/allowances must be made before providing the individual with a meal card. Omission of an ITO is not justification to provide a meal at no cost to an individual. Students without

valid authorization to subsist at government expense will pay cash for meals prior to consumption.

3. When the ITO's for International Military Education and Training (IMET) students indicate payment at government expense and provide appropriation data from which to obtain reimbursement, billing procedures will be initiated by the CMC (LFS-4).

4. Meals furnished will be reported on a separate form NAVMC 565-1 and submitted with the monthly SOAR. A copy of the ITO will also be attached to the SOAR. Such persons will be included in the total man-days shown on line 15a of the SOAR (form NAVMC 10369-A) to obtain total credits.

5. Reimbursement for meals furnished to foreign military personnel from a Marine Corps field mess located in a host nation will be affected as follows:

a. A signed receipt will be prepared by the mess officer listing the number of foreign officers and enlisted persons receiving meals, the specific meal received, and the meal cost.

b. A North Atlantic Treaty Organization (NATO) invoice or approved billing document will be presented to the host nation government for payment ability. This will normally be accomplished through a designated military liaison or the appropriate U.S. Embassy.

c. A copy of the billing invoice or document will be submitted to the appropriate force commander with the command's SOAR for review.

4108. CIVILIAN PERSONNEL. Payment for meals by payroll deduction, from civilian employees of the installation, is authorized only if cash payment is not feasible.

CHAPTER 4

FOOD SERVICE OPERATIONAL AND REPORTING SYSTEMS

SECTION 2: ACCOUNTING FOR PERSONNEL FED

4200. GENERAL PROVISIONS

1. When accounting for personnel fed, it is essential to accurately record and obtain credit for those personnel subsisted within the food service system. Verification procedures will be used by all messhalls to determine the actual number of SIK personnel that are fed at each meal.

2. The commander with operational control over the messhall will be responsible for providing sufficient NCO's to supervise the identification of personnel and record entries for those personnel authorized to subsist in the messhall (MCO 5320.5, Personnel Requirement Criteria Manual applies). These personnel are not provided for in the food service personnel strength or in the normal ratio of messmen. The individual assigned in writing as the meal verification supervisor will be directly responsible to the authorized custodian. The responsibilities of meal verification supervisors are important because meal verification data is the basis for Military Personnel Marine Corps (MPMC) budgetary actions prepared by the CMC. The data also forms the basis for accounting of subsistence supplies issued to or purchased by each messhall.

4201. IDENTIFYING MARINE CORPS ENLISTED PERSONNEL AUTHORIZED TO SUBS 1ST AT GOVERNMENT EXPENSE

1. Marine Corps enlisted personnel who are in a SIK status are issued a DD Form 714 for identification. The issue and control of meal cards are described in MCO 5512.12, Administrative Procedures for the Issue, Control, and Verification of the Meal Card (DD Form 714).

2. Marine Corps ROTC students ordered to training status are identified by DD Form 714 (stamped ROTC), an official training roster, or by official special orders.

3. Enlisted personnel of the Marine Corps Reserve on training status at a base, in a pay status, are identified by DD Form 2MC (red background) and a training schedule coordinated with the food service office. Exception to training schedules may be made for personnel with official orders or written authorization from the Reserve unit commander for makeup or special training duty.

4202. IDENTIFYING ENLISTED MEMBERS OF OTHER SERVICES AND COMPONENTS AUTHORIZED SUBSISTENCE-IN-KIND

1. Members of other active duty services stationed on or attached to an installation are issued DD Form 714 with "COMMON SERVICE" stamped in bold letters across the front.

2. Enlisted members of the Reserve Forces and National Guard in training status at installations are identified by official orders and an Armed Forces identification card. ROTC members are identified by official orders.

4203. IDENTIFYING PERSONNEL REQUIRED TO PAY FOR SUBSISTENCE. If authorized to subsist in messhalls, officers, civilians, dependents, and enlisted personnel on leave receiving BAS at the home station or the subsistence portion of per diem while in a travel status are required to pay for meals. Personnel in a TAD/TDY status must present identification and orders. To help assure proper reimbursement, post a professional sign at the cashier's stand stating: "Personnel in a travel status must identify themselves to the cashier and, if receiving the subsistence portion of per diem, must pay the surcharge."

4204. ACCOUNTING FOR PERSONNEL AUTHORIZED TO SUBSIST AT GOVERNMENT EXPENSE

1. Duties of the Verification Supervisor. A verification supervisor will be appointed in writing per figure 4-3 and is responsible for the following duties:

a. Accounts for each individual admitted to the messhall for a meal.

b. Ensures that only persons entitled to SIK are permitted to eat at Government expense.

c. Ensures social security numbers, the command or unit, and other required entries on form NAVMC 10789 are recorded.

d. Monitors group feeding (block signatures) and takes a manual count of the group as they enter the messhall to verify totals.

e. Upon the conclusion of each meal, the verifier will assemble form NAVMC 10789 in sequence by type of personnel, draw a line diagonally through all unused spaces on each sheet, certify on the last sheet (for each type of personnel) in the space provided, and present all sheets to the authorized custodian.

2. Meal Verification Record (Form NAVMC 10789)

a. Each military person authorized SIK must provide the social security number and command or unit on the form NAVMC 10789 prior to each meal, except under the following conditions:

(1) While in a combat zone.

(2) During catastrophe feeding.

(3) During field exercises, when actually subsisted under field conditions.

(4) While in a status that requires mass feeding within a specific timeframe, such as during recruit training.

(5) Under those circumstances when an individual who is part of a unit, group, or formation, is subsisted at a remote location by means of box lunches, flight meals, or containerized hot meals provided by the food service system.

(6) During mass troop movements by air, rail, or vehicle convoy.

(7) While a patient in a hospital or dispensary.

(8) While in a confined status.

b. A separate form NAVMC 10789 will be prepared for each category or type of service personnel (i.e., Marine Corps Regulars, Marine Corps Reserves, Coast Guard, etc.) receiving meals from the messhall. Those installations where pay group F, category K personnel (6-month trainee program) are to be subsisted in the messhall should ensure that such personnel are shown as Marine Corps Reserves.

c. Exception Procedures. Personnel not required to log in for meals by reason of the exceptions cited in paragraph 4204.2a(1) through (8), preceding, will be accounted for as follows:

(1) During catastrophe feeding, installation/activity commanders will establish the most practical procedures under prevailing circumstances to provide for the best accounting and recording of personnel subsisted-in-kind by the food service system. (Refer to paragraph 4503 of this Manual.)

(2) In all other exception situations, a signed statement will be made on the applicable form NAVMC 10789 by the individual responsible for the unit, group, or formation. For example, "I

acknowledge receipt of 10 (must be numerical) meals this date which are for ten (must be spelled out) individuals who are entitled to SIK."

d. Preparation. The unit mess officer will ensure that forms NAVMC 10789 are prepared in blue black ink by the following instructions (see figure 4-4):

(1) Right-Hand Corner of Form. Record the unit and messhall designation.

(2) Date. Enter the date the meal is served.

(3) Type of Meal. Check the applicable block.

(4) Category of Personnel. Check the applicable category of personnel. Separate sheets will be used to record each category of personnel.

(5) Social Security Number. Self-explanatory.

(6) Command or Unit. Each individual logging in on the form NAVMC 10789 will enter the abbreviated title of their command or unit in the space provided.

(7) Certification. Upon the conclusion of each meal, the verification supervisor will assemble the records in sequence by category of personnel; draw a line diagonally through all unused spaces on each sheet; certify on the last sheet of each category of personnel in the space provided; and present all sheets to the authorized custodian. Prior to certifying the form NAVMC 565-1, the unit commander having operational control over the messhall, or the unit mess officer, will sign in the space provided which shows the total for the meal. For purposes of authenticity, the officer who certifies the form NAVMC 10789 cannot certify the form NAVMC 565-1.

e. Relationship to Other Documents. Data recorded on the forms NAVMC 10789 and NAVMC 10298 provides the basis for the computation of the total man-day fed credits authorized each messhall daily. All man-day fed credits claimed from the form NAVMC 565-1 must be supported by appropriate entries on those two documents.

f. Verification. All completed forms NAVMC 10789 will be attached to the copy of the daily form NAVMC 565-1 for the calendar day involved.

4205. ACCOUNTING FOR MEALS SOLD

1. Meal Payment Procedures. Reimbursement rates for meals sold in food service facilities are in a Marine Corps bulletin in the 10110 series. Payment of the prescribed meal charge is required for the meal or any component of the meal.

a. Cash Reimbursement. Except as provided in paragraphs below, all persons not authorized SIK must pay in cash.

b. Officer Field Duty. An officer assigned TAD/TDY to field duty orders will pay by payroll deduction for meals consumed. However, cash payment is required if field duty is not declared.

c. Food Service Contractor Employees. Food service contractor employees pay for any meals or food consumed. If a special circumstance requires that these employees eat without cash payment, it must have the approval of the contracting command and be specified in the contract.

2. Collection of Messhall Funds

a. Location of Messhall Cashiers. The messhall cashier will be located near the messhall line entrance, with a conspicuous sign displayed near this position to inform personnel not entitled to eat at government expense to pay for all meals consumed. This sign will list the current charges and surcharges for meals. It will also state that personnel in a per diem status are responsible for notifying the messhall cashier. The messhall cashier will not be engaged in any other duties while assigned as the cashier, except as stated in paragraph 4206, following.

b. Collections Recorded on Cash Meal Payment Sheet. The messhall cashier will collect and account for money from cash meals on form NAVMC 10298. The messhall cashier is responsible to the authorized custodian for assuring that the cash meal payment sheet is correct, the correct charge and surcharge are collected, and the amount of money collected agrees with the same amount recorded on form NAVMC 10298.

c. Simultaneous Collections. When collections are to be made simultaneously by the messhall cashier, alternate messhall cashier, and temporary messhall cashier, the authorized custodian will issue form NAVMC 10298 to the alternate and temporary messhall cashiers. As soon as practicable after collection for these meals has been completed, the alternate and temporary cashiers will return the form NAVMC 10298, together with funds collected, to the authorized custodian. After verifying the amount of money collected with the amount recorded on the form NAVMC 10298, the authorized custodian will sign them as proof of receipt.

d. Receipt from Messhall Cashier. The messhall cashier will turn over all messhall funds collected, exclusive of the change fund authorized herein, with the supporting forms NAVMC 10298 authorized custodian at least once each working day and whenever the collections exceed the limit as determined by the installation commander. Monetary limits must be in writing and cannot exceed the limitation set for authorized custodians in paragraph 041512 of the NAVCOMPT Manual Volume 4 ($500). The authorized custodian must be available to receive collections from the messhall cashier whenever necessary. The authorized custodian will verify the cash with the supporting forms NAVMC 10298 and will sign them as proof of payment.

e. Chance Fund. A change fund (maximum $25) from previous collections may be used for making change. Neither the authorized custodian nor the messhall cashier is authorized to draw funds from a disbursing officer for use as a change fund in the messhall.

f. Collection from Groups. When collecting funds from authorized groups, the following procedures shall apply:

(1) The total number of personnel in the group and the applicable cost/surcharge shall be shown in the signature column, and the extended price shall be shown in the food cost/surcharge columns of form NAVMC 10298.

(2) The original authorization, stating total number of persons in the group and length of time the group is authorized to purchase meals, shall be attached to the original form NAVMC 10298. The duplicate copy of the authorization shall be attached to the retained copy (green) at the messhall.

g. Cash Registers

(1) As a minimum, the cash register will have the following features:

(a) Keyboard $99.99

(b) Separate keys to record the food cost rates, surcharge, no sales, and total.

(c) Operate both electrically and manually.

(d) Produce a printed sales slip that includes the messhall identification and date.

(e) Print a detailed audit strip.

(f) Have an autographic opening for audit strip.

(g) Contain a nonresettable audit total for each food cost rate and surcharge rate.

(h) Have a readable total window from the front and rear.

(i) Contain a clearance lock with key.

(j) Include a clearance lock and unlock counter.

(2) The cashier will use the following procedures:

(a) When a diner pays for a meal, the cashier will make separate entries into the register, such as, the appropriate food rate for the meal being served, applicable surcharge, and the total to be charged the diner. The sales slip will be given to the individual paying for the meal.

(b) At the conclusion of each meal, the cashier will annotate the audit tape in ink with the date and meal served and initial the tape. The cashier will turn-in all funds, including the change fund, to the individual designated to clear the cash register.

(3) The authorized custodian will clear the cash register. An alternate will also be designated to act in the temporary absence of the principal individual. The clearing procedures are as follows:

(a) The cash register will be cleared daily consisting of a 24-hour period (for example, breakfast/lunch/dinner B/L/D, L/D/B, or D/B/L).

(b) The clearing keys will be maintained in a safe or secure location and made accessible only to the individual designated to clear the cash register.

(c) The total transactions for the 24-hour period will be entered on the audit tape and clearance slip (sales slip). The individual will remove the tape from the register, annotate the lock and unlock numbers, and date and sign the tape and clearance slip. The audit tape forms the basic accounting record for all cash meals and surcharges collected.

(d) The individual clearing the cash register will reset the total meters to zero. The individual will then sign and date the new audit tape.

(4) A permanent record (book or memorandum) will be maintained to record each clearance. This record will include date, lock and unlock number of the clearance counter, total

amount of cash received for the day, and the signature of the individual clearing the cash register. The sequence of lock and unlock numbers will be continuous and, when the cash register is unlocked for any other reason than clearance, an appropriate explanation of the circumstances will be entered in the ledger by the designated individual.

(5) Cash will be turned-in according to the procedures outlined in this Manual. When the designated individual is transferred or relieved of duties, another individual will be designated.

3. Form NAVMC 10298

a. This form is used-as the basic record for collecting and accounting for cash received from the sale of meals. It is a controlled serialized document that must be stored in a safe. Serial numbers must be listed in a control log book in numerical - sequence immediately upon receipt of forms from the supply source. The log book must list the serial number, issued to, date issued, date returned, amount, and received by. A blue or black ball point pen shall be used to record information on the form NAVMC 10298. Erasures will not be made on this form. If an error is made during collection, the error will be lined through and initialed by the messhall cashier and the payee.

b. The following provides specific guidance to those sections of form NAVMC 10298 that are not self-explanatory (see figure 4-5):

(1) The Charge Block. Meal charges and surcharges will be completed by the authorized custodian prior to the meal and shall contain applicable charges as prescribed by a Marine Corps Bulletin in the 10110 series.

(2) Grade. This block is used by patrons to abbreviate their grade, civilians should insert "CIV".

(3) Legible Signature. Patrons should legibly sign their first name, middle initial, and last name.

(4) On Per Diem Yes. This block should only be used by patrons (officers, civilians, enlisted) who are in a per diem status. These patrons will check the block and pay the applicable surcharge.

(5) Food Cost and Surcharge. Patrons shall enter charges paid in food cost and surcharge columns. Officers or civilians who are not required to pay surcharges must enter their reasons for exemption in the surcharge block (for example, officer of the day (OOD), commanding officer (CO), FSO, ROTC, etc.).

(6) Unsigned Lines. A diagonal line shall be drawn through all unsigned lines.

(7) Daily Recap. For each category (breakfast, lunch, dinner, etc.) under food cost column, enter total number patrons on the sheet who paid for their meal. Under the surcharge column, enter the total number for each category of patron who paid a surcharge rate.

(8) Accumulated Recap. Add total figures for each category recorded on the previous day's "accumulated" recap column to the current "daily" recap column for accumulated figures. Continue this process to the end of the accounting period.

(9) Flight Galley. When applicable, flight meals shall be recorded on a separate form NAVMC 10298. Category of meals will reflect quantities. Coffee, cream, and sugar will reflect quantity and the unit price (for example, coffee: 5 gallons at

(10) Funds Accountability. Record the amount collected for food cost and for surcharges. Take the recap figures and multiply by the current rates to determine the total money collected.

(11) Cash Overages (PLUS)/Shortages (MINUS). Record shortages as well as overages and indicate by a plus or minus sign. Overages in cash received from the sale of messhall meals will be turned-in to the disbursing officer on a cash turn-in basis.

c. It is permissible to use one form NAVMC 10298 for a single day, if appropriate. Shortages of funds, not attributed to loss of funds (requiring investigation), will not result in loss of ration credit.

4. Voucher for Disbursement and/or Collection, NAVCOMPT Form 2277

a. General. The Voucher for Disbursement and/or Collection (NAVCOMPT Form 2277) is to be used as a reimbursement document for those appropriated fund meals and/or subsistence items sold on a cash basis and those provided on a reimbursable basis. The NAVCOMPT Form 2277 can be used as a bill, cash collection voucher, public voucher, and voucher for transfers between appropriations and/or funds. Instructions pertaining to the use, preparation, and processing of vouchers are contained in volume IV of the NAVCOMPT Manual.

b. Preparation. NAVCOMPT Form 2277 (figure 4-6) for appropriated fund food service will be as follows:

(1) Cash Collection Voucher. When accounting for collection of cash received from the sale of meals and/or subsistence items, the following blocks on the NAVCOMPT Form 2277 are to be used;

Block 1 = Place an "X" in the box "COLLECT".

Block 2 = Enter the date prepared.

Block 5 = Enter number assigned by the disbursing Office.

Block 6 = Enter name and address of preparing activity.

Block 8 = Enter name and address of disbursing office.

Block 9 = Enter applicable data (as shown in figure 4-6).

Block 10 = Place an "X" in the box "COMPLETE".

Block 11 = Enter accounting classification to be credited for food cost and surcharges.

Block 16 = Enter date, signature, and title of remitting officer.

Block 17 = Enter date, signature, and title of disbursing officer.

Block 18 = Enter name and organization of remitter, and name and title of person making actual payment (when applicable).

A continuation sheet is used as a supporting document to the NAVCOMPT Form 2277. An example of information required on this sheet is provided in figure 4-6.

4206. COMBINED CASHIER AND VERIFICATION SUPERVISOR. The duties of messhall cashier and verification supervisor may be combined for those messhalls actually feeding less than 250 man-days daily or a small category messhall supporting an authorized complement of less than 300 members per day. The installation commander will make the determination when it is in the best interest of

the Government to combine the duties under all other circumstances. Strict internal controls will be established and used to preclude fraud, waste, and abuse in the performance of these combined duties by one person. The consolidation of duties must not compromise in any way the collection, safekeeping, and accounting for Government funds. In no case will food service personnel permanently assigned to the messhall be used as both verification supervisor and/or the cashier.

4207. ACCOUNTING FOR AUTHORIZED PERSONNEL. Figure 4-2 identifies those personnel authorized to purchase meals from the messhall. To assist in determining the appropriate accounting status -of authorized personnel subsisting in messhalls, a matrix is provided in figure 4-7.

4208. CONTROL OF MESSHALL FUNDS

1. Joint Responsibility for Control Measures. Because monetary credit accrues only for persons actually fed, accounting for all meals served is most important. The FSO and mess officer must establish control measures to ensure accurate headcounts and proper cash collections. Under contract operations, these control measures are included in the contract PWS and QA surveillance plan. Control procedures include, but need not be limited to, the following duties accomplished by the mess officer:

a. Ensures that current cashier instructions are available to each cashier. Ensures that current meal charges are posted in clear view for customer information.

b. Assigns cashiers to their places of duty at the set time and issues necessary instructions, forms, and change funds.

c. Ensures that the cashier gets signatures on form NAVMC 10298 as prescribed in this chapter.

2. Appointment and Control Procedures

a. Consolidated Food Service System. The appointment and control procedures for messhall funds, when operating under a consolidated food service system, are as follows:

(1) Activity Collection Agent. The installation commander will appoint a collection agent who will act under the supervision of the food service operations officer to collect messhall funds from authorized custodians, account for these funds, and deposit them with the disbursing officer. The collection agent will prepare the proper accounting forms, submit these

forms to the proper officer for signature, and forward them to the officer responsible for submitting the monthly SOAR. An alternate collection agent may be appointed to act only in the absence of the regularly appointed agent. Appointing letters will be prepared as shown in figure 4-8. A copy of all appointments as collection agent, authorized custodian, messhall cashier, and their alternates will be furnished to the collection agent who will maintain a current file of all such appointments. All appointment letters will be retained on file for 6 months after term of appointment.

(a) Records for Turn-In. The collection agent will maintain the original copy of the form NAVMC 10298. Reviews completed forms for accuracy, certifies them, and keeps originals for audit records. Overages in cash collections are turned-in to the disbursing office as a separate entry on NAVCOMPT Form 2277. Reviews shortages in cash collections and loss of cash collection forms for proper justification.

(b) Disposition of Proceeds. The proceeds from the sale of meals will be deposited per the NAVCOMPT Manual, paragraphs 043003.1 and 043115. At the end of each accounting period, a NAVCOMPT Form 2277 will be prepared, as shown in figure 4-6, to reflect a total of all collections turned over to a disbursing officer or deposited in a government depository. A legible copy of the NAVCOMPT Form 2277 will be included with the original and duplicate copies of the SOAR. One copy will be retained by the collection agent.

(2) Unit Commanding Officer. The unit commanding officer to whom operational control of a messhall has been delegated will issue such supplementary instructions on the control and safekeeping of messhall funds as are required. These instructions will provide for appointments as follows:

(a) Authorized Custodian. An authorized custodian will be appointed to act under the supervision of the mess officer to collect messhall funds from the messhall cashier and turn-in funds to the collection agent. This appointment must be in writing, per figure 4-9. This position is established entirely by local action, and a report to the CMC is not required. This position is not covered by a position schedule bond; therefore, at no time should the maximum amount collected daily or during other periods between deposits with the installation collection agent exceed $500. An alternate authorized custodian will be appointed to act in the absence of the primary authorized custodian.

(b) Messhall Cashier. A messhall cashier will be appointed in writing to act under the supervision of the

(authorized custodian to collect cash for the sale of meals and to safeguard this money until it is turned over to the authorized custodian per figure 4-10. An alternate messhall cashier will be appointed to act only in the absence of the messhall cashier or to collect when the messhall is required to serve food in more than one place. Messhall cashiers and their alternates will not be bonded. Messhall cashiers will not be assigned other duties while actually engaged in the handling of messhall funds with the exception of those specified in paragraph 4206, preceding, of this Manual.

b. Individual Food Service System. The appointment and control procedures for messhall funds when operating under an individual food service system are as follows:

(1) Collection Agent. The supply officer's regularly appointed collection agent will act as the collection agent for messhall funds and will be responsible for performing the duties of that position as set forth in this Manual.

(2) Authorized Custodian. An authorized custodian and alternates will be appointed by the instructions contained in this Manual. The authorized custodian will act under the supervision of the food service operations officer (mess officer when a food service operations officer is not authorized).

(3) Messhall Cashiers. The appointment of messhall cashiers and their alternates will be in writing as shown in figure 4-10. The cashiers and their alternates will act per instructions contained in this Manual.

3. Turn-In Procedures

a. The authorized custodian will turn-in all messhall funds, exclusive of the change fund with the supporting form NAVMC 10298 to the collection agent as determined by local regulations. The funds must be turned-in prior to accumulation of over $500. The collection agent will receipt for the money on form NAVMC 10298. Original copies of forms NAVMC 10298 will be retained by the collection agent and duplicates will be filed at the messhall.

b. Deposit with the Disbursing Officer. The collection agent will turn-in all messhall funds to the disbursing officer as directed by local regulations.

4. Verification of Records. The records of collection agents and authorized custodians will be verified at least quarterly as required in the NAVCOMPT Manual, paragraph 041502. Upon completion of the verification, a report of the results will be promptly submitted to the installation commander, and a copy of the report will be furnished to the agent involved.

5. Safekeeping of Messhall Funds

a. Safes. Each messhall will be equipped with an adequate safe in which Cash Meal Payment Sheets and messhall funds will be stored. To be adequate, the safe must contain separate compartments which can be locked independently of each other. Each safe and compartment used for the storage of funds must contain a dial-type, built-in, independent combination, locking device which ensures access is limited to one person. Key-type or pull-off type locks do not satisfy this requirement. Any of the General Services Administration (GSA) approved security containers manufactured under the following Federal Specifications meet the fund container requirements of this paragraph:

(1) Class 1 or Class 2 cabinet--AA-F-357 (GSA-FSS).

(2) Class 4 or Class 5 cabinet--AA-F-358 (GSA-FSS).

(3) Class 5 or Class 6 Map and Plan File--AA-F-363 (GSA-FSS) or Class 6 Drawer File--AA-F-358 (GSA-FSS).

b. Verification of Cash. The messhall cashier and their alternate will verify the contents of the messhall cashier's compartment in the presence of the authorized custodian prior to relieving each other of the duty as a messhall cashier.

c. Safe Combinations

(1) The combination to the safe will be made known only to the authorized custodian and the alternates. The safe combination will be changed every 6 months and upon the relief of the authorized custodian or either of the alternates.

(2) Safes must be positioned so that the combination dial is shrouded to prevent observation by persons other than the agent opening the safe.

d. Cash Boxes. Suitable metal cash boxes will be provided for the messhall cashiers to be used while making collections.

6. Assumption of Duty by Alternate Authorized Custodian. The authorized custodian and the alternate will verify the contents of the safe prior to relieving each other of the duty as the authorized custodian.

7. Loss of Forms NAVMC 10298. If blank forms NAVMC 10298 are lost, the unit commander will submit a statement regarding the loss to the installation commander. The original of the statement, with the installation commander's endorsement thereon, will be filed with the collection agent's records. If forms NAVMC 10298 that contain a record of collections are lost, the

unit commander will submit a statement to be used as a replacement of form NAVMC 10298 to the installation commander. The statement, with the installation commander's endorsement thereon, will be filed with the collection agent's records. Funds involved will be handled on a regular turn-in basis.

8. Loss of Messhall Funds

a. Investigation Required. When funds from the sale of meals are missing or lost, an investigation will be conducted per MCO P4400.150. A copy of any report of investigation involving lost messhall funds will be filed with the collection agent's records to support the adjustment to the form NAVMC 10298.

b. Man-Day Fed Credits. Man-day fed credits may be taken for only the number of meals that equate to the cash turned-in to the collection agent. Credits for funds lost in the messhall prior to turn-in to the collection agent are not allowed.

CHAPTER 4

FOLD SERVICE OPERATIONAL AND REPORTING SYSTEMS

SECTION 3: MESSHALL OPERATIONS

4300. ASSIGNMENT OF MESSMEN

1. Noncommissioned officers (NCO's) and food service personnel will not be detailed as messmen.

2. Enlisted Marines will not be detailed continuously as messmen for a period longer than 1 month unless specifically authorized by the CMC (MM). Furthermore, military personnel will not be required to serve more than three such periods in 1 calendar year (CY) unless similarly authorized.

3. Additional guidance concerning assignments of messmen is contained in MCO P5320.5, or in chapter 3 of this Manual, if the messmen are civilian personnel (food service attendants).

4301. SUPERVISION OF THE SERVING LINE. It is essential that the messhall manager or assistant messhall manager be conspicuous and in full view of patrons during the meal period. This is necessary to ensure that all facets of the feeding program are scrupulously maintained. The chief cook will instruct food service personnel on the arrangement of items on the serving line, the size portion of each item, correct serving technique, and placement of each item on the tray or plate. Although the order of food on the serving line will vary with the arrangement of steam lines, the food will be served so that hot food will be placed on the tray last. Food on the serving line will be replenished from the main supply of food in the galley by one or more designated food service personnel. A cook will be placed in charge of each serving line. The storage of excess quantities of food on the serving line is not authorized.

4302. FORMS USED IN FOOD SERVICE

1. Financial Status of Messhall

a. Purpose. The Financial Status of Messhall (form NAVMC 584) is used to maintain current and accurate subsistence expenditure related data for the food service system and messhall. Full completion and review of the data contained on this document at the end of the accounting period are required and will assist in identifying actual/potential problem areas. Form NAVMC 584 is

closely related to the use of the Food Cost Analysis as discussed in paragraph 4302.3.

b. Consolidated Food Service System. The food service operations officer will maintain a master financial status of the consolidated food service system and a financial status of each messhall within the system. The total cumulative debits on the master financial status shall equal the total value of the certificate of issues to the food service operation.

c. Individual Food Service System. The food service operations officer or the mess officer will maintain the financial status of the individual food service system. Should there be more than one messhall within the system, a -financial status will be maintained on each messhall within the system; and a master financial status will be maintained for the entire food service system.

d. Form to Use. The financial status for the consolidated system and each individual messhall will be maintained/updated daily on the form NAVMC 584 as shown in figure 4-11.

e. Special Instructions. The daily and cumulative man-days fed entered in columns 1 and 2, respectively, will be rounded off to the nearest whole figure (e.g., 100.50 becomes 101, and 98.40 becomes 98).

f. Operating at a Deficit

(1) Messhall within a Consolidated System. When a messhall is operating at a deficit, the installation commander who manages the local MPMC Project 31 funds will determine when corrective action and/or a written narrative explanation is required. A copy of this narrative explanation, if required, will be retained on file with the activity's duplicate copy of the SOAR as a supporting document. The messhall is considered to be operating at a deficit under any of the following conditions:

(a) Exceeding the BDFA.

(b) Cost of feeding is more than 5 percent below the BDFA.

(c) When in an overissue status.

(d) Exceeding the current month's authorized inventory.

(2) Food Service System (Consolidated and Individual). When a deficit is reported for any of the conditions cited above, a statement of corrective action taken will be placed in the remarks column (block 25) of the SOAR.

2. Intermess Transfer (IMT) of Subsistence Items

a. Consolidated messhall subsistence requirements will normally be received from the regular subsistence supply activity and issued per local established requisition and delivery cycles. Under certain circumstances, a transfer of subsistence items between messhalls within the consolidated system may be necessary when an immediate urgent requirement exists.

b. Accounting for IMT. IMT's will be recorded in the adjustment column (column 15) of the form NAVMC 584 for the date on which they occur. These entries will be indicated by an asterisk (*) and briefly explained on the reverse of the form NAVMC 584. The percentage of each commodity food cost (line 21) determined at the close of the accounting period (month) should only be minus the percentage reflected by the total of the adjustment column.

c. Reporting for IMT. A copy of each IMT must be forwarded to the FSO. The messhalls issuing and receiving IMT subsistence items will retain the original document and a copy of the IMT as supporting documents to form NAVMC 584 for 3 months. All such transfers will not be in the form of "temporary loans, but will be recorded as an issue" between the messhalls involved. These issues will be recorded on inventory, requisition, and issue forms NA\7MC 10815 through 10819 and 10941. Local procedures will be established to maintain an accountable record of all intermess (subsistence) transfers. It is not intended that this become a standard procedure to be used in lieu of properly determining subsistence requirements when submitting requisitions to the issuing activity.

3. Food Cost Analysis. To ensure sound financial management, each messhall should maintain a daily food cost analysis (see figure 4-12).

a. Purpose. The purpose of the food cost analysis is to provide current management data essential to a food service/ messhall operation. Use of this form is optional.

b. Related Forms. Data contained on this form is derived from or directly related to the following forms:

(1) Computation of the BDFA. This computation is on the SOAR (form NAVMC 10369-B), line 30.

(2) Requisition, delivery, and inventory receipt forms.

(3) Form NAVMC 565-1.

(4) Form NAVMC 10289.

(5) Form NAVMC 10789.

(6) Form NAVMC 10568.

(7) Form NAVMC 584.

4. Cook's Worksheet (Form NAVMC 36)

a. Purpose. Form NAVMC 36 will be used by all Marine Corps messhalls as an official plan of the day for the preparation and serving of food and to provide supervisory personnel with accurate data for proper food service management.

b. Food Control. An indicating scale will be used to ensure accuracy. Most messhalls require one scale for the galley, one for the vegetable preparation room, one for the bakery shop, and one for the subsistence storeroom. Scale, beam, indicating National Stock Number (NSN) 6670-00-254-4630, is recommended.

c. Instructions for Preparation and Use. Figure 4-13 contains a guide for the preparation and use of form NAVMC 36.

5. Subsistence Issue Receipt

a. Purpose. The form NAVMC 10568 provides positive internal control for subsistence items in a uniform manner. This document, along with the Stock Record and Inventory Control Card (form NAVMC 708), will reflect the status of all subsistence items from the time they are received until issued for preparation. Issues will be made on a first-in, first-out basis unless the date of pack dictates otherwise.

b. Instructions for Preparation and Use. This form will be used to record issues of subsistence items from storage facilities to the authorized food service personnel. Figure 4-14 is an example of this form. All entries will be made in blue/black ink only. Specific instructions are as follows:

(1) Messhall Number. Enter the number or name of the messhall from which the subsistence supplies are issued.

(2) Section. Enter the section of the messhall storage facilities from which the supplies are issued; i.e., dry stores, dairy reefer, etc. A separate form will be used for each section.

(3) Date. Enter the date the supplies were issued.

(4) Item. Enter the nomenclature of the item as listed on form NAVMC 708.

(5) Unit Size. Enter the unit size that was issued; i.e., lb, number 10 cn, gal, jr, etc.

(6) Meals. Enter in the appropriate column the number of units issued for the breakfast, lunch, or dinner meal; and the person to whom the supplies were issued will initial the applicable column.

(7) Quantity Returned. Enter the number of units returned to the storage facility.

(8) Received By. The person to whom the supplies were returned will initial this column. Normally, this will be the storeroom keeper.

(9) Total Quantity Issued for Day. This represents the number issued for breakfast, lunch, and dinner meals, less the quantity returned. This column will be completed by storeroom personnel, not the 708 card clerk.

(10) Unit Cost. Enter the unit cost of the item.

(11) Total Cost. This represents the total quantity issued for the day times the unit cost.

(12) Certification of Issues. At the end of each day, the person in charge of the preparation of the form NAVMC 708 will fill in "total quantity issued for the day" column and certify that the issues for the day are correct. All unused spaces will be lined out with a diagonal line and initialed by the person in charge of the storeroom.

6. Form NAVMC 708. A separate form NAVMC 708 will be maintained for each subsistence item on hand in all messhall storage facilities. These cards will be kept in a place other than the subsistence storage facilities and will be maintained by a person certifying the form NAVMC 10568.

a. Figure 4-15 contains a guide for the preparation and use of this card. Columns and spaces not mentioned in the following instructions are not considered necessary, but may be used if desired.

(1) Date. Enter the date of entry or posting date shown on the form NAVMC 10568, as applicable.

(2) Document Number. Enter the document number, if assigned. If a specific document number has not been assigned, the date of the supporting voucher that justified the entry will be used.

(3) Type of Transaction. Enter the type of transaction; i.e., inventory, issues, receipts, surveys, etc.

(4) Quantity Increase. Enter the total receipts, returns, etc.

(5) Quantity Decrease. Enter the total issues, IMT's, etc.

(6) Cumulative Recurring Demands. Use this column to record usage data/history between deliveries. This column should not be added to the amount available for issue or accountable balance.

(7) Available for Issue. Enter only the quantity on hand and usable.

(8) Accountable Balance. Enter the total accountable for. The quantity survey and inventory adjustments will be included in the accountable balance until the survey or inventory adjustments have been approved.

(9) Unit Pack. Enter the number of units per case, bag, etc.

(10) Unit Price. Using a pencil, enter the unit of issue price.

(11) Stock Number. Enter the NSN assigned to the item in the Federal Supply Catalog (FSC) Stock List, FSC Group 89.

(12) Item Name. Enter the item description (e.g., potatoes, white, fresh, catsup, tomato, etc.).

(13) Unit. Enter the unit of issue for the item as shown in the FSC Stock List, FSC Group 89.

(14) Entries. Entries on form NAVMC 708 will be made in black ink except for inventories and inventory adjustments which will be made in red ink, and price entries may be made in pencil to facilitate monthly updates. Errors will be lined through and initialed. The purpose of form NAVMC 708 and its supporting documents is to provide positive internal control for all subs is-tence items in a uniform manner. Quantitative changes as a result of inventory or item losses or gains for nonexpendable

items will be accomplished by the use of correspondence clearly stating the reason for the adjustment. All adjustment documents will be approved by either the mess officer or the commanding officer having operational control of the messhall(s), depending on the conditions outlined in this Manual. Authorized adjustment letters are not required for changes in price, item name, or stock number on stock record cards. On the first day of each month, the Stock Record and Inventory Control Cards will be updated to reflect the price authorized for the month as listed in the FSC Price List, C8900-PL, or local purchase price, if authorized to purchase the item locally.

7. Inventory Requisition and Issue Forms

a. The inventory maintained on the form NAVMC 708 by each messhall is the daily running inventory. This inventory will reflect the stock status of all subsistence items from the time they are received by the messhall until they are issued to the authorized food service personnel for preparation. On the last - day of the month, after the final meal, or the last day of the accounting period if the messhall is closing prior to the last day of the month, the mess officer and mess manager will inventory all subsistence items on hand in the messhall. A record of this inventory will be prepared on the inventory requisition issue forms, forms NAVMC 10815 through 10819, and 10941 or mechanized form. The inventory will be extended and total value of all items on hand arrived at by using the prices listed in that month’s FSC Price List, C8900-PL or local purchase price, if authorized to purchase the item locally. The signed original copy will be submitted to the food service operations officer, with one copy being retained by the messhall officer for record purposes. This record will be used as supporting documents to the SOAR.

b. Any complete physical inventories taken prior to the end of the accounting period will be handled in the same manner as the end of the month inventory or closure of the messhall.

8. Certificate of Messhall Information

a. A certificate of messhall information will be prepared and submitted once a year to the CMC (LFS-4) with the September SOAR (see figure 4-16).

b. Personnel Assigned. The number of OccFld 33 personnel and food service attendants reported will be the actual number of such personnel assigned as of the date of the certificate.

c. Average Daily Man-Days. The number of man-days fed reported will be the average daily man-days fed for the appropriate 3-month period and should be consistent with the figures reported on the form NAVMC 565-1.

9. Cook's Produce Requirement Sheet

a. Description and Purpose. The Cook's Produce Requirement Sheet (form NAVMC 10615) (see figure 4-17) is an optional form used by messhalls as a working document to ensure timely preparation from the vegetable preparation room to the galley. It is designed to aid the cook in requesting advance ingredient preparation from the vegetable preparation room. The installation commander who manages local MPMC Project 31 funds will determine the requirement for preparing this form.

b. Instructions for Preparation and Use. The following instructions pertain to the preparation of form NAVMC 10615:

(1) Messhall Number. Enter the messhall number.

(2) Date. Enter the date on which the items are to be used. This will be in agreement with form NAVMC 36 for the day.

(3) Requester's Signature. The individual requesting the item is required to sign and indicate grade here. This will normally be the chief cook.

(4) Item. List of food item(s) required.

(5) Meal. The requester places a checkmark in the appropriate column to indicate in which meal the item will be used.

(6) Edible Quantity Required. Enter the amount of edible food required. This entry can be listed as pounds or portions.

(7) Time of Usage. Enter the time desired for the items to be ready.

(8) Special Instructions. Enter any pertinent instructions required for preparation of requested items, such as size, method, shape, recipe number, etc.

(9) Received By (Initials. The specialist/baker who receives the product will initial in this space. This is normally the one preparing the product in which the requested items will be used.

10. Product Conversion Sheet

a. Description and Purpose. The Product Conversion Sheet (form NAVMC 10616) (see figure 4-18) is an optional form used in conjunction with the Armed Forces Recipe Service and form NAVMC 36 to make the necessary adjustments to the recipe to prepare the quantity of the product required. It is prepared in advance by

the individual assigned to prepare the recipe item and will be accompanied by the applicable Armed Forces Recipe Service card during recipe preparation. The installation commander who manages the local MPMC Project 31 funds will determine the requirement for preparing this form.

b. Instruction for Preparation and Use. The following instructions pertain to the preparation of the product conversion sheet:

(1) Product. Enter the name of the product being prepared as shown on the recipe card and the form NAVMC 36.

(2) Recipe Number. Enter the recipe number for preparation of the product. This should be the same as the number on the recipe card and the form NAVMC 36.

(3) Batch Yield. Enter portion or the amount the batch will yield. The yield will usually be restricted to mixing bowl/container size, etc.

(4) Number of Batches Required. Enter the total portions or batches required. This must be determined by count, weight, or measurement of the finished product. If this entry is different than the required recipe yield (recipe card/form NAVMC 36) so advise the chief food service specialist and/or mess manager.

(5) Each Portion. Enter the size of each portion.

(6) Ingredients. Self-explanatory.

(7) Quantity Per 100 Portions. Enter the total quantity required to produce 100 portions (batch) of the product.

(8) Total Quantity. The quantity per 100 portions multiplied by the conversion factor will give the total quantity.

(9) Conversion Factor. Enter the conversion factor (see the conversion chart of back of the form) used to convert this recipe to produce one batch.

(10) Method. Enter the method used as shown on the recipe card or any deviation required. Deviations must be explained in the Remarks column.

(11) Remarks. Enter anything of significance that pertains to the preparation of the product. Additionally, any increase or decrease of portions to prepare as written on the form NAVMC 36 will be explained and the total quantity used recorded in this space.

(12) Prepared By. Enter the grade and name of the person or persons preparing this item.

c. Conversion Key. The conversion key to be used in the preparation of the Product Conversion Sheet form NAVMC 10616 is on the back of the form.

11. Man-Day Fed Report (Form NAVMC 565-1)

a. Information. The form NAVMC 565-1 provides the appropriated fund messhall the means to report man-days fed. Data entered on this document will form the basis of reimbursements to the Marine Corps for types of personnel other than Marine Corps regulars, and assists in the computation of absentee rates for messhalls and food service systems. Data entered on this form is used to support the Marine Corps subsistence (Project 31) budget which is submitted annually to the Congress of the United States.

b. Daily Report. Unit commanders having operational control over a messhall will prepare, in duplicate, the form NAVMC 565-1 as shown in figure 4-19. Information required for completion of this report is derived from and must be completely supported by the data contained on the form NAVMC 10789 and the form NAVMC 10298 for the date covered by the report. Total meals for each category recorded at the bottom of the form will be converted to man-days, using the man-day conversion percentages provided in figure 4-1.

The total man-days will be entered in the corresponding block at the bottom of this form (carry all man-day entries for each category of meals two decimal places). The total man-days will also be shown rounded to the nearest full man-day as shown in this example (example: 3470.60 to 3471).

c. Monthly Consolidated Report. The FSO will compile a monthly form NAVMC 565-1 for submission with the monthly SOAR (forms NAVMC 10369-A and -B). The monthly consolidated form NAVMC 565-1 reflects total meals served in the messhall (garrison and/or field) converted to man-days.

d. All personnel paying cash for meals will be recorded on the cash meal payment line of the form NAVMC 565-1. The meals recorded on this line must agree with those recorded on the NAVCOMPT 2277.

e. Distribution of the Completed Form NAVMC 565-1

(1) Daily Form NAVMC 565-1. The signed original of the daily form NAVMC 565-1 will be forwarded to the installation's FSO for consolidation. Total man-day fed credit reported on the

daily form NAVMC 565-1 will be entered on form NAVMC 584 and the Food Cost Analysis (optional).

(2) Monthly Consolidated Form NAVMC 565-1. The monthly consolidated form NAVMC 565-1 will be used to formulate the SOAR.

f. The matrix contained in figure 4-7 can be referred to for an explanation of all entries on the form NAVMC 565-1. This matrix includes instructions regarding personnel on a common service basis and cross service basis, indicates appropriate procedures used to effect reimbursement, and reflects responsibility (headquarters or installation level) for initiating such reimbursement procedures.

12. Certificates of Issue

a. General. A certificate of issue (manual or computerized) is the only authorized means for reporting subsistence issued from the supporting activity to the supported food service system or field operation as appropriate. Individual subsistence item issue/delivery receipts are not acceptable as a replacement for the certificate of issue.

b. Preparation of the Certificate of Issue

(1) The aggregate value of all subsistence supplies issued to the food service system during the accounting period will be determined and such value will be entered on a certificate of issue. This certificate will be prepared by the activity issuing the subsistence supplies to the food service operations officer, using one of the following formats:

(a) Plain mechanized form, when data processing facilities are available. The items will be arranged as in the FSC Stock List; i.e., alphabetical sequence within each FSC showing NSN and unit of issue.

(b) Inventory, requisition, and issue forms NAVMC 10815 through 10819 and 10941.

(2) Authorized Items. The only subsistence items authorized for use in Marine Corps messhalls are those contained in the FSC Stock List, C8900-SL. Specific approval must be obtained from the CMC (LFS-4) before procuring subsistence items not therein.

(3) Authorized Prices

(a) Subsistence supplies will be issued to the food service system at the current prices listed in the FSC Price

List, C8900-PL, or at the current commercial contract price when decontrolled. These prices will be used when preparing the certificate of issue. Under the following circumstances, the actual prices paid for the subsistence items will be shown on the certificate of issue in lieu of the authorized price:

1 Decontrolled Items. Items coded as "L" in the FSC Stock List (C8900-SL) are decontrolled items. The actual price paid will be shown on the certificate of issue for all "L" coded items.

2 Local procurement of semiperishable items due to "NIS" status when the unit of issue or size is not the same as shown in the FSC Stock List (C8900-SL) for the like item. An example of this would be:

Authorized price-for milk, nonfat, dry 5-lb can: $5.34

Purchase price for milk, nonfat, dry 5-lb bag: $5.70

Certificate of issue will show $5.70 as the Unit Price.

(b) Circumstances occasionally necessitate a need for supplies to be procured after the supply point (other than the Direct Service Support Center (DSSC); i.e., Army and Navy) has terminated business for their accountable month. When this situation occurs, supplies are procured at the following month’s prices but will be issued to the messhall at the current month’s (month in which purchased) authorized price. For example:

Supply cut-off date: 26 June

Authorized price for catsup for June: $.44

Authorized price for catsup for July: $.50

The purchase price after 26 June will reflect the July price ($.50). The issue price on the certificate of issue will reflect the June price ($.44) (accountable month).

(4) Stock Number. NSN’s will be assigned to all subsistence items per the FSC Stock List, C8900-SL. Local stock numbers (LSN) will be assigned per the current edition of MCO 4410.9. Local purchase items due to NIS status will be so annotated with an asterisk (*) on the certificate of issue.

c. Test Items. The certificate of issue will reflect the actual cost of the test item. Credits for the cost differential

between the test item and the standard items will be reflected on line 15c of form NAVMC 10369-A. The additional cost of the test item, if applicable, will not be reflected in the cost to feed for the food service operation as the difference is deducted from the consumed figure on line 13 of form NAVMC 10369-A.

d. Certification and Retention. The signed original of the certificate of issue will constitute supporting documents to the SOAR. The monthly value thereof will be entered as a credit on line 3a of part 1 of form NAVMC 10369-A.

13. Certificate of Turn-In

a. General. Items which cannot be used during a field exercise but which are in usable condition should be returned to the source of supply for credit. Items not in acceptable condition (broken cases) will be transferred to the nearest Marine Corps activity or the messhall that normally subsists the unit. These items will be on a nonreimbursable basis and will be taken up on the messhall's inventory. Separate form NAVMC 708 cards will be prepared for these items.

b. Inspection. Prior to returning any food items to the supply system, a veterinarian inspection will be conducted for spoilage factors and defects. Boxed and bagged items will be inspected carefully for infestation by rodents and insects. Canned products will be checked for pinholing and for rusted, dented, and swollen cans. Special attention will be given to a date of pack older than the immediate preceding year. Only those items that pass the visual inspection will be turned in to the supply system.

c. Survey. Any food item that fails to pass the visual inspection will be surveyed and disposed of per prescribed survey procedures as outlined in chapter 11 of this Manual.

d. Documentation

(1) Subsistence items turned in to the source of supply for credit will be recorded on an appropriate form specified for issue and/or turn in of subsistence supplies. This procedure is applicable when the Marine Corps returns subsistence items to another military service for credit.

(2) The subsistence inventory, requisition, and issues forms (forms NAVMC 10815 through 10941) will be used to transfer subsistence items to other Marine Corps activities or messhalls on a nonreimbursable basis.

(3) All items turned-in at the completion of an exercise will be shown on line 10 of form NAVMC 10369-A. This rule applies to both credit basis and nonreimbursable basis turn-ins.

(4) A breakdown of the entry recorded on line 10 of form NAVMC 10369-A will be depicted in the Remarks block (line 25) to show total dollar value of those items turned in for credit and total dollar value of those items transferred on a nonreimbursable basis. The identity of the Marine Corps activity to which the items were transferred will be included in the breakdown annotated on line 25 (Remarks) of form NAVMC 10369-A

14. Subsistence Requisition Forms

a. DD Form 1348. DoD single line item requisition system document (manual) will be used by those requisitioners who lack machine capability for processing.

b. DD Form 1348M. DoD single line item requisition system document (mechanical) will be used by those requisitioners who have machine capability.

c. Subsistence Inventory, Requisition, and Issue Forms. These forms will be used by Marine Corps food service systems (individual and consolidated) to requisition food items from the subsistence supply activity:

(1) Semiperishables--forms NAVMC 10815-1 through 10815-11.

(2) Perishables and Meats--forms NAVMC 10816-1 and -2.

(3) Produce--form NAVMC 10817.

(4) Dairy Foods and Eggs--form NAVMC 10818.

(5) Bakery--form NAVMC 10819.

(6) Miscellaneous Refrigerated--form NAVMC 10941-1.

(7) Miscellaneous Frozen--form NAVMC 10941-2.

d. Military Standard Requisitioning Issue Program (MILSTRIP) Requisition. Use naval message format.

4303. ENERGY CONSERVATION

1. Commanders at all levels have the responsibility for initiating the energy conservation program throughout their command. The installation commander will oversee and monitor energy conservation programs. To ensure that energy is conserved consistent with the mission, readiness, health, and safety

requirements of the command, a food service energy conservation program will be implemented at each operational messhall.

2. Commanders will provide the resources (program and guidance) and training. FSO's will be responsible for implementing the program and reducing the energy consumption of the food service operation.

3. Commanders may use the local installation energy plan with specific guidance for the food service operation as contained in NAVMC 2733 (Energy Conservation in Messhalls).

CHAPTER 4

FOOD SERVICE OPERATIONAL AND REPORTING SYSTEMS

SECTION 4: STOCK CONTROL

4400. INVENTORY LEVELS AND SOURCE OF SUPPLY

1. Replenishment of Subsistence. Installations will maintain sufficient stock levels of subsistence to support the food service system and be responsive to the installation's master menu. Determination of those stock levels and replenishment of subsistence supplies will be a coordinated effort between the activity's FSO and supply officer.

2. Authorized Inventory Levels

a. DSSC Activities. The authorized maximum level of supply for subsistence items is contained in MCO P4400.151, Intermediate Level Supply Management Policy Manual.

b. Messhall Inventory Levels. The total monetary value of subsistence items, both perishable and semiperishable, maintained in the messhall shall not exceed 20 percent of the maximum allowable monetary credits to the food service system for the month for which the SOAR is being submitted.

(1) Forced Issue of "B" Rations. The messhall inventory may be exceeded by the total monetary value of forced issue "B" ration components on hand at the time of inventory. The monetary value for the components on hand will be annotated in the remarks column of the SOAR (form NAVMC 10369-A).

(2) Waiver to Maximize Messhall Inventory. Unusual circumstances which necessitate the exception to the maximum inventory level must be approved by the CMC (LFS-4). Requests must be fully justified on the basis of necessity.

c. Subsistence Account, MPMC, Project 31 Funds. The authorized maximum levels of supply for subsistence items are as follows:

(1) Semiperishables. Thirty-day operating level plus 30-day safety level. The total monetary value of semiperishable items will not exceed twice the monetary value of semiperishable items (to include the value of sales and transfers to authorized activities) for the previous month. However, those activities on a bimonthly requisitioning cycle are authorized a 60-day operating level and a 30-day safety level, with a corresponding increase in monetary value.

(2) Perishables. A 30-day maximum. The total monetary value of perishable items will not exceed the monetary value of perishable issues (to include the value of sales and transfers to authorized activities) for the previous month.

(3) Restriction. Inventories shown in paragraphs 4400.2c(1) and (2) are not authorized when an activity is serviced by a DSSC activity or when issues are made directly to the messhall from the source of supply.

d. Subsistence Inventory Tolerance Level. If total losses and gains to the messhall subsistence inventory equals 1 percent or less of stores consumed (previous ending inventory plus supplies received during month minus survey, sales, turn-ins, and current ending inventory), the mess officer (responsible officer) may approve adjustments to form NAVMC 708 cards/inventory if the following criteria are satisfied:

(1) That total adjustment is not for single line item.

(2) When conditions of a preadjustment research are satisfied that adjustments were not caused by individual negligence or abuse.

(3) Losses and/or gains do not exceed $1,000.

Although the signature of the mess officer/responsible officer on the adjustment document/letter represents approval for inventory adjustments, every effort must be made to determine and eliminate causes of variance. Adjustments not meeting the criteria above will be forwarded to the commanding officer for appropriate action.

3. Source of Subsistence Supply

a. Information. Authorized subsistence supplies will be obtained from the Defense Personnel Support Center (DPSC), Naval Supply Center, DSSC activities, or retail supply activities of other military services. These sources of supply are expected to stock a complete range and level of subsistence support for standard stock items contained in the FSC Stock List (FSC C8900-SL). Frequent substitutions or NIS status will be reported to the CMC (LFS-4).

b. U.S. Marine Corps Sources. Subsistence supplies required by Marine Corps messhalls will normally be obtained from DSSC activities. Requisitions will be submitted per Marine Corps directives.

c. Other Military Sources. When Marine Corps installations or units procure subsistence directly from the Navy, Army, or Air Force, the installation/unit commander will establish an

Interservice Support Agreement (15A) between the Marine Corps and the supporting activity. Subsistence supplies obtained from other than Marine Corps sources will be accounted for per the procedures outlined in this Manual where applicable. The only exceptions authorized will be those-which are specified or required in the support agreement or by the supporting activity.

d. Commercial Sources (Local Procurements. Marine Corps installations normally will not purchase authorized controlled food items contained in FSC C8900-SL from commercial sources for messhall use. When authorized, semiperishable subsistence which cannot be obtained through regular established supply sources (listed in paragraph 4400.3, preceding) may be acquired from commercial sources. When authorized, commercial sources must be listed in the "Directory of Sanitarily Approved Food Establishments for Armed Forces Procurement." Subject to such limitations as may be prescribed by the installation commander, commands are authorized to obtain required semiperishable supplies by purchase in the open market when all of the following conditions exist:

(1) There is an immediate and urgent requirement for authorized subsistence supplies and a menu change cannot be accomplished.

(2) An appropriate substitute is not available at the local subsistence supply activity.

(3) Time is of the essence and scheduled operations will not permit procurement through an alternate source of supply.

e. Local Procurement Procedures. Subsistence items authorized for messhalls use will be procured per federal and military or commercial specifications. The FSC, FSC Group 89, Subsistence, provides descriptions and procurement data. Local purchases of food items by Marine Corps activities are limited to semiperishables as stated in paragraph 4400.3d, preceding. A request must be forwarded to the CMC (LFS-4) with complete justification for the local procurement of "controlled" items on a continuing basis and for any local procurement of perishables.

4. Procurement Restrictions

a. General Information. Salespeople or other representatives of food suppliers will not be encouraged to visit the food service office or messhall to sell or promote their products. Marine Corps messhalls will not participate in advertising programs for any commercial products which could assist in promoting sales on any brand name products. Sample products will not be accepted or used in the messhall, except upon approval of the CMC (LFS-4). Procurement will be made only from

the authorized sources of supply contained in paragraph 4400.3, preceding. Salespeople interested in having food products authorized for use should be instructed to write directly to the Chairman, Armed Forces Product Evaluation Committee, Department of Defense Food Planning Board, Building P-12400, Fort Lee, VA 23801-6020.

b. Propriety Items. Propriety (brand name) items, or other items on which competition is restricted, will not be procured.

5. Beverages

a. Bulk Milk. Bulk milk will be used in messhalls except for special types of feeding, such as hospital (dispensary) meals, field feeding, flight feeding, or when specifically authorized by the CMC (LFS-4). Bulk milk is defined as fresh whole milk, 2 percent lowfat milk, or chocolate milk/chocolate dairy drink packaged in containers of 1 gallon and larger.

b. Milk In Individual Single Service Containers. An individual single service container is authorized for special feeding situations as listed in paragraph 4400.5a, preceding. Fresh skim milk, buttermilk, and lowfat milk in individual containers are authorized for use in messhalls as part of the weight control program.

c. Liquid Beverage Bases. Authorized liquid beverage bases (syrup) are listed in the 8940 and 8960 classes of the FSC, Group 89, Subsistence, and will be obtained through normal sources of supply. At a minimum, at least one dispenser per beverage area should contain a diet carbonated beverage selection for weight conscious personnel.

6. Procurement of Non-Food Items. Non-food items (i.e., napkins, paper products, charcoal and charcoal lighter, ice, etc.) will be procured with the command’s operation and maintenance (O&M) funds. Procurement of these items with the subsistence appropriation (MPMC Project 31) is not authorized.

4401. REQUISITIONING AND ISSUING REQUIREMENTS

1. Authorized Subsistence Items. Only those food items listed in the FSC Stock List, FSC Group 89, Subsistence (C8900-SL), are authorized for use in messhalls. Authorized items will be obtained from normal sources of supply.

2. Requisitioning Requirements

a. Subsistence Estimates. Subsistence requirements will be based on the estimated number of persons to be served each meal to include cash sales. In determining requirements,

consideration must be given to inventory on hand, items on requisition, holidays, leave/liberty policy, day of the week, time of the month, and messhall account status. Even though the monetary or meal over or under expenditure of the account must be considered, the most important factor is ensuring that the diners are adequately subsisted.

b. Requisition Forms. The forms used for ordering food items is dependent upon the nature of the item and the source of supply. The forms used are contained in paragraph 4302.14, preceding.

c. Applicable requisition documents will be used as required by supply support activities other than Marine Corps (Army, Navy, Air Force, etc.).

3. Issuing Requirements

a. Issue Within Monetary Credits. Subsistence supplies will be issued to the messhall within the value of, but not exceeding, the total monetary credits accruing to the messhall during any one accounting period.

b. Safekeeping of Subsistence Supplies. The safekeeping of subsistence supplies which have been issued to the messhall is the responsibility of the commanding officer who is responsible for the operational control of the messhall.

c. Unit Prices. Subsistence supplies will be issued to the food service system at the current price listed in the FSC Price List, C8900-PL, and at current commercial contract prices when decontrolled.

d. Certificate of Price Adjustments. A list of items constituting price adjustments reflected in part 1, on lines 3c through 3f of the SOAR (form NAVMC 10369-A) will be retained. The certificate will reflect both gains and losses.

4. Financial Reporting

a. To provide the most complete financial report possible for procurement of subsistence under the MPMC appropriation, all monthly subsistence requirements will be submitted to DSSC within their established timeframe. This data is necessary for DSSC to meet monthly certificate of issue close out for submission to accounting office for preparation of Status of Fund Authorization (NAVCOMPT Form 2025).

b. Briefly stated, the official subsistence accounting document for fiscal purposes is NAVCOMPT Form 2025. Accordingly, it is imperative that local procedures be established to ensure NAVCOMPT Form 2025 includes all subsistence supplies received in

the messhall during the accountable calendar month for which the NAVCOMPT Form 2025 is prepared. To achieve this objective, local vendor and subsistence warehouse deliveries to the messhall may require modification to reflect cut-off dates prior to the end of the month.

5. Rotation of "B" Rations

a. The DPSC, Philadelphia, Pennsylvania, is responsible for the central inventory management, stock control, financial management, and procurement of all "B" ration items whether intended for prepositioned war reserve (PWR) stocks, garrison, or field use. Insufficient consumption of quantities earmarked for Marine Corps PWR will result in a reduced stockage quantity and could require forced utilization as the shelf life declines.

b. Marine Corps bases and stations using MPMC Project 31 SIK funds will incorporate "B" ration subsistence items into their local master menus not less frequently than twice per month or as directed by the CMC (LFS-4). A list of "B" ration subsistence items to be requisitioned will be periodically provided by the CMC (LFS-4) by message.

c. All local and deployed units participating in field exercises will use "B" rations whenever possible to assist in the rotation cycle. The current edition of MCO P10110.25 provides appropriate field menus. When complete "B" ration components are to be used for an exercise, a separate and higher BDFA will be authorized upon request to the force commander.

d. Field feeding during training exercises should ideally consist of two hot "B" ration meals without substitute items (except fresh bread, fresh hardy fruits, produce (lettuce and tomatoes), ultra high temperature (UHT) milk, and a 50/50 ratio of dry eggs to fresh) and one Meal, Ready-to-Eat (MRE) (see paragraph 4502 for a discussion of enhancements to packaged operational rations). This approximates realistic combat conditions and assists with training and "B" ration rotation.

e. Part I, line 3a of the SOAR (form NAVMC 10369-A) will reflect (if applicable). the cost of both "A" rations and "B" rations issued to the messhall. The total dollars spent for "B" rations will be identified separately in the remarks column.

4402. RECEIPT OF SUBSISTENCE

1. Information

a. Receipt of food items at a Marine Corps installation can be anticipated by shipment notices, delivery dates requested on

requisitions, or by other indications that deliveries will be made on specified dates. Commanders will establish local procedures for determining, as automatically as possible, when deliveries are to be coordinated with veterinarian department representatives so that appropriate inspections for quality can be accomplished. Adequate storage space will be made available prior to receipt.

b. Messhalls normally will receive all food items from the subsistence supply account except at those activities where fresh bakery and fresh dairy products are delivered directly to the messhall by commercial vendors.

2. Actual Receipts

a. Checking of Invoices. When items are delivered, they will be carefully inventoried and inspected by the mess officer, mess manager, or such other qualified and responsible person as may be designated in writing by the CO. The quantity received at the messhall will be determined by actual count or weight to ensure that it corresponds with that shown on the delivery document. Invoices or delivery documents accompanying the shipment will be signed in ink by the individual accepting the items. Receipt acknowledged will only be for the quantity actually received and inspected. Acceptance of partial shipments is authorized; however, the quantity column of the receiving document will be changed to reflect the quantity actually received. Documents will be initialed by the individual receiving and delivering subsistence.

b. Receipt from Commercial Contractors. Food items received directly from contractors will be inspected to ensure compliance with the provisions of the purchase document. Overages from contractors will not be accepted unless provided for in the con-tract. Under ordinary circumstances, deviations from the terms and conditions of the contract or purchase order are not permitted. When contractors or purchase orders call for specific grade, type, or quality of food products, only the specified items will be accepted upon delivery. Food items will not be accepted if deviations or substitutions have been made, even if offered at reduced price, unless they are urgently needed under extreme circumstances. If this occurs, a modification to the contract or purchase order is required.

CHAPTER 4

FOOD SERVICE OPERATIONAL AND REPORTING SYSTEMS

SECTION 5: SPECIAL FOOD SERVICE MANAGEMENT SITUATIONS

4500. SUPPLEMENTAL FOOD ALLOWANCE

1. Small Messhalls

a. Any messhall that maintains an actual average daily weighted ration count of less than 100 supported by auditable data is authorized a supplemental food allowance not to exceed 15 percent of the BDFA. (This supplement does not apply when using the 25 percent supplement authorized in paragraph 4500.3, following.)

b. The average daily weighted rations are computed each month from the prior 6-month period to determine if this moving average qualifies the messhall to the supplement for the next month. In the example below, the messhall qualifies for the 15 percent supplemental food allowance during the month of June.

Month	Average Daily Weighted Rations
Dec	87
Jan	96
Feb	91
Mar	98
Apr	103
May	102
TOTAL	577 Divided by 6 = 96

c. A messhall supporting a unit or units with a total authorized strength of less than 150 as verified by unit strength report, qualifies for the 15 percent supplemental food allowance.

2. Officer Candidates and Marine Recruits

a. The rigors of Marine Corps basic training requires additional KCAL/nutrient/electrolytes intake for personnel in hot climates during periods of intense physical and stressful training. Therefore, a supplemental allowance to the BDFA not to exceed 10 percent is authorized. (This supplemental allowance is

not to be used in conjunction with the 25 percent allowance authorized in paragraph 4500.3, following.) This allowance will be used to increase beverages, salad items, and fresh fruits in support of officer candidates and Marine recruits under the following conditions:

(1) During summer training period (June-August).

(2) Supplemental allowance applies only if separate mess facilities are used primarily for these personnel.

(3) Units will use only that portion of the authorized supplemental allowance that is actually needed.

3. Holiday/Marine Corps Birthday Meals. A supplemental allowance of 25 percent is authorized (when required) for the Thanksgiving and Christmas Day meals. An allowance not to exceed 25 percent is also authorized for the Marine Corps Birthday meals.

4. The additional supplemental allowance will be computed on line 30 of the SOAR, form NAVMC 10369-B, indicating the percentage used. A separate form NAVMC 565-1 will be submitted with the SOAR for each month a supplement is used. Credits will be computed on line 15c of the SOAR (form NAVMC 10359-A).

4501. SPECIAL FOOD ALLOWANCE

1. Some messhalls operate under conditions that require a special allowance if the BDFA is not practical. A special food allowance is prescribed by the CMC by components, quantity, or monetary value to support operational missions or other special feeding such as flight or field feeding.

2. Requests for additional special food allowances must be fully justified and submitted through command channels.

4502. PACKAGED OPERATIONAL RATIONS AND ENHANCEMENTS. Packaged operational rations (POR's) will not be served in messhalls unless authorized by CMC (LFS-4). The use of POR's as prepositioned reserves is addressed in paragraph 13003.

1. The principal POR used in the Marine Corps is the MRE. Each MRE meal formulation meets operational ration nutrient requirements when all meal components are consumed. Although some weight loss may be experienced with prolonged use of MRE's, the amount is within acceptable levels and results from discarding rather than consuming all components.

2. MRE's are continually being reviewed for possible improvements. MRE menu changes reflected in the 1988 date of pack (DOP) provide a more acceptable ration. Beginning with the consumption of the 1988 DOP, enhancements will not be required or authorized. While procurement by CMC (LFS-4) is during DOP year, consumption is spread over several years due to rotation of PWR stocks. In the interim, enhancements are authorized to support the MRE when MRE's are the daily sole diet. The operational commander may also authorize warming/cooling beverage enhancements when extreme weather conditions dictate.

a. The amount is limited to 8 percent per meal of the cost of the MRE.

b. Food items authorized in the FSC Group 89 stock list will be used as enhancements.

c. When enhancements are issued from the messhall, they will be signed out on requisition/issue requests, forms NAVMC 10815-1 through 10941-1.

d. MRE enhancement cost will be annotated on line 9 of form NAVMC 10369-A and subtracted from the messhall's cost to feed.

e. The special allowance will be computed in the Remarks column of the SOAR, forms NAVMC 10369-A/B, indicating total MRE cost, total cost and type of enhancements, and the applicable percentage used. Enhancement credits may not be saved/accumulated during or at the end of the exercise to provide A or B ration food items.

f. Force commanders will establish procedures to ensure the prevention of waste, fraud, and abuse of subsistence enhancements issued for field exercises.

g. MPMC budget submissions (field allotments and operating targets (OPTARS)) will reflect estimated costs in their requirements.

4503. DISASTER OR EMERGENCY FEEDING. Subsistence support for state and local governments for disaster or emergency conditions is accounted for per the NAVCOMPT Manual, volume 3, chapter 5, section VII. Subsistence support for military/civilian personnel and their dependents aboard a military installation during disaster/emergencies will be accounted for as shown in paragraph 4503.1 through 8 as follows.

1. Authorization. In a disaster/emergency situation, the installation commander has an inherent authority to take

appropriate action to secure the health and safety of military/civilian personnel and their dependents and other persons located on base.

2. Notification. In disasters/emergencies, the installation commander may determine that it is not reasonable, practicable, or feasible to collect subsistence cost from individuals involved in the situation. In such cases, the installation commander may request from the Navy Comptroller via the CMC (LFS-4) waiver of charges to the individual(s).

3. Recording. Forms NAVMC 10789 and NAVMC 10298 will be used to record signatures and collect cash.

4. Cash Collections. Cash collections will be made from persons required to pay for meals. When it is determined that it is not reasonable or practicable to collect from those individuals involved, those persons unable to pay for meals will sign a separate form NAVMC 10789 as receiving a meal without charge.

5. Certification. If it is not feasible to obtain signatures, the FSO certifies the number of meals furnished. Credit is taken for all meals served. Man-days fed are reported in the monthly SOAR per this Manual.

6. Limitation. The issue of subsistence items to civil authorities or individuals for disasters or emergencies are limited to the employment of those items not immediately required in the execution of the primary military mission. Normally, military resources will be committed only when civilian resources are inadequate to cope with the disaster/emergency and then only in the minimum quantities required by the situation.

7. Funding and Reimbursement. Disaster or emergency relief participation is an unprogrammed requirement for the military services for which no funds are allocated. Such operations are undertaken on the basis that those costs which are in addition to the normal operating expenses will be reimbursed by the agencies outside the DoD or the individual(s) themselves. The cost of unreimbursed emergency provisions cannot be charged to the MPMC appropriation which only finances SIK feeding of enlisted personnel and allowances for subsistence paid to officer and enlisted personnel. Therefore, these costs should be charged to or absorbed by the activities O&MMC operating budget.

8. Relief from Accounting. The commander with financial responsibility for the subsistence items used in disaster or emergency relief will decide the most practical method for the accounting of personnel fed and sale of meals. Within the capabilities of the resources available, and depending on the situation, normal accounting procedures for the sale/issue of meals should be used.

4504. RECREATIONAL EVENTS

1. The use of government subsistence and/or the facility and its staff to support unit picnics or parties is not authorized. Official unit recreational events such as military field meets, Family Day, Open House, and Military Appreciation Day may be supported by serving a meal and is authorized only when:

a. Approval is granted by the installation commander. This authority may be delegated to commanding officers with operational control of messhalls.

b. The meal replaces the normal lunch or dinner meal. The menu should equal the BDFA value of the meal for which it is being served. Subsistence is procured from an authorized source.

c. The messhall is provided all essential data such as date, time, location, subsistence support required, and a breakout by category of personnel to be supported (to include officers, enlisted personnel, and guests).

d. Signature headcount procedures are established and followed to include the collection of applicable food cost(s) and surcharge(s). Only military personnel attending military field meets are surcharge exempt.

2. Unauthorized diversion or misuse of Government subsistence, supplies, and facilities through failure to maintain essential data and/or accurately document the headcount and/or cash collection is considered mismanagement, and must be investigated under the provisions of chapter 11 of this Manual to determine the value and pecuniary liability. When there is a difference in excess of 10 percent of the meals requested on the unit support request and the actual headcount as reflected on the headcount forms, a report of survey will be accomplished according to chapter 11 of this Manual.

4505. SPECIAL HOLIDAYS. On the Marine Corps Birthday, Thanksgiving Day, Christmas Day, and New Year’s Day, the installation commander may authorize the sale of holiday meals to bona fide guests of personnel authorized to subsist in the messhall. Officers and their dependents may be authorized to eat the holiday meal in the messhall on these days at the discretion of the installation commander. Personnel not authorized to subsist at government expense will be charged the applicable meal prices (including surcharge, if applicable). Holiday meal rates will only apply to the Thanksgiving Day and Christmas Day meal.

4506. BAG LUNCHES (NONFLIGHT). Bag lunches are authorized for issue to personnel when the nature of their official duties prevent them from returning to the messhall for a regular meal.

1. Issue Policy. When bag lunches are used, they will be accounted for as regular messhall meals. They are not to be served in addition to a regular meal. Every effort should be taken to arrange schedules or workload so that personnel can partake of a hot meal at the messhall.

2. Accountability. Any entries made on the form NAVMC 10298 which are for more than one individual will be supported by names recorded by letter or on lined tablet and appended to the document. Block signatures on the form NAVMC 10789 will be supported by name, SSN, and unit/command.

4507. SALE OF PREPARED SUBSISTENCE ITEMS FOR OFFICIAL COMMAND FUNCTIONS

1. Policy. Prepared subsistence items such as pastries, beverages, and condiments may be sold from the messhall to support command functions on a reimbursable basis; for example, change of command, retirement ceremonies, Marine Corps Birthdays, etc. The sale of such items will be at the raw ingredient cost, will not require additional resources (manpower or funds) or adversely affect the operation of the messhall, and will be sold only when no other source is available to the command. These items will not be purchased and paid for with appropriated funds. Payment will be in the form of cash or checks only.

2. Authority. The installation commander will approve, in writing, requests for the sale of prepared subsistence items prior to the date of consumption. Judicious use of this authority must be exercised to ensure the primary purpose of the messhall is not jeopardized.

4508. COFFEE MESSES. Subsistence items purchased with appropriated funds may not be used in support of of fee messes and beverage stations.

4509. BEVERAGES FOR SECURITY GUARDS

1. Beverages are authorized to be issued without cost only to those security guards actually performing sentry duty in an outdoor environment, who are exposed to the elements for an extended period of time. Because varying conditions preclude a precise

definition of the term "extended period", the installation commander must make sure that this authority is not abused. Military police assigned to law enforcement or indoor supervisory functions are not included. The FSO is required to periodically review the amounts of beverages issued to security guards and to advise the installation commander of apparent abuses.

2. Beverage support of guard personnel will not jeopardize the financial operation of the unit’s messhall.

3. The beverage to support security guards will be from leftovers from regular meals of the unit’s messhall. The taking of ration credits is not authorized.

4510. TWO MEAL CONCEPT. Under this concept, breakfast/brunch or dinner/brunch may be served on Saturday and Sunday as well as the special holidays defined in paragraph 4505, preceding (see figure 4-1).

4511. CATERED MEALS

1. Commercially prepared (catered) meals are procured only when food service personnel or equipment are not authorized or available and support cannot be obtained from another Marine Corps unit with a food service capability. All requests to purchase catered meals must be approved by the CMC (LFS-4) or the force commander in writing before obligating funds. See paragraph 13004 of this Manual for host nation catered meals.

2. If there are no food service personnel assigned to the unit, the unit commander or designated individual must prepare and maintain necessary documents listed in the following paragraphs. He must also ensure that a cashier is appointed to collect cash for the sale of meals and to safeguard monies until turned over to disbursing.

3. The MPMC appropriation will pay subsistence costs to the contractor for catered meals for the unit receiving support. Individual payment will be effected through officer payroll checkage and enlisted commuted ration stoppage outlined in chapter 15 of this Manual. Personnel will complete the form NAVMC 10789.

4. Personnel included in the supported unit who are authorized to pay cash for meals will pay the cost of the catered meal and sign the form NAVMC 10298. Surcharges do not apply for catered meals. Funds will be turned-in to disbursing on NAVCOMPT Form 2277.

5. A form NAVMC 565-1 will be prepared for all personnel provided catered meals. If applicable, include other service personnel, by category, who were provided meals under the commercial contract. The form NAVMC 565-1 and NAVCOMPT Form 2277 will be sent to the CMC (LFS-4) or force commander.

4512. FLIGHT FEEDING PROGRAM

1. Flight Meals

a. Purpose. To establish a uniform flight feeding program which will standardize procedures to ensure that the highest quality of food service is maintained and that flight meals are uniformly made available to crewmembers and authorized passengers; satisfy flight mission requirements; standardize food allowances for each specialized type of flight meal; and ensure the development of menu patterns and menus which will reflect crewmember and passenger preferences within cost, nutritional, and availability constraints.

b. Entitlement. Flight meals will be prepared and served aboard military aircraft to crewmembers and authorized military and civilian passengers who are authorized SIK or whose meals are furnished on a reimbursable basis.

c. Flight Menus. Flight feeding menu patterns and sample menus are contained in the current edition of MCO P10110.17. The patterns represent the minimum standards for meals served to authorized aircrew members and passengers. Deviation from these minimum standards is authorized only when the capability of the crew and/or food service equipment aboard the aircraft prohibits serving the menu pattern. The sample menus are not intended to restrict the flexibility in the improvement of menus above the aforementioned standards.

2. Types of Flight Meals. The following types of flight meals (depending on the duration of the flight, mission, and food preparation equipment aboard) are authorized for use in the Marine Corps:

a. Sandwich Meal. This meal, used for breakfast, lunch, or dinner, provides a variety of food items in addition to sandwiches. It requires no installed aircraft equipment, except a hot cup for heating soups. It must be consumed within a limited time (usually 3 hours), depending on the storage or room temperature after issue. When stored at less than 400F, sandwich medals may be held for more than 3 hours after issue, but not more than 24 hours of all storage time at 400F, after preparation. It can be prepared by flight kitchens in large quantities, by

installations kitchens in small quantities, and afloat. Normally, sandwich meals are used for flights requiring one meal or for the first meal on long flights. The sandwich meal is complete and requires no supplement.

b. Frozen Cooked Flight Meal. This meal is designed to provide highly acceptable hot meals to crewmembers and passengers on both administrative and operational flights of long duration (more than one meal aloft) aboard transport-type aircraft. It consists of commercially processed main courses for breakfast, lunch, or dinner. The frozen cooked flight meal is packed in an aluminum disposable tray, covered with a sheet of aluminum. It is not a complete meal and must be supplemented with juice or soup, relishes or salad, bread, butter, dessert, and a beverage. Maximum storage life is 9 months at a temperature of 00F or lower, subject to periodic inspection; however, acceptability decreases rapidly after 6 months.

c. Bulk Items for Preparation Aloft. When equipment aboard the aircraft is adequate and qualified personnel are assigned, bulk subsistence items may be prepared and served during flight. This type of feeding is also used for air evacuation patients. The aircraft must be equipped with a sectional-type galley or suitable substitute which contains both refrigerated and dry storage space. Normally, items quickly and easily prepared are used. These items include, but are not limited to, soups, sandwiches, beverages, breakfast meats, grilled meats, and eggs. No supplement is required for these items.

d. Snack Meal. Authorized for use on short flights not requiring full meal service or on long flights in addition to a meal. Snack meals will be sold to all crewmembers or passengers who desire them. They may not be issued in lieu of a regular flight meal. The snack meal is limited to 30 percent of the value of the BDFA.

e. Bulk Liquid Coffee. Authorized for use with sugar and cream during flights when meals are neither consumed nor required. Coffee is sold at actual ingredient cost.

3. Credit for Flight Meals. Credit for flight meals will be shown on line 15d, part II, of form NAVMC 10369-A. This credit will be supported by appropriate entries on a separate plain paper certificate, a copy of which will be retained in the duplicate SOAR, and will be computed as set forth in the following example:

a. Sandwich Meal. The monetary allowance is limited to 65 percent of the value of the BDFA. Credit will be computed as follows:
(BDFA) X (.65) X (number of meals) = credit

b. Frozen Cooked Flight Meal. The monetary allowance is limited to the cost of the meal used plus the cost of the supplements which is limited to 20 percent of the value of the BDFA. Credit will be computed as follows:

(cost of meal) + (cost of supplement) = credit per meal

c. Bulk Items for Preparation Aloft. The monetary allowance is limited to 65 percent of the value of the BDFA for each meal prepared from the items. Credits will be computed as follows:

(BDFA) X (.65) X (number of meals) = credit

d. Snack Meal. The monetary allowance is limited to 30-percent of the value of the BDFA. Credit will be computed as follows:

(BDFA) X (.30) X (number of meals) = credit

e. Coffee. Credit and cost is at actual ingredient cost.

Coffee, package	5 @	_____	= $	_____
Coffee, pounds	10 @	_____	= $	_____
Sugar, package	2 @	_____	= $	_____
Sugar, bulk	1 @	_____	= $	_____
Cream substitute, package	2 @	_____	= $	_____
Cream substitute, container	1 @	_____	= $	_____

4. Accounting for Flight Meals

a. Issue Accountability

(1) Food items used for flight meals will be issued from the messhall account on the Subsistence Issue and Receipt (form NAVMC 10568) or the inventory, requisition, and issue forms NAVMC 10815 through 10819 and 10941.

(2) The cost of food items used in the preparation of flight meals will be reflected on line 11 of form NAVMC 10369-A and subtracted from the messhall’s total stores consumed.

(3) Only the monetary credits for flight meals will be shown on line 15d, part II, form NAVMC 10369-A (the "Man-Days Fed" and "Rate" column will not be used).

(4) Flight meals are "special-meals" and as such are funded by a special allowance. They are not to be converted to man-day fed credits on form NAVMC 565-1.

b. Authority to Issue. The flight meal request, issue, and receipt form illustrated in figure 4-20 will be used as the authority to issue flight meals. The flight coffee and condiments request, issue, and receipt form illustrated in figure 4-21 will be used as the authority to issue coffee and condiments.

c. Monthly Certificate of Issues. A record of the quantity, value, and cost of food items issued to the messhall which were used in the preparation of flight meals will be maintained. Included on this record will be quantity, unit, value, and cost of coffee, sugar, and cream. This record may be maintained on a plain paper certificate or the inventory, requisition, and issue forms NAVMC 10815 through 10819 and 10941 and will be certified by the food service operations officer. The total cost will be shown on the flight meal credit certificate. The original will be retained by the food service operations officer.

d. Flight Meal Credit Certificate. The food service operations officer will prepare a monthly flight meal credit certificate as shown in figure 4-22 for all flight meals issued at government expense or sold during the month. The original will be furnished to the officer submitting the monthly SOAR. The food service operations officer will retain one copy of the flight meal credit certificate. The original of the flight meal request, issue, and receipt form and the monthly Certificate of Issue will be filed as supporting documents to the food service operations officer’s retained copy of the flight meal credit certificate.

5. Sale of Flight Meals. The form NAVMC 10298 will be used to record all meals sold on a cash basis. Charges for flight meals sold will be those contained in the current Marine Corps bulletin in the 10110 series containing meal rates. Charges for coffee and condiments will be at the ingredient cost. The instructions contained in paragraph 4205.3 of this Manual, pertaining to the issue and preparation of the form NAVMC 10298, are applicable and will be adhered to. A daily record will be maintained by the food service operations officer of the number of flight meals issued or sold.

6. Collection of Funds

a. Responsibility. The installation commander will be responsible for promulgating instructions for the control and safekeeping of funds collected from the sale of flight meals. Instructions contained in this Manual on the control of messhall

funds will apply. Cash collected will be turned over to the food service operations officer who issued the flight meals.

b. Reporting of Funds. Funds received from the sale of flight meals will be reported as a separate line entry on the NAVCOMPT Form 2277 as shown in figure 4-6.

7. Very Important Person (VIP) Beverage Service. Aviation units required to provide VIP beverage service to passengers are not authorized to use MPMC funds. Support for such service must be obtained from outside of the Marine Corps Food Service and Subsistence Program.

4513. OFFICERS FIELD RATION MESS

1. Definition. An officers field ration mess (OFRM) is defined as a messhall within the appropriated fund food service system operated for officer personnel feeding. The OFRM provides essential meals that are necessary to sustain the health and well-being of officer members in the performance of their official duties.

2. Augmented Messhall Fund. The augmented messhall fund will be established as a miscellaneous nonappropriated fund as outlined in the current edition of MCO P1710.17 and shall be used for the following:

a. Procurement of subsistence items not available through troop subsistence issue.

b. Procurement of subsistence items desired for a particular meal which are not included in the daily installation master menu (full messhall credit is to be taken for all meals).

c. Procurement of operating supplies (paper goods and cleaning supplies) which are not provided to the other messhalls in the consolidated food service system.

d. Procurement of subsistence items to support portion sizes that exceed the quantities in the current edition of MCO P10110.42.

e. Procurement of wine on an occasional basis when served with a meal.

3. Policy

a. The OFRM will be operated in the same manner as the appropriated fund messhall as described herein, except that augmentation fees will be authorized for collection from

officers and other authorized OFRM personnel. Augmentation rates may be established by the meal, month, or a combination of the two. Meal plans which require personnel to pay for meals not consumed are not authorized.

b. The augmentation fees to be collected will be used for securing services not normally available to a messhall to improve the morale and welfare of personnel. Under no circumstances will these funds be used to procure items not directly n support of the appropriated fund messhall.

c. OFRM privileges will not be extended to clubs for social purposes.

d. Cafeteria-style serving only is to be utilized. Table service other than bussing is prohibited.

4. Entitlements. Personnel entitled to subsist in the OFRM are bachelor officers quarters residents, student officers, transient officer personnel on TAD, and duty officers. Other officers on the installation in an official duty capacity as determined by the installation commander may be entitled to subsist. Other special categories of personnel may be entitled when explicitly authorized by the installation commander.

5. Establishment/Closure. Requests to establish/close an OFRM will be forwarded to the CMC (LFS-4) with copies to (MPP) and (FDF). The request must fully evaluate availability of alternative feeding methods, attendant costs, and impacts on the quality of life.

6. Financial Operation. The same constraints associated with appropriated fund messhalls (i.e., cost to feed, inventory, and expenditure) will be applied tO the management of each OFRM. The OFRM will not be a liability to the operation of enlisted messhalls nor the supporting food service system.

7. Accounting. At the end of each accounting period, the cost to feed and total man-days fed for each OFRM will be recorded. Add any comments on line 32 (Remarks) of the form NAVMC 10369-B on situations not routine for the OFRM operation which caused excessive costs in any one of the primary accountable elements contained in paragraph 4512.6, preceding. A copy of the reimbursement voucher (NAVCOMPT Form 2277) crediting the MPMC appropriation is to be submitted with the appropriate SOAR per this Manual.

4514. OPERATION OF FAST FOOD/CARRYOUT SERVICE

1. Objectives. The objectives of the program are to increase meal participation by enlisted persons who are authorized to

subsist at government expense, reduce the time lost waiting in line, and increase customer satisfaction.

2. Key Features. The program has several key features:

a. Offers limited menu choices.

b. Provides high preference fast foods to create customer satisfaction.

c. Offers prepackaged food selections to improve service rates and facilitates progressive cookery methods.

d. Extends the meal hours of the messhall to attract new customers.

e. Offers the option of carryout service to promote increased customer demand.

f. The fast food/carryout program is not intended to be used as a substitute for night meals, bag lunches, or other types of off-hour feeding addressed in this Manual.

3. Equipment Design and Layout. A successful fast food operation is driven by state-of-the-art equipment specifically designed for fast food preparation. Proper layout will speed preparation and service. NAVFAC Design Manual 36.4, section 7, provides specific design, concept, and equipment specifications.

4. Training. Because of the sophistication of equipment and varied fast food procedures, an effective training program must be in effect to train food service personnel on preparation, packaging, and bagging procedures which differ from normal garrison operations.

5. Disposables. Fast food feeding requires use of disposables, which are packaging items necessary for serving of fast food items. The cost of these disposables can be excessive and wise financial management is needed. Increases in O&MMC funding will require sound budgeting considerations as well as proper awareness by food service personnel to reduce unnecessary waste. Fast food/carryout packaging will be budgeted annually per the Field Budget Guidance as a line item under food preparation and serving equipment (FP&SE).

4515. EVALUATION OF NEW OR IMPROVED SUBSISTENCE ITEMS

1. Control of New Subsistence Items. When the need for a new or improved subsistence item has been established for support of

normal military food programs, its development and introduction into the supply system must be closely controlled to ensure the proper time-phasing of specification perparation, production and service testing, standardization, budgeting, and procurement, as applicable. The policies and procedures concerning this program are prescribed in MCO 10110.24.

2. Testing of New or Improved Subsistence Items. It is the responsibility of the CMC (LFS-4) to select new or improved items which will be service tested by the Marine Corps under the provisions of MCO 10110.24 to determine suitability and troop acceptability.

3. Accounting Procedures for Subsistence Test Items

a. Comparing Test Items with Similar Standard Items. The method used for comparing the issue/price factor of the test item with a similar standard item will be provided in a letter of instruction for each test item.

b. Certificate of Issue. The name, unit of issue, quantity unit of issue price, and extended price of the test item will be recorded on the certificate of issue.

c. SOAR (Form NAVMC 10369-A). The total cost of the test item consumed will be included in the value of supplies consumed on line 13 of form NAVMC 10369-A. The excess cost above the standard subsistence item, if any, should be entered as a credit on line 15c. The accrual cost to feed is reported in the remarks column (block 25) and is computed by subtracting the credit (line 15c) from the value of supplies consumed (line 13), and then divided by the total man-days fed.

CHAPTER 4

FOOD SERVICE OPERATIONAL AND REPORTING SYSTEMS

SECTION 6: MARINE CORPS FOOD MANAGEMENT INFORMATION SYSTEM (MCFMIS)

4600. HOW TO CONVERT TO MCFMIS. When MCFMIS is implemented, it applies to all messhalls at an installation. Major commands should critically review MCFMIS plans, making certain the lead-time is sufficient to complete the following:

1. Food service equipment needs.

2. Training of personnel.

3. New accounting and reporting procedures.

4601. DESCRIPTION, METHODS, AND PROCEDURES

1. MCFMIS has been proposed to provide optimal and cost effective automated support of Marine Corps-wide food service system operations by reducing administrative workloads, improving management controls, and by providing reliable and accurate accounting and reporting capabilities. The proposed automated system will generally automate the current manual methods and procedures for food service support as well as refinement and expulsion of functions no longer required in the automated system. Figure 4-23 defines the domain of MCFMIS. The automated system will generate data that interfaces with other systems and organizations that include the following:

a. CMC (LFS-4).

b. Standard Accounting, Budgeting and Reporting System (SABRS).

c. Marine Corps Standard Supply System (MSSS) (M3S).

d. Real Time Automated Personnel Identification System (RAPIDS).

2. Existing procedures not included under MCFMIS automation will remain unchanged. Functions such as budgeting will be accomplished through the automated interface with SABRS.

4602. AUTOMATED MCFMIS PROCESSES

1. Formulate Master Menu. Preparation of each installation's master menu using system features such as frequency plotting, costing, and nutritional analysis. The master menu will be distributed to the CMC (LFS-4), each installation messhall, and any FMF supporting establishments.

2. Forecast Requirements. Stored data and automated processes will assist messhall managers and FSO's in estimating short- and long-term requirements. Long-term requirements will be calculated and submitted to the DSSC. The headcount prOjection for short-term requirements will be incorporated into the subsistence requirements process. The projected headcount will be used as the basis for calculating the required food item quantities. The system will generate the physical requirements to be submitted to the DSSC.

3. Process Requirements. Subsistence requirements will be forwarded to the food service office for consolidation and further processing. Requirements will be verified and submitted to the DSSC. An installation consolidated requirements listing will also be prepared.

4. Control Subsistence Inventory. This process encompasses the receipt, recording, storage, and issue of subsistence. The Logistics Application for Marking and Reading Symbols (LOGMARS) bar code technology will be used to facilitate the automatic and efficient recording of items received from sources of supply. Cases will be broken and individual labels will be attached to each item. As subsistence is sent to or removed from the storage area, items will be scanned by a LOGMARS bar code reader to generate automatic inventory update transactions. Other procedures for controlling bulk and items will also be established. Shipping tickets will be updated at the time of receipt to record actual quantities received. Adjustment transactions can be entered into the system by authorized personnel to change food, items quantities. These adjustments would include write-off's for unfit subsistence.

5. Facilitate and Control Meal Production. MCFMIS will automate the meal planning function in that planning documents (cook's worksheets, breakout sheets, product conversion sheets, etc.) will be automatically generated based on the menu, recipes, and input headcount. Adjustments to portions to prepare can be entered to override the initial estimated headcount and to incorporate leftover usage. Headcount totals and actual portions prepared and consumed will be used to determine acceptability factors, shortages, and leftovers.

6. Record Headcount. The automated headcount recording function will replace the present manual headcount reporting system by providing positive diner identification and accurate recording of data pertaining to personnel authorized to subsist in Marine Corps messhalls. The system will incorporate card readers to read the DoD RAPID's identification (ID) card. Point-of-sale (POS) terminals will be used to record cash collections by authorized paying personnel. After-the-fact entitlement verification will be performed by the installation commander. Actual headcount data will be retained in the system for later use in determining acceptability factors, for generating ration credits, and in forecasting the number of personnel that will subsist in the messhall.

7. Manage Installation Operations. The management of food service operations at the installation encompasses computing the BDFA; preparation of the SOAR and other required documents; and monitoring messhall operations with regards to expenditures, inventory, and the BDFA. The FSO will be responsible for maintaining common reference tables as well as installation unique documents.

4603. INITIAL FIELDING IMPACTS

1. During initial fielding, the current manual system will be maintained until MCFMIS system is operational. Once the initial fielding has been completed, the dual recordkeeping system will no longer be required. Additional personnel may be required for initial fielding due to the parallel operation of the new automated and old manual systems.

2. Personnel must be trained prior to system implementation. A phased implementation plan will be provided upon initial fielding which will reduce the immediate training requirement of all personnel.

3. Data currently used and maintained in hard-copy format will be initially entered into the system. This data includes historical usage, master menus, prices, recipes, product conversion sheets, acceptability factors, inventory items, and other verification data. Additional system operating tables must be located at each installation. These include user locations, messhall managers, disk configurations, etc. The M3S system through technical data will supply subsistence item prices with monthly updates. Until M3S is fielded jointly with MCFMIS, the system currently in use will continue.

4604. PROCEDURE AND POLICY CHANGES UPON MCFMIS FIELDING. With the implementation of M3S and SABRS, several procedures currently

followed within the food service organization are subject to change and/or elimination. The SABRS system will provide FSO's with O&MMC, Project 31, and equipment budget data as well as summary transaction data of the cost of subsistence received and purchased for each mess-hall. As a result, the financial data that currently flows from the messhall to FSO's regarding expenditures will flow from SABRS to FSO's to each messhall when MCFMIS is fielded. In addition, the certificate of issue will be eliminated because the true record of expenditures will be derived from SABRS. Until SABRS's is fielded jointly with MCFMIS, the system currently in use will continue.

CHAPTER 4

FOOD SERVICE OPERATIONAL AND REPORTING SYSTEMS

SECTION 7: MARINE CORPS PARTICIPATION IN THE CAPTAIN EDWARD F. NEY/MAJOR GENERAL W. P. T. HILL MEMORIAL AWARDS PROGRAM

4700. INFORMATION. During the period between 1971 and 1978, the Marine Corps sponsored a service-wide program (Major General W. P. T. Hill Award) to recognize our best messhall operations. This program was discontinued because of a scarcity of resources. During FY 1986 the Marine Corps was invited to participate in the Captain Edward F. Ney/Major General W. P. T. Hill Awards Program. This program is cosponsored by the Secretary of the Navy and the International Food Service Executives Association (IFSEA), an organization comprised of executives in food management and procurement. The purpose of this award is to promote excellence in food service.

4701. NOMINATIONS

1. Prior to 1 October each year, the CMC (LFS-4) will issue instructions via a Marine Corps bulletin which will provide complete guidelines for the submission of nominations for this award. This bulletin will contain information regarding establishment of validation teams and evaluation procedures for both the regular and Reserve messes. The U.S. Marine Corps Reserve (USMCR) will be required to fund all travel and per diem expenses which are incurred by the HQMC evaluation travel team. They will also be required to fund all travel and per diem of their two winner representatives to attend the annual Ney/Hill awards ceremony.

2. Awards shall be made annually in the following categories:

a. Best messhall.

b. Best messhall runner-up.

c. Best field mess (field food service operation which is an organic element of and provided food service to a FMF unit in the field).

d. Best reserve field mess.

4702. GUIDELINES. While all facets of the food service program will-be evaluated, prime consideration will be given to food preparation and serving techniques; palatability of menu items; garnishing and merchandising of food; messhall decor; compliance with applicable regulations; and patron reaction to the service provided by the messhall.

4703. EVALUATION. The Messhall Evaluation Record and Field Feeding Evaluation Record shown in figures 4-24 and 4-25 will be used by the evaluator in determining ratings. This comprehensive checklist is used by the Major General W. P. T. Hill Awards evaluation team for scoring finalists. It is an excellent tool for self-evaluation by the food service activity.

TYPE MEAL	CONVERSION FACTOR (%)
Regular Feeding:	
Breakfast	20
Lunch	40
Dinner	40
Brunch Feeding/Two Meals:	
Breakfast Brunch	45
Dinner Brunch	55
Night Meal:	20 or 40 percent, depending on whether a breakfast or dinner menu is served.

Serving periods - the period of time in which the meals constituting the daily food allowance are served. The specific periods established are:

Breakfast - the meal served during the morning hours and considered the first meal of the day.

Lunch - the meal served during midday and considered the the second meal of the day.

Dinner - the meal served during evening hours and considered the third meal of the day.

Breakfast/Brunch - the meal served in lieu of the normal breakfast and lunch meals and consisting of both breakfast and lunch food items. Soups, salads, and luncheon meats should be available to personnel during this meal.

Dinner/Brunch - the meal served during the last evening hours of days when brunch is served.

Night Meal - the meal served during the late evening to early morning hours for watch standers whose duties cause them to miss the regular schedule of meals.

Figure 4-1.--Meal Conversion Factors and Serving Periods.

Category	Remarks
Athletes	Athletes in permissive TAD status utilizing messhalls will be charged only the food cost. Cadets and midshipmen, traveling under TAD/TDY orders away from their schools, are authorized to eat in appropriated fund facilities. All meals will be paid for with cash prior to consumption unless prior payment agreements have been made (refer to paragraph 4106 of this Manual). Cadets and midshipmen will be assessed only the food cost (surcharge is recovered through tuition charges) based on rates specified in current Marine Corps bulletins in the 10110 series.
Civilians	The authority to allow civilians to eat in appropriated fund messhalls is intended only for necessity, not convenience. Before the installation commander approves service to civilians, the effect on the service and supply of food to normal customers must be considered; the capacity of the messhall; the manpower capability of food service; the nature and hours of civilian duties; and the location, availability, and suitability of nonappropriated fund and commercial food service facilities. These civilians pay the food cost and the surcharge. If a large and continuing requirement exists, the FSO should recommend

Category	Remarks
	recommend to the installation commander that suitable nonappropriated fund facilities be provided for civilian. Civilian personnel assigned to base food service positions and food service contractor personnel are authorized to eat in the messhall. They pay only the food cost unless receiving a per diem allowance. Other contractor personnel/civilian employees, who are permitted to eat in messhalls, are not exempt from payment of the surcharge. Civilian installation fire fighters while on duty at the installation may be authorized to purchase meals in the messhall on certification by the installation commander. They pay only the food cost.
Dependents of Military Personnel	Under certain adverse conditions, dependents may subsist in appropriated fund messhalls if authorized by the installation commander. The commander's justification is based on necessity or emergency conditions (typhoons, floods, hurricanes, etc.) resulting in the lack of cooking facilities; available markets; or for safety and security reasons that previous using approved quarters or commercial restaurants.

Category	Remarks
	Reimbursement includes the food cost and the applicable surcharge. However, spouses and dependent children of enlisted members in pay grades E-1 through E-4 are exempt from payment of surcharge when authorized by the installation commander to eat in the appropriated fund messhall.
Enlisted Personnel Drawing BAS	Enlisted members drawing COMRATS, on approval of the installation commander, may buy meals. They pay only the food cost, not the surcharge. When in a travel status receiving the subsistence portion of per diem, enlisted members also pay the applicable surcharge. However, personnel participating in the unit deployment program and receiving "flat rate per diem" are exempt while in a field duty status. All Marine Corps enlisted members are in the BAS category when on leave or when appropriated fund messhalls are unavailable. Enlisted personnel who are drawing commuted rations and who are performing duty at an installation may be permitted to purchase meals. Enlisted personnel receiving BAS for subsistence based on the nonavailability of SIK will not be authorized to receive and pay for a meal furnished from a messhall if a food service

Category	Remarks
	activity financed principally from nonappropriated funds is available.
Foreign Nationals and International Training Program Trainees	If foreign nationals are authorized to subsist in appropriated fund messhalls, meals are furnished according to specific arrangements made between the United States and and foreign governments. In the absence of specific agreements, cash payment or charges are made on the same basis as for U.S. officers and enlisted personnel. Security assistance training student with ITO for IMET and Foreign Military Sales (FMS) training are exempt from payment of surcharge (officer and enlisted).
Guests of Military Personnel	The traditional Marine Corps Birthday, Thanksgiving, Christmas, and New Year's Day meals may be served in messhalls to immediate members of the family of authorized military personnel and to retired military personnel. The following personnel may be authorized to eat in the messhall, subject to installation commander approval. In determining limitations to impose on guests, the commander considers the adequacy of facilities, equipment, and manpower to support the increased workload. Installation commanders will establish procedures for

Category	Remarks
	advance notification, identification, frequency limitations, and escort requirements. The food cost and surcharge applies.
	Dependents, relatives, and guests of military members when accompanied by their sponsor. Dependents and relatives of military members who are prisoners of war, missing in action, or serving a remote tour of duty.
National Guard personnel	Reimbursement for meals furnished to enlisted personnel of the National Guard (ground and air) who are entitled to subsist at Government expense will be effected as follows:
	A signed receipt will be obtained from the officer or noncommissioned officer in charge of the group. This receipt will show the unit cost and total number of meals furnished. The billing price will be the current rate for authorized personnel. Reimbursement will not be waived under any circumstances.
	A voucher for transfer between appropriation and/or funds (NAVCOMPT Form 2277) will be prepared by the Marine Corps installation furnishing the meals, crediting the appropriation MPMC 17FY1105.2741, Reimbursement Source Code 005, Authorization Accounting Activity Number 27, Functional Account 73111 or 73112, as applicable. The NAVCOMPT Form 2277 will be submitted, with the signed receipt attached as a supporting document, to the parent

Category	Remarks
	organization of the unit subsisted for payment. A copy of the NAVCOMPT Form 2277, completed as shown in figure 4-6, will be included in the SOAR which is submitted to the CMC. National Guard officers are required to pay the appropriate surcharge.
Officers	If the installation commander determines that no other food service facility is available to an officer, and as a matter of mission essentially such as an alert status when an officer's immediate availability is required, the officer may eat in the messhall and pay only the food cost. Vending machines will not be considered as adequate for subsisting individuals in these categories. The surcharge exemption applies when the benefit is primarily to the organization and not the individual. This exemption does not apply to individuals attending command sponsored prayer breakfasts." An officer in a travel status receiving the subsistence portion of per diem must also pay the surcharge. See the current Marine Corps bulletin in the 10110 series for meal charges, surcharges, and exemptions which must be applied strictly and consistently. Other exemptions are not permitted. All officers having command authority or their direct representatives who consume a meal to determine the quality and quantity of food served are

Category	Remarks
	exempted from surcharge. Inherent features of the office of command are contained in current edition of the Marine Corps Manual. This exemption shall normally' not be granted to an officer on a repetitive (day-to-day) basis. Evaluation visits should be varied to include night and weekend meals. FSO's unit mess officers and the 5-4 officer of commands--having operational control of the messhall are also exempt from surcharge. The installation commander will establish local procedures to ensure the meal verification personnel can identify these personnel. Other officers, not in the categories previously described, may be authorized to subsist in enlisted messhalls on an occasional basis if the installation commander states that it is in the best interest of the Government. These officers pay the applicable surcharge in addition to the food cost.
Organized Nonprofit Youth Groups	Members and adult chaperons of organized nonprofit youth groups (for example, Devil Pups, Boy Scouts, and Explorers when participating as a unit) and students sponsored by the overseas DoD Dependents School Student Meal Program may be authorized to subsist in the messhall and pay only the food cost.
Patients in Hospitals and Dispensaries	Active duty and retired enlisted military personnel, officers, and civilians specified in current

Category	Remarks
	Bureau of Medicine and Surgery instructions, while in-patients in hospitals and dispensaries which do not operate a hospital dining facility, may be furnished meals from the messhall. Man-day credit will be taken on a daily basis. Patients being evacuated on military aircraft will not be charged for meals. The cost of meals will be at the authorized personnel rate without surcharge.
Prospective Enlistees (Poolees)	Prospective enlistees (poolees) in a delayed entry program who are escorted by Marine Corps recruiters are authorized to consume meals in appropriated fund messhalls only on a reimbursable cash basis. The prospective enlistee will pay the food cost and the surcharge using the meal rate prescribed in a current Marine Corps bulletin in the 10110 series.
Red Cross	Red Cross personnel are authorized to purchase meals from appropriated fund messhalls per DoD Dir 1330.5, American National Red Cross, and pay only the food cost.
Reserves and ROTC	Meals may be furnished to members of the Army and Air National Guard, the ROTC (all services), and the Army, Air Force, Navy, Marine, and Coast Guard Reserves if such members are in training status as evidenced by official orders. Members of the Reserve components are sold meals on the same basis

Category	Remarks
	as their active duty counterparts, as follows: Officers on official duty may use an appropriated fund food service activity when an assignment necessitates eating there or the installation commander certifies separate messhalls are not available, adequate, or readily accessible to the officer's place of duty. These officers pay only the food cost unless receiving per diem. Enlisted members drawing BAS pay the food cost for each applicable meal. Enlisted members who receive the subsistence portion of per diem while TAD/TDY pay the food cost and the surcharge. ROTC students in training status with Marine Corps ROTC summer training units are issued meals on a cross service basis. ROTC students visiting a base on official orders pay only the food cost unless receiving a per diem allowance for subsistence. Marine Corps Reserve enlisted personnel who take part in inactive duty training in a nonpay status and those not qualified SIK pay the basic food cost.
Retired Military Personnel	Retired military personnel are authorized to eat in the messhall on Marine Corps Birthday, Thanksgiving Day, Christmas Day, and New Year's Day. Payment includes the food cost and surcharge.

Category	Remarks
USO	USO’s personnel may purchase meals in appropriated fund messhalls if so authorized in writing by the commanding officer. These personnel pay the food cost and applicable surcharge.

_____
(Date)

From: Commanding Officer,
To:

Subj: ASSIGNMENT OF DUTIES AS VERIFICATION SUPERVISOR

Ref: (a) MCO P10110. 14

1. Per the reference, you are assigned the following duties as Verification Supervisor for messhall number _____ Your effective date of appointment is _____ to _____.
(Date) (Date)

2. You will relieve _____ whose appointment is revoked by this Order, a copy of which will be provided _____.
(individual relieved)

3. The uniform for your assignment is the uniform of the day with duty belt.

4. You will receive instructions and be guided in the performance of your duties by the messhall manager. Your post is standing in the immediate area of sign-in counters so as to observe and identify meal cards and actual recording of SSN/units on meal verification records.

5. You will ensure that Meal Verification Records (form NAVMC 10789) are prepared per the following instructions:

a. Record the unit ( ) and messhall number _____ on the upper left hand corner of the form.

b. Enter the date the meal is served.

c. Check the applicable block for type of meal served.

d. Check the applicable category of personnel. Separate sheets will be used to record each category of personnel, i.e., Marines (Regular, Reserve), Navy ROTC, etc.

Subj: ASSIGNMENT OF DUTIES AS VERIFICATION SUPERVISOR

e. Ensure that each individual entering the messhall presents his meal card for identification and records SSN and unit on the form NAVMC 10789.

f. You will ensure that personnel without a valid meal card do not enter the messhall unless they are officers or enlisted personnel in a commuted rations status.

g. When group form certification feeding is in effect, you will ensure that the individual in charge of the formation reports to you the number of personnel in the formation and the unit they represent. You will then count these personnel as they pass through, to verify the count. After the last person has passed through the entrance, the individual responsible for the formation will certify, by his/her signature and organization, the following on the form NAVMC -10789: "I acknowledge receipt of (must be numerical) meals this date which are for (must be shelled out) individuals under my charge and are entitled to SIK.

h. Ensure that all Naval and Reserve personnel sign the form NAVMC 10789 separately.

i. Upon conclusion of each meal, you will collect the forms NAVMC 10789, assemble them in sequence by category, certify in space provided that meals were provided in an appropriated messhall at Government expense, and deliver them to the authorized custodian or messhall manager.

_____
(Signature)

Copy to:
Individual Relieved
Messhall _____
(for inspection file)

MEAL VERIFICATION RECORD (19110)
NAVMC 10789 (REV. 7-87) SN: 0000-00-006-3154 UI: PD OF 500 DATE
(Previous editions are obsolete and will not be used)

TYPE OF MEAL (Check applicable block)

☐ BREAKFAST ☐ LUNCH ☐ DINNER ☐ BRUNCH ☐ NIGHT MEAL ☐ OTHER (Specify)

CATEGORY OF PERSONNEL (Check applicable block)

	MARCORP—REGULAR		ARMY—REGULAR		COAST GUARD		ROTC (Specify Service)		OTHER (Specify)
	MARCORPS—RESERVE		ARMY—RESERVE		NATIONAL GUARD (Specify Service)		FOREIGN (Specify)		
	NAVY—REGULAR		AIR FORCE—REGULAR		CADETS (Specify Service)		OFFICER PAYROLL DEDUCTS (Specify)		
	NAVY—RESERVE		AIR FORCE—RESERVE						

SOCIAL SECURITY NUMBER	COMMAND OR UNIT	SOCIAL SECURITY NUMBER	COMMAND OR UNIT
1		31.	
2		32	
3		33.	
4		34.	
5		35	
6		36	
7		37	
8		38	
76.		101.	
77.		102	
78		103	
79.		104	
80		105	
81.		106	
82		107	
83		108	
84		109	
85		110	

I HEREBY CERTIFY that the above individuals have been furnished meals as listed above in an appropriated fund dining facility at government expense.

Name and Grade of Meal Verification Supervisor (Typed or printed) — Signature of Meal Verification Supervisor

NAME AND GRADE OF AUTHORIZED CUSTODIAN (Typed or printed) — SIGNATURE OF AUTHORIZED CUSTODIAN

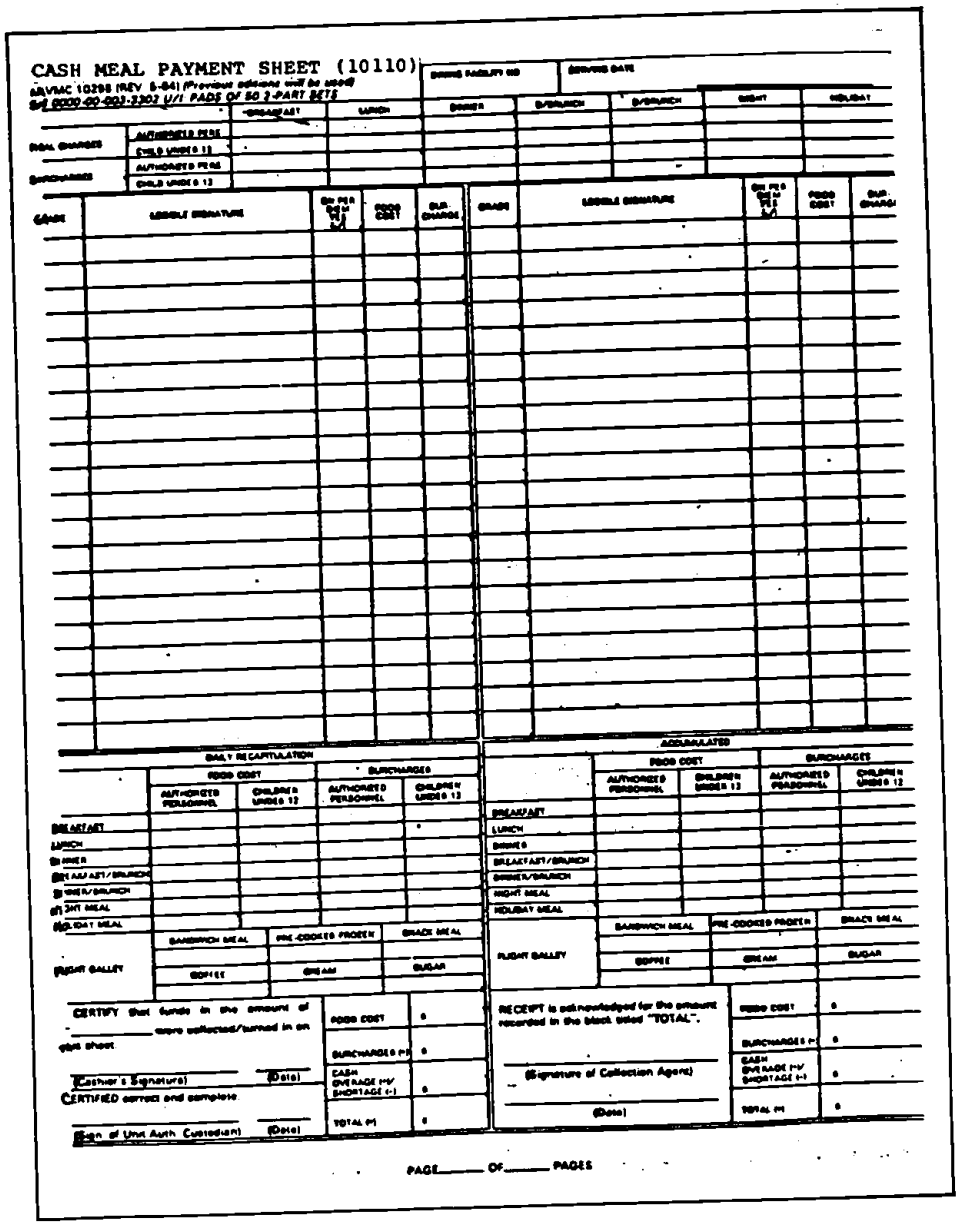
NAME AND GRADE OF UNIT COMMANDER/OFFICER IN CHARGE (Typed or printed) — SIGNATURE OF UNIT COMMANDER/OFFICER IN CHARGE

TOTAL MEALS (multiplied by) CONVERSION FACTOR (equals) NUMBER OF RATIONS

_____ x _____ = _____

U.S. GPO 1988-0-541-902 60119

Figure 4-4.--Meal Verification Record (Form NAVMC 10789).



CASH MEAL PAYMENT SHEET (10110)

NAVMC 10298 (REV 5-84) (Previous editions will be used)
S/N 0000-00-003-3302 U/I PADS OF 50 2-PART SETS

		BREAKFAST	LUNCH	DINNER	D/BRUNCH	D/BRUNCH	NIGHT	HOLIDAY
TOTAL CHARGES	AUTHORIZED PERS							
	CHILD UNDER 12							
SURCHARGES	AUTHORIZED PERS							
	CHILD UNDER 12							

GRADE	LEGIBLE SIGNATURE	ON PER DIEM YES (✓)	FOOD COST	SUR-CHARGE	GRADE	LEGIBLE SIGNATURE	ON PER DIEM YES (✓)	FOOD COST	SUR-CHARGE

DAILY RECAPITULATION

	FOOD COST		SURCHARGES	
	AUTHORIZED PERSONNEL	CHILDREN UNDER 12	AUTHORIZED PERSONNEL	CHILDREN UNDER 12
BREAKFAST				
LUNCH				
DINNER				
BREAKFAST/BRUNCH				
DINNER/BRUNCH				
NIGHT MEAL				
HOLIDAY MEAL				

FLIGHT GALLEY	SANDWICH MEAL	PRE-COOKED FROZEN	SNACK MEAL
	COFFEE	CREAM	SUGAR

ACCUMULATED

	FOOD COST		SURCHARGES	
	AUTHORIZED PERSONNEL	CHILDREN UNDER 12	AUTHORIZED PERSONNEL	CHILDREN UNDER 12
BREAKFAST				
LUNCH				
DINNER				
BREAKFAST/BRUNCH				
DINNER/BRUNCH				
NIGHT MEAL				
HOLIDAY MEAL				

FLIGHT GALLEY	SANDWICH MEAL	PRE-COOKED FROZEN	SNACK MEAL
	COFFEE	CREAM	SUGAR

CERTIFY that funds in the amount of _____ were collected/turned in on this sheet.

(Cashier's Signature) (Date)

CERTIFIED correct and complete.

(Sign. of Unit Auth. Custodian) (Date)

FOOD COST	$
SURCHARGES (+)	$
CASH OVERAGE (+)/ SHORTAGE (-)	$
TOTAL (+)	$

RECEIPT is acknowledged for the amount recorded in the block titled "TOTAL".

(Signature of Collection Agent)

(Date)

FOOD COST	$
SURCHARGES (+)	$
CASH OVERAGE (+)/ SHORTAGE (-)	$
TOTAL (+)	$

PAGE ____ OF ____ PAGES

Figure 4-5.--Cash Meal Payment Sheet (Form NAVMC 10298).

VOUCHER FOR DISBURSEMENT AND/OR COLLECTION—NAVCOMPT FORM 2277 (BPT.) (2-81) S/N 0104-LF-762-2770 Page 1 of Pages

1. Purpose: DISB ☐ COLLECT ☒
2. Date: 3 AUG 87
3. Reference Document No.:
4. Bill Number:
5. Voucher No.: CV #15710
6. FROM:
Food Service Department
146 Marine Corps Air Station
Cherry Point, North Carolina 28533-5000
7. PAID BY CHECK NO.:
8. TO:
Disbursing Office
Marine Corps Air Station
Cherry Point, North Carolina 28533-5000

9. ARTICLES, SERVICES OR ITEMS

A. Invoice or Order No.	B. Date of Delivery/Service	C. Description (Remitter, Explanation, Details, etc.)	D. Quantity	E. Unit Price Cost	E. Unit Price Per	F. Amount
	13-31 JUL 1987	Sale of Meals in the Messhall				
		Total Food Cost				$6787.60
		Total Surcharges				157.35
		Total Flight Meals				334.85
		Total Coffee				5.00
		Total Excess Funds				.95

G. DISCOUNT TERMS
H. TOTAL $7285.65
10. TYPE OF PAYMENT OR BILL: COMPLETE ☒ PARTIAL ☐ FINAL ☐ PROGRESS ☐ ADVANCE ☐

11. ACCOUNTING CLASSIFICATION TO BE CREDITED (COLLECTION)

A. ACRN	B. Appropriation	C. Sub-Head	D. Obj. Class	E. Bureau Control	F. SA	G. AAA	H. TT	I. PAA	J. Cost Code	K. Amount (U.S. Currency Only)
	17_1105	2741	007	00000		000027	3C	000000	1/------73111	$7128.30
	17_1105	2702	007	00000		000027	3C	000000	1/------73810	78.68
	17_1106	2720	007	00000		000027	3C	000000	500TBED1MEAL	78.68 7

12. DEDUCTIONS

A. ACRN	B. Transportation	C. Discount	D. Tax	E. Reserve	F. Miscellaneous	G. Total per ACRN (U.S. Currency Only)

H. CURRENCY: EXCHANGE RATE =$1.00 I. TOTAL DEDUCTIONS

13. ACCOUNTING CLASSIFICATION TO BE CHARGED (DISBURSEMENT)

A. ACRN	B. Appropriation	C. Sub-Head	D. Obj. Class	E. Bureau Control	F. SA	G. AAA	H. TT	I. PAA	J. Cost Code	K. Amount (U.S. Currency Only)

L. TOTAL NET AMOUNT TO BE PAID (BLOCK 9-H MINUS BLOCK 12-I)
14. INSPECTION REPORT NOS.:
15. GOV'T B/L NOS.:
16. APPROVED BY 2/ Food Service (Agent/Official) TITLE 3 AUG 87 (DATE)
17. CERTIFIED BY 2/ TITLE Disbursing (Agent/Official) 3 AUG 87 (DATE)
18. PAYMENT RECEIVED
PAYEE-
PER-
TITLE-

Figure 4-6.--Voucher for Disbursement and/or Collection (NAVCOMPT Form 2277).

NAVCOMPT 2277 Continuation Sheet 13-31 July 1988

Sale of Meals in the Messhall

Authorized Personnel			Children
B	1245	@ $ .75	
L	1924	@ 1.55	1 @ $ .75
D	1018	@ 1.55	
BB	379	@ 1.75	
DB	246	@ 2.10	
NM	73	@ 1.55	Total Food Cost $6,787.60

Surcharges

Regular			Children
B	24	@ $1.10	
L	35	@ 2.15	1 @ $1.05
D	22	@ 2.15	
BB	3	@ 2.45	Total Surcharges $157.35

Sale of Flight Meals

181 Authorized @ $1.85
5 Gallons Coffee @ $1.00 Total Flight Sales $339.85

NOTE:
CASH MEAL PAYMENT SHEET NUMBERS:
MH 241 5, 0164150-0164699
MH 272 9, 0164228-0164242

NOTE: Sales reported herein are supported by (reference supporting documents as required by the NAVCOMPT Manual, Paragraph 047223.2b).

1/ Insert the unit identification code as listed in the NAVCOMPT Manual, volume 2, chapter 5.

2/ Signature required.

ACCOUNTING MATRIX FOR AUTHORIZED PERSONNEL

TYPE OF PERSONNEL	CASH MEAL PAYMENT SHEET NAVMC FORM 10288		NAVCOMPT FORM 2277 "COLLECTION" PREPARED BY ACTIVITY	MEAL VERIFICATION RECORD NAVMC FORM 10769	MAN-DAY FED REPORT NAVMC FORM 888-1	NAVCOMPT FORM 2277	"DISBURSEMENT"
	FOOD COST	SURCHARGE				PREPARED BY ACTIVITY	PREPARED BY CMC (LPS-4)
1. REGULAR ENLISTED (SHK):							
MARINE				X	X		
NAVY				X	X		
ARMY				X	X		
AIR FORCE				X	X		
OFFICERS (UNLESS STATED)	X	X	X		X		
2. POOLEES/RECRUITS	X	X	X				
3. RESERVES:							
MARINE				X	X		X
NAVY				X	X		X
ARMY				X	X		X
AIR FORCE				X	X		X
OFFICERS (UNLESS STATED)	X	X	X		X		
4. COAST GUARD:							
REGULARS				X	X		X
RESERVES				X	X		X
5. NATIONAL GUARDS (OFFICERS PAY SURCHARGE)				X	X	X	
				X	X	X	
6. MIDSHIPMEN/CADETS							
a. U.S. NAVAL ACADEMY				X	X		X
b. ALL OTHERS	X		X				
7. ROTC MIDSHIPMEN:							
ARMY	X		X		X		
AIR FORCE	X		X		X		
					X		
8. NROTC							
a. ORIENTATION VISIT	X		X		X		
b. SUMMER TRAINING				X	X		X
c. CONTRAMIDS				X	X		X
10. NJROTC	X		X		X		
11. MCJROTC				X	X	X	

Figure 4-7.--Accounting Matrix for Authorized Personnel.

TYPE OF PERSONNEL	CASH MEAL PAYMENT SHEET NAVMC FORM 10286		NAVCOMPT FORM 2277 "COLLECTION" PREPARED BY ACTIVITY	MEAL VERIFICATION RECORD NAVMC FORM 10769	MAN-DAY FEED REPORT NAVMC FORM 885-1	NAVCOMPT FORM 2277 "DISBURSEMENT"	
	FOOD COST	SURCHARGE				PREPARED BY ACTIVITY	PREPARED BY CMC (LFS-4)
13. FOREIGN PERSONNEL: MILITARY ENLISTED MILITARY OFFICER CIVILIAN	X X	X X	X X	X	X		
13a. FOREIGN IMET STUDENTS: (PER ITO) CROSS SVC FEEDING b. FMS STUDENTS	X		X	X	X		X
14. LOCAL NATIONALS				X	X	X	
15. NONPROFIT YOUTH GROUPS & CHAPERONS	X		X		X		
16. WOMEN OFFICER CANDIDATES (WOCC): a. JUNIORS b. SENIORS				X X	X X		X
17. PLATOON LEADERS CLASS				X	X		X
18. CIVILIAN PERSONNEL	X	X	X		X		
19. SPOUSE & DEPENDENTS OF a. E-4 AND BELOW b. E-5 AND ABOVE	X X	X	X X		X X		
20. RELATIVES & GUESTS OF ACTIVE DUTY MILITARY PERSONNEL	X	X	X		X		
21. CIVILIAN EMPLOYEES OF PRIVATE CONTRACTORS	X	X	X		X		
22. CONTRACT FOOD SERVICES ATTENDANTS	X		X		X		
23. HOSPITAL PATIENTS	X		X		X		

Figure 4-7.--Accounting Matrix for Authorized Personnel--Continued.

NOTE: X INDICATES REQUIRED ACTION

1. ALL PERSONNEL (RECORDED ON ThE CASH MEAL PAYMENT SHEET AND THE MEAL VERIFICATION RECORD) WILL BE RECORDED ON THE MAN-DAY FED REPORT.

2. PERSONNEL PAVING CASH FOR MEALS (NAVMC FORM 10298 AND NAVCOMPT FORM 2277) WILL BE RECORDED ON THE CASH MEAL PAYMENT LINE OF - THE MAN-DAY FED REPORT.

3. PERSONNEL IN RECEIPT OF MEAL CARDS ARE SUBSISTED IN KIND AND WILL BE RECORDED IN THE APPLICABLE COLUMNS ON THE MAN-DAY FED REPORT. FOREIGN MILITARY PERSONNEL WILL PAY THE APPROPRIATE FOOD COST AND SURCHARGE UNLESS AUTHORIZED CROSS SERVICE FEEDING PER ITO’s. CROSS SERVICE REIMBURSEMENT WILL BE INITIATED BY CMC (LFS-4).

4. CMC (LFS-4) WILL INITIATE REIMBURSEMENT PROCEDURES FOR PERSONNEL IN CATEGORIES 3, 4, 6a. 8b, 8c, 13a, 16a AND 17 BASED ON MAN-DAYS REPORTED ON THE MAN-DAY FED REPORT. A ROSTER OF NAMES AND INITIALS MUST ACCOMPANY THE SUBSISTENCE OPERATIONAL ANALYSIS REPORT (SOAR) EACH MONTH AS VERIFICATION OF MEALS CONSUMED BY ALL MIDSHIPMEN. ITO’s MUST BE SUBMITTED FOR ALL FOREIGN MILITARY PERSONNEL NOT SUBSISTED ON A CASH SALE BASIS.

5. LOCAL ACTIVITIES WILL INITIATE REIMBURSEMENT PROCEDURES FOR PERSONNEL IN CATEGORIES 5, 11, AND 14. A COPY OF BILLING DOCUMENTS (NAVCOMPT FORM 2277) WILL BE SUBMITTED WITH THE SOAR. IF CERTIFICATION IS NOT AVAILABLE (i.e. NATIONAL GUARD) AT THE TIME OF SOAR SUBMISSION. IT WILL BE SUBMITTED TO CMC (LFS-4) WHEN RECEIVED.

_____
(Date)

From: (Activity Commander)
To: (Appointee)

Subj: COLLECTION AGENT (PRIMARY/ALTERNATE); APPOINTMENT OF

Ref: (a) NAVCOMPT Manual, volume 4

(b) MCO Pl0110.14L

1. Per references (a) and (b), you are appointed as Collection Agent (Primary/Alternate). Your effective date of appointment is _____. You will relieve _____ _____ whose appointment is revoked by this appointing order, a copy of which will be provided to the individual relieved. Appointment to this position is under the super-vision of the Food Service Operation Officer.

a. Duties

(1) You will collect all messhalls funds and supporting documents from the authorized custodian(s). You will not accept another position involving the handling of public funds. Prior to performing the functions of Collection Agent (Primary/Alternate) for this command, you are directed to thoroughly familiarize yourself with the current instructions and procedures applicable to this position as contained in references (a) and (b).

(2) You will requisition from the source of supply, provide security for, and issue Cash Meal Payment Sheets to the appropriate authorized custodian(s). You will collect, account for, and deposit all messhalls funds with the disbursing officer. You will prepare the proper accounting forms, submit them for signature to the proper officer, and forward them to the officer responsible for submitting the monthly subsistence operational analysis report.

b. Limitations. You will collect all messhall funds and support-ing documents from the authorized custodian(s) on a daily basis or whenever the public funds in their possession exceed $500. The place of collection is at the messhall between the hours of 0800 and 1500, Monday through Friday. Should collection of public funds be required on on weekends, you will make yourself available or ensure appropriate supplementary instructions are issued to the authorized custodian(s).

Subj: COLLECTION AGENT (PRIMARY/ALTERNATE); APPOINTMENT OF

c. Safeguarding of Funds. You will be provided a safe which will be accessible only to you. The combination to the safe will be known only to you and will not be communicated to or placed in the custody of anyone else. The public funds entrusted to you will not be intermingled with other funds, nor will classified material be stored in the safe provided you for the safekeeping of public funds.

d. Disposition of Proceeds. The proceeds from the sale of meals will be deposited per reference (a), paragraph 043115. At the end of each accounting period, a NAVCOMPT Form 2277 will be prepared as shown in figure 4-6 of reference (b) to reflect a total of all collections turned over to a disbursing officer or deposited in a government depository. A legible copy of the form will be included with the original and duplicate copies of the SOAR. One copy will be retained by the collection agent to support his/her records.

2. You will indicate endorsement hereto, your acceptance of this position and agree to hold yourself accountable to the Government of the United States for all public funds received. This appointment may be revoked at any time. Revocation will be in writing, addressed to you, and will show the effective date.

3. This letter of appointment, with endorsement, will be maintained in the permanent files of this Command to show successive holders (revocation) of this position and will be retained for a period of not less than 6 months after termination of your assignment.

_____
(Signature)

(Date)

FIRST ENDORSEMENT on

From: (Appointee)
To: (Activity Commander)

1. I have read and understand the instructions and procedures contained in the references which apply to receipting for, handling, and turn in of public funds.

2. I hereby accept this appointment as Collection Agent (Primary/ Alternate), and I agree to hold myself accountable to the Government of the United States for all public funds received. I further state that adequate security for safe-keeping of cash, ration registers, cash meal payment sheets, and vouchers is accessible to me.

_____
(Signature)

Copy to:
Appointee (Original)
Food Service Operations Officer (Signed Copy)
Individual Relieved
File (Retained for 6 months)

(Date)

From: (Commanding Officer having operational control of the messhall)
To: (Appointee)

Subj: AUTHORIZED CUSTODIAN (PRIMARY/ALTERNATE); APPOINTMENT OF

Ref: (a) NAVCOMPT Manual, volume 4
(b) MCO P10110.14L

1. Per references (a) and (b), you are appointed as Authorized Custodian (Primary/Alternate) for this command, vice _____ _____, relieved. The effective date of this appointment is _____ .

a. Duties. You will collect funds derived from the sale of meals to individuals of this command. You will not accept another position involving the handling of public funds. Prior to performing the function of Authorized Custodian (Primary/Alternate) for the messhall, you are directed to thoroughly familiarize yourself with the current instructions and procedures applicable to this position as contained in references (a) and (b). You will supervise the duties of the messhall cashier(s) and ensure that ample forms NAVMC 10298 are available to record all signatures of individuals paying for their meals. You are to make yourself available to collect all messhall funds from the cashier(s) on a daily basis or whenever the funds in their possession reach _____ (not to exceed $500). The place of collection will be in the messhall manager's office, messhall number_____

b. Safeguarding of Funds. You will be provided a safe for your exclusive use (for public funds) which will be accessible only to you. The combination of the safe will be known only to you and will not be communicated to or placed in the custody of anyone else. The public funds entrusted to you will not be intermingled with other funds, nor will classified material be stored in the safe provided you for the safekeeping of public funds.

c. Limitations. You are authorized to have in your possession public funds derived from the sale of meals not in excess of $500. Cash collections from the sale of meals

Subj: AUTHORIZED CUSTODIAN (PRIMARY/ALTERNATE); APPOINTMENT OF

will be turned in to the appropriate cash collection agent with supporting form NAVMC 10298 on a regular basis. If adequate safekeeping facilities are not available, or the amount of collections exceed $500, the collection agent or food service officer should be notified immediately. A change fund is not authorized for this position.

2. You will indicate, by endorsement hereto, your acceptance of this position and agree to hold yourself accountable to the Government of the United States for all public funds received. This appointment may be revoked at any time. Revocation will be in writing, addressed to you, and will show the effective date.

3. This letter of appointment, with endorsement, will be maintained in the permanent files of this Command to show successive holders (revocation) of this position and will be retained for a period of not less than 6 months after termination of your assignment.

_____

(Signature)

(Date)

FIRST ENDORSEMENT on

From: (Appointee)
To: (Commanding Commander)

1. I have read and understand the instructions and,procedures contained in references (a) and (b) which apply to the sale of messhall meals and the handling, safekeeping, and turn in of public funds.

2. I hereby accept this appointment as Authorized Custodian (Primary/Alternate), and I agree to hold myself accountable to the Government of the United States for all public funds received.

_____
(Signature)

Copy to:
Appointee (Original)
Collection Agent (Signed Copy)
Individual Relieved
File (Retained for 6 months)

(Date)

From: (Commanding Officer Having Operational Control of the Messhall)
To: (Appointee)

Subj: MESSHALL CASHIER (PRIMARY/ALTERNATE); APPOINTMENT OF

Ref: (a) NAVCOMPT Manual, volume 4
(b) MCO P10110.14L

1. Per the instructions contained in references (a) and (b), you are hereby appointed as Messhall Cashier (Primary-Alternate) for messhall No. _____. Your effective date of this appointment is _____ _____ You will relieve _____, whose appointment is revoked by this appointing order, a copy of which will be provided the individual relieved. Appointment to this position is under the supervision of the authorized custodian.

a. Duties. You are to collect all funds derived from the sale of meals to messhall patrons. All signatures will be recorded legibly on the form NAVMC 10298 issued to you by the authorized custodian. Prior to performing the functions of Messhall Cashier, you are directed to thoroughly familiarize yourself with the current instructions and procedures applicable to this position as contained in reference (b) and as may be given to you by the authorized custodian. In the execution of these duties, you will not engage yourself in any other duties while collecting funds derived from the sale of meals, except as specified in paragraph 4206 of reference (b).

b. Safeguarding of Funds. You will be provided a safe for your exclusive use (for public funds) which will be accessible only to you. The combination of the safe will be known only to you and will not be communicated to or placed in the custody of anyone else. The public funds entrusted to you will not be intermingled with other funds, nor will classified material be stored in the safe provided for the safekeeping of public funds.

c. Limitations. You are authorized to have in your possession public funds for the sale of meals not in excess of $____. Cash collections from the sale of meals will be

Subj: MESSHALL CASHIER (PRIMARY/ALTERNATE); APPOINTMENT OF

turned in to the authorized custodian with supporting Cash Meal Payment Sheets on a regular basis. If adequate safe-keeping facilities are not available, or the amount of collections exceed $____, the authorized custodian should be notified immediately.

2. You will turn over all funds collected from the sale of meals with the supporting form NAVMC 10298, to the authorized custodian at least once each working day or whenever the collections exceed $_____

3. You will indicate, by endorsement hereto, your acceptance of this position and agree to hold yourself accountable to the Government of the United States for all public funds received. This appointment may be revoked at any time. Revocation will be in writing, addressed to you, and will show the effective date.

_____
(Signature)

(Date)

FIRST ENDORSEMENT on

From: (Appointee)
To: (Commanding Commander)

1. I accept the appointment as Messhall Cashier (Primary-Alternate) for Messhall No. _____, and I agree to hold myself accountable to the United States for all public funds received. I have read and understand this appointment and all responsibilities contained therein.

_____
(Signature)

Copy to:
Appointee (Original)
Individual Relieved
Collection Agent (Signed Copy)
File (Retained for 6 months)

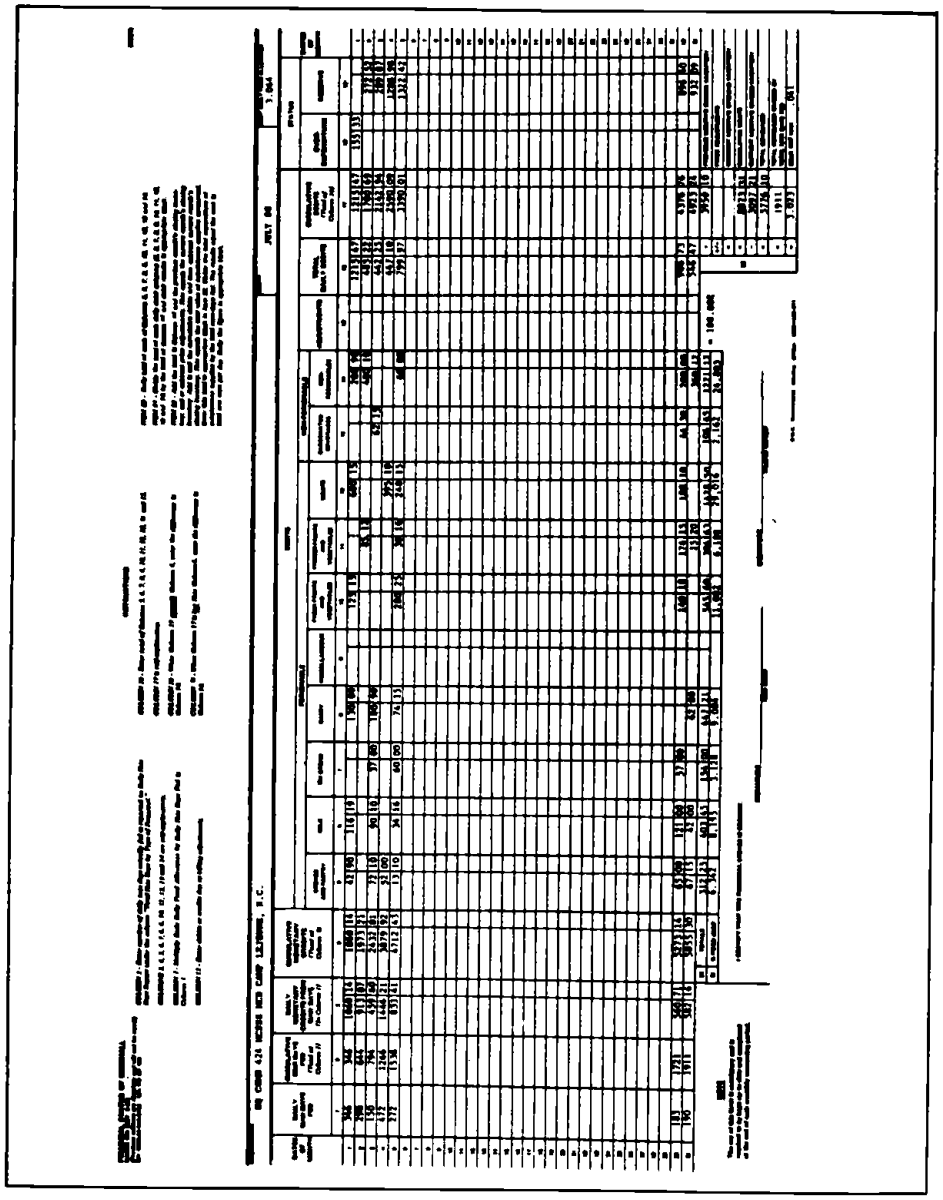


Figure 4-11.--Financial Status of Messhall (Form NAVMC 584).

DAILY COST ANALYSIS

MESSHALL NO. M-424 MENU DATE 17JUL85 BASIC DAILY FOOD ALLOWANCE $3.635

MCSCL 10110/21 (REV 7-80)

DAILY SUBSISTENCE ISSUE

ITEM	BREAKFAST	LUNCH	DINNER	TOTAL - 3 MEALS
Breads & Pastry	$ 78.93	$ 96.10	$ 99.45	$ 274.48
Milk	79.58	120.12	67.50	267.20
Ice Cream	-0-	86.40	-0-	86.40
Dairy	112.80	90.06	62.32	265.18
Miscellaneous	33.42	67.85	13.30	114.57
Fresh Fruits & Vegetables	92.32	76.87	27.00	196.19
Frozen Fruits & Vegetables	79.36	120.56	62.66	262.58
Meats	260.76	- 678.60	476.75	1,416.11
Carbonated Beverages	-0-	31.50	31.50	63.00
Non-Perishables	148.75	258.91	160.82	568.48
TOTAL COST	885.92	1,626.97	1,001.30	XXXXXX
Divided by Head Count	1120	975	907	XXXXXX
Equals Cost Per Meal	.7910	1.669	1.104	XXXXXX
TOTAL COST (3 MEALS)	XXXXXX	XXXXX	XXXXX	3,514.19
Divided by Total Man-Days Fed	XXXXXX	XXXXX	XXXXX	977
Equals Actual Cost Per Man-Day	XXXXXX	XXXXX	XXXXX	$3,597

ACCUMULATED MAN-DAYS FED

Accumulated Man-Days Fed	17292
Plus Daily Man-Day Fed	977
Equals Total Man-Days Fed	18269

ACCUMULATED EXPENDITURES

Accumulated Expenditure	58,504.73
Plus Daily Expenditure	3,514.19
Plus/Minus Adjustments	
Equals Total Expenditure	62,018.92
Divided by Total Man-Days Fed	18269
Equals Average Cost to Feed	3,395

DAILY MONETARY INVENTORY

Item	Opening Inventory	Plus/Minus Adjustments (Price Changes, etc.)	Plus Daily Receipts	Minus Daily Expenditures	Equals Inventory Balance
Breads & Pastry	527.18		555.54	274.48	808.24
Milk	727.56		462.36	267.20	922.72
Ice Cream	-0-		172.80	86.40	86.40
Dairy	372.20		259.24	265.18	366.26
Miscellaneous	509.00		196.84	114.57	591.27
Fr. Fruits & Veg	500.14		368.42	196.19	672.37
Froz Fruits & Veg	945.13		491.74	262.58	1174.29
Meats	7120.16		3231.93	1416.11	8935.98
Carbonated Bev	426.65		-0-	63.00	363.65
Non-Perishables	4761.68		113.40	568.48	4306.60
TOTAL	15889.70		5852.27	3514.19	18222.78

Ending Inventory + Total Monetary Credits = Inventory Percentage 27 %

I certify the above analysis to be correct:

Sgt Ross
Dining Facility Manager

Date Prepared 18 JUL 1985

CWO2 Spino
Dining Facility Officer

Figure 4-12.--Food Cost Analysis.

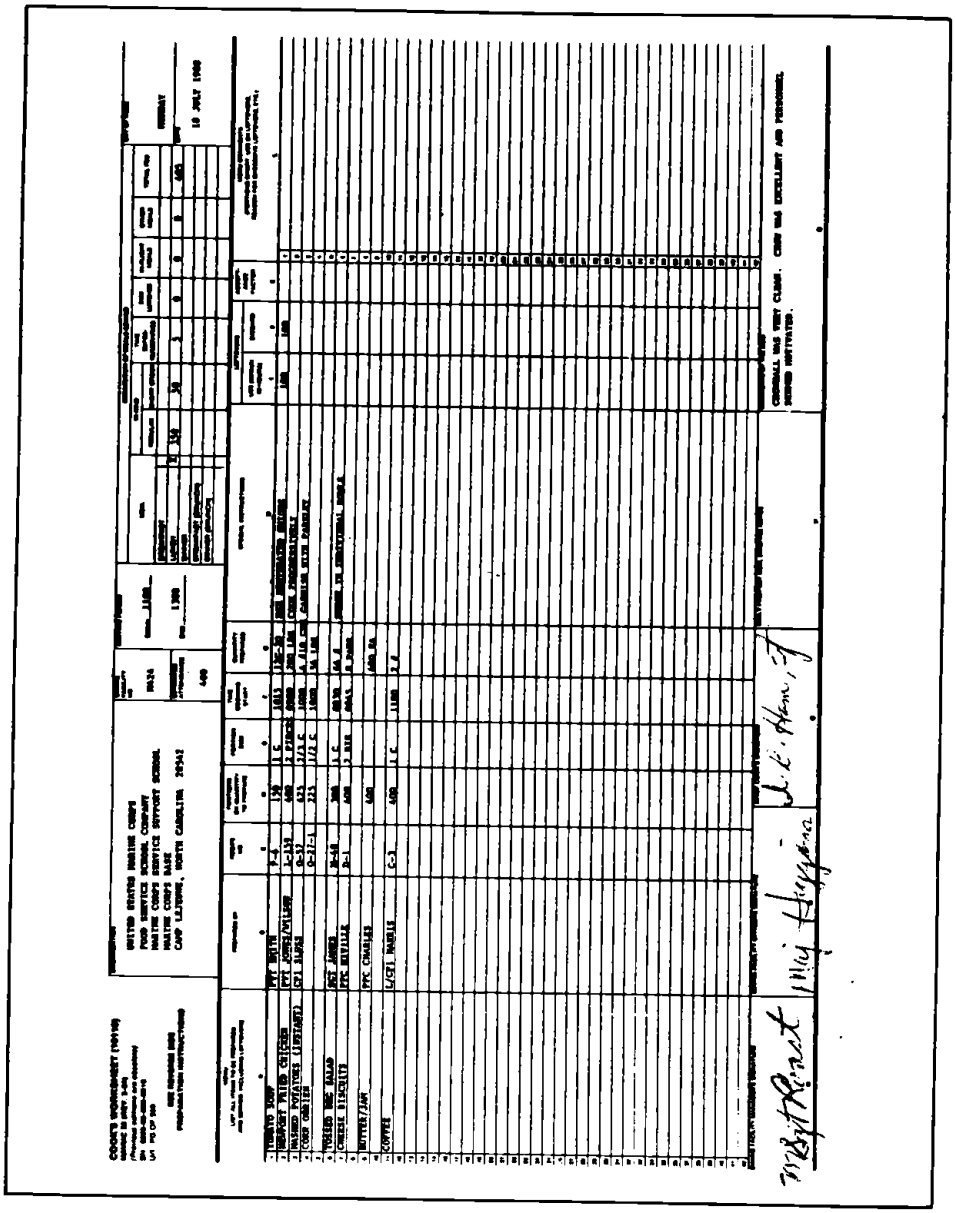


Figure 4-13.--Cook's Worksheet (Form NAVMC 36).

INSTRUCTIONS FOR PREPARATION AND USE OF THE COOK'S WORKSHEET

1. As a minimum, the cook's worksheet will be prepared so that it can be approved by the dining facility officer 24 hours prior to the day the menu is to be prepared/served. The following instructions apply to the preparation/use of NAVMC form 36.

ORGANIZATION. Enter the command having operational control of the dining facility.

DINING FACILITY NO. Enter the designated number of the facility.

ESTIMATED ATTENDANCE. The number of individuals expected to be served.

SERVING PERIOD. Enter the meal hours.

BREAKDOWN OF MEALS SERVED.
MEAL - Enter check mark for appropriate meal.
REGULAR MEAL - Enter the number of meals at Government expense.
SHORT ORDER MEAL - Enter the number of meals at Government expense.
PAID SUPERNUMERARIES - Enter the number of meals sold. This column must correspond with the Paid Supernumerary Ration Register (*Form NAVMC 10298*).
BOX LUNCH MEAL - Enter the number of meals furnished to personnel in lieu of the regular meal.
IN-FLIGHT MEAL - Enter the number of in-flight meals at Government expense.
OTHER - This column may be used for meals vac-packed for field feeding, etc.
TOTAL FED - Enter the combined total of: regular, short order, paid supernumeraries, box lunches, in-flight meals and other meals.

DAY OF WEEK. The day the menu is to be prepared and served.

DATE. The date the menu is to be prepared and served.

A. **MENU.** List all menu items (in menu sequence) to be prepared and served during this meal. Leftover items authorized to be served as a main menu item will also be listed in this column. All entries pertaining to leftover items will be listed in red in order to alert the food service personnel to the fact that it is a leftover item and should receive special handling. Additional items required during the meal or to subsist unexpected patrons will be entered in the same manner as the regular scheduled items.

B. **PREPARED BY.** Enter the name of the individual responsible for the preparation of each item. This name should correspond to the signed product sheet.

C. **RECIPE NO.** List the recipe number for each item requiring preparation.

D. **PORTIONS OR QUANTITY TO PREPARE.** Enter the weight, size, number of cans, individual packages, or portions required.

E. **PORTION SIZE.** Enter the size of each portion to be served. This should correspond to the portion size on the recipe card.

F. **COOKING TIME START.** Enter time that initial heat is applied to the main entree(s) which will result in the completed product. (Entry Optional)

G. **QUANTITY PREPARED.** Enter the actual quantity prepared in pounds, cans, gallons, pans, portions, etc.

H. **SPECIAL INSTRUCTIONS.** Use this section to issue any instructions not covered in the other columns. Some examples would be serving portions different than that shown in recipe, use of leftovers to be included in product (in red ink), garnish instruction, items and amounts for relish tray, etc.

I. **LEFTOVERS TO BE USED.** Record in red the quantity of portions left over which will be used during a subsequent meal. The chief cook or dining facility manager will enter leftovers immediately after each meal.

J. **LEFTOVERS TO BE DISCARDED.** Enter the quantity of the product which is to be discarded.

K. **ACCEPTANCE FACTOR.** To compute the acceptance factor, subtract column I or J (leftovers) from column G, (quantity prepared). Divide the difference by the actual number of attendees, which equals the acceptance factor. (Main entrees only)

L. **MENU COMMENTS.** Reflect where leftovers to be used are to be incorporated into another meal or menu item. Reflect the reasons for items to be discarded. This column can also be used to record the number of seconds served.

M. **DINING FACILITY MANAGER'S SIGNATURE.** The dining facility manager will complete the heading and columns, A, C, D, E, F, and H. The form will then be signed and forwarded to the dining facility officer for approval/signature prior to posting.

N. **DINING FACILITY OFFICER SIGNATURE.** The dining facility officer will approve the worksheet 24 hours prior to the day the menu is to be served. An exception to this requirement is when unexpected feeding situations arise.

O. **CHIEF COOK'S SIGNATURE.** The chief cook will complete columns B, G, I, J, K, L, and P. At the completion of the meal, the chief cook will enter total number of personnel fed, and ensure that proper disposition of leftovers is made, posted to the form, and entered on the appropriate following menu. The chief cook will then sign in the block certifying that all entries and changes were followed.

P. **DAILY PREPOST MEAL BRIEFING NOTES.** This section will be used by the chief cook or dining facility manager to make notes of subjects to be discussed at the meetings to be held after each meal.

Q. **COMMENTS OF THE OOD.** The comments of the officer of the day should pertain to the quality, quantity, sanitation, and the conduct of the personnel subsisting in the dining facility.

NOTE:
1. At the end of each meal period (breakfast, lunch, dinner, plants, box lunch, night meal, etc.), the chief cook will enter the total number of personnel fed to support that menu in column O (chief cook's signature). This will be the combined totals of forms 10298 and 10789.
2. Short items shall be annotated with a negative number (-) and entered in column I (leftovers). The time and number of people fed when the item ran out will be entered in column L (menu comments). For example, "ran out 1215 w/380 fed."

Figure 4-13.--Cook's Worksheet (Form NAVMC 36)--Continued.

SUBSISTENCE ISSUE RECEIPT
NAVMC 10568 (REV 8-86) (5-81 edition will be used)
SN 0000-00-005-0305 U/I: PG 500

ITEMS ARE TO BE RECEIPTED FOR BY INDIVIDUAL UPON REMOVAL FROM STORAGE SPACES

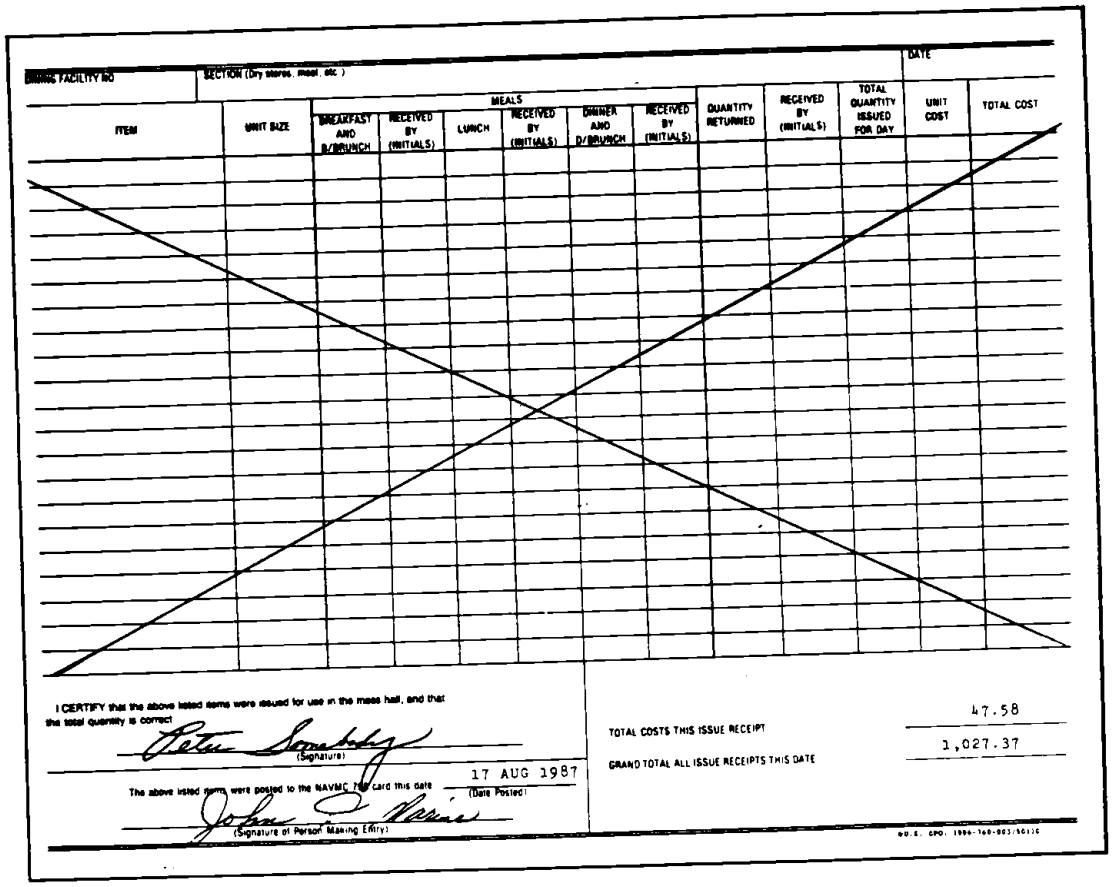
(10110)

MESS HALL NO.: 3309 | SECTION (Dry stores, meat, etc.): Dry Stores | DATE: 17 AUG 1987

ITEM	UNIT SIZE	MEALS: BREAKFAST AND B/BRUNCH	RECEIVED BY (INITIALS)	LUNCH	RECEIVED BY (INITIALS)	DINNER AND D/BRUNCH	RECEIVED BY (INITIALS)	QUANTITY RETURNED	RECEIVED BY (INITIALS)	TOTAL QUANTITY ISSUED FOR DAY	UNIT COST	TOTAL COST
Coffee	lb.	4		6		4				14	2.02	28.28
Sugar, gran.	lb.	10		10		6				26	.365	9.49
Carrots	#10 Cn.			2						2	1.44	2.88
Soup & Gravy Base	#2 1/2 Cn.			2						2	1.07	2.14
Tomatoes	#10 Cn			5				1		4	1.51	6.04
Pimientos	7oz Cn					5		1		4	.58	2.32
Salad Dressing	Gal Jr.					4				4	3.49	13.96

(Continue on reverse)

Figure 4-14.--Subsistence Issue Receipt (Form NAVMC 10568).



DINING FACILITY NO | SECTION (Dry stores, meat, etc.) | DATE

ITEM	UNIT SIZE	MEALS: BREAKFAST AND B/BRUNCH	RECEIVED BY (INITIALS)	LUNCH	RECEIVED BY (INITIALS)	DINNER AND D/BRUNCH	RECEIVED BY (INITIALS)	QUANTITY RETURNED	RECEIVED BY (INITIALS)	TOTAL QUANTITY ISSUED FOR DAY	UNIT COST	TOTAL COST

I CERTIFY that the above listed items were issued for use in the mess hall, and that the total quantity is correct

Peter Somebody
(Signature)

The above listed items were posted to the NAVMC 7[illegible] card this date 17 AUG 1987
(Date Posted)

John [illegible] Marine
(Signature of Person Making Entry)

TOTAL COSTS THIS ISSUE RECEIPT 47.58

GRAND TOTAL ALL ISSUE RECEIPTS THIS DATE 1,027.37

Figure 4-14.--Subsistence Issue Receipt (Form NAVMC 10568)--Continued.

STOCK NUMBER	ITEM NAME	UNIT	OPA	ASA	ALLOWANCE	DOLIC
8955-00-286-5369	COFFEE, ROASTED, GROUND	LB				

DATE	DOCUMENT NUMBER	TYPE OF TRANSACTION	QUANTITY INCREASE	QUANTITY DECREASE	UNDISTR.	CON. DEMS. DEMANDS	AVAILABLE FOR ISSUE	ACCOUNTABLE BALANCE	EXPECTED RECEIPTS: DATE OF DOCUMENT	EXPECTED RECEIPTS: DOCUMENT NUMBER	EXPECTED RECEIPTS: QUANTITY
		BROUGHT FORWARD					6	6			
2/11/87	04290	Received	60				66	66			
2-11-87		Issued		12		12	54	54			
2-12-87		Issued		15		27	39	39			
2-28-87		Inventory					39	39			
3-1-87		Issued		12		39	27	27			
3-6-87		Survey			6		21	27			
3-7-87		Issued		10		49	11	17			
3-8-87		Returned	2				13	19			
3-18-87	DR 3/9/87	Survey Adj		6			13	13			

STOCK RECORD AND INVENTORY CONTROL CARD (4440)

DATE	DOCUMENT NUMBER	TYPE OF TRANSACTION	QUANTITY INCREASE	QUANTITY DECREASE	UNDISTR.	CON. DEMS. DEMANDS	AVAILABLE FOR ISSUE	ACCOUNTABLE BALANCE	EXPECTED RECEIPTS: DATE OF DOCUMENT	EXPECTED RECEIPTS: DOCUMENT NUMBER	EXPECTED RECEIPTS: QUANTITY
		BROUGHT FORWARD									
		CARRIED FORWARD									

THIS IS THE REVERSE SIDE OF CARD

INVENTORY CONTROL DATA

UNIT PACK	UNIT PRICE	DISPOSITION	AMOUNT DUE	SHELF LIFE	LEAD TIME	REORDER POINT	SUPPLY CODE	SUPPLY CODE
12-3 lb cn	3.36	QTY	QTY	MONTHS	MONTHS	MONTHS QTY	MONTHS QTY	MONTHS QTY

☐ NONSTOCKED ADVANCE ITEM ☐ CONTROLLED EXPENDABLE ITEM ☐ EXPENDABLE ITEM INFO CODE SUBSTITUTE ITEM

Figure 4-15.--Stock Record and Inventory Control Card (Form NAVMC 708).

MESSHALL INFORMATION FOR THE PAST THREE MONTHS

DATE: _____

ORGANIZATION: MARINE CORPS AIR STATION, EL TORO (SA), CA 92709

TOTAL MESS HALLS: 6

PERSONNEL ASSIGNED	MIL	CIV
FOOD SERVICE OFFICE	22	0
CENTRAL PASTRY SHOP	0	0
OTHERS	3	0

UNIT	MH #	DESIGNED CAPACITY	STYLE OF SERVICE	FMF	AVERAGE MAN DAY FED	NO. OF AUTH	33 ASG	NO. OF SERVICE MIL	FOOD ATTN. CIV
H&HS, MCAS EL TORO	364	2,000	CAFETERIA	50/50	700	57	70	40	0
H&HS, MCAS EL TORO	*322	500	CAFETERIA	50/50	157	10	14	13	0
H&HS 9th, SANTA ANA	184	750	CAFETERIA		478	44	34	28	0
M.B. NAVAL WEAPONS STATION, SEAL BEACH	34	60	CAFETERIA	None	73	13	0	3	1
H&HS, MCAS, EL TORO (ASIAN HUT)	** MAG 11	250	CAFETERIA	50/50	66	3	3	5	0
H&HS, MCAS, EL TORO (ASIAN HUT)	** MAG 13	250	CAFETERIA	50/50	46	3	3	5	0

Signature: James S. Burdett
J.S. Burdett

* NOT OPEN ON THE WEEKENDS OR HOLIDAYS, SERVES BREAKFAST AND LUNCH ONLY.
** NOT OPEN WEEKENDS OR HOLIDAYS, SERVES LUNCH ONLY.

Figure 4-16.--Certificate of Messhall Information.

COOKS PRODUCE REQUIREMENT SHEET (10110)
NAVMC 10615 (REV. 1-74) SN: [illegible] U/I/SH (4-71 EDITION WILL BE USED)

DINING FACILITY NO.	DATE	REQUESTOR'S SIGNATURE

ITEM	MEALS			EDIBLE QUANTITY REQUIRED	TIME OF USAGE	SPECIAL INSTRUCTIONS	COOK'S INITIALS
	B	L	D				
APPLE							
CABBAGE							
CANTALOUPE							
CARROT							
CELERY							
CORN ON COB							
CUCUMBER							
GRAPEFRUIT							
LEMON							
LETTUCE							
ORANGE							
ONION (DRY)							
ONION (GREEN)							
PARSLEY							
PEPPER (GREEN)							
POTATO (WHITE)							
RADISH							
ROMAINE							
TOMATO (FRESH)							

☆ U.S. GOVERNMENT PRINTING OFFICE 1980—640-197/125

Figure 4-17.--Cook's Produce Requirement Sheet (Form NAVMC 10615).

PRODUCT CONVERSION SHEET (10910)
NAVMC 10616 (REV 6-88) (2-73 edition may be used) SN: 0000-00-006-1425 UI: PG of 500

PRODUCT: ENTER - The name of the item shown on the Recipe Card

RECIPE NO

BATCH YIELD: The number of portions each batch will yield

NO OF BATCH REQUIRED: Enter the total batches prepared

EACH PORTION: Enter the size of each portion

INGREDIENTS	QUANTITY PER 100 PORTIONS	CONVERSION FACTOR	TOTAL QUANTITY PER BATCH
ENTER - The list of items shown on the recipe card and/or any deletions or changes in ingredients used.	ENTER - The amount shown on recipe card	ENTER - The conversion factor (see back) required by the size of the batch	
	THIS COLUMN I	THIS COLUMN =	THIS COLUMN

METHOD

REMARKS: ENTER - Anything that pertains to the preparation of the product

PREPARED BY (Signature)

Figure 4-18.--Product Conversion Sheet (Form NAVMC 10616).

TABLE OF WEIGHT AND MEASURING EQUIVALENTS

TSP	TBSP	OUNCE	CUP	SCOOP	LADLE	FLUID MEASURE	LB WEIGHT
3	1	1/2					
	2	1	1/8	1-# 30	1 OZ		
	4	2	1/4	1-# 16	2 OZ		
	5	2 + 3/4	1/3	1-# 12			
	8	4	1/2	1-# 8	4 OZ		
	10	5	2/3	1-# 6			
	12	6	3/4		6 OZ		
	14	7	7/8				
	16	8	1		8 OZ	1/2 PT	
		12	1 1/2		12 OZ	1 1/2 CUPS	
		16	2			1 PT	1 LB
		32	4		32 OZ	1 QT	2 LB
		64	8			2 QTS	4 LB
		128	16			1 GAL	8 LB

OZs OF 1# CONVERTED TO DECIMAL PART OF 1#	DECIMAL PART OF 1 OZ OR 1 tsp ROUNDED OFF TO NEAREST 1/4 OZ OR 1/4 t
1 oz = .06 9 oz = .56	.00 to .12 = 00
2 oz = .13 10 oz = .63	.13 to .37 = 1/4 oz or 1/4 t
3oz = .19 11oz = .69	.38 to .62 = 1/2 oz or 1/2 t
4oz = .25 12oz = .75	.63 to .87 = 3/4 oz or 3/4 t
5oz = .31 13oz = .81	.88 to .99 = 1 oz or 1 tsp
6oz = .38 14oz = .88	
7oz = .44 15oz = .94	
8 oz = .50 16 oz = 1 #	

KEY TO MOST PRACTICAL MEASURES
3Tx16Tx2Cx2Px4Q = 768 t OR 1G

RECIPE ABBREVIATIONS		
TSP = teaspoon	CN = can	A.P. = As Purchased Weight
TBSP = tablespoon	GAL = gallon	E.P. = Edible portions
PT = pint	OZ = ounce	(DW) = Drained Weight
QT = quart	LB = pound	RTC = Ready to Cook

Note: T = TBSP (tablespoon)
t = TSP (teaspoon)

NAVMC 10616 (BACK)

Figure 4-18.--Product Conversion Sheet (Form NAVMC 10616)--Continued.

MAN-DAY FED REPORT (10110)

NAVMC 565-1 (REV. 5-84) (12-73 edition will be used until stocks are exhausted)

NSN: 0000-00-000-7514 U/I: PADS OF 100

REPORTING ACTIVITY

TYPE OF REPORT: ☐ DAILY ☐ MONTHLY

DATE

TYPE OF PERSONNEL		BREAKFAST MEALS	LUNCH MEALS	DINNER MEALS	BRUNCH BREAKFAST MEALS	BRUNCH DINNER MEALS	NIGHT MEALS BREAKFAST MEALS	NIGHT MEALS DINNER MEALS	TOTAL MEALS BY TYPE OF PERSONNEL
MARINE CORPS	REGULAR								(1)
	RESERVE								(2)
NAVY	REGULAR								(3)
	RESERVE								(4)
ARMY	REGULAR								(5)
	RESERVE								(6)
AIR FORCE	REGULAR								(7)
	RESERVE								(8)
COAST GUARD	REGULAR								(9)
	RESERVE								(10)
NATIONAL GUARD (Specify Service)									(11)
CADETS (Specify Service)									(12)
ROTC (Specify Service)									(13)
FOREIGN (Specify)									(14)
OFFICER PAYROLL CHECKAGE	MARINE CORPS								(15)
	NAVY								(16)
	OTHER (Specify)								(17)
CASH MEAL PAYMENT									(18)
OTHER (Specify)									(19)
TOTAL MEALS									
TOTAL MAN-DAYS (MEAL TOTALS OF LINE 19 MULTIPLIED BY APPLICABLE PERCENTAGE)									

All meals fed must be supported by signatures and/or appropriate entries on Meal Verification Records and Cash Meal Payment Sheets.

Meals on line 19 will be converted using conversion factors in figure 4-1

Round off to nearest full number

I certify that the total number of man-day credits for _____ 19 _____ is correct

_____ USMC, COMMANDING

U.S. GPO: 1987-768-003/50199

Figure 4-19.--Man-Day Fed Report (Form NAVMC 565-1).

FLIGHT MEAL REQUEST, ISSUE, AND RECEIPT FORM

SUBMIT IN DUPLICATE____ DAYS PRIOR TO DATE OF DEPARTURE. DATE: _____

FROM: _____

TO: _____

PART 1

1. It is requested that the following flight meals be furnished by (pick up time) on (date) for flight number (flight # or plane #).

REQUESTOR FILL IN THE COLUMNS 1, 2, and 3.

1. TYPE OF FLIGHT MEALS	2. NUMBER ISSUED AT GOVERNMENT EXPENSE	3. NUMBER TO SOLD	4. TOTAL REQUESTED
SANDWICH MEAL			
SNACK MEAL			
PRECOOKED FRZN MEAL			
BULK ITEMS			

TOTAL MEALS _____ x CURRENT RATE $ _____ = _____

PAY THIS AMOUNT $ _____

SIGNATURE (signature of OC or OIC)

PART 2

DATE: _____

I certify that the flight meals requested in part one, column 3, were received at (time), this date and the sum of $_____ which represents collections for the sale of meals indicated above, has been remitted to (name) and recorded on Cash Meal Payment Sheet (NAVMC 10298), No._____.

(signature of payee)

(Tear off along this line)

PART 3

DATE: _____

I certify that I have received the sum of $_____ which represents collection from the sale of flight meals from (name) this date.

(signature of authorized custodian)

Figure 4-20.--Format for Flight Meal Request, Issue, and Receipt Form

FLIGHT COFFEE AND CONDIMENTS REQUEST, ISSUE AND RECEIPT
(Prepare In Duplicate)

ORGINAZATION: _____ DATE: _____

FROM: _____

TO: FOOD SERVICE OFFICER

PART 1

1. It is requested that the below items be furnished by (pick up time) on (date) for crewmembers on flight number (flight # or plane #).

2. Cost for the below listed items will be in accordance with the current months cost of ingredients to the messhall and will cause prices for coffee and condiments to fluctuate monthly. Coffee will be sold by the gallon, and sugar and cream substitute will be sold by the 25 packet bag.

REQUESTOR FILL IN COLUMN 3.

1. ITEMS REQUESTED	2. UNIT OF ISSUE	3. QUANTITY REQUESTED	x	4. UNIT PRICE	=	5. UNIT COST
COFFEE (Specify)	(Ind.) PACKET POUNDS					
SUGAR						
SUGAR (Bulk)						
CREAM (Specify)						

PAY THIS AMOUNT: _____ TOTAL: _____ (signature of requestor)

PART 2

DATE: _____

I certify that the COFFEE/CONDIMENTS requested in part one, column 3, were received at (time), this date and the sum of $_____ which represents collections for the sale of COFFEE/CONDIMENTS indicated above, has been remitted to (name) and recorded on Cash Meal Payment Sheet (NAVMC 10296), No._____.

(signature of payee)

(Tear off along this line)

PART 3

DATE: _____

I certify that I have received the sum of $_____ which represents collection from the sale of COFFEE/CONDIMENTS from (name) this date.

Figure 4-21.--Format for Flight Coffee and Condiments Request, Issue, and Receipt Form.

FLIGHT MEAL CREDIT CERTIFICATE

AUGUST 1988

1. Basic Daily Food Allowance (BDFA) = $3.517

Sandwich and Bulk:	
65% of the BDFA = $2.286	
Sandwich, 54 meals @ 2.286	$123.44
Bulk	00
Snack Meal:	
30% of the BDFA = $1.055	
25 meals @ 1.055	26.38
Precooked Frozen:	
20% of the BDFA = $. 70	
Cost of meal = $. 97	
Credit for meal = $1. 67	
20 meals @ $1.67	33.40

2. Coffee and Condiments:

Coffee	32.50
Sugar	2.00
Cream	2.50
TOTAL FLIGHT CREDIT	$220.22

CERTIFIED CORRECT: _____

Figure 4-22.--Format for Flight Meal Credit Certificate.

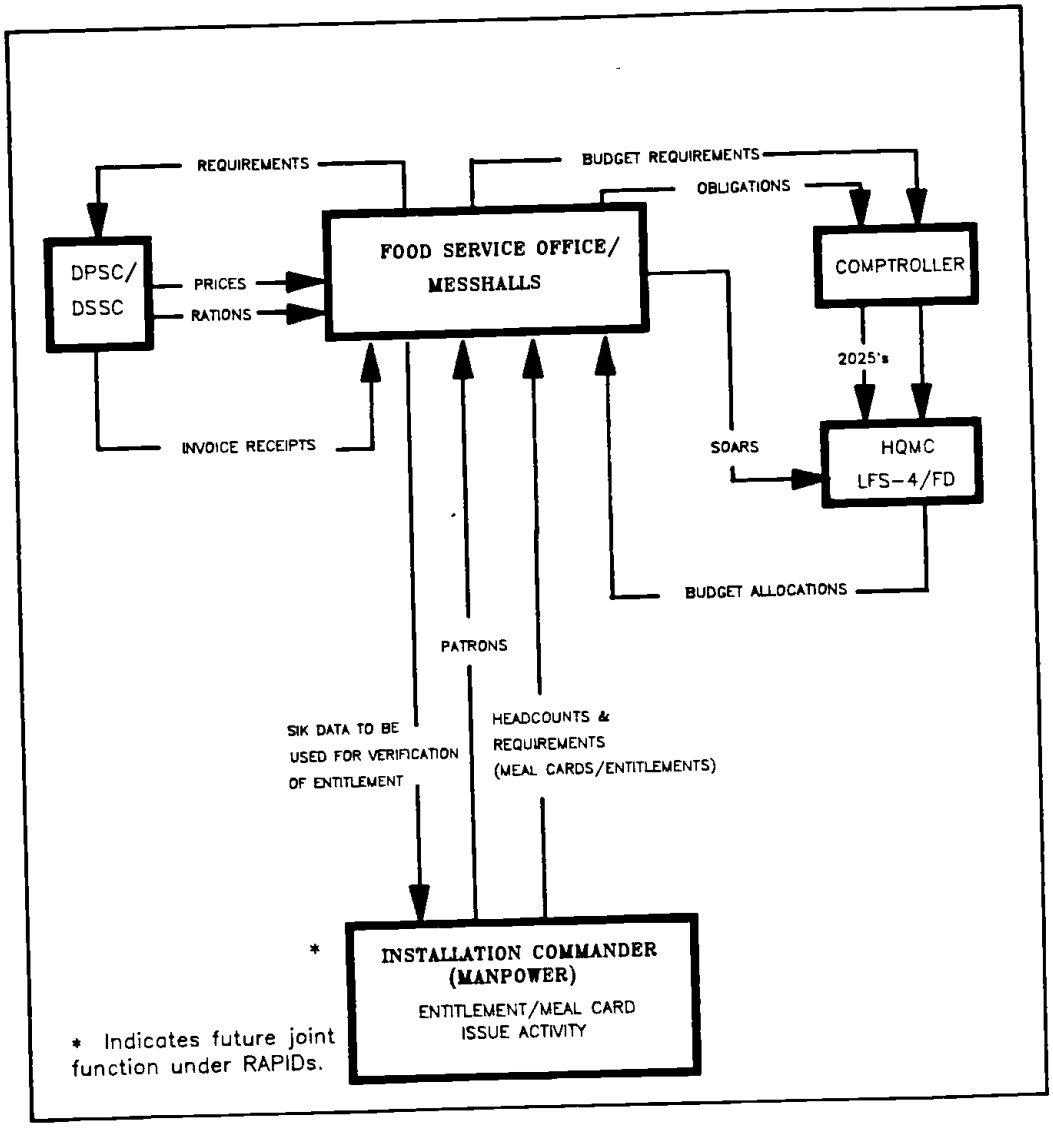


Figure 4-23.--MCFMIS Domain.

MESSHALL EVALUATION RECORD

Installation: Organization: Messhall No.

AREA I
(CATEGORY RATING 1-50 POINTS)

CATEGORY A: MANAGEMENT		CATEGORY B: FOOD PREPARATION	
(Functional Rating 1-10)	Points	(Functional Rating 1-10)	Points
(1) Conformance w/MCO P10110.14		(1) Following Recipes	
(2) Subsistence Control Forms		(2) Timely Preparation	
(3) Subsistence Requisitioning		(3) Progressive Cooking	
(4) Financial Status		(4) Proper Cooking Time	
(5) Cook's Worksheet		(5) Salad Preparation	
CATEGORY RATING		CATEGORY RATING	

CATEGORY C: SANITATION		CATEGORY D: SERVING TECHNIQUES	
(Functional Rating 1-10)	Points	(Functional Rating 1-10)	Points
(1) Dishwashing Area		(1) Arrangement of Serving Line	
(2) Refrigerator/Storeroom		(2) Food Attractively Displayed	
(3) Food Preparation Areas		(3) Serving Temperatures	
(4) Dining Area		(4) Uniformity of Servings	
(5) Refuse/Disposal Area		(5) Courtesy of Server	
CATEGORY RATING		CATEGORY RATING	

CATEGORY E: FOOD ACCEPTABILITY		CATEGORY F: EFFECTIVENESS OF FOOD SERVICE TRAINING PROGRAM	
(Functional Rating 1-10)	Points	(Functional Rating 1-10)	Points
(1) Today's and Past Menus		(1) OJT Program	
(2) Palatability		(2) Records of Training Program	
(3) Adequacy of Portion		(3) Prebrief of Cook's Watch	
(4) Plate Waste		(4) Debrief of Cook's Watch	
(5) Comments by Patrons		(5) MCI Participation	
CATEGORY RATING		CATEGORY RATING	

AREA II
(CATEGORY RATING 1-25 POINTS)

CATEGORY G: CONSERVATION MEASURES		CATEGORY H: EQUIPMENT	
(Functional Rating 1-5)	Points	(Functional Rating 1-5)	Points
(1) Vegetable Cleaning Methods		(1) Operating Instructions Posted	
(2) Utilization of Leftovers		(2) Proper Utilization	
(3) Breakage/Replacement of Cleaning Supplies		(3) First Echelon Maintenance	
(4) Stockage/Utilization of Cleaning Supplies		(4) Safety Instructions Posted	
(5) Feeding Projection Procedures		(5) Replacement Program	
CATEGORY RATING		CATEGORY RATING	

Figure 4-24.--Messhall Evaluation Record.

CATEGORY I: RECEIVING AND STORAGE PROCEDURES	
(Functional Rating 1-5)	Points
(1) Correct Quantities Received	
(2) Stock and Rotation	
(3) Condition of Items	
(4) Storage Practices	
(5) Authorized Receiving Personnel	
CATEGORY RATING	

CATEGORY J: MANNING AND SUPERVISION	
(Functional Rating 1-5)	Points
(1) Full Utilization of Manpower	
(2) Adequacy of Supervision	
(3) Response of Supervision	
(4) Attitude of Personnel	
(5) Ingenuity and Initiative of Personnel	
CATEGORY RATING	

CATEGORY K: PERSONAL HYGIENE	
(Functional Rating 1-5)	Points
(1) Sanitation Training Card	
(2) Cook's and Server's Uniform	
(3) Personal Work Habits	
(4) Cleanliness and Appearance of Personnel	
(5) Premployment Medical Checkup	
CATEGORY RATING	

CATEGORY L: FACILITY IMPROVEMENT PROGRAM	
(Functional Rating 1-5)	Points
(1) Exterior Appearance	
(2) Interior Appearance	
(3) Dining Area Decor	
(4) Upkeep and Repair	
(5) Utilization	
CATEGORY RATING	

EVALUATION INSTRUCTIONS

A. Scale to be used in rating by function within category.

SCALE		
AREA I CATEGORY A-F	AREA II CATEGORY G-L	RATING
10 Points	5	Superior (maximum achievement)
9 to 8	4	Excellent (improvement possible)
7 to 6	3	Very Good (improvement desired)
5 to 4	2	Average (meets acceptable standards)
3 or less	1	Below Standards (major improvement required)

B. Applicable directives/guidelines.

AREA I CATEGORY	AREA II CATEGORY
A. MCO P10110.14	G. MCO P10110.14 1/
B. MCO P10110.10	H. NAVMAT P5100; NAVSUP P421
C. NAVMED P-5010-1 1/	I. NAVMC 1101
D. MCO P10110.10 1/	J. 1/
E. MCO P10110.17 1/	K. NAVMED P5010
F. MCO P10110.14; MCO 1500.6	L. MCO 11014.8

1/ Professional judgement of the evaluator.

Figure 4-24.--Messhall Evaluation Record--Continued.

C. Evaluation totals: Enter point values by area and category below

AREA I	MAXIMUM	ASSIGNED
A. Management	50	
B. Food Preparation	50	
C. Sanitation	50	
D. Serving Techniques	50	
E. Food Acceptability	50	
F. Effeciveness of Food Service Training Program	50	
TOTAL	300	TOTAL
AREA II	**MAXIMUM**	**ASSIGNED**
G. Conservation Measures	25	
H. Equipment	25	
I. Receiving and Storage Proceedures	25	
J. Manning and Supervision	25	
K. Personal Hygiene	25	
L. Facility Improvement Program	25	
TOTAL	150	TOTAL
GRAND TOTAL	450	GRAND TOTAL

Figure 4-24--Messhall Evaluation Record--Continued.

FIELD FEEDING EVALUATION RECORD

Installation: Organization:

CATEGORY A: FIELD MESS SITE SELECTION/LAYOUT		CATEGORY B: OPERATIONS AND SUPERVISION	
(Functional Rating 1-10)	Points	(Functional Rating 1-10)	Points
(1) Camouflage and Physical Security		(1) Knowledge of Operational Procedures	
(2) Accessibility		(2) Operators' Knowledge of Equipment	
(3) Traffic Flow		(3) Effective Use of Manpower	
(4) Protection From Elements		(4) Adequacy of Supervision	
(5) Functional Organization		(5) Response to Supervision	
CATEGORY RATING		CATEGORY RATING	

CATEGORY C: MANAGEMENT		CATEGORY D: USE AND MAINTENANCE OF EQUIPMENT	
(Functional Rating 1-10)	Points	(Functional Rating 1-10)	Points
(1) Conformance with MCO P10110.14		(1) Appropriate Field Manuals, Technical Manuals, & Bookkeeping Available	
(2) Recommended Publication on Hand		(2) First Echelon Maintenance of Equipment	
(3) Unit Standard Operating Procedures in Use		(3) Conformance to Maintenance Management Procedures	
(4) Subsistence Requisitioning Procedures		(4) Repair Parts Requisitioning Procedures	
(5) Preparation of Cook's Worksheet		(5) Condition and Marking of Embarkation Crates	
(6) Financial Control		(6) Conformance to Safety Procedures	
		(7) Complete Table of Equipment Allowance on Hand on Requisition	
CATEGORY RATING		CATEGORY RATING	

CATEGORY E: SANITATION		CATEGORY F: APPEARANCE/ATTITUDE OF FOOD SERVICE PERSONNEL	
(Functional Rating 1-10)	Points	(Functional Rating 1-5)	Points
(1) Sanitation Training Cards		(1) Appearance of Personnel	
(2) Annual Physical Examination		(2) Attitude of Personnel	
(3) Food Handling Procedures		(3) Courtesy of Servers	
(4) Hand Washing Facilities		(4) Work Habits	
(5) Mess Kit Laundry/Pot and Pan Washing Procedures			
(6) Grease Trap and Soakage Pit Construction			
(7) Pest Control			
(8) Refrigeration and Subsistence Storage Procedures			
(9) Personal Hygiene			
(10) Personal Work Habits			
CATEGORY RATING		CATEGORY RATING	

Figure 4-25.--Field Feeding Evaluation Record.

CATEGORY G: RECEIPT AND STORAGE OF RATIONS	
(Functional Rating 1-5)	Points
(1) Authorized Receiving Personnel	
(2) Quality and Quantity Inspections Conducted	
(3) Requisitioning and Use of Operation "B" Rations	
(4) Requisitioning and Handling of Potable Ice	
(5) Transporting and Storing Procedures	
CATEGORY RATING	

CATEGORY H: PERSONNEL ACCOUNTING PROCEDURES	
(Functional Rating 1-5)	Points
(1) Meal Card Procedures	
(2) Headcount Procedures Under Field Conditions	
(3) Cash Collection for Sale of Meals	
(4) Cash Security Procedures	
(5) Unit Payroll Deduction Procedures	
CATEGORY RATING	

CATEGORY I: FOOD PREPARATION AND QUALITY	
(Functional Rating 1-20)	Points
(1) Effective Menu Adjustment	
(2) Adherence to Cook's Worksheet	
(3) Use of Appropriate Recipes	
(4) Meats and Sauces	
(5) Starches and Vegetables	
(6) Salads and Dressings	
(7) Quick Breads and Pastries	
(8) Beverages	
(9) Proper Serving Temperatures	
(10) Food Palatability	
CATEGORY RATING	

CATEGORY J: SERVING AND TROOP ACCEPTABILITY	
(Functional Rating 1-20)	Points
(1) Adequacy of Meal Hours	
(2) Menu and Serving Line Components	
(3) Arrangement of Serving Line	
(4) Appropriate/Sufficient Serving Utensils on Hand/in Use	
(5) Eye Appeal and Garnishment	
(6) Portion Control and Plate Waste	
(7) Replenishment of Line	
(8) Soups/Beverages Use	
(9) Use of Vacuum Containers	
(10) Troop Acceptability (pre-care)	
CATEGORY RATING	

CATEGORY K: COMMAND SUPPORT	
(Functional Rating 1-10)	Points
(1) Command Interest/Support	
(2) Material Support	
(3) Procurement of Equipment	
(4) Manning Level	
(5) Recognition of Individuals	
CATEGORY RATING	

EVALUATION INSTRUCTIONS

A. Scale to be used in rating by function within category.

SCALE			RATING
CATEGORY A-E	CATEGORY F-H	CATEGORY I-K	
10 Points	5	20 Points	Superior (maximum achievement)
9 to 8	4	19 to 16	Excellent (improvement possible)
7 to 5	3	15 to 11	Very Good (improvement desired)
5 to 4	2	10 to 6	Average (meets acceptable standards)
3 or less	1	5 or less	Below Standards (major improvement required)

Figure 4-25.--Field Feeding Evaluation Record--Continued.

B. Applicable directives/guidelines.

CATEGORY	CATEGORY
A. MCO P10110.14	G. TM 10-4500-200-13
B. MCO P10110.25	H. TM 10-7360-204-13&P
C. MCO P10110.26	I. NAVMED P 5010
D. MCO P10110.42	
E. MCO P10110.43	
F. FM 10-23	

C. Evaluation totals. Enter point values by area and category below.

AREA I	MAXIMUM	ASSIGNED
A. Field Mess Site Selection/Layout	50	
B. Operations and Supervision	50	
C. Management	60	
D. Use and Maintenance of Equipment	70	
E. Sanitation	100	
F. Appearance/Attitude of Food Service Personnel	20	
G. Receipt and Storage of Rations	35	
H. Personnel Accounting Procedures	35	
I. Food Preparation and Quality	200	
J. Serving and Troop Acceptability	200	
K. Command Support	50	
TOTAL	850	TOTAL

Figure 4-25.--Field Feeding Evaluation Record--Continued.

CHAPTER 5

FACILITIES AND EQUIPMENT

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CHAPTER 5

FACILITIES AND EQUIPMENT

SECTION 1: GENERAL

5100. COMPUTING MESSHALL REQUIREMENTS

1. The Naval Facilities Design Manual (NAVFAC DM36.04) and NAVFAC P-80 provide the design and construction criteria for all Marine Corps messhalls.

2. To determine the recommended design capacity for a messhall, food service personnel computes the DoD formula as shown in figure 5-1. For new construction, alterations, additions, or replacement of an existing messhall data for a minimum of a 6-month period are used. For new construction, where historical data is not available, data for similar facilities in similar environments is used.

3. The rated dining capacity of existing facilities is determined as follows:

a. The net seating area is defined as the parts of the dining room reserved for tables and chairs. Determine the net seating area. Then divide by 15 square feet per seat, or 1.39 square meters (m2).

b. Multiply the number of seats by the turnover rate of 3. This is the turnover for the meal period, regardless of the length of the period. For example, assume that the net seating area is 1,500 square feet, or 139 m2. If divided by 15 or 1.39 m2 as explained above, the result is 100. If multiplied by the turnover rate of 3, the rated capacity is determined to be 300 patrons.

4. A deficiency of dining capacity exists if the total capacity required for the installation (paragraph 5100.1, preceding) is more than the sum of the rated capacity of all existing messhalls (paragraph 5100.2).

5101. MESSHALL USE. Determining realistic messhall utilization rates is based primarily on specific local factors and conditions. However, a utilization rate comparing design rated capacity (paragraph 5100.2, preceding) and average peak planning factor (APPF) provides a generally acceptable method for estimating messhall use.

1. Messhall utilization rates may be determined as follows:

a. Obtain the average number of lunch meals served daily over a 6-month period.

b. Obtain the highest number of lunch meals served during this period, excluding holidays, special events, etc.

c. Subtract the average daily lunch meals from the peak lunch meal and multiply by 75 percent. Add the result to the average daily lunch meals to compute the APPF.

d. Divide the APPF by the messhall rated capacity (paragraph 5100.2, following) to determine the messhall utilization rate. For example, assume that the average number of lunches served over a 6-month period is 400 and the highest meal served is 720. Then, the peak planning figure would be 640 (720 - 400 = 320 X 75 percent + 400 = 640). Compared with a messhall capacity of 1,000 patrons, the utilization rate would be 64 percent.

2. The Marine Corps standard is a 70 percent utilization rate. Facilities showing less than 50 percent utilization rate will be considered for consolidation, but only if service to the customer is not reduced. Examples of unacceptable reductions in service by consolidation include excessive distance from the BEQ to the messhall, increasing the remaining messhalls to over 95 percent, or eliminating fast food or other desirable customer service features.

5102. ACTIVATION AND DEACTIVATION OF MESSHALLS. Occasionally, local conditions require the deactivation of existing facilities or the activation of a new or unused messhall. The following procedures apply to activating or deactivating any messhall.

1. Deactivation

a. Authorization. Installation commanders may deactivate any messhall when they have determined it is no longer required to support the installation mission. They must coordinate such action with the CMC (LFS-4), providing the following information:

(1) Justification for proposed action.

(2) Economics to be realized.

(3) Plans for subsisting personnel.

(4) Planned use of personnel resources.

This information is not required if the entire installation has been disestablished unless there are residual personnel in the area.

b. Notification of Messhall Deactivation. The CMC (LFS-4) shall be notified 30 days preceding the anticipated temporary or permanent deactivation of a messhall.

c. Disposition of Subsistence Supplies. When the messhall is deactivated, all subsistence stores on hand will be invoiced to the nearest military activity or installation. Should this prove impracticable, instructions for disposition will be requested from the CMC (LFS-4).

d. Reimbursement. Subsistence items transferred to another Marine Corps activity or installation will be on a nonreimbursable basis. Items transferred to another activity or military installation will be on reimbursable basis.

e. Submission of Final SOAR. After disposal of all subsistence supplies on hand, a final SOAR will be submitted to the CMC (LFS-4). Such a report will be marked "final" or "temporary" deactivation and will show the disposition of subsistence items, citing the authority for deactivating the messhall. This report is assigned Report Control Symbols MC 7220-01A and MC 7220-01B.

f. Temporary Deactivation. When a temporary planned or unplanned closure is required, a message will be sent to the CMC (LFS-4), with the following information:

(1) Reason for closure.

(2) Length of closure.

(3) Number of personnel affected by closure.

(4) Plans to provide low cost, nutritionally adequate meals.

The information should be provided 30 days prior to facility closure. In the case of an emergency situation (natural disasters, structural failure, etc.), information should be sent as soon as possible.

2. Activation

a. General. Proposals concerning the activation of a messhall, and any actions which may affect the utilization of efficient operation of a messhall, will be forwarded through the normal chain of command to the CMC (LFS-4).

b. Procedures. Installation/activity commanders wishing to activate a messhall will forward the request to the CMC (LFS-4) 90 Days in advance of the proposed date of operation to permit adequate review. It will include the location of the nearest military service appropriated fund messhall and the anticipated number to be fed, how and where personnel are currently being fed, why they cannot continue to be fed using existing facilities, and a statement to the effect that adequate food service personnel and equipment will be available for efficient messhall operation.

CHAPTER 5

FACILITIES AND EQUIPMENT

SECTION 2: MARINE CORPS MESSHALL FACILITIES IMPROVEMENT PROGRAM (MFIP)

5200. SCOPE

1. Messhalls will be designed to assure the latest state-of-the-art equipment, a pleasant environment with decor consistent with that found in first-class commercial cafeterias and commercial fast food restaurants. Deficiencies in messhall conditions adversely impact on both the ability to accomplish the food service mission and the morale of our Marines and sailors. The CMC (LF) provides management of the MFIP. MFIP is designed to modernize messhalls throughout the Marine Corps and improve the quality of life for our personnel. The Naval Facilities Design Manual (NAVFAC DM36.04) provides the design and construction criteria for all Marine Corps messhalls.

2. The ability of FSO’s to carry out assigned missions is dependent upon the condition of their physical plant. Deficiencies in messhall condition adversely impact on both the ability to satisfy the food service mission and maintain high morale of messhall patrons. The senior leadership of the Marine Corps has taken interest in many specific areas of MFIP with the intent of helping resolve these deficiencies. This action has taken the form of a centrally managed MFIP to ensure funding is provided to modernize facilities and improve the quality of life for personnel. Management and execution of this program requires the continuous attention of all commanders.

3. The MFIP functions under the provisions of the Headquarters Marine Corps Facilities Projects Program. This program is a centrally-managed, interrelated program of developing, prioritizing, and funding major repair, minor construction, and equipment installation projects at Marine Corps activities per MCO PI 1000-.5. Normally, all projects in the program will exceed the approval authority of the installation commanders. The program covers the following activities:

a. Funding for engineering investigations and studies related to facilities and projects, design for approved facilities projects, and minor acquisition of land.

b. Funding for changed orders to projects during contract execution in excess of assigned contingency ceilings and unforeseen requirements resulting from mission changes or natural disasters.

5201. MONETARY LIMITATIONS

1. Projects Included. Projects to be included in the program together with the monetary limits are:

a. Construction Projects. Minor construction projects having a funded cost between $100,001 and $200,000. Major activities shall request funding approval for construction projects exceeding an estimated funded cost of $10,000.

b. Repair Projects. Repair projects having a total funded cost between $300,001 and $3,000,000. Major activities shall request funding approval for repair projects at an estimated funded cost of $25,000 or over.

c. Equipment Installation Projects. Equipment installation projects having a funded cost between $100,001 and $200,000. Equipment to be installed in these projects must be class 3 as classified in NAVCOMPT Manual, volume 3, paragraph 036301. Minor activities shall request project approval for equipment installation projects exceeding an estimated total funded cost of $10,000. Funding of equipment installation projects accomplished per the current edition of MCO P7100.8, Field Budget Guidance Manual.

d. Combination or Renovation Projects. Projects which include a combination of construction repair or equipment installation, shall be separated and submitted as individual projects; and the approval authority for each type of project shall apply. If a project which includes construction is so integrated as to preclude separation, the entire project shall be submitted as a construction project.

2. Projects Excluded. Projects to be excluded from the program are as follows:

a. Local Projects. Projects normally within the approval authority of the installation commander.

b. Unspecified Minor MILCON and MILCON Projects. Construction projects having a total funded cost of $200,001 and over (see the current edition of MCO P11000.12).

3. Numbering System for Facilities Projects Program Project Submittals. All activity projects submitted for consideration in a particular fiscal year shall be assigned a project number by the originating activity per MCO Pl1000.5. Under this numbering system, each activity has a unique set of project numbers to identify major repair, minor construction, and equipment installations projects. Those projects which are approved will carry the same project number through to completion of the project.

Those submitted projects which are not approved in the fiscal year program for which nominated should be reassigned a new project number when submitted for a future program.

5202. ON-SITE SURVEY OF PROGRAM PROJECTS

1. Headquarters Marine Cords On-Site Survey. Headquarters Marine Corps will send a representative to each activity in the first quarter of the fiscal year to survey on-site proposed projects.

2. Year of Execution. Projects validated will normally be planned for execution 2 years from the year of validation. Under extenuating circumstances, Headquarters Marine Corps representatives will validate projects for near term execution. Projects will be numbered to reflect planned year of execution.

3. Initial and Final Cutoff Scores. The major repair and minor construction (excluding special program) projects are approved for the program based primarily upon the survey scores. Low scoring projects will not normally be funded for design.

5203. PROGRAM EXECUTION. After validation, execution of the program follows these steps in sequence:

1. The CMC approves projects for design and provides A&E funds.

2. Activities advise the CMC when design will be ready and priority of project (projects forecast).

3. Activities submit documentation for all projects and PP&S for selected projects.

4. The CMC grants authority to advertise and commit funds.

5. Activities advise of low bids and request funds.

6. The CMC allocates funds.

7. Activities execute contract and obligate funds.

8. Activities and the CMC process change orders above contingency ceiling. Change order within contingency ceiling is funded by the activity with local funds. If no funds are available, the activity requests funds from the CMC (FDB).

5204. EQUIPMENT INSTALLATION

1. Turnkey projects are those in which a single contractor provides all equipment, installations, repairs, and construction in a single contract. Such projects, in which the equipment meets the criteria of investment and represents the major portion of the total cost of the complete project will be included within the personal capital plant equipment budget, regardless of approval authority, for allocation of Procurement Marine Corps (PMC) funds. Turnkey projects funded under the PMC appropriation will be limited to the procurement and installation of a major item of equipment, a complete operating system, or a complete shop or facility. Those projects which exceed the installation commander's approval authority and require facility repair and/or construction will be submitted as described in MCO P11000.5 and attached to the appropriate budget year requirements.

2. In those instances where turnkey installations are not anticipated or appropriate, funding requirements for all such equipment installation, regardless of approval authority, will be included in the O&MMC budget. Projects which exceed the installation commander's approval authority will be submitted as described in MCO P11000.5 and forwarded to the CMC (LFF) for approval.

5205. REPAIRS

1. Definition. Repair. is the restoration of a real property facility to such condition that it may be used for its designated purposes. This may be completed by overhaul, reprocessing, or replacement of constituent parts or materials that have deteriorated by action of the elements or usage.

2. Examples of Repair

a. Roof repair by replacement.

b. Replacing worn-out installed equipment that is beyond economical maintenance.

c. Overlaying a floor, which can no longer be sanded and refinished, with carpet or floor tile is considered repair rather than maintenance.

3. General Policy

a. Repair by replacement is appropriate when economic and environmental justifications dictate replacement with improved or more durable or more esthetics materials. Such justification shall be based on a sound engineering judgment that takes into

account functions performed in the area and a favorable life cycle cost analysis over the remaining life of the structure. Improved materials or design may be used, if new materials have been developed and have come into accepted use since installation of the material to be replaced, or if the selection of the original material or the original design has proved economically unwise. In general, a new material shall not be of higher quality or durability than that permitted for a similar use by criteria for new construction.

b. In the course of repair by replacement, constituent parts of a structure, such as electrical wiring, piping, heating, and ventilating equipment (contained within the individual building), may be increased in size to meet current demands or modern accepted engineering practice. These repairs include bringing components up to current standard codes.

4. Structural Repairs

a. Repair by replacement of deteriorated walls, gutters, roofs, stairs, porches, platforms, windows, facia, sills, and similar components may be accomplished through the use of improved or more durable or more aesthetic materials per the general policy.

b. In the course of repair, window and door openings may be modified to the extent necessary to take advantage of available manufactured sizes so as to preclude special fabrication costs.

5. Modernization of Lighting System

a. Work resulting in the modernization of the lighting system of a building may be funded as repair if the existing system is inadequate; i.e., does not meet the lighting intensity recommended for a particular area and is detrimental to the efficiency of work required in the building, unsafe, or harmful to employee eyesight. In this context, the correction of a deficiency of light in a lighting system is in the nature of a repair, and therefore, a determination of physical system deterioration is not essential to classify the work as repair. The project documents must include the lighting intensity as recorded and number of personnel affected. The concept includes exterior lighting on or within the 5-foot line of the building and lighting with the boundaries of a parking area. Energy conservation measures should be considered replacing a inadequate and/or deteriorated lighting system when it will result in energy savings.

b. If the need for modernization is a direct result of a conversion or change in functional purpose to which the structure is to be used, the work is an alteration and must be funded as construction.

CHAPTER 5

FACILITIES AND EQUIPMENT

SECTION 3: MINIMUM STANDARDS FOR MESSHALL FACILITIES

5300. MESSHALL EXTERIOR

1. Parking spaces equal to 30 percent of the seating capacity or transportation will be provided for patrons whose duty assignments are located in areas remote from messhalls (over 1/2 mile).

2. Paved sidewalks will be provided along major access routes and leading from streets and parking areas to entrances and exits. Sidewalks will be maintained in good condition for patron safety adequately drained, with snow, sand, grass clippings, and similar obstructions promptly removed.

3. Building services will be concealed and remote from patron entrances and exits.

a. Receiving platforms will be at the rear of the building with a separate access road to avoid conflict with patron traffic.

b. Building utilities will be underground to the maximum possible extent.

c. Above ground utilities such as transformer pads and gas and water meters will be in suitable enclosures.

d. Trash containers (dumpsters) will be located in suitable enclosures (screen, wall, or fence) and not adjacent to the receiving platform.

e. Utility services to the building will be adequate to supply all installed equipment.

f. Air curtains (fly fans) will be properly installed on all exterior doors to ensure the complete opening is adequately protected to minimize insect infestation.

4. The building facade will present a neat, clean, attractive appearance and be properly identified as the enlisted messhall.

5. Protection such as canopies and covered walkways will be provided to protect patrons during inclement weather.

6. Building entrances and exits will be prominently identified.

7. Hours of operation will be posted outside each entrance.

5301. ENTRANCEWAYS AND VESTIBULES

1. Facilities for hanging coats and hats will be provided in numbers equal to seating capacity or as space will practically permit.

2. One menu board will be conspicuously displayed at the entrance to each serving line. Where two serving lines have a common entrance, a single menu board will be centrally displayed. Menu boards will be readable from a distance of l0 feet minimum and be conscientiously maintained to display the full day’s menu.

3. Separate restroom facilities should be provided for male and female patrons (where applicable) when funds and space permit.

5302. DINING AREAS

1. Traffic aisles between tables leading to serving-lines will be a minimum of 48 inches wide.

2. Lighting of the dining and serving areas will be variable to at least 80 candles.

3. Background music will be provided through the meal period by a built-in system capable of an undistorted frequency range of 70-13000 Hz minimum. Capability will be provided to reproduce AM/FM radio, tape, and phonograph records. A page system shall override the music system for announcements of patron interest.

4. Traffic patterns will be well defined.

5. Cash and accountability stations will be conveniently located (at entrances) and properly staffed at all times to minimize patron inconvenience.

6. Self-service plate, cup, bowl, tray, and flatware dispensers will be conveniently located in sufficient quantities to dispense 100 percent of the requirements for the meal period without replenishment.

7. Tables will be rectangular or round in shape with an even division of two and four person tables.

8. Minimum distances between seat backs at unoccupied tables shall be at least 2 feet to allow adequate access.

9. Chairs will be light, durable, stackable, and constructed to provide maximum patron comfort. Dollies for moving and storing chairs will be provided.

10. Clocks will be prominently located in the dining and food preparation areas and be properly maintained and synchronized.

11. Walls, floors, and ceilings will be of light, pleasant colors to enhance messhall atmosphere.

12. If tablecloths are used, fresh tablecloths will be provided for each meal and those excessively soiled during meals will be replaced immediately.

13. Dishwashing operations will be physically, visually, and acoustically separate from dining areas

14. Decorative finishes, murals, draperies, etc., shall be color and material coordinated.

15. Dining and serving areas will be air-conditioned except in facilities located within weather zone D (see DoD 4270.1-M, DoD Construction Criteria Manual).

16. Dining and serving area equipment will be provided in the types, sizes, and quantities required to feed the total maximum complement within prescribed time frames.

17. In operations where tables are bussed (commercial activities), bussing carts will be inconspicuously and meticulously maintained. The dining area will be sufficiently staffed to remove bus carts when full and replace with empty carts. In self-bussing operations, dish-washing operations should be so located and of adequate capacity that out-traffic flow is not impeded and is not exposed to dining patron view.

5303. FOOD SERVICE AREAS

1. Food service in messhalls will be cafeteria style.

2. A properly equipped and manned fast food/carryout service can sustain a service rate of 14 personnel per minute. A properly equipped and manned regular serving line can sustain a service rate of 8 personnel per minute.

3. Equipment will be provided with adequate capacity to maintain serving line rates.

4. All food serving lines will be screened from the dining area by means of decorative planters, screens, or partitions.

5304. SELF-SERVICE AREAS

1. Flatware dispensers will have the capacity to store and dispense 100 percent of the requirements for any meal. Flatware will be segregated by types, prominently identified with dispensing handles up.

2. Self serving rack-type dispensers for cups and glasses will be located before and immediately adjacent to the beverage dispensers supporting 100 percent of requirements for each meal to be provided.

5305. FOOD PREPARATION AREAS

1. Basic food preparation equipment (ovens, freezers, steam cookers, vegetable slicers, meat grinders, etc.) requirements vary widely depending on parameters imposed by the individual installation. FSO’s will consult the public works officer and the CMC (LFS-4) for specific recommendations regarding equipment types, sizes, arrangements, and other specifics.

2. Galley ventilation equipment will provide a slightly negative pressure to prevent cooking odors from escaping to the dining areas.

3. Meat preparation and vegetable preparation areas will be kept at a temperature range of 500F to 550F when practical.

4. Floor covering shall be of quarry tile or equivalent.

5. Adequate stainless steel working counter space will be provided to allow efficient preparation and assembly techniques by personnel.

5306. STORAGE AREAS

1. Shelving in refrigerators and freezers will be constructed of corrosion resistant steel. Shelving in dry food storage areas will be constructed of plate carbon steel or aluminum.

2. All walk-in refrigerators and freezer.s will be equipped with safety inside release latches to prevent personnel from being trapped inside. Interior light switches will also be provided (one to light the interior and one to light a red emergency light or alarm located outside the refrigerator).

3. All storage areas will be located so as to have easy access to both the loading area and the related preparation area.

4. Chill and freezer rooms will be fitted with both external and internal temperature reading gauges, with appropriate logs.

CHAPTER 5

FACILITIES AND EQUIPMENT

SECTION 4: EQUIPMENT

5400. EQUIPMENT ACQUISITION. Information provided below is to assist in the acquisition of food service equipment. Publications or documents referenced herein should be maintained within the food service organization:

1. Equipment Identification and Specification

a. FSC, C7300-IL. This FSC C7300-IL contains descriptive data on all food preparation and serving equipment. It provides physical characteristics as well as the pertinent military or federal specifications and the manufacturer's code and part number.

b. Commercial Item Descriptions and Military and Federal Specifications. These specifications provide more detailed characteristic data (should it be required) than that available in FSC C7300-IL. It is against these specifications that food service equipment is purchased for use by the military services. The specifications may be obtained by writing (on DD Form 1425, Specifications and Standards Requisition) to the Naval Publications and Forms Center, 5801 Tabor Avenue, Philadelphia, PA 19120.

c. Consolidated Management Data List (ML-C Basic). The management data list provides a consolidation of the supply management data on all NSN's for both equipment and supplies. Some of the more important things that the management data list will tell you about an item are.

(1) The cost.

(2) The source of supply for management and distribution of the item.

(3) The acquisition advice code (AAC) which describes the source of supply and any restrictions.

(4) It will also tell if the Marine Corps is an authorized or registered user of the item.

d. FSC Management Data List. Volume 2. This is a booklet published by the Defense Logistics Agency (DLA) that is intended to be used in conjunction with the aforementioned ML-C Basic. The booklet is designed to provide information that is required to interpret and effectively use the ML-C Basic.

e. DLA Food Service Equipment Catalog. This publication is a catalog of DLA managed NSN's for food service equipment. In addition to the descriptive data on general food service equipment and field equipment, the catalog contains a separate section on 50 cycle equipment for overseas use. The DLA catalog may be obtained by writing to the Defense General Supply Center, ATTN: DGSC/OSR, Richmond, VA 23297.

2. Equipment Requests. Equipment requests are prepared per Marine Corps directives. Care is required to ensure the proper power requirements are met.

3. Local Purchase of Centrally Managed EQuipment. Local purchase of equipment which is normally centrally procured and managed by DLA and the GSA is authorized under emergency conditions.

4. EQuipment Warranty. The DGSC requires all suppliers to warranty their food service equipment. The length of warranty is determined by the type of equipment and dollar value of the contract under which DGSC procured the item(s).

a. Items procured by DGSC for direct delivery to the customer have between 90 days and 18 months warranty within CONUS and between 180 days and 18 months for overseas shipment. Items shipped from depot stocks are warranted for the same period. All compressors are warranted for 5 years.

b. In cases where the warranty period has expired prior to receipt of the item by the customer, discrepancies will be evaluated by DGSC and credit/repair made on a case-by-case basis. In short, DGSC warrants all equipment either through the supplier or through direct credit or repairs. Customers must request warranty action by submitting a Quality Deficiency Report (QDR), SF 368 (see figure 5-2 for sample format), for investigation and corrective action.

5. Unsatisfactory EQuipment. Submitting reports on food service equipment that is defective is an important part of the effective management of a messhall. Only by submitting a SF 368, QDR can corrective action be taken by the commodity managers (DLA or GSA) to ensure that quality equipment is provided by the distributors and manufacturers.

a. A QDR may be submitted for material or design defects: nonconformance to commercial item description (CID), federal or military specifications; persistent performance or operational deficiencies; and deficiencies that constitute a safety hazard or prevent proper cleaning, maintenance, or repair.

b. Procedures for submitting a QDR are covered in MCO 4855.10.

5401. LIFE EXPECTANCY AND REPLACEMENT OF FOOD SERVICE EQUIPMENT

1. The information in figure 5-3 is used as a guide to determine when an item of equipment is approaching the need for replacement. Whether an item meets or exceeds its life expectancy depends on the use, care, and maintenance it receives.

2. Replacement is usually based on condemnation of an existing item. Condemnation occurs when an item cannot be repaired or when the estimated cost of repair including direct labor, direct material, indirect expenses, and other charges exceed the maximum repair allowance for the item involved. Economical repair of food service equipment is limited to 60 percent of the depreciated value. However, other considerations that could effect the final determination to replace equipment may be overall serviceable condition, availability of funds, or urgency of need.

3. If, in the opinion of the FSO and the repairing activity, a repair may exceed the established limitation, the FSO will get a cost estimate from the repairing activity. A cost analysis must then be conducted (using the format in figure 5-4) to determine an economical repair cost. An analysis is not required for equipment with a replacement cost of $300 or less. An analysis that results in replacement of equipment must be maintained on file.

4. Other considerations for replacement of equipment may be based on the need to modernize or upgrade equipment to meet a significant change in operation, mission, or feeding requirements. Under these circumstances (where equipment is to be replaced for other than uneconomical repair or expiration of useful life), justification must be fully substantiated and maintained on file. The justification must describe how the replacement promotes efficiency in time, manpower, money, or productivity.

5402. MESSHALL EQUIPMENT REPLACEMENT RECORD

1. The Messhall Equipment Replacement Record (MERR) is used to identify galley equipment (electrical, mechanical, nonelectrical, nonmechanical) by make, model, and age that requires engineer support, and to develop the equipment replacement budget estimates for inclusion in the annual O&MMC budget.

a. The responsible officer or contractor will update the MERR whenever a piece of equipment is replaced, turned-in, or deleted from use, or annually, or as required. A single entry will be made on the MERR for each piece of electrical and mechanical equipment.

b. Nonelectrical or nonmechanical equipment with the same NSN and nonserial numbered equipment may be listed on the same line. For example:

(1) Dispensers, tableware, plate, four each (each dispenser should be numbered 1 through 4).

(2) Table, food preparations, stainless steel# 30- by 30-inch, six each (each food preparation table should be numbered 1 through 6).

c. Detailed instructions for preparing this form are in figure 5-5. This form will be reproduced locally on 8 1/2- by -11-inch paper.

2. The contractor or using unit responsible officer will:

a. Establish a MERR for each existing messhall and when opening a new, modernized, or renovated messhalls.

b. Provide original and three copies of the MERR to the responsible installation FSO.

c. Notify the installation FSO, within 5 working days, when a piece of equipment is replaced, installed, or deleted.

d. Initiate action to ensure that the replacement equipment requirement is submitted to the responsible installation FSO.

e. After equipment replacement funds have been approved, requisition will be prepared and submitted to the installation FSO. The requisition to be accepted for processing will include a statement indicating that:

(1) The piece of equipment to be replaced is not economically reparable.

(2) Funds are available to install the replacement equipment upon receipt.

(3) Utility service is available to operate the equipment.

(4) Space of dimensional limitations indicated on the certification or requisition is adequate.

f. The FSO or contractor should also follow-up on requisitions every 90 days until equipment is received.

3. The responsible installation FSO will:

a. Review and verify the accuracy of the messhall MERR and sign the form.

b. Retain one copy of the MERR, forward two copies to the installation food service officer, and return one signed copy to the submitting FSO for the responsible messhall file.

c. Prepare a consolidated MERR (a listing of all like equipment) of the messhall under control of the installation FSO.

d. Consolidate food service equipment replacement requirements for the annual budget to the installation FSO.

e. Notify the installation FSO, within 5 working days, when a piece of equipment is replaced, installed, or deleted.

f. Initiate action to ensure that the replacement equipment requirement budget is submitted to the installation FSO and that the installation FSO or supporting supply personnel submit approved requisitions for new and replacement equipment.

4. The installation FSO will:

a. Verify the accuracy of the messhall.

b. Retain one copy of the MERR and forward one copy to the director of facilities or contracting services responsible for maintenance and repair of food service equipment.

c. Prepare a consolidated MERR (a listing of all like equipment) for all installation messhalls.

d. Submit separate annual budgets to proper staff elements for appropriate funding for equipment costing under $15,000 under the O&MMC budget; and for equipment costing $15,000 and above under the PMC budget.

e. Consolidate food service equipment replacement requirements prior to approving and submitting requisitions.

5403. EQUIPMENT PARTS LISTS, OPERATION, AND MAINTENANCE INSTRUCTIONS

1. Manufacturers' parts lists and operating instructions are essential to an effective equipment maintenance and repair program. The availability of a parts list for each item of equipment makes identification and ordering of replacement parts

much easier. The ability to readily cite the manufacturer's part number does away with unnecessary delays in researching information in an attempt to provide adequate identification to requisition or purchase urgently needed parts. Lack of sufficient identification often results in receipt of a wrong part or rejection of a requisition and excessive equipment downtime.

2. Proper procedures to operate, clean, and maintain equipment prolong its life and reduce costly repairs. The great variety of makes and models of food service equipment make it impracticable to issue specific instructions for operating and maintaining each item.

3. To ensure that both parts lists and pertinent operating instructions are available:

a. A file of the manufacturers' parts list for all food service equipment (except vendor furnished) must be maintained in the food service office as a reference to assist contractor maintenance personnel when ordering replacement parts.

b. A readily available file of manufacturers' operating, cleaning, and maintenance instructions for all food service equipment (including vendor furnished) is maintained within the respective facility.

4. If parts lists or operating and maintenance instructions are not available, they may be obtained by writing to the equipment manufacturer or distributor. To preclude any possible misunder-standing that could result in unauthorized purchase action, all correspondence to manufacturers or distributors for parts lists or operating instructions must be coordinated with the contracting office and contain the following statement: "It must be understood and agreed that any parts lists, operating instructions, or technical manuals furnished are at no expense to the Government and that receipt of the literature in no way obligates the Government to purchase any material or equipment. If literature requested involves a charge to the Government, please advise us but do not send the literature."

5. Training courses on the proper operation, cleaning, and maintenance of each major item of equipment must be provided to all food service personnel. Training will be documented and maintained on file within each facility.

5404. <u>FOOD SERVICE EQUIPMENT MAINTENANCE</u>. Maintenance and repair of food service equipment is a facilities responsibility and may be accomplished in-service or through a contract managed by the director of facilities management (except as indicated in paragraph 5404.2a below). Periodically the facilities management

office should survey equipment installed in the messhall to identify food service equipment that can be maintained and repaired

1. In-Service. Work on food service equipment by facilities falls into two categories--scheduled and unscheduled.

a. Unscheduled Repair. This work is accomplished when the equipment malfunctions or breaks down. The work requirement is initiated by a service call.

b. Scheduled Maintenance. Programmed and scheduled by the facilities management office.

2. Contract. Food service equipment may be maintained by contract in several ways. The most common contract methods are through full food service or food service attendant contracts, or installation contract repair service.

a. Full Food Service and Food Service Attendant Contracts. Under one option of such contracts, the food service contractor may provide all minor and major maintenance and repair of or all food service equipment. When this option is used, the director of facilities management is responsible for providing all utilities for the equipment to the point where the equipment connects to the utility outlet or line within the building. The contractor is responsible for the equipment and all connection lines (plugs, cords, steam lines, gas lines, etc.) routed from the utility outlet to the equipment. The FSO is responsible for preparation of the statement of work and surveillance of the contractor’s performance. Other options may be specified in the statement of work covering contractor and civil engineering responsibilities for equipment maintenance and repair.

b. Contractor Repair Service. This method may be used by the Facilities Management Office to provide maintenance and repair service, depending upon economic considerations, in-house skill capabilities, etc. It could involve a single contract covering maintenance and repair of all food service equipment or repair of equipment items on an individual basis, as repairs are needed, through the base contract office. The facilities management off ice is responsible for preparation of the statement of work, budgetary requirements, and surveillance of the contractor’s performance. Food service personnel should assist the facilities management office in preparing the statement of work.

3. Minor (First Echelon) Maintenance. Regardless of the method for food service equipment maintenance and repair, first echelon maintenance is the responsibility of the user, whether in-house food service personnel or the food service contractor. This

maintenance involves the daily tasks recommended by the manufacturer that should be done by the equipment user, such as cleaning, adjusting, oiling, or greasing equipment; tightening of nuts and bolts; and other user maintenance.

5405. LONG-RANGE EQUIPMENT PROCUREMENT AND REPLACEMENT PLAN

1. Purpose. The purpose of the long range equipment procurement and replacement plan is to establish and maintain a plan which anticipates future food service equipment needs for O&MMC and PMC funding. The plan should be drafted for budget year plus 5 (BY+5) which parallels the Program Objective Memorandum (POM) submission.

2. Format to Use. Although a specified format will not be formally published, the format in figure 5-6 is recommended. Revisions can be made to suit local situations.

a. Column (1) Priority Number. This is assigned locally to that item of equipment which would vary from "mission essential" to "nice to have."

b. Column (2) Nomenclature. State correct item description as listed in the current edition of Federal Supply Catalog, C7300-IL, FSC Group 73 or commercial sources.

c. Column (3) NSN. This is the 13-digit number listed within the supply system. Note: An alphabetic letter in the NSN annotates a locally assigned NSN for local purposes only. This cannot be used in the Federal Supply System.

d. Column (4) Replacement Year. This is obtained from the local commander, plant account property records, or the DoD Food Service Equipment Life expectancy Standards. This is a guide only. Early replacement may be warranted based upon cost-effectiveness, proper documentation, and justification.

e. Column (5) O&MMC or PMC. O&MMC funds are for items of unit price from $0 to $14,999 and PMC funds are for items of unit price of $15,000 and above.

f. Column (6) New or Replacement Plant Account Number. A new item is an item not previously procured or used. List the replacement plant account number for the item that will be replaced.

g. Column (7) Unit Price. List the proper source (DLA, GSA, commercial, etc.) price. Caution should be exercised to keep inflationary factors to a minimum.

h. Column (8) Installation Costs. This is an area commonly neglected although very important. The new item may require additional electrical, water, drainage, or other utility or structural modifications. Therefore, prior to ordering, maintenance and/or public works liaison must be conducted. A planning and estimating job order should be initiated and installation costs identified. Additional expenses may also be incurred for increased energy consumption.

i. Column (9) Transportation Costs. Although not incurred on items in the Federal Supply System, those items procured through commercial sources may incur transportation costs which should be addressed prior to procurement.

j. Column (10) Quantity. The specific number of the same end item.

k. Column (11) Total Cost. Unit price multiplied by total quantity plus installation and transportation costs equals total-cost.

l. Column (12) Funded/Unfunded. Annotate whether the item is or is not funded for that specific fiscal year.

m. Column (13) Location. To be used by a consolidated food service system identifying the location(s) (messhall numbers) for installation of the same item of equipment.

n. Column (14) Remarks. This column should contain nice to know information and estimated procurement lead time (PLT) as applicable.

3. This long range plan should be reviewed and updated periodically to reflect changing equipment needs and budget requirements.

5406. CARBONATED BEVERAGE DISPENSERS

1. Policy. Carbonated beverage dispensers are authorized for use in messhalls and must meet the requirements of MIL-D-43738. The carbonated and noncarbonated beverage bases authorized for Marine Corps use are listed in FSC Stock List, C7300-SL.

2. Procurement. The determination to buy or lease carbonated beverage dispensing equipment will be made on a case-by-case basis per the FAR, paragraph 7.400.

3. Charges. Carbon dioxide for use in the dispensers is chargeable to locally available operation and maintenance funds; the syrup is chargeable to SIK, Project 31 funds.

5407. SAFETY. Food service personnel are exposed to many hazards in the day-to-day operation of food service equipment. Stringent safety precautions must be taken to eliminate potential hazards. In this connection, operating instructions and safety precautions will be prominently posted on or near each piece of food service equipment which is potentially hazardous.

CHAPTER 5

FACILITIES AND EQUIPMENT

SECTION 5: SUPPLIES AND CLOTHING

5500. MESSHALL SUPPLIES. Commands operating a consolidated food service system will designate officials to budget for and requisition cleaning gear and other messhall supplies for all messhalls within the consolidated food service system. Exceptions may exist when messhalls are under civilian contract services.

1. In the case of Marine Corps bases which support tenant FMF organizations in garrison, installation commanders may issue operating targets to such FMF organizations to cover the cost of cleaning gear under operation and maintenance funds provided for base operations.

2. In the case of messhall supplies other than cleaning gear, commands are responsible for supporting all messhalls under the consolidated food service system, including tenant FMF organizations in garrison.

3. Messhalls operating under the individual food service system will be provided cleaning gear and other food service supplies through the regular supply system.

4. Recreation funds may be used to procure furniture and decorations to improve the appearance of messhalls and food items on holidays and special occasions per MCO P17l0.17, Marine Corps Special Services Manual.

5501. TABLEWARE SERVICE REQUIREMENTS. The maximum number of personnel to be served for any one meal will be the determining factor in computing the requirements for tableware. The reserve shown in figure 5-7 is based on usage data for a 6-week period with consideration of replacement requirements for lost or broken items at a frequency not less than weekly. In addition to those requirements for tableware, sufficient storage racks and dispensing equipment must be on hand to accommodate all tableware required to be in service. Tableware service listed in figure 5-7 is the minimum requirement for each messhall.

5502. UNIFORMS FOR COOKS1 BAKERS, AND FOOD SERVICE ATTENDANTS

1. Accountability. Uniforms for cooks, bakers, and food service attendants will be issued directly to individuals. These items

will be carried on the property records while in use and will be charged out on a signed receipt form, DD Form 1348. The receipt will be filed with messhall records until such time as the clothing is returned to stock. Frequent checks are to be made to ensure that records are current and that clothing is being returned as personnel are relieved from duty.

2. Quantity. Sufficient occupational clothing must be available to ensure a daily change by food service personnel.

3. Appearance. Uniforms worn by food service personnel will be neat and clean at all times. Only authorized food service occupational clothing shall be worn by food service personnel in the performance of their duties. Name tags will be displayed on all food service clothing, except messmen.

4. Standard. The basic mandatory requirements for food service clothing are cleanliness and sanitation, not color. Therefore, items of clothing may be any color or pattern as long as prescribed standards of cleanliness and sanitation are maintained. Traditionally, white clothing items have been preferred since they present a more sanitary appearance to patrons.

5. Laundry Costs. Laundry service for occupational uniforms will be budgeted and funded for by the command. Individual Marines will not be required to incur expenses for laundering occupational uniforms.

FACTORS	AMOUNT
A = Average Daily Lunch Meals	790
M = Total Lunch SIK Only	145,360
N = Number of Days in Period	184
B = SIK	1,000
T = Daily Average Present for Duty	2,935
O = Daily Average Separate Rations	1,935
C = Percentage of People Authorized SIK who ate at Noon Meal	79%
D = Peak Conversion Factor Based on a Noon Meal	14%
P = Daily Summary (SIK only)	925
E = Percentage of Utilization of Messhall	86%
F = Adjustment Factor	50%
X = Feeding Requirements Expressed in Number of Patrons	1,806
S = Barracks Capacity	2,100

COMPUTATION

Stem	Formula	Data	Amount
1.	$A = \frac{M}{N}$	$\frac{145,360}{184}$	A = 790
2.	B = T - O	2,935 - 1,935	B = 1,000
3.	$C = \frac{A \times 100}{B}$	$\frac{790 \times 100}{1,000}$	C = 79%
4.	$D = \frac{(P - A) \times 100}{B}$	$\frac{(925 - 790) \times 100}{1,000}$	D = 14%
5.	E = F x D + C	50% x 14% = 7% + 79%	E = 86%
6.	$X = \frac{E}{100} \times S$	$\frac{86}{100} \times 2,100$	X = 1,806 patrons

Adjustment factors are as follows:

(1) If item B is 1 - 100, F = 10%.
(2) If item B is 101 - 250, F = 20%.
(3) If item B is 251 - 500, F = 30%.
(4) If item B is 501 - 750, F = 40%.
(5) If item B is 751 - 1,000, F = 50%.
(6) If item B is 1,1001 - 1,500, F = 60%.
(7) If item B is over 1,500, F = 70%.

Figure 5-1.--Example of Use of Facility Design Capacity Formula.

PRODUCT QUALITY DEFICIENCY REPORT ☐ CATEGORY I ☐ CATEGORY II

1a. FROM (Originator)
Food Service School Company
Marine Corps Service Support Schools
Marine Corps Base
Camp Lejeune, NC 28542-5050

2a. TO (Originating Point)
Commander
Defense General Supply Center
Richmond, VA 23297-5000

1b. NAME, TELEPHONE NO. AND SIGNATURE
Capt C. E. Cone
Autovon 484-0922
Comm (919) 451-0959

1c. DATE: 870816

2b. NAME, TELEPHONE NO. AND SIGNATURE

2c. DATE

3. REPORT CONTROL NO.: 0002-87

4. DATE DEFICIENCY DISCOVERED: 870803

5. NATIONAL STOCK NO. (NSN): 7320-00-927-7463

6. NOMENCLATURE: Preparation Table, Food

7a. MANUFACTURER/CITY/STATE
Defense General Supply Ctr
Dir/Depot OPNS
Richmond, VA 23297

7b. MFRS. CODE

7c. OWNER/CITY/STATE
Defense General Supply Ctr
Dir/Depot OPNS
Richmond, VA 23297

8. PART NO.

9. SERIAL/LOT/BATCH NO.

10a. CONTRACT NO.: Unknown

10b. PURCHASE ORDER NO.: Unknown

10c. REQUISITION NO.: M93070 6013-0138

10d. BSL NO.

11. ITEM: ☒ NEW ☐ REPAIRED/OVERHAULED

12. DATE REC'D, REPAID, RE-PAIRED, OR OVERHAULED

13. OPERATING TIME AT FAILURE: 0

14. GOVERNMENT FURNISHED MATERIAL: ☒ YES ☐ NO

15. QUANTITY

a. RECEIVED: four

b. INSPECTED: four

c. DEFICIENT: four

d. IN STOCK: N/A

16. DEFICIENT ITEM WORKS ONWITH

a. END ITEM (Aircraft, missiles, etc.)

(1) TYPE/MODEL/SERIES: Preparation Table, Food 7320-00-927-7463

(2) SERIAL NO.: N/A

b. NEXT HIGHER ASSEMBLY

(1) NATIONAL STOCK NO. (NSN)

(2) NOMENCLATURE

(3) PART NO.

(4) SERIAL NO.

17. UNIT COST: $ 318.39

18. ESTIMATED REPAIR COST: $

19a. ITEM UNDER WARRANTY: ☐ YES ☐ NO ☒ UN-KNOWN

19b. EXPIRATION DATE

20. WORK UNIT CODE/ETC (Navy and Air Force Only.)

21. ACTION/DISPOSITION

☐ HOLDING EXHIBIT FOR ____ DAYS ☐ RELEASED FOR INVESTIGATION ☐ RETURNED TO STOCK ☐ DISPOSED OF ☐ REPAIRED ☐ OTHER (Explain in Item 22)

22. DETAILS (Describe, to best ability, what is wrong, how and why, circumstances prior to difficulty, description of difficulty, cause, action taken, including disposition, recommendations. Attach copies of supporting documents. Continue on separate sheet if necessary.)

Problem: Legs do not adequately support the table causing stuss where bolts are attached to bottom shelf of table unit. Additionally, legs are mounted to tables at the top with allen screws. (Enclosure(1)).
Action: None, cost to weld braces on table exceeds cost of new tables.
Recommendation: That all tables be equipped with a support 2" in diameter (per Sketches on enclosure (1)), mounted to top and bottom shelves of table.

23. LOCATION OF DEFICIENT MATERIAL
SAME AS BLOCK 16.

24a. TO (Action Point)

24b. NAME, TELEPHONE NO. AND SIGNATURE

24c. DATE

25a. TO (Support Point) (Use Items 26 and 27 if more than one)

25b. NAME, TELEPHONE NO. AND SIGNATURE

25c. DATE

26a. TO (Support Point)

26b. NAME, TELEPHONE NO. AND SIGNATURE

26c. DATE

27a. TO (Support Point)

27b. NAME, TELEPHONE NO. AND SIGNATURE

27c. DATE

368-102
(NSN 7540-00-133-5541)

STANDARD FORM 368 (REV. 10-85)
GENERAL SERVICES ADMINISTRATION
(FPMR 101-26.8)

Figure 5-2.--Quality Deficiency Report (SF 368).

Equipment	Years
Bread Slicing Machine	8
Cabinet, Dough Proofing	10
Cabinet, Warmer, Roll	6
Cabinet, Food Warmer, Pass through	8
Chairs, Dining	6
Char-Broiler1 Gas and Electric	6
Cash Register, Electronic	6
Coffee Maker, Automatic Vacuum 465BB	6
Coffee Maker Set, Vacuum, Upper and Lower Bowls	6
Cold Food Counter, Refrigerator	8
Compactor, Refuse	8
Conveyor Belt Driven	12
Cooker, Steam or Elec. Self Generating	8
Dishwashing Machine	10
Dishwashing Mach, Comm, Continuous Oval	10
Dispenser, Bread, Sliced, Compartment	5
Dispenser, Drinking Water, Mechanically Cooled	10
Dispenser, Ice Tea	6
Dispenser, Juice, 4 Gal Capacity	6
Dispenser, Juice, 13 Gal Capacity	6
Dispenser, Milk, Refrig. 5 Gal Capacity	10
Dispenser, Milk, Ref rig. 10 Gal Capacity	10
Dispenser, Tableware	6
Dough, Mixing Machine	8
Dough, Moulding Machine, Loaf	8
Dough, Rolling Machine, Pie	8
Doughnut Mach, Cutting and Frying, Elec	8

Equipment	Years
Draperies	4
Flour Handling Plant	8
Food Container, Warmer, ICTP-33-H	6
Food Cutter Machine, Electric	8
Food Warmer, Infrared	6
Frozen Food Cabinet, Mech, Reach-In, 18 to 22 Cu Ft	8
Fryers, Deep Fat, Elec or Gas	8
Griddle, Self-Heating	6
Grinder, Meat, Elect	8
Hot Plate, Elec, 4 Heating Units	4
Ice Cream Cabinet, Mech, Refrig	10
Ice Cream Plant, 1-1/2 Gal per Batch	8
Ice Cream Plant, Portable	12
Ice Making Mach, Flake, 275 lb per 24 hrs, Counter Type	6
Ice Making Mach, Cube 500 lb per 24 hrs	8
Ice Making Mach, Flake, 1,000 lb per 24 hrs	8
Kettles, Steam, Gas, Elec, Mtd on Legs	8
Machine, Washing, Pots and Pans	6
Meat, Slicing Mach, Elec	6
Meat, Tenderizer,	6
Mixer, Fluid, Elec (AC-DC)	6
Mixing Mach, Food,	8
Moulding Mach, Meat, Fish	8
Opener, Can Electric	5
Oven, Baking, Elec, Gas, Mixed Gas, Liquified Petroleum	6

Equipment	Years	Equipment	Years
Oven, Convection	8	Sandwich Unit, Refrig	8
Oven, Microwave	8	Sandwich, Wrapping Machine	6
Pan, Frying, Tilting	10	Sifting Machine, Flour, Electric	10
Pre-Flushing Machine	8	Saw, Band, Meat Cutting	8
Range, Elec or Gas	10	Soft Ice Cream Maker	6
Refrig, Mech, Comm, Pass Through, 65 Cu Ft	8	Table, Food Prep	10
Refrig, Mech, Comm, Reach-In, 65 Cu Ft	8	Table, Hot Food, Gas, Elec, Steam	8
Refrig, Mech, Household, 12.5 Cut Ft	5	Table, Dining	6
Refrig, Mech, Pass Through, 40 Cu Ft	8	Toaster, Gas or Elec	6
Refrig, Prefab 600 Cu Ft Capacity	12	Toaster, Elec Pop Up	3
Refrig, Reach-In, 20 Cu Ft	8	Truck, Storing and Transportation	12
Refrig, Unit, Mech, 10,000 BTU	8	Urn, Coffee, Gas, Steam, Elec	8
Refrig, Walk-In, 150 Cu Ft	8	Vegetable Cutter	8
Rinser, Sterilizer, Elec	8	Vegetable Peeling Machine	8
		Waffle Iron, Elec	5

ITEM Mixing Machine, 90 Qt. NSN 7320-00-205-2780
DATE 16 November 1981

CURRENT REPLACEMENT COST (Management Data List) $4,953.00

Life Years 1	Depreciated Value 2	Economical Repair Cost 3
1	$4,334	$2,666
2	3,715	2,229
3	3,096	1,858
4	2,477	1,486
5	1,858	1,115
6	1,239	743
7	620	372
8	0	0

NOTES: 1. Life Years. Obtain from figure 5-3. When an item of equipment is not contained in the schedule, the life expectancy for a similar or related category of equipment must be used.

2. Depreciated Value. Current Replacement Cost divided by Life Years and subtract results from each preceding year's depreciated value. ($4,953 divided by 8 equals $619 depreciation each year.)

3. Economical Repair Cost. Sixty percent of the Depreciated Value. Assuming that the mixing machine is 5 years old and the estimated repair cost exceeds the economical repair cost of $1,115, then replacement should be programmed. Repair and parts under warranty are the responsibility of the supplier or manufacturer unless the warranty is uneconomical to enforce.

MESSHALL EQUIPMENT REPLACEMENT RECORD	a. Unit Description	b. Installation Name and Address	c. Bldg No.	d. Page ____ of ____

ITEM DESCRIPTION e.	ACQUISITION DATE FROM DATA PLATE f.	LIFE EXPECTANCY YEARS g.	CONDITION CODE h.	PROGRAMMED REPLACEMENT COST i.	PROGRAMMED REPLACEMENT YEAR j.	REMARKS k.
NOUN: Ice Cream Cabinet, Mechanical Refrigerated, Mobile, 25 Gal, Elec, 60HZ NSN: 4110-00-142-5132 MANUFACTURER: Shelly MODEL: M-12 SERIAL NO(s) 14231	1978	10	R-1	$2,866	1986	
NOUN: Ice Cream Cabinet, Mechanical Refrigerated, Mobile, 25 Gal, Elec, 60HZ NSN: 4110-00-142-5132 MANUFACTURER: Shelly MODEL: M-42 SERIAL NO(s) 20614	1980	10	R-4	$2,866	1986	Compressor has been replaced twice. Further major repair may exceed limitation cost.
NOUN: Oven, Baking and Roasting, Forced Convenction Electric, 2 Speed Blower, 60HZ NSN: 7310-01-028-7025 MANUFACTURER: Vulcan MODEL: ET-88 SERIAL NO(s) 20101	1983	12	R-2			
NOUN: Toaster, Conveyor, Heavy-Duty, Electric, 740 Slices 60HZ NSN: 7310-01-028-7025 MANUFACTURER: Savory MODEL: 740 SERIAL NO(s) T-1206	1983	5	R-2	$418	1988	
NOUN: Urn, Coffee, Twin, Automatic, 8 Gallon Electric, Size 4 NSN: 7310-00-345-[illegible] MANUFACTURER: Bunn-O-Matic MODEL: WS-2 SERIAL NO(s) 132	1986	15	R-3			
NOUN: Vegetable Peeling Machine, Electric 50 Lb Cap. NSN: 7320-01-034-2212 MANUFACTURER: Reynolds MODEL: CP-50 SERIAL NO(s) 1928	1985	15	R-1			

Name/Grade of responsible Fd Svc Sgt/Sgt	Signature and Date	Verified for accuracy by responsible food service officer	Signature and Date

Figure 5-5.--Messhall Equipment Replacement Record.

LONG RANGE EQUIPMENT PROCUREMENT AND REPLACEMENT PLAN
OB-MIMC ($14,999/PMC ($15,000 AND ABOVE)

FISCAL YEAR _____

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
PYG	NOMECLATURE	NSN OR OPEN PURCHASE	REPL YEAR	OB-MIMC/ PMC	NEW OR REPL P.A. #	UNIT PRICE	INSTALL COST	TRANS COST	QTY	TOTAL COST	UNFUNDED/ FUNDED	LOCATION	REMARKS

Figure 5-6.--Long Range Equipment Procurement and Replacement Plan.

Item	NSN	Required in Service Per Person	Reserve	Total Require-ment
Plate, Eating, 9"	7350-00-823-7396	1	.15	1.15
Plate, Dessert, Salad, 6-3/4"	7350-00-823-7397	1.25	.25	1.50
Dish, Eating, 5-1/2"	7350-00-823-7398	1	.20	1.20
Bowl, Vegetable, 4-9/10"	7350-00-404-9799	2	.30	2.30
Cup, Coffee, 10-1/2 oz.	7350-00-823-7563	.75	.20	.95
Bowl, Soup, 5-5/8"	7350-00-823-7393	.40	.10	.50
Tumbler, Glass, 10-oz.	7350-00-614-8952	1	.25	1.25
Tray, Fiberglass, 14" X 18"	7350-00-914-6839	1	.005	1.005
Fork, Table	7340-00-241-8169	1	.201	.201
Knife, Table	7340-00-060-6057	1	.20	1.20
Spoon, Table	7340-00-634-2862	.40	.10	.50
Spoon, Tea	7340-00-205-3340	1	.20	1.20

CHAPTER 6

THE BASIC DAILY FOOD ALLOWANCE (BDFA)

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CHAPTER 6

THE BASIC DAILY FOOD ALLOWANCE (BDFA)

6000. GENERAL INFORMATION. This chapter directs how to compute the BDFA for all Marine Corps food service activities worldwide. It also outlines specific responsibilities of food service personnel relating to BDFA computation.

6001. THE BDFA AND FOOD COST INDEX (FCI~. The BDFA is the monetary value authorized for the subsistence of one enlisted person per day, determined by costing the components of the FCI. The FCI is the representative list of foods and food qualities authorized to compute the BDFA. It is based on the Navy Ration Law and annual review of food consumption by the four military services. The exact perishable and semiperishable food items identified on the FCI must be costed based on the quantity per 100 persons for each item, even if the items are not actually used in the messhall. The quantity per 100 persons for white bread, whole wheat bread, hamburger rolls, whole white milk, and milk will be provided by the CMC (LFS-4) via message.

6002. COMPUTATION

1. Partial BDFA. The monetary value of the partial "A" ration BDFA is computed by the application of current prices to the FCI of basic weighted ingredients. Computation of the value of all items, except bread (white and whole wheat), hamburger rolls, whole white milk, and lowfat milk will be accomplished by the CMC (LFS-4). The results of this partial computation will be furnished by message to all activities before the accounting month for which it is applicable. Once established, the partial computation will not be changed except for the correction of errors or adjustment necessitated by the late receipt of price change notices. This correction will only be made at Headquarters Marine Corps level and announced by message. This message will also include the necessary price change notification.

2. Total BDFA. The monetary value of the total "A" ration BDFA is computed at each activity using the partial "A" ration BDFA provided by the CMC (LFS-4), and applying the local purchase unit price of white bread, whole wheat, hamburger rolls, whole milk, and lowfat milk as reflected on the certificate of issue. Line 30 of the form NAVMC 10369-B, will be used to compute the

total BDFA. Prices applied in computing the total BDFA will be determined by the following instructions:

a. Unit prices for whole white milk and lowfat milk will be the pint price issued to the messhall during the reporting period.

b. The price for white bread, whole wheat bread, -and hamburger rolls will be the pound price based on the unit of issue.

c. The unit price for milk will be the pint price derived from the gallon prices of bulk whole white milk and lowfat milk on the certificate of issue. If whole white milk was not issued to the messhall during the accounting period, the appropriate unit price of lowfat milk can be substituted. The price of chocolate milk, skim milk, and buttermilk will not be used in this computation.

d. The unit price, value of components, and the allowances thereof will be rounded to the third decimal place (i.e., $1.4325 -becomes $1.433).

6003. AUTHORIZED INCREASES. The value of the BDFA is increased by the percentages and one the occasions shown below. A separate form NAVMC 565-1 will be prepared to show the number of persons fed for the day in which the holiday meal is served. For example, during November, three form NAVMC 565-1's will be prepared, and two will be prepared for December. It is intended that the holiday man-day fed report equal the total man-days fed for the month in which the authorized increase is used. Credit for these personnel will be shown on line 15b of the form NAVMC 10369-A, part II.

1. An additional 25 percent (when required) for Thanksgiving Day and Christmas Day meal is authorized per paragraph 4500.3 of this Manual. An additional allowance not to exceed 25 percent is authorized for the Marine Corps Birthday meals.

2. An allowance not to exceed 15 percent for messhalls feeding an average of less than 100 patrons per day or supporting an authorized complement of less than 150 patrons per day is also authorized per paragraph 4500.1 of this Manual.

3. An allowance not to exceed 10 percent to support Marine recruit and officer candidate personnel during summer training periods (June through August). This allowance applies only if separate mess facilities are used solely for these personnel. A separate form NAVMC 565-1 is also required for messhalls using this allowance (refer to paragraph 4500.2 of this Manual).

6004. EXCEEDING THE TOTAL BDFA. Once computed by Headquarters Marine Corps, force commanders (for field exercises), or the local activity, the total BDFA will not be exceeded for the accounting period. Management actions essential to control feeding costs include, but are not limited to, the following: portion control; judicious use of leftover prepared food; control of preparation waste; progressive preparation of menu items; determination of master menu costs; and headcount forecasting. Installations exceeding the BDFA will provide an explanation in the Remarks block of the form NAVMC 10369-A or form NAVMC 1036 9-B citing specific reasons for the excess and management steps taken to preclude recurrence.

6005. FEEDING WITHIN 5 PERCENT OF THE TOTAL BDFA. Feeding costs must remain as close to the established BDFA as possible to ensure all personnel receive their full subsistence entitlement. Therefore, management actions must ensure that the feeding cost for the accounting period is not more than 5 percent below the - BDFA. Reporting a cost to feed below that minimum standard must be fully justified in the Remarks block of the form NAVMC 1036 9-A or form NAVMC 10369-B prior to submission of the report to the CMC (LFS-4).

CHAPTER 7

ARMED FORCES FOOD EVALUATION COMMITTEE (AFFEC) PROGRAM

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CHAPTER 7

ARMED FORCES FOOD EVALUATION COMMITTEE (AFFEC) PROGRAM

7000. GENERAL INFORMATION. The Armed Forces Food Evaluation Committee Program (AFFEC0, in which all military services participate, is a sub-committee of the DoD Food Planning Board. The purpose of the AFFEC program is to systematiCally evaluate selected food products at base (user) level. Food service, medical food inspection, and consumers provide vital feedback information which is used to determine food service utility, consumer acceptance, and compliance with food product specification requirements.

7001. SCOPE OF PROGRAM. This program provides a system to evaluate selected subsistence items in military food service - facilities as follows:

1. Determine the quality and condition, food service adaptability, consumer acceptance, packing, and compliance with specification requirement.

2. Provide feedback data on subsistence items used by the military services.

3. Document and report unsatisfactory subsistence items.

4. Provide a means for analyzing feedback data.

5. Serve as a foundation for technical action to maintain and improve the quality and serviceability of current and future subsistence items.

6. Serve as a management tool to obtain optimum food quality, maximum use of all subsistence, and show dollar savings.

7. Serve as method for the consumer to voice an opinion on the quality of specific food items.

7002. FOOD SERVICE RESPONSIBILITY

1. Set up a plan to teach all food service personnel the purpose and aim of the AFFEC program.

2. Make plans for conducting the AFFEC program.

a. Installations with more than one messhall choose one in which to conduct each AFFEC evaluation.

b. Ensure that the selected item is ordered and available for audit during the scheduled month.

c. Contact QA personnel to establish mutually agreeable dates for the evaluation.

d. Before checking an item, the FSO and food service technician must read the questionnaires to find the right dates and the right times for evaluations.

e. Ensure that QA personnel complete the item inspection before the cooks prepare the food.

f. Provide the reasons for test, rules to use, and explain the preparation method to the cook in charge of the test.

g. To make sure that adequate facts are gathered, the FSO supervises the test and the completion of the questionnaire.

h. Consumer questionnaires are sent by the CMC to selected bases each quarter. Procedures must be established to distribute and collect these questionnaires from messhall patrons during the meal when designated items are evaluated. The information is not meaningful if food service personnel attempt to answer the questionnaires rather than the patrons.

3. Support the AFFEC program by completely answering food service questionnaires after evaluating the designated subsistence items properly. The final evaluation of each item depends upon the thorough completion of each questionnaire. Each base receives one set of questionnaires each quarter from the CMC (LFS-4).

7003. QUALITY ASSURANCE PERSONNEL. The applicable requirements, QA provisions, and examination procedures for each audit are included within the AFFEC program notes. Audit of the end item should be per the provisions of the program notes. QA personnel may be requested to provide technical interpretation/assistance to food service personnel performing the food service portion of the audit.

7004. PROCEDURES FOR CONDUCTING AFFEC EVALUATIONS. Procedures for performing the evaluations by food service and/or QA personnel are detailed within the AFFEC program notes mailed quarterly to each participating command.

7005. SUBMISSION OF AUDIT REPORTS. Installation food service personnel shall submit their audit reports to the CMC (LFS-4). QA personnel participating shall submit their audit reports to Headquarters, United States Army Health Services Command, Fort Sam Houston, TX 78234, for review. Endorsement should be forwarded to the CMC (LFS-4). This report is EXEMPT from reports control and does not require a report control symbol.

7006. UNSATISFACTORY SUBSISTENCE REPORTING AND MANAGEMENT. As a result of the audit, an Unsatisfactory Material Report (UMR) (Subsistence), DD Form 1608, or a SF 364, Item and Packaging Discrepancies Report, may be warranted. Instructions and guidelines for submitting the SF-364 are contained in MCO 4430.3. The Unsatisfactory Material Report is assigned Report Control Symbol DD-10110-06. The submission of a UMR or SF 364 is never confined to those instances where an item is found unsatisfactory during an audit. Additionally, the submission of UMR's are not confined to the bounds of this program nor does the submission of a UMR require the assistance of veterinary or preventive medicine personnel.

1. In those cases where an installation is participating in both the food service and the veterinary audits, UMR preparation should be a combined effort. QA personnel will consolidate comments, prepare and submit the UMR, attach any supporting documents such as photographs, and forward the UMR to the CMC (LFS-4).

2. A UMR is required at those installations where food service audits only are performed and an evaluated item is deemed unfit for its intended use or determined to be unwholesome by QA personnel. The report should be submitted with the audit report to the CMC (LFS-4).

7007. SUBSISTENCE QUALITY ASSURANCE FILE. Installations participating in the food service portion of the AFFEC program should set up a subsistence/QA file within each individual messhall. The participating activity should (before marking their submission) prepare sufficient copies of the product characteristics page from the AFFEC program food service notes for every messhall on the installation. These copies should be forwarded to all messhalls for their information. The information may be used in future evaluations of the quality of raw food products, for training sessions and/or conducting routine evaluation of subsistence items used in the messhalls.

CHAPTER 8

UNSATISFACTORY SUBSISTENCE REPORTING

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FIGURE

8-1 SAMPLE UNSATISFACTORY MATERIAL REPORT (DD FORM 1608) 8-9

CHAPTER 8

UNSATISFACTORY SUBSISTENCE REPORTING

8000. GENERAL INFORMATION. This chapter provides guidance and instructions for food service personnel to report and control unsatisfactory subsistence effectively. Food service personnel are the only persons to examine and handle each piece of food after processing. They are also the only persons who maintain daily contact with messhall patrons. As a result, high standards of food service become their responsibility. The maintenance of high food service standards is dependent on receipt of good raw food materials.

1. Unsatisfactory material has adverse economic impact, causes disruption of food service operations, and quite often results in dissatisfied customers. Reporting unsatisfactory conditions is vital to the Marine Corps Food Service and Subsistence Program. Unsatisfactory subsistence is described as food that does not serve its intended purpose, therefore causing inconvenience, patron complaints, or monetary problems. Unsatisfactory conditions may include contamination, low quality, incorrect portion size, poor packaging, etc.

2. Unsatisfactory subsistence is reported to the CMC (LFS-4) on DD Form 1608, UMR (Subsistence). Report all unsatisfactory products by UMR. Do not circumvent the proper procedure by making local purchases. The reporting of unsatisfactory subsistence helps the submitting installation and other installations as well. The CMC has the authority to obtain corrective action through the U.S. Army Natick Research, Development, and Engineering Center and the Defense Personnel Support Center.

8001. NONHAZARDOUS UNSATISFACTORY ITEMS

1. Definition. Nonhazardous items are products which do not meet expected or desired standards but do not constitute a health hazard to personnel if consumed. Use of items in the nonhazardous unsatisfactory food category will be determined by the FSO and/or competent medical personnel. Examples of nonhazardous unsatisfactory food items are:

a. Grill steaks containing a large amount of fat and gristle so as to be tough and unappetizing.

b. Items that "fall apart" when grilled or prepared.

c. Items containing peculiar or foreign substances.

2. Reporting Procedures. An UMR (Subsistence) (DD Form 1608) will be prepared per the instructions on the back of the form (see figure 8-1). The applicable contract number(s) will be included in block 9 of the form. The contract number is usually printed on the outside packaging adjacent to the item description or NSN. The completed form will be submitted to the CMC (LFS-4). Photographs are to be forwarded when possible to illustrate discrepancies. Most Marine Corps installations have access to the services of veterinary support personnel. These personnel will assist in the preparation of DD Form 1608. This report is assigned Report Control Symbol DD-10110-06.

3. Item and Packaging Discrepancies Report. Instructions and guidelines for reporting discrepancies resulting from improper preservation, packaging, packing, marking, or handling are contained in MCO 4430.3, Reporting of Item Packaging Discrepancies. A copy of all Item and Packaging Discrepancies Reports, SF 364, that result from packaging, packing, or marking deficiencies of subsistence items shall be forwarded to the CMC (LFS-4).

8002. HAZARDOUS SUBSISTENCE ITEMS

1. Definition. Hazardous food items are products which would, if used, certainly cause harm or are suspected to have already caused harm, when consumed. Such items may be unquestionably unfit for human consumption, or suspected to be the source of an outbreak of food-borne illness. Determination of "fitness for human consumption" is the responsibility of the medical officer or his appointed representative. The medical officer or designated veterinary personnel will determine the suspected causes of food-borne illness. Examples of hazardous food items are:

a. Widespread presence of swollen or leaking cans. The contents of bulging or swollen cans should never be consumed. It is also important to determine that the bulged condition is not due to prolonged storage under excessive temperatures.

b. Products with offensive or unusual odors and colors and/or any other evidence of deterioration, spoilage, or contamination. It is important to determine whether the hazardous condition is due to an isolated instance of overstockage, age, or mishandling prior to reporting the item as being hazardous.

c. Food items containing foreign objects such as glass, dirt, pieces of metal, etc. Forward a sample of the item to Headquarters, DPSC, Philadelphia, PA 19101-8419 (ATTN: DPSC-STQX), by the most expeditious means. An explanation is required regarding the estimated. percentage of units involved.

d. Any food item which, based on the best medical knowledge available, is suspected or known to harbor disease causing agents. Food items that have become hazardous due to overage, mishandling while in the custody of the user, or other isolated instances of abuse will not be reported under these procedures.

e. Insect or rodent infestations.

2. Disposition. Hazardous food items will be segregated and suspended from issue. Subject to determination by the medical representative that they are unfit for human consumption, hazardous items will be surveyed or otherwise disposed of under the supervision of responsible supply and/or medical personnel by burning or burying. Hazardous products will be completely disposed of to preclude the possibility of consumption. A sample as noted in paragraph 8002.1c, should be retained. Prior to destruction, all available identifying information, including contract number, will be obtained. If possible, photographs of the defects should be taken. When the medical authority cannot make a positive determination that an item is unfit for human consumption, destruction will be delayed pending the results of laboratory tests.

3. Message Report. The discovery of a valid hazardous food item will be immediately reported by priority message to Headquarters, DPSC, Philadelphia, PA (ATTN: DPSC-STQ). This message report is in addition to the information provided in the laboratory analysis request. The following will be included as information addressees on the message:

CMC (LFS-4)

Naval Medical Command, Navy Department, Washington, DC

Activity that supplies the material

As a minimum, the message will contain the following information: Item nomenclature or brand name; NSN; contract/purchase order/ delivery order number(s); source of item, date received; quantity received; description of container(s); manufacturers' lot number(s); date of manufacture; quantity of product on hand and specific location; reason item is suspected to be hazardous; symptoms of illness or death attributed to or suspected to be caused by the item; and, laboratories to which samples have been submitted for test.

4. Message Reports During Periods of Minimize. Due to the health hazards involved, transmission of a message reporting unsatisfactory material (subsistence) during a period of MINIMIZE is authorized. Preparers of these message reports will ensure that the appropriate line specifies "MINIMIZE CONSIDERED."

5. ALFOODACT. The Headquarters, DPSC, is designated as the single worldwide agent for the DoD to coordinate all hazardous food recalls that may involve the services. All food items including brand names or specification food items procured by appropriated or nonappropriated fund activities are involved in this recall system. MCO 10110.38, DoD Hazardous Food and Nonprescription Drug Recall System, prescribes policy and guidance and assigns responsibilities. Headquarters, DPSC issues a written message via AUTODIN transmission using a designator code ALFOODACT when advising food activities of status of a particular food item. Identification and segregation of suspect items as expeditiously as possible is of extreme importance. Expeditious reply to ALFOODACT messages by priority message to Headquarters, DPSC, Philadelphia, PA (ATTN: DPSC-STQ), is essential to determine the scope/magnitude of the problem prior to initiation of warranty/recovery action and issuance of disposition instructions by DPSC. Once the government and contractor have reached a settlement, recovery of loss for additional products is seldom possible.

6. Samples and Tests. Samples of the product (both normal and abnormal) will be supplied when considered necessary by the medical or veterinary representative. Samples will be forwarded to the U.S. Army Medical Laboratory, Fort Sam Houston, TX 78234; the nearest Navy Environmental and Preventive Medicine Unit; or, to one of the laboratories listed in paragraph 8002.7, following. The request for and results of testing (DD Form 1222) will be used for this purpose. If DD Form 1222 is not available, a letter request will be submitted containing all the pertinent data contained on the form. A representative number of backup samples will be retained until test results are known, provided that retention will not constitute a health or sanitation hazard. The results of laboratory tests will be provided to the DPSC (ATTN: DPSC-STQ) for incorporation as part of a specific UMR, information copies to the CMC (LFS-4) and all other interested activities.

7. Laboratory Service Locations. Army laboratories will normally be used for tests of Marine Corps owned food items when they can perform all required tests and are convenient to the requiring activity. The capability to perform all required tests will be determined prior to submission of samples. Laboratory tests and analyses may be requested from any of the following government laboratories.

Army Laboratory	Area Serviced
Regional Veterinary Laboratory (RVL) William Beaumont Army Medical Center Bldg 2630, ATTN: HSHE-VTR Fort Sam Houston, TX 78234-6200 AUTOVON: 471-2761/6904 Commercial: (512) 221-2761/6904 After duty hours: 2141/2142/ SDO	Alabama, Arkansas, Illinois, Indiana, Iowa, Kansas, KentuCky, Louisiana, Michigan, Minnesota, Mississippi, Nebraska, North Dakota, Ohio, Oklahoma, South Dakota, Texas, and Pensacola, Florida
Regional Veterinary Laboratory (RVL) Letterman Army Medical Center ATTN: HSHH-VVL Presidio of SF, CA 94129-6700 AUTOVON: 586-4614 Commercial: (415) 561-4614 After duty hours: 561-3296	Alaska, Arizona, California, Colorado, Idaho Montana, Nevada, New Mexico, Oregon, Utah, Washington, Wyoming, Hawaii, Guam, Japan, Korea, Philippines, and Taiwan
Regional Veterinary Laboratory (RVL) Walter Reed Army Medical Center Building P-2490 Fort Meade, MD 20755-5235 AUTOVON: 923-2930/2756 Commercial: (301) 677-2930/2756 After duty hours: 667-6336	ConnectiCut, Delaware, District of Columbia, Florida, Georgia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, North Carolina, Pennsylvania, South Carolina, Tennessee, Vermont, Virginia, West Virginia, Rhode Island, Cuba, Greenland, and Puerto Rico
Schofield Bks Br Vet Actv Tripler Army Medical Center Schofield Barracks, HI 96857 AUTOVON: 430-0111 Commercial: (808) 655-4041/42 After duty hours: 655-9133	Hawaii and Western Pacific (for ground beef, dairy and salad)
Chief, Veterinary Public Health and Diagnostic Laboratory Veterinary Service USA MEDDAC, Panama APO Miami 34004 AUTOVON: 282-5107/5003 Commercial: 85-4713	Panama and Central America

Navy Laboratory	Area Serviced
10th Medical Laboratory ATTN: Department of Veterinary Medicine Landstuhl, GE APO New York 09180-3619 ETS 486-8300/72411 Commercial: 0637186 8300/7241	Europe and Mediterranean

UNSATISFACTORY MATERIAL REPORT (Subsistence)

SEE INSTRUCTIONS ON REVERSE SIDE

1. DATE PREPARED (YYMMDD): Today's Date

2A. NAME OF RECEIVING ACTIVITY: Commandant of the Marine Corps

3A. NAME OF ORIGINATING ACTIVITY: Student's Command

2B. ADDRESS (Include Street, City, State and ZIP Code): Code LFS-4, HQMC Washington D.C. 20380

3B. ADDRESS (Include Street, City, State and ZIP Code): Student's Command

4B. SIS EVALUATION: ☐ YES ☒ NO

4. ITEM NOMENCLATURE: Cornbeef brisket frozen

5. NATIONAL STOCK NUMBER: 8905-00-299-1316

6. SPECIFICATION NUMBER / IMPS NUMBER: IMPS A 601

7A. NAME OF CONTRACTOR: Green Ribbon Meat Company

8. SOURCE OF SHIPMENT (Depot, Distribution Point, Direct Vendor Delivery, etc.): Cheatham Supply Point

7B. PLANT ADDRESS (Include Street, City, State and ZIP Code): "A" Street, St. Louis MO. 64803

9. CONTRACT NUMBER: DLA 1913-86-A-0922

10. CONTRACTOR LOT NUMBER: Lot #28

11. PRODUCT CODE: N/A

12. DATE OF PACK (YYMMDD): 870210

13. REQUISITION NUMBER: C82 ABC-12345678

14. DATE SUPPLIES RECEIVED (YYMMDD): 880501

15. SIZE OF LOT / SHIPMENT: A. CASES 100; B. UNITS 5000

16. QUANTITY ON HAND: 35 cs(1750#)

FOR ALL USERS (Food Service, Commissary, Veterinary, Troop Issue Subsistence, Etc.)

17. NARRATIVE DESCRIPTION OF UNSATISFACTORY QUALITY AND IDENTIFICATION OF DEFECTS

own words

18. RECOMMENDATIONS

own words

(Instructor check for info on photo or drawing)

19A. NAME OF VERIFYING OFFICIAL (Last, First, MI)

19B. GRADE

19C. SIGNATURE

19D. TELEPHONE NUMBER (A-AUTOVON C-COMM.)

19E. TITLE

19F. DATE (YYMMDD)

INSPECTION RESULTS (When appropriate, report can be forwarded by users without this section being completed)

20A. TYPE OF EXAMINATION	20B. INSPECTION LEVEL	20C. AQL	20D. CLASS OF DEFECT	20E. ACCEPTANCE NUMBER	20F. REJECTION NUMBER	20G. SAMPLE SIZE	20H. NUMBER OF DEFECTS OR DEFECTIVES	20I. SAMPLE UNIT

A. TYPED NAME OF AUTHORIZED INDIVIDUAL PERFORMING INSPECTION (Last, First, MI)

21B. GRADE

21C. SIGNATURE

21D. TELEPHONE NUMBER (A-AUTOVON C-COMM.)

21E. TITLE

21F. DATE (YYMMDD)

DD Form 1608 EDITION OF 1 APR 77 IS OBSOLETE

Figure 8-1.--Sample Unsatisfactory Material Report (DD Form 1608).

INSTRUCTIONS

GENERAL This form should be used to report all unsatisfactory conditions on all subsistence items procured by the Defense Personnel Support Center and is not limited to those in nonconformance with specification requirements. Timely reporting is essential so that action, if appropriate, may be started prior to expiration of the warranty period. When unsatisfactory conditions are not related to specification requirements, special attention should be given to Item 17. Photographs are an excellent method for illustrating the exact nature of many discrepancies. Inspection and testing records should be forwarded with the UMR, when appropriate. Use additional sheets as necessary and identify with related item number.

ITEM 3 – State complete name and address in the clear.

ITEM 4A – State nomenclature in sufficient detail to insure identity including as necessary type, grade, class, etc. *(See Federal Supply Catalog C8900-SL or Master Item Identification List)*

ITEM 4B – SIS *(Subsistence Item Survey Evaluation)*. Self-explanatory.

ITEM 6 – Specification number or Institutional Meat Purchase Specification *(IMPS)* number from shipping container. If Brand Name Contract, indicate "BNC".

ITEM 7 -- To be obtained from shipping container.

ITEM 8 -- To be obtained from service supply activity. State the name of the DLA depot or distribution point or the vendor's name.

ITEMS 9 & 10 – To be obtained from shipping container.

ITEM 11 – List the manufacturer's product code *(usually shown as a series of numerals and letters printed or embossed on bottles, cartons, and cans)* found on primary containers. These codes may also be found printed or stenciled on shipping container.

ITEM 12 – To be obtained from shipping container.

ITEMS 13, 14, 15 & 16 – To be obtained from service supply activity records. Enter complete requisition number.

ITEM 17 – Include a narrative description of the unsatisfactory condition which makes the item unsuitable for intended use or affects consumer satisfaction or acceptance. List storage conditions or other factors which may relate to the unsatisfactory condition of the product. Indicate current status of product, i.e., on hold, normal issue, or expedited issue.

ITEM 18 – State recommendations regarding disposition of supplies, revision of specification requirements, revision of purchase requirements as to size of units and quantities. List all other discrepancy forms reporting this same discrepancy and item.

ITEMS 19 Through 21 – Self-explanatory.

ITEM 20C. Definition: Acceptable Quality Level *(AQL)*, The maximum percent defective *(for the maximum number of defects hundred units)* that, for the purpose of sampling inspection can be considered satisfactory as a proce average *(MIL-STD-109)*.

DISTRIBUTION

a. Originator will prepare original and three copies of report, retain one carbon copy and forward remainder to following appropriate service office.

Commander
US Army Troop Support Agency
ATTN: DALO-TAD-S
Fort Lee, VA 23801

Commanding Officer
Navy Food Service Systems Office
ATTN: Code SGV
Washington, DC 20374

Chief
Air Force Engineering & Svcs Ctr
(Troop Issue/Specification Items Only)
ATTN: DEHF
Tyndall AFB, FL 32403

Commandant of the Marine Corps
Code LFS-4
Headquarters US Marine Corps
Washington, DC 20380

Air Force Commissary Service
(Brand Name Resale Items Only)
ATTN: AFCOMS/SGV
Kelly Air Force Base, TX 78241

b. Service Office will review reports for completeness and validity and, if valid and complete, forward:

Original for action to: Commander
Defense Personnel Support Center
ATTN: DPSC-ST(CCP)
Philadelphia, PA 19101

Information copy to: Commander
US Army Natick Research & Development Laboratories
ATTN: DRDNA-W
Natick, MA 01760

Figure 8-1.--Sample Unsatisfactory Material Report (DD Form 1608)--Continued.

CHAPTER 9

SUBSISTENCE OPERATIONAL ANALYSIS REPORT (SOAR)

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CHAPTER 9

SUBSISTENCE OPERATIONAL ANALYSIS REPORT (SOAR)

9000. PURPOSE. The SOAR is designed to accomplish the following:

1. Furnish operational data necessary for subsistence management within the Marine Corps.

2. Furnish status of subsistence supply inventories at both the subsistence account (Project 31 funds) and the messhall levels.

3. Furnish data on the source of subsistence supplies.

4. Furnish data for subsistence budget formulation.

5. Facilitate the compilation of statistics for logistics planning.

6. Furnish the statistics necessary for daily food allowance control.

9001. SOAR SUBMISSION

1. Date of Submission. The SOAR will be prepared in duplicate each calendar month. The original, with letter of transmittal and those documents listed in paragraph 2 below, will be forwarded to the CMC (LFS-4) in a timely manner, to arrive no later than 15 days following the last day of the month covered by the report. The SOAR must be reviewed and signed by the installation commander or someone with "by direction" authority. Reports of special/supplemental allowances are included in this requirement. This report is assigned Report Control Symbol MC-7220-01A (SOAR, Part I) and MC-7220-01B (SOAR, Part II).

2. Original Report. The original SOAR will be submitted to and retained by the CMC (LFS-4) for 2 years and will consist of the following documents, arranged in the older presented.

a. Form NAVMC 10369-A.

b. Form NAVMC 10369-B.

c. Form NAVMC 565-1.

d. Voucher for Disbursement and/or Collection, NAVCOMPT Form 2277 (to include sale of meals in the messhall, flight meals, coffee sales to flight crew, and any other sales reflected on line 3b and/or 9 of form NAVMC 10369-A).

e. ITO's for foreign military personnel authorized to subsist at government expense (if applicable).

f. Class roster/orders or meal verification records for naval academy midshipmen subsisting at government expense. The class roster must include signature or initials of each midshipman.

g. Certificate of messhall information (submit with September's report only).

3. Duplicate Report. A duplicate copy of the SOAR, with all supporting documents, will also be retained by the reporting activity for 2 years for (auditable) record purposes. The duplicate SOAR will consist of the following forms and supporting documents:

a. SOAR, Forms NAVMC 10369-A and -B.

b. Form NAVMC 565-1.

c. Voucher for Disbursement and/or Collection, NAVCOMPT Form 2277 (all sales to include flight meals, coffee sales, pastry sales for command functions, etc.).

d. ITO's for foreign military personnel.

e. Class rosters or meal verification sheet for naval academy midshipmen.

f. Certificates of messhall information (September's report only).

g. Master menu with changes.

h. Certificates of issue to the messhall(s).

i. Certificates of flight meals.

j. Certificates of sales or transfers (clubs, hospitals, etc.).

k. Certificates of turn-in (when applicable).

l. Certificates of price adjustments.

m. Certificates of losses or gains.

n. Copy of current month's ending inventory of subsistence supplies on hand in the messhall.

o. Copy of current month's ending inventory of subsistence supplies on hand in the subsistence account (Project 31 funds).

9002. PREPARATION OF THE SOAR. The SOAR consists of forms NAVMC 10369-A and -B (see figures 9-1 and 9-2). Part I of the NAVMC Form 10369-A covers operation of the subsistence accounts (Project 31 funds), and Part II of form NAVMC 10369-A covers the operation of the food service system (messhall(s)).

1. Preparation of Form NAVMC 10369-A Part I

a. Lines 1a and 1b (Debit). Total ending inventories (perishable (1a) and semiperishable (lb)) for the previous month at the previous month's price.

b. Lines 2a through 2f (Debit). Total dollar value actually paid for food items (invoice price) for the current month by source of supply. "A" rations will be shown on lines 2a through 2e as applicable and "B" rations will be shown on line 2f.

c. Line 3a (Credit). Total dollar value of items (both "A" rations and "B" rations) issued to the messhall at the authorized prices (per price list (FSC Price List, FSC 8900-PL)) as shown on the certificate of issue (record in the Credit column). The total dollar value spent for "B" rations will also be identified separately on line 25 (Remarks column).

d. Line 3b (Credit). Total dollar value of items issued or sold to other than, messhalls,,such as field exercises, clubs, and exchanges (record in the credit column). Attach NAVCOMPT Form 2277 as supporting documentation.

e. Lines 3c and 3d. Total dollar value of gains (debits) or losses (credits) due to price differences when the purchase price (invoice price), lines 2a through 2f, is greater (loss) or less (gain) than the authorized price (line 3a).

f. Lines 3e and 3f. The total value of losses or gains due to the price difference between the previous month's ending inventory (lines 1a and lb) and the current month's ending inventory (lines 5a and 5b) due to the price list (FSC 8900-PL).

g. Line 4a (Credit). The total value of subsistence surveyed for the month. A certificate containing a list of quantity, item(s), dollar value, and justification will be retained at the local command as a supporting document to the SOAR for 2 years.

h. Lines 4b (Loss/Credit) and 4c (Gain/Debit). The total value of losses or gains due to the difference between the physical inventory (lines 5a and 5b) and the form NAVMC 708 cards.

i. Line 4d (Credit). The monetary amount (embargo fee) levied for shipment of subsistence items overseas (to be used by overseas activities only).

j. Lines 5a and 5b (Credit). The total ending inventories (perishable (5a) and semiperishable (5b)) for the current month at the current month prices as contained in the price list (FSC 8900-PL).

2. Preparation of Form NAVMC 10369-A Part II

a. Line 6. The total ending inventory using the previous month's prices (line 12 of previous month's form NAVMC 10369-A).

b. Line 7. The value of subsistence supplies received during the reporting month (same as line 3a, Part I).

c. Line 8. The value of subsistence supplies surveyed in the messhall(s) during the reporting month. A statement/explanation will be placed in remarks column (line 25) for surveys in excess of $1,000.

d. Line 9. The value of authorized sales (in support of command functions). A copy of the NAVCOMPT Form 2277 must be attached to the form NAVMC 10369-A for all sales. Annotate MRE enhancement cost and subtract from the messhalls cost to feed.

e. Line 10. The value of turn-ins of subsistence supplies (specify). To ensure proper accounting of Project 31 funds, all turn-ins effected must identify the service to which the turn-in was made. Block 25 (Remarks) must reflect whether the turn-in was for credit or on a nonreimbursable basis and the dollar amounts for each, if applicable.

f. Line 11. The cost of subsistence used for flight meals (includes the cost of sugar, cream, and coffee sold).

g. Line 12. The current month's total ending inventory at the current month's prices as contained in the price list (FSC 8900-PL).

h. Line 13. The total value of supplies consumed (lines 6 plus 7, minus 8, 9, 10, 11, and 12).

i. Line 14. Value of the current month's authorized inventory (total of line 15 multiplied by the messhall's authorized inventory level).

j. Line 15a. The total man-days fed from the monthly form NAVMC 565-1 (multiply the total man-days fed by the applicable BDFA which is computed on line 30 of form NAVMC 10369-B).

k. Line 15b. The total man-days fed from the holiday manday fed report (multiply the total holiday man-days fed by the supplemental BDFA (authorized for Thanksgiving Day, Christmas Day, and the Marine Corps Birthday only)) computed on line 30 of form NAVMC 10369-B. Do not include the 15 percent supplemental food allowance for small mess-halls (see paragraph 4500).

l. Line 15c. The total man-days fed from the form NAVMC 565-1 covering supplemental food allowance for officer candidates and Marine recruits or small messhalls (see paragraph 4500). Multiply the total man-days fed by the supplemental BDFA computed on line 30 of form NAVMC 10369-B.

m. Line 15d. The total dollar value for flight meal credits (taken from the flight certificate).

n. Line 16. Enter the regular current month’s total BDFA taken from line 30 of form NAVMC 10369-B.

o. Line 17. Enter the actual cost to feed one individual per day. Cost is computed by dividing the value of supplies consumed (line 13) by the total number of man-days fed shown on line 15 or the monthly form NAVMC 565-1.

p. Lines 18 through 24. All organizations, using units, and activities that consume packaged operational rations (POR’s), must submit a monthly report, per the current edition of MCO 10110.40, to the commander responsible for submitting the SOAR to the CMC (LFS-4). Justification must be provided in remarks (line 25) for POR inventory not held for exercises.

q. Line 25. Enter any comments pertinent to unusual circumstances or explanation of deficit status. The 15 percent special allowance for enhancements to POR’s is computed here, indicating total MRE cost, total cost and type of enhancements and the applicable percentage used.

3. Preparation of Form NAVMC 10369-B. The preparation of form NAVMC 10369-B is required for garrison messhall operation only. Field exercises will be provided a total BDFA computed by the force commander; therefore, the information on form NAVMC 10369-B is not required.

a. Line 26. This section of the form will be used to report all milk usage by the installation's messhalls (whole, lowfat, skim, etc.). The type, unit 9f issue, quantity, unit price, and total cost of all milk issued to the messhall(s) during the reporting month will be listed separately. If additional space is required, use line 32 (Remarks column) or attach an additional page.

b. Line 27. Enter the type, quantity, poundage, and total cost of all the white bread, whole wheat bread, and hamburger rolls issued to the messhall during the reporting month. If additional space is required, use line 32 (remarks) or attach an additional page.

Line 28. Enter the total quantity of butter (reflected in pounds only) issued to the messhall during the accounting period and the percentage of usage thereto. All messhalls are required to use 70 percent of surplus butter and 30 percent of regular butter. Currently, margarine will not be used in the messhall and should not be requisitioned.

d. Line 29. Enter the total quantity of American cheese and Cheddar cheese issued to the messhall during the accounting period. All messhalls are required to use 60 percent regular cheese and 40 percent surplus donated cheese (American and Cheddar).

e. Line 30. This section will be used to compute the actual BDFA and the supplemental BDFA for holidays (Thanksgiving Day, Christmas Day, and the Marine Corps Birthday), small messhalls, recruits, and officer candidates. This section supersedes all editions of the previous BDFA Computation Sheet (form NAVMC 580) which will not be used. Instructions for computing the BDFA is outlined in chapter 6 of this Manual.

f. Line 31. This section will be used to report the number of flight meals issued or sold from the messhall. This information is extracted from the flight certificates outlined in paragraph 4511 of this Manual. A copy of the NAVCOMPT Form 2277 must be submitted with the monthly SOAR and a copy retained with the messhall's copy as a supporting document.

g. Line 32. Enter any comments pertinent to unusual circumstances or explanations of deficit status. The 15 percent special allowance for enhancements to POR's is computed here, indicating total MRE cost, total cost and type of enhancements and the applicable percentage used.

SUBSISTENCE OPERATIONAL ANALYSIS REPORT (141110)
NAVMC 10369A (5-85) (Supersedes all editions of NAVMC 10369 which will not be used)
SN 0000-00-004-0510 UI: PADS OF 50 SHEETS

REPORT SYMBOL MC-7220-01A

TO: COMMANDANT OF THE MARINE CORPS (CODE LFS)

FROM (Organization)

DATE

ACCOUNTING PERIOD: 01 AUG thru 31 AUG 1987

PART I (Issue Commissary/Project 31 Account)

		DEBITS		CREDITS	
1	PREVIOUS MONTH ENDING INVENTORY (DEBIT)				
	A. Perishable Supplies	8,491	07		
	b. Non-perishable Supplies	5,633	39		
2	RECEIPTS DURING CURRENT MONTH FROM (DEBIT)				
	a. Army				
	b. Navy				
	c. Air Force				
	d. Marine Corps Stock Fund	10,851	87		
	e. Commercial Sources	5,072	63		
	f. Other (Specify)				
3	ISSUES DURING CURRENT MONTH (CREDIT)				
	a. To Food Service Operation			12,571	99
	b. Other (Specify)				
	c. Price Adjustment (LOSS)			586	22
	d. Price Adjustment (GAIN) (DEBIT)	19	56		
	e. Inventory Price Adjustment (Loss/Credit)			235	52
	f. Inventory Price Adjustment (Gain/Debit)	204	76		
4	CREDITS/DEBITS AS FOLLOWS				
	a. Surveys (Credit)			157	88
	b. Physical Inventory Adjustment (Loss/Credit)			17	11
	c. Physical Inventory Adjustment (Gain/Debit)				
	d. Embargo Fee (Overseas Only) (Credit)				
5	CURRENT MONTH ENDING INVENTORY (CREDIT)				
	a. Perishable Supplies			11,363	09
	b. Non-Perishable Supplies			5,342	43
	TOTALS (Both columns must agree)	30,274	24	30,274	24

PART II (Food Service Operation for Garrison and Field)

6	PREVIOUS MONTH ENDING INVENTORY (Line 12 of Previous BOAR)	3,877	92
7	PLUS VALUE OF SUPPLIES RECEIVED DURING CURRENT MONTH (Line 3a of Part I)	12,571	99
8	LESS SURVEYS	13	00
9	LESS AUTHORIZED SALES (Specify)		
10	LESS TURN IN (Army, Navy, Air Force, MarCorps, Other)		
11	LESS COST OF FOOD ITEMS USED FOR FLIGHT MEALS (Include Coffee)		
12	LESS CURRENT MONTH ENDING INVENTORY	2,695	56
13	EQUALS VALUE OF SUPPLIES CONSUMED	13,741	35
14	CURRENT MONTH AUTHORIZED INVENTORY (Total of line 15 multiplied by Authority Inventory Level)	2,754	77

15 COMPUTATION OF CREDITS

TYPE	MAN-DAYS FED	X RATE =	CREDITS
a. Regular	3825	3.601	13,773.83
b. Holiday			
c. Other (Specify)			
d. Flight		TOTAL CREDITS	13,773.83

16	CURRENT MONTH'S BASIC DAILY FOOD ALLOWANCE	3.601	17	CURRENT MONTH COST TO FEED ONE MAN PER DAY (Line 13 divided by total Man-Day Fed) 3.593

CONSOLIDATED PACKAGED OPERATIONAL RATIONS (POR) USAGE REPORT

18	BEGINNING MONTH INVENTORY (BOXES)	30	24	BREAKDOWN OF POR ISSUES (By Category in Meals)	
19	RECEIPT DURING THE MONTH (Boxes)	0		a. BK USMC Active Duty	24
20	ADJUSTMENTS, IF ANY (Explain on line 25)	0		b. BK USMC Reserves	
21	ISSUES DURING THE MONTH (Boxes)	2		c. BK USN Active Duty	
22	END OF MONTH INVENTORY (Boxes)	28		d. BK USN Reserves	
				e. BK USA Active Duty	
23	COMRAT/BAS PERS (MEALS SOLD)			f. BK USA Reserves	
				g. OTHER (Specify)	

25 REMARKS

Figure 9-1.--Subsistence Operational Analysis Report (Form NAVMC 10369-A).

SUBSISTENCE OPERATIONAL ANALYSIS REPORT (10110)
NAVMC 10369-B (REV.) (Previous editions of NAVMC 10369-B will not be used)
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REPORT SYMBOL MD-7000-010

DISTRIBUTION
NAVMC 10369-B NOT REQUIRED FOR FIELD EXERCISES

TO COMMANDANT OF THE MARINE CORPS (CODE LPS)

DATE

FROM: (Organization)

ACCOUNTING PERIOD: 01 AUG thru 31 AUG 1987

26 MILK USAGE REPORT (List all items issued separately)

TYPE	UNIT OF ISSUE	QUANTITY	UNIT PRICE		TOTAL COST	
WHOLE WHITE MILK	GAL	330	2	170	716	10
WHOLE WHITE MILK SCS	PT	3800		139	528	20
2 PCT LOWFAT MILK	GAL	150	2	200	330	00
CHOCOLATE MILK LOWFAT	GAL	162	2	170	351	54

27 BREAD USAGE REPORT (Quantity in Pounds Only)

TYPE	QUANTITY ISSUED	POUND PRICE		TOTAL COST	
WHITE BREAD (list in pounds only)	360		450	162	00
HAMBURGER ROLLS (list in pounds only)	186		620	115	32
BREAD, WHOLE WHEAT (list in pounds only)	100		400	40	00

28 BUTTER USAGE (Quantity in Pounds) TOTAL DONATED 72/ 35% TOTAL REGULAR 132/65%

29 CHEESE USAGE (Quantity in Pounds) TOTAL DONATED 90/39% TOTAL REGULAR 143/61%

30 COMPUTATION OF THE BASIC DAILY FOOD ALLOWANCE

COMPONENT	UNIT	QUANTITY ALLOWED PER 100	UNIT PRICE		VALUE OF COMPONENT	
BREAD, WHITE PLAIN	POUND	22.500		450	10	125
ROLLS, BREAD, HAMBURGER	POUND	9.375		620	5	813
BREAD, WHOLE WHEAT	POUND	5.625		400	2	250
MILK, WHOLE, FRESH	PINT	* 50		271	13	550
MILK, LOWFAT, FRESH	PINT	* 150		275	41	250
ALLOWANCE FOR 100 PERSONS					72	988
ALLOWANCE OF ONE PERSON						730
ALLOWANCE FOR ONE PERSON AUTHORIZED BY HEADQUARTERS, MARINE CORPS					2	800
				SUB-TOTAL	3	530
CONDIMENTS AND ACCESSORY FOODS (Add 2% of Sub-Total)						071
				TOTAL	3	601
PLUS VALUE OF SUPPLEMENTAL FOOD ALLOWANCE (SPECIFY TYPE AND PERCENTAGE USED)						
SUPPLEMENTAL VALUE OF BASIC DAILY FOOD ALLOWANCE FOR ONE PERSON				TOTAL	3	601

31 FLIGHT MEAL ACCOUNTABILITY (Pick Up From Certificate)

a. Number of Sandwich Meals Issued (SM)		Total Cost	
b. Number of Frozen Meals Issued (SM)		Total Cost	
c. Number of Sandwich Meals Sold		Total Cost (NAVCOMPT 2277)	
d. Number of Frozen Meals Sold		Total Cost (NAVCOMPT 2277)	
e. Total Coffee Sold (Gallons)		Total Cost (NAVCOMPT 2277)	

32 REMARKS

* NOTE: Above quantities allowed per 100 for whole and lowfat milk are for CONUS messhalls. Overseas quantities are as follows:

60 Whole Milk
140 Lowfat Milk

All quantities are subject to change and will be provided via CMC message.

Figure 9-2.--Subsistence Operational Analysis Report (Form NAVMC 10369-B).

CHAPTER 10

BUDGETING PROCEDURES

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CHAPTER 10

BUDGETING PROCEDURES

10000. GENERAL INFORMATION

1. The information in this chapter will be used to develop budget information to support MPMC SIK, Project 31 funds.

2. The MPMC appropriation is an annual appropriation designed to fund all costs of subsistence. The appropriation is controlled by fiscal quarters and activities. There are nine major field allotment holders and a Headquarters-Held allotment for those commands not requiring funds in excess of $500,000. Section 1517, Revised Statute, U.S. Code, provides for legal responsibility for personnel in receipt of an allotment. Violations of this statute are generally tee result of administrative or management errors. Upon detection, all violations will be investigated and a report forwarded through DoD to OMB and the President.

a. Field Allotments. Section 1517, Revised Statute, U.S. Code responsibility of funds is provided to field allotment holders on NAVCOMPT Form 372 on a quarterly basis. These funds include budgeted funds for the procurement of POR's. Marine Corps activities receiving a field allotment for subsistence will indicate on all procurement papers the allotment number and appropriation data shown on the annual allotment authorization. Field allotments are authorized for the following activities:

Marine Corps Base (MCB), Camp Lejeune	Allotment 31002
Marine Corps Recruiting Depot Eastern Recruiting Region (MCRD/ERR), Parris Island, SC	Allotment 31003
Marine Corps Combat Development Command (MCCDC), Quantico VA	Allotment 31005
Marine Corps Recruiting Depot Western Recruiting Region (MCRD/WRR), San Diego, CA	Allotment 31006
MCB, Camp Pendleton, CA	Allotment 31007
COMMARCORBASESPAC (suballots to MCAS Kaneohe Bay; MCAS Iwakuni; MCB Camp Butler)	Allotment 31014

Commander, Marine Corps Air Base East (COMCABEAST), Cherry Point (suballots to MCAS Cherry and MCAS Beaufort)	Allotment 31017
Commander Marine Corps Air Base West (COMCABWEST), El Toro (suballots to Marine Corps Air Station (MCAS) El Toro and MCAS Yuma)	Allotment 31018
Marine Corps Air Ground Combat Center (MCAGCC), 29 Palms, CA	Allotment 31085

b. Headquarters-Held Allotment. Marine Corps activities not receiving a field allotment for subsistence will be authorized to charge against a Headquarters-held (open) allotment for procurement of subsistence items. The appropriate accounting data for the fiscal year will be indicated on all pertinent procurement capers for subsistence supplies. OPTAR’s are established to maintain control procedures. Appropriation data and authorized funds are provided annually with quarterly modifications.

c. Funds are established for procurement of POR’s on a quarterly basis per command quarterly allocation plans. Headquarters-held activities must notify the CMC (LFS-4) if quarterly requirements change so that funds can be established in the appropriate fiscal quarter. POR allocations are provided by CMC message on an annual basis.

d. Both field allotment holders and Headquarters-held activities operating under an OPTAR should maintain Memorandum Records per paragraph 039106 of NAVCOMPT Manual, Volume III. Frequent communications will be maintained between the official accounting office and fund administrator (food service) during periods of tight fund availability.

3. Budget information will be coordinated with the FSO, tenant units subsistence supply activities, stock fund, and others prior to forwarding to the CMC (LFS-4).

4. Budgeting for field training exercises will be the responsibility of the installation commander providing subsistence support to the requesting tenant units/organizations. The commands requiring such budget support must coordinate their requirements on time to ensure that they are identified in the supporting command’s annual subsistence requirements to Headquarters Marine Corps. Fleet Marine Forces, Pacific and Atlantic (FMFPac and FMFLant) will provide quarterly budget estimates for planning purposes to support FMFPac and FMFLant field exercises not included under a field allotment requirement.

This should include but not be limited to "B" rations, host nation mess support, "T" rations, and enhancements. This does not relieve a supported command of the responsibility to identify all requirements on time.

5. SOAR'S (form NAVMC 10369-A) and NAVCOMPT Form 2025 are monitored to match book obligations and expenditures to assure accuracy and prevent overobligations and overexpenditures. Coordination between accounting, DSSC and food service should be effected in an effort to identify and reconcile any significant differences in obligations. Guidance contained in paragraph 4401.4 of this Manual applies.

10001. DEFINITIONS

1. Field Allotment. A field allotment is an authorization on NAVCOMPT Form 372 provided by authorized officials of Headquarters Marine Corps to commanders to obligate and expend funds for a particular purpose. Obligation and expenditure of the funds may not exceed the amount authorized in the allotment, and the purpose for which the authorization is made must be adhered to.

2. HeadQuarters-Held Allotment. A Headquarters-held allotment is an open allotment made by an authorized official at Headquarters Marine Corps for a specific purpose and in a specific amount. The allotment bureau control number is published for service-wide charging within specific limitations as to the amount.

3. Obligation. An obligation is a responsibility to make a future payment of money. The responsibility is incurred against the consumer appropriation (MPMC) at the time the material is actually issued from local stock fund inventory. DSSC material issued is processed on a daily basis with no inordinate delay between time of physical issue of material to receipt and processing of the issue documents into the official accounting records.

4. OPTAR. An OPTAR is an administrative method of subdividing an open allotment or planned estimate into dollar amounts for purposes of financing certain operations over a given period of time.

5. Overobligation. Any action which results in raising the total obligations so that it exceeds the amount of authorized funds. Overobligation is prohibited by law under penalty of punitive action.

6. Disbursement. Disbursements are all payments by cash, check, or voucher deduction.

7. Budget Formulation. Budget formulation is the process of preparation, review, and establishment of the annual budget presented to the Congress as a basis for appropriations.

8. Budget Year (BY). The BY is the year following the current fiscal year and for which the budget estimate is prepared. The accounting period for a fiscal year begins 1 October and ends 30 September.

10002. SUBMISSION REQUIREMENTS

1. Subsistence Budget Worksheets. A subsistence budget worksheet and quarterly updated worksheets, as shown in figures 10-1 and 10-2, are provided-as a guide to formulate budget requirements. These worksheets are to be used by all field allotment holders and those activities charging under the Headquarters-Held allotment. It is imperative that these figures receive close attention and review at the installation level and reflect only those requirements that are completely justifiable.

a. Subsistence budgets shall be held to the minimum requirements necessary to provide nutritional adequacy for authorized personnel. Budget requirements will be balanced against actual calendar year (CY) expenditures and adjusted by projected changes, if any, in future feeding requirements. Any significant variances between the anticipated requirements for the BY and current expenditures should be fully justified.

b. Those activities required to use "B" ration unique items in the messhall will reflect separate requirements for "A" and "B" rations in their budget submission. Adjustments to "A" ration costs are to be made to compensate for procurement of the "B" ration like item to minimize cost.

c. Based on the subsistence worksheets, an estimate of funds for the budget year (by quarters) will be submitted to the CMC (LFS-4) by all field allotment holders and Headquarters-Held activities operating under an OPTAR no later than 1 August each year. Quarterly revisions are to be submitted to arrive at Headquarters Marine Corps by the first working day of the 3d month of each quarter (December, March, and June). Monthly updates for the 4th quarter will be provided to monitor funds available for withdrawal and redistribution. The September update must arrive no later than the 3d week of September. If additional funds are required during a fiscal quarter due to fluctuation of BDFA or unprogrammed costs, request for additional funds (with justification) should be submitted to CMC (LFS-4). This report is EXEMPT from reports control and does not require a report control symbol.

d. The annual estimated funds requirement submitted 1 August will be reported in the following format:

	1st Qtr	2d Qtr	3d Qtr	4th Qtr	Total
"A" Rations	_____	_____	_____	_____	_____
"B" Rations	_____	_____	_____	_____	_____
Enhancements to MRE	_____	_____	_____	_____	_____
TOTAL	_____	_____	_____	_____	_____

Commands operating under an OPTAR will identify separate costs for CONUS and overseas field exercises by name, location, and amount for all budget submissions.

e. The quarterly budget update submitted to the CMC (LFS-4) will be reported in the following format:

Total man-days fed	105,700
Times Average BDFA	x $3.65
(include authorized supplement)	
Subtotal	$385,805
Minus previous quarter excess funds, if applicable (2d, 3d, and 4th quarters)	-$15,000
Subtotal	$370,805
Plus cost of enhancements to MRE's	+$10,000
Equals total requirement	$380,805
Above requirement includes:	
Total "A" ration requirement	$375,805
Total "B" ration requirement	$5,000

2. Narrative Justification. The details must be reflected in the budget submission prepared by each activity for subsistence when costs are excessive or unplanned (required by higher authority at Headquarters to justify MPMC, Project 31 fund budget requirements).

10003. BUDGET FORMULATION GUIDANCE. To obtain and maintain a reasonable degree of consistency in the year-to-year budgeting for subsistence requirements, the following guidance is provided for the development of the subsistence, Project 31, budget exhibit.

1. Estimate subsistence costs at the current prices. The BDFA used to compute budget requirements will correspond to the latest 3 month's average BDFA.

2. The number of personnel to be fed will be based on the actual man-days fed during the current fiscal year adjusted to reflect the actual/projected levels for the BY. When actual man-days fed data is not available, the number of personnel to be fed is estimated based on the actual/projected on board strength less leave, TAD, commuted rations personnel, and the latest 12-month average absentee rate.

3. To ensure that the Marine Corps budget submission for subsistence is defensible throughout the budgeting process, the following guidance is provided.

a. Ascertain that expenditure of subsistence funds are authorized only for those personnel entitled to subsist at Government expense who have complied-with headcount procedures and for those personnel who have complied with the requirements for the sale and payment of meals.

b. Review local feeding of civilians to ensure that the need for such feeding is valid.

c. Ascertain the subsistence funds used for supporting official command functions (i.e., retirement ceremonies, change of command, parades in honor of visiting dignitaries) are on a reimbursable basis.

d. Ascertain that subsistence items purchased with appropriated funds are not used in support of coffee messes outside the messhall.

e. Ascertain that foreign military personnel provided subsistence either pay cash for their meals or have obtained other types of authority (i.e., IMET Invitational Travel Orders; Reciprocal Unit Exchange, etc.) for meals as outlined in chapter 4 of this Manual.

10004. REIMBURSEMENTS

1. Funds collected for the sale of meals in the messhall, POR, and raw/bulk subsistence are reimbursable to the subsistence Project 31 MPMC account. When reimbursable funds are earned and credited to this account, they can be redistributed by CMC (LFS-4) for further procurement of subsistence items. It is imperative that reimbursable funds are credited to the appropriate account on the reimbursement document, NAVCOMPT Form 2277.

2. Funds received for meal costs are credited to the food cost MPMC appropriation as shown on line I of the example below. Funds collected for surcharge costs are divided between two appropriations. Fifty percent of the funds are credited to the MPMC surcharge as shown on line II of the example, and 50 percent of the funds are credited to the O&MMC surcharge appropriation as shown on line III of the example. One hundred percent of the surcharge collected is credited to the O&MMC surcharge appropriation when the mess operation is fully contractor operated.

These three appropriation data elements remain basically the same. Columns B and J will change. The third digit of column B for each appropriation will change annually to reflect current fiscal year (FY1989=9). Column J reflects the Unit Identification Code (UIC) and the Functional Account Number (FAN). This column contains 12 digits. The UIC consists of 5 positions and should be entered in the third through seventh position of the cost code. Zeros are placed in positions one and two. This field is used to capture the activity processing the collection. If an activity's UIC does not contain 5 digits, zeros are entered in front of the UIC. For example, UIC 681 would read 0000681. The FAN must be placed in the eighth through twelfth positions. It changes for each type of fund and location. For example:

FAN	Reflects
73111	Food Cost for CONUS
73112	Food Cost for Overseas
73810	Surcharge (50 percent) for MPMC for CONUS and overseas
73150	Food Cost for POR's for CONUS and Overseas

3. If erroneous appropriation data is cited on the reimbursement document, a correction form (NAVCOMPT Form 621) must be prepared. The NAVCOMPT Manual, vol III, par. 032506.1C refers. The correct

appropriation data is entered in the "credit column" and the erroneous appropriation data is entered in the "charge column" for cash collection vouchers. If the FAN is the only portion of the appropriation data that is in error a NAVCOMPT Form 621 is not prepared. This correction can be made locally (pen changed) through the disbursing office.

4. Reimbursement documents that are not properly prepared will not be credited to the MPMC appropriation and will thereby constitute a loss in subsistence dollars available for obligation.

5. Reimbursement checks received for payment of meals/subsistence from messhalls and during recreational events should be made payable to the billing activity rather than to the U.S. Treasury. However, checks payable to the U.S. Treasury will be accepted and processed by the receiving activity notwithstanding the inscription. All checks will be properly endorsed by the depositor/disbursing office per paragraph 042410.1e and f of NAVCOMPT Manual, volume IV. A NAVCOMPT form 2277 must be prepared and submitted with all checks to ensure proper credit to the MPMC appropriation as shown in paragraph 10004.2 proceeding.

MPMC PROJECT 31 BUDGET WORKSHEET

ANNUAL SUBMISSION DUE 1 AUGUST FOR FY_____

A	B + C = D			E + F = G			H	I	J
MONTH	PREV FY MANDAYS FED (MDF)	BASE BDFA	PARTIAL QTR RQMTS	PREV FY MDF AUTH A SUPPLE-MENT	SUPPLE-MENTAL BDFA	PARTIAL QTR RQMTS	PARTIAL QTR RQMTS MRE/ ENHANC	TOTAL QTR RQMTS	"B" RATION RQMTS
OCT NOV DEC TOTAL									
JAN FEB MAR TOTAL									
APR MAY JUN TOTAL									
JUL AUG SEP TOTAL									

BASE BDFA FORMULA
(USE MOST CURRENT BDFA)

AUG BDFA _____
JUL BDFA _____
JUN BDFA _____
TOTAL = _____

(DIVIDED
BY 3 EQUALS
BASE BDFA)_____

NOTES:

1. TOTAL COLUMN B X COLUMN C TO GET "PARTIAL" QUARTER RQMTS = COLUMN D.
2. TOTAL COLUMN E X COLUMN F TO GET "PARTIAL" QUARTER RQMTS = COLUMN G.
3. LIST COSTS OF ENHANCEMENTS TO THE MRE IN COLUMN H TO GET "PARTIAL" QUARTER RQMTS FOR COLUMN H.
4. TOTAL COLUMNS D + G + H TO GET "TOTAL" QUARTERLY RQMTS FOR COLUMN I.
5. LIST THE COST OF "B" RATIONS TO BE PRODCUED IN COLUMN J.

Figure 10-1.--Subsistence Budget Worksheet.

MILITARY PERSONNEL MARINE CORPS (MPMC) BUDGET PROJECT 31

QUARTERLY UPDATE WORKSHEET

FISCAL YEAR _____

2nd Quarter (Due HQMC LFS-4 NTL 1 Dec)

November BDFA $_____ Previous FY 2nd QTR MDF _____

October BDFA $_____ Base BDFA x $____

September BDFA$_____ Total 2nd QTR RQMTS $_____

TOTAL $_____ divided by 3 = Base BDFA $____ "A" Rations $_____

"B" Rations $_____

Total 2nd QTR RQMTS $_____

3rd Quarter (Due HQMC LFS-4 NTL 1 Mar)

February BDFA $_____ Previous FY 3rd QTR NDF _____

January BDFA $_____ Base BDFA x $____

December BDFA $_____ Total 3rd QTR RGMTS $_____

TOTAL $_____ divided by 3 = Base BDFA $_____ "A" Rations $_____

"B" Rations $_____

Total 3rd QTR RQMTS $_____

4th Quarter (Due HQMC LFS-4 NTL 1 Jun)

May BDFA $_____ Previous FY 4th QTR MDF _____

April BDFA $_____ Base BDFA x $_____

March BDFA $_____ Total 4th QTR RQMTS $_____

TOTAL $_____ divided by 3 = Base BDFA $_____ "A" Rations $_____

"B" Rations $_____

Total 4th QTR RQMTS $_____

Notes:

1. 1st Quarter requirements submitted with annual Fiscal Year requirements prior to 1 August.

2. Man-Day Fed (NDF) info can be obtained from annual Fiscal Year submission.

CHAPTER 11

SURVEYS AND INVESTIGATIONS

SECTION 1: SURVEYS

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CHAPTER 11

SURVEYS AND INVESTIGATIONS

SECTION 1: SURVEYS

11100. DEFINITION. The survey is the means by which subsistence that has been damaged, has become obsolete, or has deteriorated and become useless is adjusted from the records. This procedure provides for a review of the condition of the subsistence, a determination of the cause of the existing condition, and a recommendation for disposition of the material. The survey document provides authorization to adjust the records on which the subsistence is carried.

11101. GENERAL INFORMATION. The survey procedures outlined herein apply only to the disposition of food items. These procedures will apply in the majority of instances. If negligence or intentional misconduct is suspected in particular cases, however, an investigation should be conducted per the guidelines set forth in section 2 of this chapter.

11102. SURVEYS WITHOUT FORMAL INVESTIGATION. Food items accounted for below the DSSC activity level may be expended without investigation when:

1. The loss, damage, or destruction is not the result of negligence or willful misconduct. This determination shall be made by the installation commander prior to instituting survey procedures.

2. The total value of the subsistence to be expended equals 1 percent or less of the total stores consumed (previous ending inventory plus supplies received during the month minus surveys, sales, turn-ins, and current ending inventory).

3. The amount of the lost subsistence is less than $1000. Repetitive entries of the same item for purposes of circumventing the maximum dollar limitation are not permitted. Report the losses on line 4a and/or line 8 of the SOAR (form NAVMC 10369-A) for the applicable accounting period.

4. The total loss is not for a single line item.

11103. SURVEY PROCEDURES

1. When all conditions outlined in paragraph 11102 are met, the mess officer or the responsible officer may approve adjustments to the form NAVMC 708 inventory cards.

2. If any of the conditions outlined in paragraph 11102 are not met, the mess officer or responsible officer will initiate a request for a survey by letter to the installation commander via the appropriate chain of command. The request shall contain a copy of the veterinary/ medical officer's recommendations. A copy of these recommendations must be kept on file with the installation's copy of the SOAR. The following information will also be included in each request:

a. Name of the article(s).

b. Quantity (total pounds/cans/units, etc.).

c. Total cost per line item.

d. Grand total.

e. Date of pack (National Stock Number).

f. Date of receipt.

g. Activity from which received.

h. Contract data (contract number, lot number, and contractor).

i. Pertinent data for evaluating the cause of the loss. Examples of such data include packing methods, storage conditions (including holding temperatures for chill and freeze items), and conditions on receipt.

NOTE: Contract and receiving data need not be included in the request for a survey covering single cans or less than case lots of any one article.

11104. <u>ACTION BY THE INSTALLATION COMMANDER</u>. The installation commander or his designated representative may approve or disapprove any request for survey. If approval is given, the endorsement reflecting approval also serves as authority for the officer administering the subsistence stores and/or the unit mess of ficer to adjust their accounts.

11105. <u>ACCOUNTABILITY</u>. The request for survey and a copy of the installation commander's endorsement will be retained on file with the installation's copy of the SOAR.

CHAPTER 11

SURVEYS AND INVESTIGATIONS

SECTION 2: INVESTIGATIONS

11200. DEFINITION AND PURPOSE. An investigation is the procedure by which a commanding officer determines the facts surrounding the damage, loss, destruction, or theft of subsistence. The investigation also provides:

1. A determination of the current condition of lost, damaged, or stolen material.

2. Recommendations for the disposition, retention, and further accountability of such supplies.

3. A determination of the individuals responsible for the present condition of the subsistence.

11201. WHEN INVESTIGATION REQUIRED. An investigation will be conducted into the circumstances surrounding the loss, damage, or destruction of food items belonging to or on charge to the Marine Corps when:

1. The cause of the condition is unknown.

2. The value of the food items exceeds $1,000 (gains plus losses).

3. Responsibility for the food items may be placed on one or more individuals.

4. Whenever the commander deems appropriate.

11202. REQUEST FOR AN INVESTIGATION. In situations covered by paragraph 11201, preceding, the officer administering or exercising custody over subsistence supplies will submit a request for an investigation by letter to the installation commander, via the chain of command.

11203. NOTIFICATION PROCEDURES. The CMC (LFS 4) must be notified by message within 48 hours following any losses requiring investigation. This notification is for accounting purposes. The notice must indicate whether authorization was given by the installation commander to drop the subsistence from the records. Notice to this Headquarters also will include the total monetary value of the subsistence, its nomenclature, and the quantity of

items being investigated. This notification requirement does not relieve the command of the requirement for conducting the investigation.

11204. CONDUCT OF THE INVESTIGATION. By means of an appointing order signed by the installation commander, an investigating officer will be selected to conduct the investigation. The investigating officer will conduct the investigation per chapter 6 and paragraph 0909 of the JAG Manual. Upon completion of the investigation, the investigating officer will submit a report in the format prescribed in paragraph 0608 of the JAG Manual to the installation commander with a copy forwarded to the CMC (LFS-4). This report is EXEMPT from report control and does not require a report control symbol.

The following additional information should be included in the report:

1. An opinion as to the cause of loss or damage. If the cause cannot be determined, the investigating officer will substantiate why cause cannot be fixed.

2. A recommendation regarding personal responsibility for the loss or damage.

3. A recommendation as to the disposition of the food items. This recommendation will include the estimated salvage value of the food items. The investigating officer will consider the practicality of salvaging the food items as well as the possibility of sale of the items. A recommendation for the destruction of food items because of their unsanitary or dangerous condition will prescribe the method of destruction.

11205. CREDIT FOR LOSSES. Credit for the total monetary value of food items whose loss is being investigated will be taken on the form NAVMC 10369-A (line 4a and/or line 8) submitted to the CMC (LFS-4) for the applicable accounting period.

CHAPTER 12

SANITATION

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CHAPTER 12

SANITATION

12000. GENERAL INFORMATION. The purpose of this chapter is to emphasize the importance of sanitation and personal hygiene in the handling, preparation, and serving of food. The extreme importance of sanitation requires that it be given special consideration and constant attention. Strict sanitary precautions must be observed at all times by all food service personnel. This is particularly important when preparing food under field conditions.

12001. SCOPE. This chapter applies to all appropriated fund messhalls handling food items. This includes the transportation, receipt, storage, issue, preparation, and service of food items in both garrison and field messes.

12002. RESPONSIBILITY

1. Commanders at all echelons are responsible for enforcing the provisions in the current edition of NAVMED P5010, Manual of Naval Preventive Medicine.

2. Medical department representatives will provide surveillance, inspections, and guidance in all phases of food handling. Medical facilities will provide physical examinations for all personnel handling food from time of receipt to consumption.

3. Navy environmental and preventive medicine units will provide laboratory assistance as necessary for bacteriological screening.

4. The FSO and staff will provide advice and guidance to ensure that the sanitation in all facilities under their jurisdiction is in compliance with the provisions in NAVMED P5010.

5. Food service personnel must cooperate with the medical department by ensuring that food handlers, food service facilities, and the condition of food preparation areas and equipment comply with NAVMED P5010.

12003. PHYSICAL EXAMINATION OF FOOD SERVICE PERSONNEL. All food service personnel shall be examined and determined to be free from communicable disease prior to initial assignment in food service. Subsequent physical examinations shall be conducted annually. The physical examinations shall be sufficiently comprehensive to detect acute or chronic diseases. Such examinations shall be conducted per NAVMED P5010.

1. Restrictions

a. Personnel having open lesions, particularly on the hands, face, neck, or acne of the face, shall be prohibited from performing food service duties.

b. All food service personnel who have been away from their duties for 30 days or more for nonmedical reasons shall have a medical examination prior to resuming duty. All food service personnel who have been away from their duties for any period of time as a result of illness shall receive authorization from the medical department prior to resuming duty.

2. Files. The results of all examinations will be provided to the messhall manager in writing and will be retained on file in the messhall until the individual is transferred or released from active duty.

12004. TRAINING. All food service personnel shall be thoroughly indoctrinated in personal hygiene and food sanitation as well as in the method and importance of preventing food-borne illness. Messmen (temporary) shall be indoctrinated prior to assignment of duty.

1. Required Training. All food service personnel shall receive a minimum of 6 hours of initial training and 6 hours of annual refresher training in food service sanitation principles or as prescribed in the current edition of SECNAVINST 4061.IC.

2. Certificates. Food service training certificates (as contained in the current edition of NAVMED P5010)~shall be kept on file by the messhall manager at the work location. They shall not be held by individual personnel except on the occasion of permanent change of station transfer.

12005. INSPECTIONS. Routine inspections of all food service facilities will be conducted at least twice per month by medical department representatives or the Preventive Medicine Unit (PMU).

CHAPTER 13

COMBAT/EXPEDITIONARY/FIELD FEEDING

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CHAPTER 13

COMBAT/EXPEDITIONARY/FIELD FEEDING

13000. FIELD FEEDING CONCEPT. It is important that all FMF units train during peacetime as they will fight in war to maximize combat readiness and efficiency. The Marine Corps Food Service and Subsistence Program applies this concept to all field training activities

13001. RESPONSIBILITY OF THE FLEET MARINE FORCES

1. SOP. An SOP will be developed and published to provide detailed guidance for combat, expeditionary, and field feeding situations.

2. OPTAR

a. FMFPac. An OPTAR is in force for FMFPac per paragraphs 023300, 023302, and 039106 of the NAVCOMPT Manual, Volumes II and III, for management of class I subsistenCe. This OPTAR includes funds for subsistence ("A" and "B" rations) for all WESTPac, MIDPac, and EASTPac commands operating a messhall in the field, and for all POR’s procured by EASTPac and MIDPac commands. Budgeting will be per chapter 10 of this Manual.

b. FMFLant. An OPTAR is in force for FMFLant per paragraphs 023300, 023302, and 039106 of the NAVCOMPT Manual, volumes II and III, for management of class I subsistence. This OPTAR includes funds for subsistence ("A" and "B" rations) and POR’s procured. Budgeting will be per chapter 10 of this Manual.

3. Accounting and Reporting Procedures. A Quarterly Subsistence Financial Report (QSFR) for field exercises in the format contained in figure 13-1 will be submitted to the CMC (LFS-4). The information required on this form will nary for each FMF command based on specific data required by the CMC (LFS-4). Separate reports are required for "A" and "B" rations. The QSFR is to be submitted 15 days after the end of-the accounting period.

4. Prepositioned War Reserve (PWR). The current edition of MCO P4400.39 stipulates the following responsibilities:

a. Force commanders may delegate authority for each Marine Expeditionary Force (MEF) to submit class I subsistence withdrawal messages to CG MCLB, Albany.

b. The MEF commanders are responsible for determining class I requirements based on the size of the MAGTF to be employed in support of CINC's designated OPLANS.

c. The MEF commanders will review their preregistered withdrawal requirements for WMR/PWR/OWR annually with MCLB (Code 807), Albany.

5. Combat Accountability

a. Definition. "Combat accountability" is a term referring to the modification of normal operating (nonemergency condition) accounting and reporting requirements, or the implementation of special accounting and reporting requirements rendered necessary under combat conditions.

b. Authorization. At such time as the CMC authorizes combat accountability, the commander of the FMF units(s) concerned may suspend formal accountability for class I supplies.

c. Subsistence Report. When combat accountability has been authorized, the commander of the FMF unit(s) concerned will furnish the force commander a monthly report of the type and value of the food items received and the number of personnel fed, by category. This report is assigned Report Control Symbol MC-7220-13. This report will be submitted monthly to the CMC (LFS-4).

13002. RESPONSIBILITY OF THE MARINE CORPS AIR-GROUND COMBAT CENTER (MCAGCC)

1. SOP. An SOP will be developed and published to provide detailed guidance for combat, expeditionary, and field feeding situations.

2. Management of Class I Subsistence. Management of class I subsistence will be per chapter 10 of this Manual.

3. Accounting and Reporting Procedures. A Quarterly Subsistence Financial Report (QSFR) for field exercises in the format contained in figure 13-1 will be submitted to the CMC (LFS-4). The information required on this form will vary for each FMF Command based on specific required by the CMC (LFS-4). Separate reports are required for "A" and "B" rations. The QSFR is to be submitted 15 days after the end of the accounting period.

13003. CONTINGENCY TYPE FEEDING

1. Mobilization of Garrison Messhalls. During contingencies which require the mobilization of Marine Corps forces, Annex O of the Marine Corps Mobilization Plan will be used for the mobilization of garrison messhalls. Upon mobilization, the following procedures apply:

a. All previously established and operational permanent messhalls will continue to operate normally in regard to subsistence and monetary controls. The appropriate forms will be used.

(1) As the build-up occurs, lunch and dinner menus will contain, as a minimum, one meat item, one starch item, two vegetables, dessert, and beverage.

(2) The BDFA will be computed in the normal manner.

(3) Officers or civilians in travel status receiving a per diem allowance will pay the meal charge and the surcharge. Cross service procedures will not be used under field duty in wartime (but they will be used during exercises).

b. Individual messhalls will maintain food service records as prescribed in this Manual. Submission of reports will be withheld pending receipt of specific instructions from the CMC (LFS-4).

c. The accounting period remains the calendar month. The messhall financial status will be posted weekly instead of daily. A weekly physical inventory will be taken every seventh day, as well as a monthly physical inventory of the last day of the month. This will determine the value on subsistence used during the individual week and for the total accounting period.

2. Wartime Feeding Policy

a. Purpose. To assist in the development of wartime doctrine and concepts for class I subsistence support.

b. Scope. Force commanders are responsible for providing effective class I support and will determine operational feeding policy. Since subsistence is a common item of support, responsibility for supply after D+60 is normally assigned by the CINC to a service component command, normally the largest user. In most theaters, this is an Army mission. Allied nations provide their own subsistence support.

c. Standard. The approved Marine Corps field feeding standard is one MRE and two hot meals per day. These hot meals

consist primarily of "B" rations. However, when the tactical and logistical situation will permit, "A" ration enhancements will be added to increase menu variety. The feeding plan provided in paragraph 13003.3a, following, should form the basis-for structure (Marines and equipment); war reserve ration requirements; transportation, storage, and distribution requirements; host nation support (HNS); and contracting requirements (theater/OPLAN dependent).

d. Guidance. The following guidance is provided for implementing the wartime feeding policy:

(1) Combat accountability practices will be followed--meal issued equals meal consumed.

(2) War reserve ration mix based on the feeding plan located in paragraph 13003.3, following, reflects 40 percent MRE and 60 percent "T" ration. While in transition to the Combat Field Feeding System (CFFS) and until "T" rations become available for war reserve stockage, use of 60 percent "B" rations will be required.

(3) After "T" ration development provides requisite shelf life, and approval/funding to initiate stockage in Prepositioned War Reserve Stocks (PWRS) has been obtained, "T" rations will be unitized and placed in PWRS with a concurrent reduction in "B" ration PWRS.

(4) "A" ration enhancements will be provided as soon as possible depending upon the tactical situation and theater stabilization. "A" rations are not included in Marine Corps PWRMR; sources include peacetime operating stocks, HNS, or fleet support; "A" ration enhancements to "B" or "T" rations include fresh hardy fruits, bread, and fresh eggs.

(5) Milk is an essential component of any nutritionally balanced feeding plan and will be provided as dry milk canned, ultra high temperature (UHT) milk; or fresh milk, as soon as logistically feasible.

(6) Bread and bread-like products are also essential components of "T", "B", and "A" ration meals and will be made available from field bakeries or HNS at the earliest possible opportunity. Ice cream plants and bakery equipment will not normally be deployed in the first 60 days. To compensate and provide necessary nutritional requirements, the first 60 days of "B" rations have increased factors for biscuit mix, corn bread mix, and soda crackers.

(7) Ice must be made available prior to initiation of "A" ration feeding (D+60) from HNS or locally designated commercial sources. Ice-may also be required for cooling beverages in hot and warmer temperate environments.

(8) MRE is the standard Marine Corps Individual Operational Ration. The Surgeon General has determined that consumption of the MRE should not exceed 10 consecutive days without supplements. MPS's contain 30 days of MRE's to support a MEB. Every effort should be made to introduce alternate rations as soon as logistically feasible. The RCW is designed to replace the MRE for extreme cold environments. The RCW is an all day ration. Its factor is one per person per day. RCW will be stored in the Geo-Prepositioning Programs (Norway).

(9) Initial ration-break capability should exist from time of deployment to accomplish the following combat service support functions:

(a) Receive, store, break, issue, and distribute available stocks from DLA storage activities, PWRS, MCLB's, commissaries, or designated commercial sources.

(b) Evaluation of subsistence for wholesomeness (e.g., swollen cans, leakers, contamination of fresh subsistence items).

(10) Formal food wholesomeness inspections will be provided by Veterinary Service Teams or Navy PMU's. The teams will also inspect food that has been exposed to nuclear, biological, or chemical agents. In addition, Veterinary Service Teams will provide procurement and surveillance food inspections for all locally procured food items such as bread, milk, ice, and fruits and vegetables. The in-theater agency responsible for local procurement of food will coordinate all actions with the Veterinary Service. Local procurement of food will not be made without coordination with a Veterinary Service Team or Navy PMU.

e. To satisfy class I support requirements, premobilization HNS agreements should be established in-those theaters through the CINC's where the greatest likelihood of deployment exists.

f. Initial 60 days of supply of class I is based on preregistered OPLANS with MCLB Albany. These requirements are computed by the MEF Commander based on Time Phased Force Deployment List (TPFDL) and CINC OPLANS. The MMROP is used for budgeting purposes since it is a stable source of personnel figures for the FMF in the Marine Corps. Paragraph 13003.3, provides days of supply (DOS) and ration mix.

3. Wartime Feeding Plan

a. The class I ration mix for calculating days of supply for D+60 is as follows:

Ration	1st 30 Days	2d 30 Days	3d 60 Days
MRE Fuel Bar, Trioxane 1 per Ration	14 DOS	10 DOS	24 DOS
"B" Ration ("T" Ration when available)	16 DOS	20 DOS	36 DOS
"A" Ration	As available until CINC's designated common item support		

b. "A" ration enhancements should be added as soon as the tactical and logistical situation within the amphibious objective area (AOA) permits. Based on friendly nation scenarios, this may even permit use of limited "A" ration enhancements during the first 10 days.

c. Sustained feeding of "A" ration menus would require additional refrigeration and transportation, both at the break point and the unit kitchens.

d. The wartime feeding policy guidelines contained in paragraph 13003.2d are minimum standards, and improvement should be accelerated as soon as the tactical and logistical situation permits. Medical battalions will feed at the highest standard possible as the area of operation matures.

13004. HOST NATION SUPPORT (HNS)

1. Prepared Meals and Bulk Subsistence. Prepared meals in foreign government messhalls and/or bulk supplemental subsistence procured from a foreign government for the support of a Marine Corps expeditionary messhall will be funded through MPMC appropriation data provided by the CMC. A request for the BDFA and additional guidance will be submitted to the Force commander 90 days prior to the date the support is required. The request will include unit designation, the designation and address of the host nation activity which will provide subsistence support, the date of the support, the number of personnel being supported, the method of reimbursement for HNS, the estimated cost of support at the foreign exchange rate, and the type of subsistence to be

provided (i.e., bulk ingredients or prepared meals). Upon approval by the Force commander, the commander requesting subsistence support will take the following action:

a. Establish a HNS agreement which will include the information above, plus the subsistence appropriation data provided by the force commander.

b. Submit a SOAR when bulk subsistence is provided by the HN for preparation by the requisitioning command.

c. Submit a subsistence report in letter format when prepared meals are furnished by the HN. Data required in the report will be provided by the Force commander upon approval of the request.

d. Submit a copy of the HNS agreement as an enclosure to the report provided to the Force commander.

2. Contract Feeding by Civilian Contract Vendor

a. Commercially prepared (catered) meals are to be procured only when food service personnel or equipment is not authorized or available and support cannot be obtained from another military Service through an 15A.

b. The maximum monetary allowance for catered meals will be at the rate specified for a meal ticket in the Joint Travel Regulations, Volume 1.

c. MPMC appropriation data as provided to force commanders will be cited to support bills based on subsistence charges for the unit. The Force commanders will be the approving authority for such requests.

3. Individual Payment for Meals Provided Under Host Nation Agreement

a. Payment for meals through pay checkage/comrat stoppage is mandatory for officers and enlisted personnel during field exercises and for prepared meals provided by HN’s. Pay checkage/comrat stoppage will commence with the first day of field duty to preclude the handling of funds in a field environment per the current edition of MCO P1080.35. Paragraph 4205.1b, preceding, of this Manual provides the procedure for officer personnel to be subsisted at government expense when food service support is prepared by host country feeding. This provision is applicable only to officers in a field ration payroll checkage status. All other personnel not in a SIK status will pay the actual cost of the meal imposed by the HN, the authorized meal rates when subsisting in a U.S. expeditionary messhall, or

the actual contract price when consuming catered meals from a foreign host country (surcharges do not apply for catered meals).

b. Activities participating in host nation subsistence support will include HNS funding requirements in their MPMC, Project 31 (subsistence.) budget. Contract services provided by HN1s/ support agreements other than actual subsistence support cannot by law charged against MPMC, Project 31 funds.

4. Sale to Foreign Military. See figure 4-2 of this Manual.

13005. DEVELOPING COUNTRIES COMBINED EXERCISE PROGRAM. The Secretary of Defense has provided legislative language, management procedures, and Title 10 funds (O&MMC) to the CINC's commands in support of the Developing Countries Combined Exercise Program.

1. Criteria. FMF's anticipating exercises in developing countries must request approval from the appropriate CINC to pay expenses (which includes subsistence) for foreign personnel of developing countries when participating in combined military exercises. For an exercise to qualify for this program, it must meet the following criteria:

a. Undertaken primarily to enhance security interests of the United States.

b. The country supported is considered a developing country.

c. Does not replace initiatives that are currently being funded by the U.S. Department of State or a foreign country.

d. Participation by the country is necessary to the achievement of the fundamental objectives of the exercise and those objectives cannot be achieved unless the United States pays for the incremental expenses incurred by the country.

2. Reimbursement. Reimbursement for subsistence furnished foreign personnel in support of this program will be initiated and obtained by the FMF's on appropriate vouchers crediting the MPMC appropriation and charging the CINC's Title 10 O&MMC appropriation. A copy of the paid voucher will be submitted to the Force commander as soon as payment is completed.

13006. RECIPROCAL UNIT EXCHANGE PROGRAM

1. Purpose and Use. This program was established to provide training and related support (to include subsistence) to military

and civilian defense personnel of a friendly foreign country or international organization. This provision of training and subsistence support must be arranged as part of an international agreement. Under the agreement, the recipient foreign country will provide, on a reciprocal basis, comparable training and support.

2. Types of Units. A unit eligible for exchange is defined as substantially all the individuals from an established unit necessary to accomplish the intent of the exchange. The tour of duty for exchange units, exclusive of travel time, will be specified in an appendix to the negotiated memorandum. One unit from the U.S. Marine Corps and one unit from the foreign country service will take part in the exchange. Exchange units will be assigned to units/positions as described in an appendix to the memorandum.

3. Reciprocity. If a foreign country or international organization receives subsistence at government expense (common-service) and does not initiate comparable subsistence to United States units within 12 months, then the foreign country or international organization must reimburse the United States for the full cost of the subsistence provided. International Military Educational Training (IMET), Military Assistance Program (MAP), and Foreign Military Sales (FMS), or credit funds may not be used for this reimbursement or to meet the expenses of an exchange unit.

4. Exchange Approval Procedure

a. The CG MCCDC (TE32F) will negotiate all agreements on behalf of the CMC. Proposals for exchanges will be submitted to the CG MCCDC (TE32F) for approval. Consolidated requests reflecting a proposed annual program are encouraged. The request must contain the following:

(1) Justification for the exchange.

(2) Desired dates.

(3) Identification of the type and size of unit to be exchanged.

(4) A statement of the availability of funds (for proposals from Marine Corps units only) to support the exchange.

(5) A summary of the training to be conducted.

(6) An estimate of cost (for proposals from Marine Corps units only) to include as a minimum transportation, housing, mess, logistics, medical, and dental.

b. After approval, the CG MCCDC (TE32F) will coordinate and resolve details of the exchange.

c. When the agreement is final, the major Marine Corps command senior to the exchange unit will be responsible for the execution of the exchange. One agreement may be negotiated with a foreign country to cover a series of exchanges. Each separate exchange will require a specific appendix. Each agreement will be reviewed annually and updated as required.

5. A separate form NAVMC 565-1 will be prepared for units subsisted under this program and submitted with the monthly SOAR.

13007. TYPES OF OPERATIONAL RATIONS. Operational rations are prescribed for individuals performing operational duty in time of war or other emergencies and composed of semiperishable items. Operational rations are used in peacetime for emergencies, travel, or training in order that stocks may be rotated.

1. POR. A POR is designed for individual or small group feeding when the tactical situation will not permit a field kitchen to be established. The primary POR used by the Marine Corps is the MRE, Individual. The MRE provides individual meals containing food components that are ready-to-eat and highly acceptable, even when consumed under conditions precluding preparation, except reconstitution of beverages. It is suitable for use in the combat zone and under all circumstances where resupply is established or planned but operational conditions preclude other means of subsistence. The MRE has 12 menus. Each menu provides an entree (two of which are freeze dried), crackers, a spread (cheese, peanut butter, or jelly), a plastic spoon, and an accessory packet. Six menus include fruits; six contain cakes; five provide chocolate covered brownies or cookies; three have beans in tomato sauce; two include freeze-dried potato patties; and seven have cocoa beverage powder. Each accessory packet contains coffee, cream substitute, sugar, salt, chewing gum, matches, and toilet tissue; depending on the menu, some accessory packets also include candy or an additional condiment or both (packets B, C, D, and E). Other POR’s are available for special subsistence situations, including the RCW. This ration is a high caloric density ration containing entrees, snacks and numerous hot drinks, requiring little preparation and containing 4,500 calories per day. The RCW contains six menus.

2. The Standard "B" Ration. The standard "B" ration is the field ration used for mass feeding where kitchen facilities, except for refrigeration, are available. It consists of approximately 100 so-called semiperishable items, mainly canned

and dehydrated, and is supplied in bulk. Hot meals furnishing a minimum of 3,200 calories per day for men and 2,200 calories per day for women are prepared using a 10-day cycle of menus. Caloric content may be varied to meet requirements of varying climatic conditions and degree of physical activity of the troops as determined by the local medical authority. The hospital "B" ration is planned for patients in military hospitals during operations in which the standard "B" ration is issued. The plan assumes that 70 percent of the hospitalized patients will subsist on the standard "B" ration, with about half of the remaining patients requiring solid or semisolid foods and the balance liquid foods.

3. The "T" Ration. With the "T" ration, tray pack items are provided for the entree, starch, vegetable, and dessert meal components. Other meal components, for example, beverages, condiments, bread, soups, and cereals are the same as with the "B" or "A" rations. Tray pack items are precooked thermostabilized bulk food items in half steamtable size trays. Each tray holds about 6-1/2 pounds of food. The items are fully preprepared and require only heating prior to serving. Following heating, for about 30 minutes, the trays are opened and placed on the serving line. The food items are served directly from the opened trays, which are discarded when empty. "T" rations are not authorized for Marine Corps use without approval of the CMC (LFS-4).

4. Unitized Ration. The unitized ration includes MRE, "B" rations, and "T" rations, where all components of a meal are packaged and shipped from depot as a single unit.

a. "T" Ration Module. Two boxes banded together, containing all the meal components, condiments, and disposables, to subsist 36 persons for one meal. There are 14 breakfast and 14 lunch/dinner menus each with an assigned NSN.

b. "B" Ration Modules. One or more boxes, shipped as a unit, containing all food components necessary to prep are a meal. "B" ration modules are packaged upon request based on the menu and number of servings per module specified by the requisitioner.

c. MRE Box (Module). A box containing l2 individual MRE meals. Each MRE module weighs 16 pounds and requires 0.9 cubic feet of space.

13008. SUBSISTENCE PROCUREMENT AND TURN-IN

1. Source of Supply

a. The Force commander will develop policies and procedures concerning subsistence sources of supply during contingency operations.

b. Maintaining the capability to rotate and protect PWRMS of "B" rations is essential to the class I subsistence PWR program. The DPSC will not g~r.ant usage credit to the Marine Corps when "B" ration items are either procured from other services or requisitioned without project code "ZR9." To ease exercise difficulties, a MOU can be developed with the U.S. Army Troop Support Agency (TSA), Fort Lee, Virginia, to pursue direct procurement of "B" ration stocks through the TSA at Army exercise sites, provided project code "ZR9" is used in cash column (CC) 57-59 requisitions. The MOU should include at a minimum the following elements:

(1) TSA required lead time for requisitions.

(2) Substitution procedures.

(3) End of exercise turn-in procedures.

(4) Billing and accounting.

For exercise sites other than Army, requisition "B" rations from the DPSC using project code "ZR9," signal code "J" in CC 51, and supplementary address for first destination delivery. This will reduce unnecessary handling by exercise units as well as savings in total funds. An 15A should be developed for those exercise sites.

2. Ration Issue Point. The Force commander will develop policies and procedures concerning the establishment and operation of ration issue points.

3. Budgeting Procedures. The procedures defined in chapter 10 of this Manual apply to field as well as garrison operations.

13009. SURVIVAL TRAINING SUBSISTENCE. Members attending survival training exercises where they forage for subsistence and improvise their own shelter are considered to have rations and quarters furnished under field conditions.

13010. FIELD BAKERY

1. General. The purpose of a bakery platoon within the FMF is to produce fresh bread products and ice cream for consumption during field food service operations, and to train personnel in bread baking and ice cream production with field food service table of equipment (T/E) equipment under both combat and training conditions. Field bakery equipment consists of two types: the bakery plant, trailer mounted (capable of supporting up to a MEF) and the bakery plant, portable (capable of supporting up to a MEB

when configured properly). Field Manual 10-22 provides an excellent reference for field baking operations.

2. Field Bakery Procedures

a. Accounting for Items Produced. When a field bakery furnishes bread products and ice cream to a Marine Corps activity that prepares a SOAR, a report (in letter format) will be provided to the Force commander to include the following information:

(1) Monetary value of subsistence items received.

(2) Production loss (if applicable).

(3) Total monetary value of bread and ice cream issued.

b. Combat Accountability. Accounting for subsistence items issued to a field bakery operating under combat accountability will be as directed by the Force commander.

c. Production Charts. A production chart will be maintained on all products produced by a field bakery. DD Form 1451 (Make Up and Oven Sheet) and DD Form 1394 (Mixer’s Daily Work Sheet) will be used for bread productions.

13011. FIELD FOOD SERVICE EQUIPMENT

1. Allowances. The authorized allowances for field food service equipment are contained in the "M" and "N" series of the T/E.

2. Responsibility. The commanding officer is responsible for ensuring that field food service equipment is maintained in a high state of operational readiness and for ensuring that food service personnel within the unit are properly instructed in the maintenance, operation, cleaning, and storage of this equipment.

3. Safety Precautions. The following safety precautions will be used in field food service operations.

a. Only personnel who have been trained in the operation of field food service equipment will be allowed to operate or refuel the fire unit, the immersion heater, or the sanitation set.

b. The fire unit and immersion heater will be shut down and allowed to cool completely before refueling.

c. A fire extinguisher will be readily available and adjacent to fire units and immersion heater while in operation. In addition, a fire extinguisher will be available in the refueling area.

d. Refueling will take place outside the cooking enclosure and at least 50 feet away from fire units which have not cooled completely.

e. Smoking or open flames of any sort will not be allowed within 50 feet of the fuel storage/refueling area.

f. All personnel will be cautioned about the danger inherent in the handling of volatile liquids.

g. Under no circumstances will field food service equipment be stored inside buildings or packing crates prior to the removal of flammable liquids.

4. Inspection. Periodic inspection and inventory will assure that field food service equipment is maintained in a high state of operational readiness.

5. Maintenance. Maintenance will be performed on field food service equipment per MCO P4790.2 and as follows:

a. Using Unit. The using unit is responsible for first echelon maintenance of field food service equipment, such as inspecting, cleaning, servicing, lubricating, adjusting, and preserving as required. The unit is also responsible for minor parts replacement.

b. Repairs or Modifications. Repairs or modifications to field food service equipment beyond the capabilities of the using organization will be performed by support organizations.

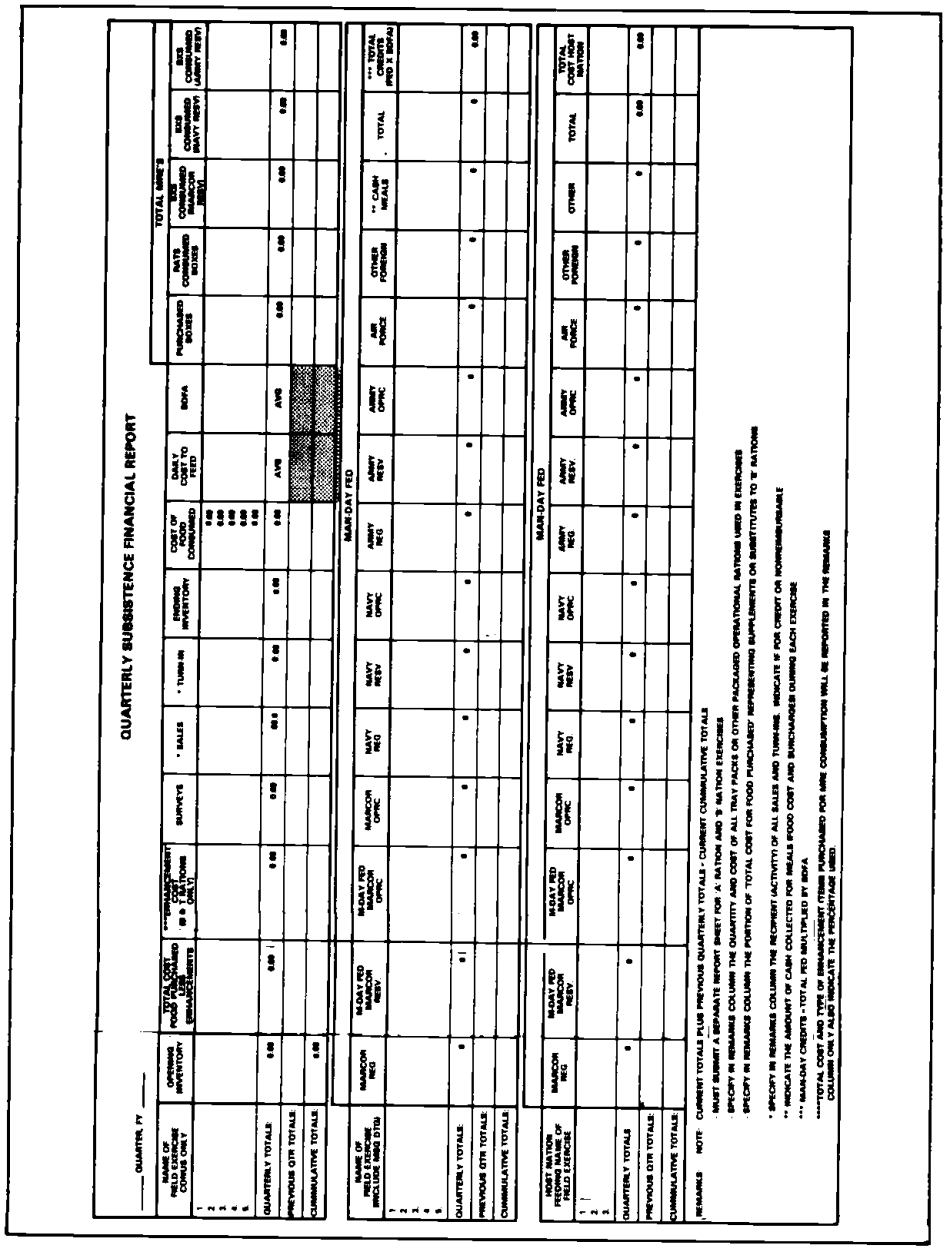
c. Painting. Items of field food service equipment will be painted only in the original color code; however, immersion heaters should be painted above the waterline, using the color code of the vacuum beverage jugs. All items susceptible to oxidation will be kept as free of rust as possible during use. Prior to storage, all rust will be removed from these items and they will be coated with petrolatum, NSN 8030-00-251-5048. The pipe for the immersion heaters will be kept as free of rust and dents as possible during use. Prior to storage, the pipe will be cleaned, straightened, and painted using a black heat-resistant paint.

6. Field Equipment Life Expectancy. Like garrison equipment, an item of field equipment must receive constant care and maintenance if it is to meet or exceed its life expectancy. A life expectancy schedule for field equipment is shown in figure 13-2 as a guide to determine when an item is approaching the need for replacement.

7. Embark Boxes. Embark boxes will be kept on hand for all items of field food service equipment. These boxes will be

displayed for scheduled inspections of the field food service equipment. Embark boxes will be in good repair and capable of withstanding the rigors of embarkation. Embark boxes will be marked on the top, one end, and one side where practical. Tactical marks, letters, and numerals will be of appropriate size noting container numbers, cube, weight, and departmental designator.

8. QDR. The Quality Deficiency Report (SF 368) shown in figure 5-2 (formerly the unsatisfactory equipment report) is one of the most vital tools to assist in the correction of defective material. The responsibility for submission is with the personnel who are aware of the defective food service equipment. The reporting criteria are contained in 4855.10, along with a sample of the form and correct format. All food service personnel should be familiar with the form and reporting procedures. The absence of QDR submissions on specific food service material tends to indicate that the material is satisfactory.



QUARTERLY SUBSISTENCE FINANCIAL REPORT

QUARTER, FY ____

NAME OF FIELD EXERCISE CONUS ONLY	OPENING INVENTORY	TOTAL COST FOOD PURCHASED LESS ENHANCEMENTS	***ENHANCEMENT COST (@ 1 RATIONS ONLY)	SURVEYS	* SALES	* TURN IN	ENDING INVENTORY	COST OF FOOD CONSUMED	DAILY COST TO FEED	BDFA	TOTAL MRE'S: PURCHASED BOXES	TOTAL MRE'S: RATS CONSUMED BOXES	TOTAL MRE'S: BXS CONSUMED (MARCOR RESV)	TOTAL MRE'S: BXS CONSUMED (NAVY RESV)	TOTAL MRE'S: BXS CONSUMED (ARMY RESV)
1								0.00							
2								0.00							
3								0.00							
4								0.00							
5								0.00							
QUARTERLY TOTALS:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	AVG	AVG	0.00	0.00	0.00	0.00	0.00
PREVIOUS QTR TOTALS:															
CUMMULATIVE TOTALS:	0.00														

MAN-DAY FED

NAME OF FIELD EXERCISE INCLUDE MSG DTG	MARCOR REG	M-DAY FED MARCOR RESV	M-DAY FED MARCOR OPRC	MARCOR OPRC	NAVY REG	NAVY RESV	NAVY OPRC	ARMY REG	ARMY RESV	ARMY OPRC	AIR FORCE	OTHER FOREIGN	** CASH MEALS	TOTAL	*** TOTAL CREDITS (FED X BDFA)
1															
2															
3															
4															
5															
QUARTERLY TOTALS:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
PREVIOUS QTR TOTALS:															
CUMMULATIVE TOTALS:															

MAN-DAY FED

HOST NATION FEEDING NAME OF FIELD EXERCISE	MARCOR REG	M-DAY FED MARCOR RESV	M-DAY FED MARCOR OPRC	MARCOR OPRC	NAVY REG	NAVY RESV	NAVY OPRC	ARMY REG	ARMY RESV	ARMY OPRC	AIR FORCE	OTHER FOREIGN	OTHER	TOTAL	TOTAL COST HOST NATION
1															
2															
3															
QUARTERLY TOTALS	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
PREVIOUS QTR TOTALS:															
CUMMULATIVE TOTALS:															

REMARKS NOTE: CURRENT TOTALS PLUS PREVIOUS QUARTERLY TOTALS - CURRENT CUMMULATIVE TOTALS

- MUST SUBMIT A SEPARATE REPORT SHEET FOR 'A' RATION AND 'B' RATION EXERCISES
- SPECIFY IN REMARKS COLUMN THE QUANTITY AND COST OF ALL TRAY PACKS OR OTHER PACKAGED OPERATIONAL RATIONS USED IN EXERCISES
- SPECIFY IN REMARKS COLUMN THE PORTION OF 'TOTAL COST FOR FOOD PURCHASED' REPRESENTING SUPPLEMENTS OR SUBSTITUTES TO 'B' RATIONS

* SPECIFY IN REMARKS COLUMN THE RECIPIENT (ACTIVITY) OF ALL SALES AND TURN-INS. INDICATE IF FOR CREDIT OR NONREIMBURSABLE

** INDICATE THE AMOUNT OF CASH COLLECTED FOR MEALS (FOOD COST AND SURCHARGES) DURING EACH EXERCISE

*** MAN-DAY CREDITS - TOTAL FED MULTIPLIED BY BDFA

**** TOTAL COST AND TYPE OF ENHANCEMENT ITEMS PURCHASED FOR MRE CONSUMPTION WILL BE REPORTED IN THE REMARKS COLUMN ONLY ALSO INDICATE THE PERCENTAGE USED.

Figure 13-1.--Quarterly Subsistence Financial Report (QSFR).

Type Item	Average Life Expectancy
M59 Range Cabinet	Indefinite Life
M2 Burner	10 Years
Generator for M2 Burner	400 Hours
Immersion Heater	10 Years
Insulated Food Container	5 Years
Vacuum Jugs	5 Years

CHAPTER 14

VETERINARY MEDICAL SUPPORT FOR QUALITY ASSURANCE PROCEDURES

	PARAGRAPH	PAGE
GENERAL INFORMATION	14900	14-3
POLICY	14001	14-3
ACTION	14002	14-3

CHAPTER 14

VETERINARY MEDICAL SUPPORT FOR QUALITY ASSURANCE PROCEDURES

14000. GENERAL INFORMATION

1. DOD Directive 6015.5 designated the Department of the Army as Executive Agent of the Department of Defense Veterinary Services. The directive also states the Department of the Army shall furnish, on an as required basis, all preventive medicine services to the Department of the Navy, to include the following:

a. Inspection of food products and sanitary inspection of establishments supplying food products to DoD components.

b. Approved list of food supplies.

c. Laboratory examination of food products.

2. The current edition of MCO P10110.31, Medical Services Veterinary/ Medical Food Inspection, defines the overall food inspection and veterinary medical support mission of the Army. It prescribes the general policies and procedures to be followed in the inspection of food received by Marine Corps installations and food establishments used to supply food requirements to the Marine Corps.

14001. POLICY. Under the direction of the installation commander, veterinary medical support personnel are responsible for conducting quality assurance inspections of subsistence supplies procured by the Marine Corps appropriated and nonappropriated fund activities. This includes food purchased for appropriated fund messhalls, exchanges, clubs, and commissary stores, or exchange grocery section. Inspection of food sold by nonmilitary concessions operated on Marine Corps installations for use by civilian personnel will be performed unless specific exception is granted by the installation commander.

14002. ACTION

1. A MOU will be developed and maintained by the installation commander and the Department of the Army’s Veterinary Service. This MOU is to identify responsibilities and establish relationships between the Marine Corps installation and the veterinary service.

2. The installation commander or designated representative shall review, endorse, and forward the Veterinary Activity Report to the CMC (LFS-4) describing actions taken or recommendations or discrepancies noted. This report is assigned Report Control Symbol MC-6240-03 (External RCS XED-25(R6).)

CHAPTER 15

BASIC ALLOWANCE FOR SUBSISTENCE (BAS)

	PARAGRAPH	PAGE
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BAS WHEN PERMITTED TO MESS SEPARATELY (COMBATS)	15002	15-6
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TENANT AND SUBORDINATE COMMANDS	15007	15-9

FIGURE

15-1 COMMUTED RATIONS ACTION (FORM NAVMC 10522) 15-10

CHAPTER 15

BASIC ALLOWANCE FOR SUBSISTENCE (BAS)

15000. GENERAL. The directives listed below provide the basic policy for entitlement to and reporting of BAS for officer and enlisted personnel. BAS is not to be authorized solely on the basis of dependency, location of the member's residence (except when occupying government leased quarters), pay grade or as an extra incentive or compensation on the basis of member's assignment to specialized duties. Each application must be considered on its own merit. This chapter amplifies and supplements the information therein and provides information for approving and terminating BAS.

1. DoDPM, part 3, chapter 1.

2. The current edition of MCO P1080.35 (PRIM).

3. The current edition of MCO P7220.31 (JFPM).

15001. BAS WHEN SUBSISTENCE-IN-KIND IS NOT AVAILABLE

1. Enlisted. Normally, enlisted members will be SIK. For uniformity in authorizing enlisted members to subsist separately, consideration must be given to the fact that Government messhalls must be used by personnel not residing with dependents to the fullest extent compatible with economy and efficiency. Enlisted members are entitled to BAS at the "when permitted to mess separately rate" while on authorized leave, hospitalized, or while performing travel (TAD, TDY, permissive TAD (including Marines in the accession pipeline where Government mess is not available), or PCS) under orders regardless of the BAS rate authorized them at their permanent station. However, an enlisted member in a travel status who is not entitled to the subsistence portion of per diem because that individual is required to subsist in a Government messhall, is cot entitled to BASS

a. Unit Diary Entries. A unity diary entry automatically credits or terminates credit of BAS for enlisted Marines.

b. Enlisted BAS During Hospitalization. An enlisted Marine is entitled to subsistence at the separate ration value during periods of hospitalization. The member must either reimburse the hospital in cash for meals furnished or the member's pay account must be checked. A signature of the enlisted member will be required to acknowledge that the individual understands the preceding information and that pay checkage will be effected if the meal charges are not liquidated at the time of discharge.

Prior to discharge from the hospital, all enlisted members will be required to check out with the collection agent to settle their account. The collection agent will inform enlisted members that they may elect to have their current pay checked. A Pay Adjustment Authorization (DD Form 139) will be made available by the collection agent.

c. Enlisted Accession Training. Refer to the Joint Travel Regulations (JTR), volume l, chapter 4. Newly inducted members are precluded from the payment of per diem while undergoing processing, indoctrination, basic training, follow-on technical training, or instruction where both Government quarters and messing are available (other than temporary lodging facilities) prior to reporting to the first permanent duty station. This restriction does not apply to students attending a course (or courses) of instruction at a school or installation when the scheduled cumulative duration is 20 weeks or more. In this situation, the school or installation is considered to be the student’s permanent duty station regardless of the terms of the orders involved.

d. Enlisted Prorated Subsistence. Prorated BAS is authorized to a member (not receiving COMBATS) whose duties or working hours in a nontravel status require the individual to be absent from the station and to buy at least one meal from other than a Government messhall.

e. Enlisted BAS During Field Exercises. All military members should be SIK during field duty. Enlisted BAS stoppage will commence on the first day of field duty as defined by the JTR and will be at the BAS rate in effect at the time of field duty status. Enlisted members by law are not entitled to BAS while TAD to field duty. A unit diary statement automatically checks or stops BAS for these periods.

f. Special Determination. The determination has been made that the requirement to travel to a nearby military installation for the purpose of subsisting in a government messhall would have an adverse effect on the duty and mission requirements of members performing duty in certain billets. For personnel assigned to the following listed duties, the impracticality determination is made for all meals and BAS is payable at the "mess not available" rate as specified in the DoDPM.

(1) Recruiting duty.

(2) Inspector Instruct or.

(3) 4th Marine Air Wing (MAW) duty.

(4) NROTC.

(5) Assistant Military Officer Instructor (AMOI) duty.

(6) Contractor liaison duty.

This determination affects only those members whose duty locations are within 30 minutes travel time of a Government installation where messhalls are available. This determination will be recertified annually by the CMC (MPP).

g. Essential Unit Messing. It has been determined that unit messing is essential to the accomplishment of unit training and readiness for the units listed in the current edition of MCO 7220.51, Exceptions to the Payment of the Food Portion of Per Diem for Enlisted Personnel in a TAD Status. Enlisted members participating in training with these units will be SIK while performing TAD with their units. The will not be paid the subsistence portion of per diem nor will they be entitled to DOPMA BAS/COMRATS. Requests for additions to the units should be submitted to the CMC (MPP) with appropriate justification showing - that unit messing occurs during unit training time vice unit administrative time because of the high tempo of operations or is, in itself, a significant part of the training.

2. Officers. Officers entitled to basic pay are entitled BAS at all times. The entitlement to BAS is automatically credited to the MMPA when an officer is accessed into the JUMPS/MMS. When subsisting in a Government mess, officers will pay for their meals at the prescribed meal rates either by cash or collection from pay per the DoDPM.

a. Officers Furnished Field Rations. When subsisting with an organization drawing field rations, officers will pay for their meals at the prescribed meal rates either by cash or collection from pay per the DoDPM. However, upon receipt of travel orders to field duty status, officer payroll checkage is in effect at the current authorized meal rate. A unit diary statement automatically starts, stops, checks, or credits field rations.

b. Officers Subsisted in a Military Hospital. Officers will pay for their meals at the prescribed rates except when incapacitated or mentally incompetent. In these instances, a unit diary statement reporting checkage for hospital rations will be used. The current edition of MCO 1080.35 refers.

c. Officers in Confinement. Officers in confinement are entitled to BAS. A collection by payroll deduction will be made for meals furnished at the authorized meal rates. The collection will be for food cost only.

15002. BAS WHEN PERMITTED TO MESS SEPARATELY (COMBATS)

1. General. Government messhalls must be used to the fullest extent compatible with economy and efficiency. Commanders must support and promote maximum use of the messhall to make operations more cost effective and to provide Marines with well balanced and nutritional meals. Marines living in the BEQ's are to be SIK and only in exceptional cases are to be given permission to mess separately.

2. Authorization. DoDPM contains information relative to entitlement. The following factors are provided as guidelines and are not all encompassing. Each case must be reviewed and considered on its own merit.

a. All enlisted Marines are entitled to COMBATS while in a TAD status (unless exempt by the unit deployment program or in field duty status).

b. Marines residing with spouse and/or immediate family members are authorized COMBATS.

c. Although COMBATS/BAS is normally stopped when a Marine returns from TAD, commanders may authorize BAS for those Marines who are routinely TAD more than 60 percent of the time.

d. Marines who require special diets beyond the capability of the messhall may be authorized COMBATS when recommended by competent medical authority and then only for the period specified.

e. Marines with a conflict between the diet provided by the messhall and that required by their religious practice may receive COMBATS per MCO 10110.34.

f. Marines who are on continual shift work and no messhall is available to accommodate them may be authorized COMBATS.

g. Open door policy: If the installation commander has an open door policy which makes all messhalls on the installation available to all personnel regardless of unit assignment, and the individual is unable to eat at the assigned messhall, the individual should eat at another available messhall and not be given COMBATS.

3. Duty Hour Requirement

a. Marines may not be authorized to mess separately because they occasionally miss a meal during duty hours. If feasible, commanders should provide box lunches for these individuals.

When assigned duties in a nontravel status require members to be absent from their permanent messhall, and the duty hours prevent them from eating certain meals in a Government messhall, and when the commander determines that Government messing is not available for certain meals, a prorated subsistence allowance is authorized per the DoDPM.

b. The approving authority will determine when the location of a Government messhall in relation to member's place of duty makes messhall use impractical for one of the following reasons:

(1) If the cost of transportation (Government and commercial) between duty and messhall exceeds SIK not available rate less the COMBATS rate.

(2) If time between duty and messhall is more than 30 minutes or there are extenuating circumstances.

(3) Cost and time are not a consideration for the noon meal when member's place of duty is not a military installation.

c. The CMC (LFS-4) approval is required for the authority for the BAS rate assigned to duty under emergency conditions where no Government mess is available. Such authority may be made for a period not to exceed 180 days. In approving the original and subsequent authority, practicality and cost of establishing Government messing or contract facilities must be considered.

d. A determination of impracticability may be made by the CMC (LFS-4) for categories of enlisted Marines whose assigned duties are such that use of a Government mess would adversely affect their mission and COMBATS are authorized.

4. Residing Off Base or Station. Residing off base/station will not be used as a factor in authorizing COMBATS when adequate Government quarters are available and members elect, and are permitted, to reside off base/station ~t their own expense. Members not residing with their immediate family (spouse and/or children) must have a statement of non-availability of quarters before being authorized COMBATS.

5. Food Service Personnel. An enlisted member assigned to duty in the messhall may be authorized and credited COMBATS on the same basis and in the same manner that subsistence is authorized to be commuted for other members. Such a member is required to pay for all meals eaten in the messhall.

6. Substantiating Documents. Entitlement to COMBATS commences on the date and hour the member's request is approved by

the Commander. The Commuted Ration Action Form (form NAVMC 10522) or a locally produced form can be used as a working document. A copy of the completed form will be provided to the Marine when the request is approved. Report the date and hour of commencement of entitlement on the unit diary. Upon successful processing of the unit diary entry, the working document may be destroyed. The substantiation for entitlement to BAS at the "authorized to subsist separately" rate while on authorized leave, while hospitalized, or while in a travel statue (TAD, TDY, or PCS) will be on the member's leave papers or orders, as appropriate. Entitlement to BAS at the "mess not available" rate will be predicated on the condition existent at the member's permanent station. Substantiation for payment of the allowance at this rate will be the unit diary reporting the commencement entry.

7. Limitations

a. Retroactive Approval. Authorizations for COMBATS cannot cover retroactive periods; however, this does not prevent payment of COMBATS from the time of oral authorization if the oral authority is promptly confirmed in writing. The term "promptly" is defined as no later than 3 working days after oral authorization. This requires a statement to be typed on a form NAVMC 10522 indicating an oral authorization was given, thus removing the appearance of a retroactive approval.

b. Delays in Processing COMBATS Applications. An administrative oversight and/or failure of authorized approving officials to act promptly and confirm in writing, is not justification for paying COMBATS on a retroactive basis. Therefore, a delay in processing an application results in a monetary loss to members. These members have been subsisting themselves while awaiting approval of their request of COMRATS, or have been acting on the erroneous assumption that the authority to receive COMBATS at a previous duty station continued at their new duty station without action on their part.

8. Duration of Authorization to Subsist Separately. Reflected below are the conditions for commencing/terminating BAS/COMBATS:

Commence	Terminate
Date/hour approved by appropriate authority	When directed
or	
Member hospitalized	Released from hospital
or	
Member in travel status (TAD, TEM, PCS)	At conclusion of travel
or	

Commence	Terminate
Member on leave or Member discharged	Returned from leave As of midnight date of detachment unless Reenlistment occurs within 24 hours at same station.

15003. BAS WHEN ASSIGNED TO DUTY UNDER EMERGENCY CONDITIONS WHERE NO GOVERNMENT MESSHALL IS AVAILABLE. This allowance applies to enlisted personnel assigned to duty under conditions requiring extraordinary expenses as prescribed by the DoDPM. This BAS rate may be granted only with the approval of the CMC (LFS).

15004. RETENTION OF MEAL CARDS (DD FORM 714). Enlisted members SIK at their permanent station will be required to turn in their

DD Form 714's when departing the permanent station on leave or while in a travel status (TAD/TDY, or PCS), except for unit deployment personnel. CO's of deploying units will ensure that all unit members are issued a DD Form 714 prior to deployment from the permanent station. Additionally, these forms will be collected upon return to the permanent station from those members not entitled to SIK when their subsistence status changes while deployed. These members will continue to be subsisted at Government expense if they elect to eat in a government messhall.

15005. ANNUAL REVIEW. Individual authority for BAS will be reviewed annually by the approving authority to ensure the basis for the authority has not changed. Marines who continue to reside with immediate family members are excluded from the annual review.

15006. COMMUTED RATIONS ACTION FORM. The commanding officer ill approve, if entitled, requests for COMBATS. Form 10522 shown in figure 15-1 can be used as a working document. A copy of the completed form will be provided to the Marine when the request is approved.

15007. TENANT AND SUBORDINATE COMMANDS. Installation commanders will establish criteria/policy for all tenant/subordinate commands aboard the installation/activity following guidance contained in the DoDPM, this Manual, and MCO P1080.35.

COMMUTED RATIONS ACTION (10110)
NAVMC 10522 (REV. 3-74)
SN 0000-00-005-6205 U/I PD (100 SHEETS PER PAD)

DATE _____

SECTION I—APPLICATION OF MEMBER

FROM _____
(Grade name social security no branch of service organization)

TO COMMANDING OFFICER _____

1 It is requested that I be authorized to subsist separately and receive a commuted ration allowance instead of being subsisted in the dining facility
2 The reason for this request is
☐ I am married and reside with my family at _____
☐ I am not married but reside with my (Relationship) _____ at _____
☐ _____
3 I understand that I AM REQUIRED TO PAY for all meals eaten in a dining facility while in receipt of commuted rations and that I AM NOT ENTITLED TO THE ALLOWANCE until the hour and date of approval stated in Section II
4 I CERTIFY that I will immediately notify my commanding officer of any change in conditions stated in paragraph 2 above.

SIGNATURE _____

SECTION II—APPROVAL OR DISAPPROVAL

FROM COMMANDING OFFICER _____ DATE _____

TO _____

1 ☐ Approved effective _____
(Hour and date)
☐ Disapproved for following reason _____

2 Should you be discharged while this authorization is in effect, such authorization remains in full force and effect, provided you reenlist at the same station within 24 hours of such discharge

SIGNATURE _____ BY DIRECTION

SECTION III—TERMINATION OF AUTHORITY TO RECEIVE COMMUTED RATIONS

FROM COMMANDING OFFICER _____ DATE _____

TO _____

1 The authorization previously granted you to receive commuted rations is hereby terminated to take effect _____
(Hour and date)
for the following reason

SIGNATURE _____ BY DIRECTION

DISTRIBUTION Original to Member
Copy to Service Record
Copy to Unit submitting Unit Diary _____

Figure 15-1.--Commuted Rations Action (Form NAVMC 10522).

APPENDIX A

RECORDS DISPOSITION

RETENTION OF REPORTS. Retention periods for food service-related reports, records, and forms are as follows:

1. Cash Meal Payment Sheets (form NAVMC 10298) and supporting documents; Financial Status of Messhalls (form NAVMC 584); Daily Man-Day Fed Reports (form NAVMC 565-1); Cooks Worksheet (form NAVMC 36); Subsistence Issue Receipt (form NAVMC 10568); and Meal Verification Record (form NAVMC 10789)

Retention period: 3 months.

2. Cook's Produce Requirement Sheet (form NAVMC 10615), and Product Conversion Sheet (form NAVMC 10616). Requirement to prepare these forms will be determined by installation commanders (who manages local MPMC Project 31 funds).

Retention period: 3 months

3. The original and duplicate Subsistence Operational Analysis Reports (SOAR) with all supporting documents (see chapter 9); Quarterly Subsistence Financial Report (QSFR); Host Nation Agreements (HNA) and FMF exchange agreements required for subsistence support; Unsatisfactory Material Reports (DD 1608) and/or Items and Packaging Discrepancies Reports (SF 364) with all supporting documents and comments.

Retention period: 2 years (this applies during contingencies which require the mobilization of garrison messhalls.

4. Stock Record and Inventory Control Card (form NAVMC 708) 3 months from date of last entry and letter of adjustment.

5. Letters of Appointments - 6 months after termination of appointment.

6. Contracts and related material will be retained per paragraph 4280 of SECNAVINST P5212.5.

7. Records of messhall uniforms issued for use.

Retention period: Until clothing is returned to stock.

8. Records related to messhall major and minor construction projects; repair projects, equipment installation projects and combination or renovation projects.

Retention period: 10 years

9. Requests for repair/replacements of food service equipment and all related information to include cost estimates/analysis/justifications required for each existing, new modernized or renovated messhall.

Retention period: Life of equipment

10. Plans, policies, procedures, and methods necessary to provide an effective food service program.

Retention period: 10 years unless superseded by shorter cancellation period.

11. Audit Reports, interim and final reports on messhall visits, inspections, and related records.

Retention period: 2 years - annual reports
4 years - biennial reports

12. Long Range Equipment Procurement and Replacement Plan.

Retention period: 4 years

13. Records of physical examination of food service personnel.

Retention period: Until the individual is transferred or released from active duty, provided a copy has been added to the SMN's medical record.

14. MOU identifying veterinary medical support responsibilities between commanders and the Army's Veterinary Service and all related material.

Retention period: 3 months after expiration

15. Basic Allowances for Subsistence (BAS) requests/approval/disapproval authority for BAS rate under emergency conditions and substantiating documents such as form NAVMC 10522 (Commuted Rations Action).

Retention period: 4 years or until individual is permanently detached from activity.

16. Meal Card (DD 714) issued to enlisted members.

Retention period: The meal card log will be maintained 1 year after the date of the last entry and then destroyed.

17. Transfer temporary records of deactivated messhalls to an approved Federal Records Center (FRC); transfer permanent records of deactivated messhalls to the Washington National Records Center. Refer to the current edition of MCO 5210.11 for instructions for transferring records to FRC's.

APPENDIX B

PUBLICATIONS REQUIRED IN OPERATING THE FOOD SERVICE AND SUBSISTENCE PROGRAM

MARINE CORPS

MCO P1533.6	Marine Corps Junior Reserve Officer Training Corps Standing Operating Procedures
MCO 1550.22	U. S. Marine Corps Apprenticeship Program
MCO 1550.55	Individual Training Standards
MCO 1580.6*	Food Service Education and Training Program
MCO P5320.5	Personnel Requirements Criteria Manual
MCO P7220.31*	Joint Uniform Military Pay Systems Field Procedures Manual
MCO P7300.8	Financial Accounting Manual MCO P10110.17 Marine Corps Nutrition and Menu Planning Manual
MCO 10110.21*	Inspections of Subsistence Supplies and Services
MCO 10110.24*	Introduction of New or Improved Subsistence Items into the Military Supply System
MCO P10110.25*	Standard "B" Ration for the Armed Forces
MCO 10110.40	Policy for Requisition, Issue, and Control of Packaged Operational Rations
MCO P10110.42*	Armed Forces Recipe Service Cards
MCO P10110.43*	Armed Forces Recipe Service Index of Recipes
MCO 10110.45*	Veterinary Surveillance Inspection of Subsistence
MCO P11000.7	Real Property Facilities Manual, Volume III

Form NAVMC 1101	Storage and Materials Handling Manual
T/E's	Tables of Equipment ("M" and "N" Series)

NAVY

NAVCOMPT Manual	Volumes II and IV
NAVFAC 3604	Messhall Design Guide
NAVMED P-1333	Sanitary Food Service Instructor's Guide
NAVMED P-5010	Manual of Naval Preventive Medicine
NAVMEDCOMINST 10110.1	Nutrition Allowance, Standards, and Education
NAVSUP 421	Food Service Operations
OPNAVINST 3900.28	DoD Food and Nutrition RDT&E Engineering Program
SECNAVINST 4061.1	Food Sanitation Training Program

ARMY

FM 10-22	Bakery Operations
FM 10-23	Army Food Service Operations
TM 10-4500-200-13	Heaters, Immersion: Liquid Fuel Fired, for Corrugated Can (all makes and models)
TM 10-7360-201-10	Operators Manual: Bakery Plant, Trailer-Mounted for Field Use: 16,000 lb. Output Capacity Per 24 hrs., NSN 7360-00-221-2418
TM 10-7360-204-13 & P	Range Outfit Field Gasoline, Model M59 Burner Unit, Gasoline Models M2 and M2A

DEFENSE PERSONNEL SUPPORT CENTER

DPSC Handbook 4235.1	Overseas Subsistence Requisitioners Handbook
DPSC Handbook 4235.2	CONUS Semiperishable Subsistence
DPSC Handbook 4235.6	CONUS Perishable Subsistence Requisitioners Handbook

DEPARTMENT OF DEFENSE

DoD Directive 1338.10	Department of Defense Food Service Program
DoDPM	Department of Defense Military Pay and Allowance Entitlement Manual
DoD Manual 1338.10-M	Manual for the Department of Defense Food Service Program

FEDERAL SUPPLY CATALOGS

FSC-C7300-IL, FSC Group 73	Federal Supply Catalog Identification List
FSC C8900-SL	Federal Supply Catalog Stock List

*Joint Service Directive

APPENDIX C

FOOD SERVICE CHECKLIST

FOOD SERVICE CHECKLIST

Installation: _____ Organization: _____ Messhall No. _____

CONTRACTED FOOD SERVICES	TRAINING
A current contract containing an accurate performance work statement was not on hand (FAR, part 1, subpart 1.6). A monitored Quality Assurance Surveillance Plan was not on hand (FAR, part 46, subpart 46.1, par 46.104). The contracting officer's technical representative was not properly appointed (DFAR 46.170). The quality assurance evaluation section was not properly established (MCO P5320.5, chapter 4).	An adequate supply of official publications and food preparation aids were not on hand (MCO P10110.14L, appendix B). An established on-the-job training program for food service personnel was not in effect (MCO P10110.14L, par 2006). A food sanitation training program was not in effect (NAVMED P5010, sec VII, par 1-69).
SUBSISTENCE PROCUREMENT	**FOOD SERVICE PROCEDURES**
The source of subsistence items was not correct (MCO P10110.14L, par 4400). Purchases of subsistence items from commercial sources were not in accordance with the Federal Acquisition Regulations (FAR) (MCO P10110.14L, par 4401). Subsistence items on hand did not meet the authorized levels prescribed (MCO P10110.14L, par 4400). Sales of subsistence items from the Project 31 subsistence account was not proper (MCO P10110.14L, par 4507). Certificates of loss/gain due to price adjustments had not been prepared and filed (MCO P10110.14L, par 4302). Price changes had not been properly posted (MCO P10110.14L, par 4302.6). Receipts, issues, and sales of subsistence items were not promptly and properly posted to applicable NAVMC 708 cards (MCO P10110.14L; par 4302.6). Adequate control procedures were not in effect to reflect accurate status of subsistence items (MCO P10110.14L, par 4400). Inventory adjustments to account for inventory overages/ shortages were not prepared and filed (MCO P10110.14L, par 4302.7).	A current SOP was not on hand (MCM, par 4301). The appointment and control procedures for messhall funds were not proper (MCO P10110.14L, par 4208). A separate Financial Status of Messhall (NAVMC Form 584) was not maintained for each messhall, plus a consolidated financial status for all messhalls (MCO P10110.14L, par 4302.1). A menu planning board had not been established (MCO P10110.17). Frequent inspections were not conducted by the messhall facility officer to ensure proper food preparation, correct use of facilities, equipment, and compliance with applicable regulations (MCO P10110.14L). A long range equipment procurement and replacement program was not in effect (MCO P10110.14L, par 5405). The rental charge for carbonated beverage and bulk milk dispensing equipment, including CO-2 gas, was not funded from the operations and maintenance funds (MCO P10110.14L, par 5406). The master menu does not reflect the minimum standards (MCO P10110.17). Personnel were not following prescribed methods on recipe card and product sheet for preparation of food products (MCO P10110.14L, par 4302).

ENLISTED MESSHALL ADMINISTRATION	MESSHALL OPERATION
Subsistence Issue Receipts (NAVMC Form 10568) were not prepared properly (MCO P10110.14L, par 4302). Stock Record and Inventory Control Cards (NAVMC 708) were not prepared properly (MCO P10110.14L, par 4302). Monthly inventory records and reports were not prepared properly (MCO P10110.14L, par 4400). Cooks' Produce Requirement Sheets (NAVMC Form 10615) were not prepared correctly (MCO P10110.14L, par 4302). Product Conversion Sheets (NAVMC Form 10616) were not prepared correctly (MCO P10110.14L, par 4302). Meal Verification Records (NAVMC Form 10789) were not prepared properly (MCO P10110.14L, par 4302). Man-Day Fed Reports (NAVMC Form 565-1) were not prepared properly (MCO P10110.14L, par 4302). Cash Meal Payment Sheet (NAVMC Form 10298) was not prepared properly (MCO P10110.14L, par 4302). Financial Status of the Messhall (NAVMC Form 584) was not prepared properly (MCO P10110.14L, par 4302). Cook's Worksheets (NAVMC Form 36) were not prepared properly (MCO P10110.14L, par 4302).	Retention of food service related reports, records, and forms were not correct (MCO P10110.14L, appendix A). Personnel engaged in food preparation/serving were not neatly attired in appropriate uniforms (MCO P10110.14L, par 5502). Operating and safety instructions were not permanently posted on or near each piece of potentially hazardous food service equipment (MCO P10110.14L, par 5407). The collection and disposition of funds received from the sales of meals were not proper (MCO P10110.14L, par 4205). Adequate safes were not provided to custodians and cashiers (MCO P10110.14L, par 4208). Safe combinations were not changed every six months and made known only to authorized custodians and two alternates (MCO P10110.14L, par 4208). Leftover food was not properly used (NAVMED P5010, sec 6, par 1-56). A representative of the commanding officer was not sampling each meal for quality and quantity (Navy Regulations, article 1119).
SANITATION PROCEDURES	
Routine inspection of all food service facilities was not conducted by medical department representatives (NAVMED P5010, article 1-3(6)(c)). Sinks did not have accessory equipment and supplies required for proper manual dishwashing (NAVMED P5010, article 1-12(2)). Scraping and preflushing of flatware was not accomplished properly (NAVMED P5010, article 1-12(3)). Thermometers on dishwashing machines had not been verified monthly to ensure accuracy (NAVMED P5010, article 1-12(3)). Dishware and utensils were not stored according to size and shape prior to racking (NAVMED P5010, article 1-12(2)(b)(2)). Temperatures for hot and cold serving lines were incorrect (NAVMED P5010, article 1-67). Food service personnel did not have annual physical examinations (NAVMED P5010, article 1-67).	The chief cook was not inspecting each watch before commencing work (NAVMED P5010, article 1-69(2)). No smoking signs were not posted in areas where food was prepared, served, stored, and where dishes and utensils were washed (NAVMED 5010, article 1-69(3)). Cleanliness of the equipment and facility(ies) was not proper (NAVMED P5010, article 1-75). The temperature of water in the dishwashing machine was not correct (NAVMED P5010, table 1-1). Temperature requirements for refrigerated spaces were not correct (NAVMED P5010, table 1-3). Disposable plastic gloves were not properly used (NAVMED P5010, sec 7, par 1.69(5)).

GENERAL

Food Service Training Certificates (NAVMED Form 4061/1) were not kept on file at the work locations (NAVMED P5010, article 1-69(1)(e)).

The 70 percent donated butter and 30 percent regular butter requirement had not been complied with (CMC 281443Z June 83).

The decor of serving and dining areas was not commensurate with that found in a first class commercial dining establishment (MCO P10110.14L, par 5103).

Troop reaction was not favorable to the quality and quantity of food being served (MCM par 4301.2a).

Assignment of personnel for mess attendant duty were not in accordance with Personnel Requirement Criteria Manual (MCO P5320.5, chapter 4).

FIELD FOOD SERVICE EQUIPMENT

Technical manuals/publications were not on hand (MCO P10110.14L, par 5403).

Periodic inspections were not conducted on field food service equipment (MCO P10110.14L, par 5404).

Embarkation crates were not on hand for equipment (MCO P10110.14L, par 13011).

Doors and Latches on range outfit, field were not in good repair (MCO P10110.14L, par 13011).

Burner rails were not clean, free from rust, and coated with graphite grease/anti-seize compound (MCO P10110.14L, par 13011).

Operating instructions indicating correct pressure were not attached to each burner unit (TM 10-7360-2204103).

Stock lists were not displayed with each range outfit (SL-3-00457B).

All range outfits and burner units were not on hand (or valid requisitions) as required by T/E (NAVMC 1017, par 1021.1).

Body of the immersion heaters were not clean, free from rust and corrosion, and lightly covered with petrolatum (MCO P10110.14L, par 13011).

Wick lighters and retainer springs were not in place (TM 10-4500-200-13).

Air conditioning pipes were not free from dents, rust, and paint (MCO P10110.14L, par 13011).

Immersion heaters were not painted above the waterline with original color code (MCO P10110.14L, par 13011).

Modification to collar assembly and air conditioning pipes were not accomplished (MI-004388-12/1).

All component parts of the immersion heaters were not on hand (TM 10-4500-200-13).

All heater immersions were not on hand or valid requisition as prescribed by T/E.

Food containers were not clean, free from dents, painted, and properly tac-marked (MCO P10110.14L, par 13011).

All component parts were not on hand (SL-3-0150A).

Stock lists were not displayed with each food container (SL-3-01350A).

All food containers were not on hand (or valid requisitions) as required by T/E (NAVMC 1017, par 1021.1).

Inside of vacuum jugs were not properly clean and free of stains and discoloration (MCO P10110.14L, par 13011).

Body of vacuum jugs were not free of dents and painted with proper color paint (MCO P10110.14L, par 13011).

All component parts were not on hand (SL-4-03741).

All vacuum jugs were not on hand (or valid requisitions) as required by T/E (NAVMC 1017, par 1021.1).

All component parts of the tableware outfit were not clean and free of rust (MCO P10110.14L, par 13011).

All component parts were not on hand for the tableware outfit (SL-3-00454B).

Stock lists were not displayed for each tableware outfit (SL-3-00454B).

All tableware outfits listed on the T/E were not on hand (or valid requisitions) as required (NAVMC 1017, par 1021.1).

All component parts for Bakery Plant, Field, Portable were not clean (MCO 10110.14L, par 13011).

All component parts for the Bakery Plant, Field, Portable were not on hand (SL-3-012088).

All bakery plants were not on hand (or valid requisitions) as required by T/E (NAVMC 1017, par 1021.1).

FIELD FOOD SERVICE EQUIPMENT (Cont)	
All component parts of the Bakery Plant, Trailer Mounted were not clean and free of rust (MCO P10110.14L, par 13011). All component parts were not on hand for the Bakery Plant, Trailer Mounted (SL-3-02661A). Stock lists were not displayed for each Bakery Plant, Trailer Mounted as required (SL-3-02661A). All Bakery Plants, Trailer Mounted were not on hand (or valid requisitions) as required by T/E (NAVMC 1017, par 1021.1). All component parts of the Ice Cream Plant were not clean and free of rust (MCO P10110.14L, par 13011). All component parts were not on hand for the Ice Cream Plant (SL-3-00934A). Stock lists were not displayed for each Ice Cream Plant (SL-3-02661A). All Ice Cream Plants were not on hand (or valid requisitions) as required by T/E (NAVMC 1017, par 1021.1). A quarterly training program for field bakery and ice cream equipment had not been established within the command (MCO P10110.14L, par 13010). A monthly training program for field food service equipment had not been established within the command (MCO P10110.34D, par 13011).	All table forks were not on hand (or valid requisitions) to support Table of Organization (T/O) as required by T/E (NAVMC 1017, par 1021.1). All table knives (GRS blade and handle) were not on hand (or valid requisitions) to support the T/O as required by T/E (NAVMC 1017, par 1021.1). All desert spoons (GRS) were not on hand (or valid requisitions) to support the T/O as required by T/E (NAVMC 1017, par 1021.1). All steel compartmented mess trays were not on hand (or valid requisitions) to support the T/O as required by T/E (NAVMC 1017, par 1021.1). All component parts of the Accessory Outfit, Gasoline Field Range were not on hand (SL-3-0022C). Required amount of accessory outfits to support the gasoline field ranges were not available (SL-3-00422C). All component parts of the accessory outfit were functional, clean, and free of rust (MCO P10110.14L, par 13011).

APPENDIX D

GLOSSARY OF TERMS

Listed below are recurring terms which are used whenever functions pertaining to food service are being performed or discussed. The definitions, in certain cases, have been expanded upon to explain the application within the Marine Corps and to ensure complete understanding.

"A" Ration. For the purpose of this Manual, an "A" ration consists of perishable (fresh or frozen) and semiperishable (canned and/or dehydrate) items necessary to prepare the type menus prescribed in MCO P10110.17, Marine Corps Nutrition and Menu Planning Manual.

Absentee Rate. The absentee rate is derived through comparison of the subsistence strength report and the Man-Day Fed Report (NAVMC Form 565-1) in the following manner: Man-Days actually fed (600) divided by Man-Days authorized (1,000) equals percentage fed (60 percent) subtracted from 100 percent equals (40 percent) absentee rate.

Accountable Balance. The total quantity of an item on charge to a particular unit.

Accounting Period. A period based on a calendar month, beginning on the first day and ending on the last day of the month. For field operations, the accounting period may be adjusted to better suit the duration of the operation.

Appropriation. An act of Congress authorizing a specified amount of funds to be used for designated purposes and for payment to be made out of the Treasury of the United States.

Audit. The systematic examination of records and documents to determine: (1) adequacy and effectiveness of budgeting, accounting, and financial and related policies and procedures; (2) compliance with applicable statutes, regulations, policies, and prescribed procedures; and (3) reliability, accuracy, and completeness of financial and administrative records and reports.

Audit Trail. A term used in auditing which refers to the checking procedures involved in an actual audit. For example, an audit trail of food might start from the storeroom to the galley, to preparation and serving, and finally to consumption or disposal.

Authorized Custodian. When the estimated maximum amount of money to be collected daily or during periods between deposits with the disbursing officer or other authorized persons is estimated to be less than $500, those individuals authorized to appoint collection agents may designate a member or employee as an authorized custodian rather than a collection agent. Appointments will be in writing and per the NAVCOMPT Manual.

Authorized Price Adjustments. A debit or credit (increase or decrease) price adjustment for a difference between the catalog price and the actual price paid for the same period.

Available for Issue. Quantities of items in serviceable condition, in stock, and available for immediate use.

"B" Ration. "B" rations consist of approximately 100 semiperishable items, mainly canned and dehydrated, which do not require refrigeration.

Basic Allowance for Subsistence (BAS). An amount of money prescribed and limited by law which is paid to military members in lieu of subsistence at Government expense. There are three categories of BAS: (1) BAS when SIK is not available; (2) BAS when permitted to mess separately (COMBATS); and (3) BAS when assigned to duty under emergency conditions where no Government messhall is available.

Basic Daily Food Allowance. A prescribed quantity of food, defined by components or monetary value, which is required to provide a nutritionally adequate diet for one individual for one day. This allowance provides for no more than three meals daily.

Billed Price. The price at which the Marine Corps acquires supplies from commercial sources or other Government departments; the invoice price of material received from a Marine Corps supply source.

Blanket Purchase Order. A purchase document establishing a charge account with a commercial supplier. Covers small purchases ordered by placing calls against purchase order.

Breakfast. The meal served during the morning hours and considered the first meal of the day.

Breakfast Brunch. A meal consisting of food items normally served during breakfast and lunch. Soups, salads, and luncheon meats must be available during this meal if the 45 percent conversion factor is used. This combined menu is served during an extended period of time beginning at early or mid-morning and ending shortly after the noon hour.

Budget. A plan of financial operation showing in dollars the estimate of funds needed to carry out the assigned mission or missions over a specified period of time.

Cashier. An individual who has been appointed by a CO to collect all funds derived from the sale of meals to messhall patrons within set limitations. Cashiers maintain custody of public funds and are appointed in writing per the NAVCOMPT Manual.

Closing Inventory. The monetary value of the physical inventory of the storeroom account after the last meal of the day that ends the accounting period. After this inventory, purchases or issues are chargeable to the next accounting period.

Collection Agent. A collection agent is an individual who has been appointed to perform duties relating to the collection of official or quasi-official funds, including funds held for safekeeping, at a point other than a disbursing office by the officer directly responsible for the collection of such funds. Appointment will be in writing per the NAVCOMPT Manual.

Commanding Officer. For the purpose of this Manual, the term "commanding officer (CO.)" applies to the commander of a company, squadron, battalion, regiment, Marine barracks, post or station, or comparable unit/organization below the general officer level.

Common Service Feeding. The providing of meals by one military service to entitled enlisted personnel of another service for which individual or service reimbursement is not required.

Commuted Rations. A prescribed monetary value which is paid to enlisted members in lieu of subsistence at Government expense. This is usually referred to as the basic allowance for subsistence.

Condition Codes (Material). A code system used to indicate the physical condition of material considered and reported as excess to requirements and allowances and/or to be disposed of or redistributed.

Consolidated Food Service System. For the purpose of this Manual, a consolidated food service system is one where individual messhalls are operated by two or more separate commands (units) located within the same installation.

Consumable Supplies. Material which, after issue is chemically or physically altered with use to the extent that it cannot be economically reused for its original purpose and/or which is not normally returned to a storage or industrial activity for repair. Consumable supplies are either consumed in use or lose their

identity in the process of work or in the rendering of service. Consumable supplies are generally expended upon issue and include such items as cleaning supplies, napkins, office supplies, etc.

Cross Service Feeding. The providing of meals and/or bulk subsistence to members of reserve components, other military services, and foreign governments which requires reimbursement from the agency receiving support.

Daily Food Allowance. An authorized quantity of nutritionally adequate food for the subsistence of one individual for 1 day.

Dinner. The meal served during the evening hours and considered the third meal of the day.

Dinner/Brunch. A meal consisting of items normally served during lunch and dinner. The meal is served during a serving period of time beginning early afternoon and ending early evening on a day when brunch is served.

Document Number. A 14-position number that identifies the military service, requisitioner, requisition date, and serial number. That portion of the document number used by organic activities for accounting purpose (on local records) will be the Julian date and the serial number (8-position code).

Embargo. The food embargo program is the terminology applied for certain fresh fruits and vegetables that the United States is prohibited from importing into Japan. Accordingly, higher prices are paid for these selected items to maintain the proper menu and menu variety in Okinawa and the other areas of Japan.

Excess Food. That portion of the total quantity of items on hand which exceeds authorized stock/retention levels or prescribed allowances.

Expendable Supplies. All consumables and repair parts, regardless of price, and other items of supply not defined as nonexpendable property.

Facility. A separate, individual building, structure, or other form of real property, including land, which is subject to separate reporting under the DoD real property inventory.

Family Member. A person residing with or under the sponsorship of a military member and entitled to a military ID card; even though the military member may be a prisoner of war, missing in action, or serving in a remote tour of duty.

Federal AcQuisition Regulations (FAR). A large, single regulation that is based upon and implements a public law known as The Armed Services Procurement Act of 1947.

Federal Supply Class. A grouping of relatively homogeneous commodities, with respect to their physical or performance characteristics, the relationships of parts/attachments/accessories to the next higher assemblies for which they are specifically defined, or the items therein that are usually procured or issued together.

Federal Supply Group. The aggregation of several federal supply classes into a meaningful grouping for uniform management purposes.

Field Bakery. A field bakery produces fresh bread products and ice cream for consumption during field food service operations and trains personnel in bread baking and ice cream production with field food service T/E equipment under both combat and training conditions.

Field Daily Food Allowance. Subsistence furnished to personnel engaged in field exercises, maneuvers, or combat situations. Subsistence can be in the form of "A" rations, "B" rations, "T" rations, or POR's.

Field Duty. This term means service by a member when the member is subsisted in a Government mess or with an organization drawing field rations, and;

(1) The member is under orders with troops operating against an enemy, actual or potential, and;

(2) The member is serving with troops on maneuvers, war games, field exercises, or similar types of operations.

Field Feeding. Feeding under field conditions at a location actually situated in the field.

Field Galley. A galley operated in the field using field food service equipment.

Field Kitchen. A kitchen operating in the field for preparing and serving meals using field kitchen equipment.

Fiscal Year. Accounting period beginning on 1 October and ending on 30 September of the following year. The FY is designated by the CY year in which it ends.

Flight Meals. Those meals furnished to personnel engaged in flight operations, including all passengers aboard a military aircraft.

Flight Meal-Precooked Frozen Meals. A precooked frozen meal is a type of flight meal designed to provide hot meals. The meal consists of commercially processed main courses for breakfast, lunch, or dinner.

Flight Meal Rate. A rate to recover part of the food costs and subsistence allowance for flight meals.

Flight Meal Sandwich Meal. A sandwich meal is a type of flight meal used on most flights. Contents usually consist of: two sandwiches or one sandwich and one meat item with roll; juice, coffee, soup, or milk; eggs, cheese, or nuts; relishes or fruit; dessert; and candy.

Food. Any raw, cooked, or processed edible substance, beverage ingredient used or intended for use, or sale, in whole or part, for human consumption.

Food Cost. The actual cost of bulk food (subsistence) procured by installation commanders for consumption in garrison and/or field messhalls.

Food Cost Index. A representative list of specified quantities of food items (components), prescribed by DoD, used to compute the monetary value of the basic daily food allowance.

Food Cost Rate. The rate paid by personnel required to reimburse the Government for only the food cost portion of meals consumed in an appropriated fund messhall.

Food Service Equipment. All stoves, ranges, hoods, tables, counters, refrigerators, sinks, dishwashing machines, steamtables, and similar items, other than utensils, used in the operation of a food service establishment.

Food Service Officer. A designated special staff officer who performs functions prescribed by the commander in the area of food service (see the current edition of FMFM 3-1, Command and Staff Action).

Forced Issue. Subsistence items that have been determined by veterinary personnel or the FSO to be "force issued" to messhalls to preclude loss through spoilage.

Frequency of Serving. A monthly schedule for the utilization of each subsistence item included in the master menu.

Full Food Service Contracts. Those activities which comprise the full operation of messhall, including but not limited to requisitioning, receiving, storing, preparing, and serving of food. Also included is the performance of related administrative, custodial, and sanitation functions.

Government-Owned, Contractor-Operated Messhall. A Government-owned, contractor-operated food service facility incorporating all elements of operation less chose specifically retained as a responsibility of the Government

Guest. A person other than a family member who is invited and escorted by a military member as authorized by the installation commander and the provisions of this Manual.

Headcount. The number of personnel who consumed a meal in a messhall, per the Meal Verification Record (form NAVMC 10789) and the Cash Meal Payment Sheet (form NAVMC 10298).

Holiday-Meal Rates. The rates to be charged for Thanksgiving Day and Christmas Day special meals.

Installation Commander. For the purpose of these instructions relative to food service operations, the term "installation commander" is the commander who has financial and management responsibility for the entire consolidated or individual food service system within his/her command.

Intermess Transfers. Subsistence items issued from one messhall to another as shown on supporting documents.

Internal Control. Internal review and internal checks established by the commander to safeguard subsistence, property, and funds; to check accuracy, reliability, and timeliness of accounting data; to promote operational efficiency; and to ensure to prescribed management policies and procedures.

Invitational Travel Orders (ITO's). For the purpose of this Manual, ITO's refer to the travel orders required for all foreign military trainees attending U.S. activities to provide recognition of the military status of the trainees. The ITO is the basic document used for accounting purposes and provides guidance to appropriate officers to determine which support is payable and which is not.

Invoice. An accounting document showing particulars of food transferred or services rendered, setting forth the date, quantity, description, price, and total amount, together with the terms of the transaction. It is also an accounting document used to transfer accountability of Marine Corps food supplies and equipment from one account unit to another.

Issue Cycle. Issue cycle refers to the interval between each issue of subsistence per schedule established and published by the subsistence supply section.

Issue Factor. The amount of food required for 100 persons as specified in the recipes/menus. This factor is then used to calculate the exact quantity required to be issued to each messhall based on the number of meals required to be prepared.

Leftovers. Any unserved food remaining at the end of the meal period for which it is prepared.

Lunch. The meal served during midday and considered the second meal of the day.

Maintenance. The recurring day-to-day, periodic, or scheduled work required to preserve or restore a facility to such condition that it may effectively be used for its designated purpose. Includes work undertaken to prevent damage to a facility which otherwise would be more costly to restore.

Man-Day. A man-day is the consumption of: breakfast, lunch, and dinner by one person on a day that was authorized a three meal schedule; or, the consumption of breakfast-brunch and dinner-brunch by one person on a day that was authorized a two meal schedule.

Man-Day Fed. For the purpose of this Manual, "man-day fed" is a unit/allowance quantified arithmetically by multiplying the actual attendance figures for available meals by the appropriate conversion factor. For example, breakfast attendance is multiplied by 20 percent; both lunch and dinner attendance is multiplied by 40 percent; while breakfast-brunch is multiplied by 45 percent and dinner-brunch by 55 percent.

Meal. A specific quantity of food provided one person during one scheduled serving period.

Meal, Ready-to-Eat (MRE). Flexibly packaged meals containing dehydrated and processed ready to eat food. The MRE may be issued in units or in multiples of three as a complete ration. Each shipping container contains 12 different meals. The MRE has replaced the Meal Combat, Individual (MCI).

Military Personnel Marine Corps (MPMC). This is an annual appropriation which provides for pay, allowances, clothing, subsistence, and permanent change of station movements.

Night Meal. The meal served during the late evening to early morning hours for watch standers whose duties cause them to miss the regular schedule of meals. The meal credit and reimbursement rate are based on the menu actually served.

Nonappropriated Funds. Funds other than those appropriated by the Congress of the United States which are established by

competent authority for the welfare, comfort, and/or recreation of military personnel or civilian employees. Examples are Marine Corps exchanges, clubs and messes, recreational facilities, and civilian cafeterias.

Nonconsumable Supplies. Material which after issue is not chemically or physically altered with use to such an extent that would preclude economical reuse for its original purpose and/or which is normally returned to a storage or industrial activity for repair. Nonconsumable supplies do not lose their identity in the process of work or in the rendering of service. They include such articles as equipment, utensils, tables, and chairs, etc.

Nonexpendable Supplies. All serialized food service equipment and devices; items that have either a manufacturer or Marine Corps serial number which allows positive identification; controlled items; items designated in writing (listing) by local commander as being of a high negotiable nature or as requiring special control; and other items having a unit value of $700 or more, except consumables and repair parts.

Opening Inventory. The monetary value of the physical inventory of the storeroom account at the beginning of an accountable period. This figure must be the same as the closing inventory value of the preceding accounting period.

Operating Level. The quantity of material required to be onhand to meet recurring demands during the interval between arrival of successive material shipments.

Operational Ration. A ration prescribed for individuals performing operational duty in time of war or other emergencies and composed of semiperishable items. Operational rations are used in peacetime for emergencies, travel, or training so that stocks may be rotated. "B" rations, "T" rations menus,-and flight meals are examples of operational rations.

Operations and Maintenance Marine Cords (O&MMC). This annual appropriation provides funds to finance the cost of operations and maintenance of each Marine Corps installation, exclusive of military personnel costs. It is used to buy from the stock fund, purchase utilities, make open market purchases, and finance temporary additional duty.

Packaged Operational Ration (POR). A ration specially packaged, precooked, or prepared for personnel performing operational duty in time of combat or other emergency and is composed of semiperishable items. POR’s are used in peacetime for emergencies or field training, or so that stocks may be rotated, for example:
the MRE and RCW are considered to be POR’s.

Performance Work Statement (PWS). A document normally prepared by or under the supervision of the chief or commander of the function involved (for example, the food service function), which prescribes the work, services, and products, if any, to be furnished; the quality standards to be met; and the time of performance or delivery. When incorporated in a solicitation or contract package, the PWS becomes section C (Description and Specifications) of the uniform contract format.

Perishable Food. Any food item subject to deterioration or decay unless maintained under specific storage or serving conditions, such as chilled, refrigerated, or frozen temperatures, and/or consumed within a specific time frame.

Preparation. The processing of basic ingredients into a finished food item per the procedures outlined in MCO P10110.42, Armed Forces Recipe Service Cards.

Procurement Marine Corps (PMC). This multiyear appropriation provides for the purchase of major items of equipment classed as investment items, and includes such things as hoods, dishwashing machines, water fountains, disposal units, and other items costing in excess of $5,000.

Products. The finished item resulting from the processing of formulated ingredients,. e.g., bread, pies, cookies, salads, and entree items.

Progressive Food Preparation (Batch Cookery). The preparation of food items at selective time intervals during the entire meal period as the food is consumed. The objective is to match the flow of patrons through the serving lines so that freshly prepared high quality food is always provided.

Quality Assurance (OAK). Standards established by the Government for purposes of evaluation of the quality of contractor performance and assuring compliance with contract requirements. In food service contracting, "QA" has the same meaning as does inspection."

Quality Assurance Evaluator. An individual assigned duties of inspecting contractor f s performance by the quality assurance provisions of the contract.

Quality Control. Internal actions and inspections exercised by a contractor over the work force and overall operations to achieve quality standard and time of performance of delivery date as set forth in the contract.

Reconstitute. Restoring water to a food that has been concentrated by dehydration or freeze drying.

Requisition. A formal request for supplies or equipment.

Resources. Consists of military and civilian personnel, material on hand and on order, and the entitlement to procure or use material, utilities, and services as required for performance of the basic mission of the activity and work performed for others.

Responsible Officer. Any individual, either military or civilian, acting in a commanding or supervisory capacity, may be assigned as a responsible officer. Such individuals are responsible for all property issued to them, whether for their own use or for use of those under their control.

Safety Level. The quantity of material, in addition to the operating level of supply, required to be on hand to permit continued operations in the event of minor interruption of normal replenishment or unpredictable fluctuations in issue demand.

Sampling (Food). The consumption of food items for the purpose of determining palatability and the application of proper cooking procedures. Commercially prepared items are not normally sampled unless the items have been reported or are suspected of failing to meet procurement specifications or being unfit for consumption.

Semiperishable Food Items. The term "semiperishable" refers to food items that are canned, dried, dehydrated, or otherwise processed to the extent that such items under normal circumstances may be stored in nonrefrigerated spaces. Spoilage will occur if items are mishandled, improperly stored, or stored too long.

Shelf Life. The maximum time elapsed from time of production or preparation until the item must be removed from sale/issue.

Special Food Allowance. A special food allowance is a prescribed quantity of food, defined by components, quantity, or monetary value, which is required to support operational missions.

Stock Fund. The stock fund is characterized as a working capital fund. It consists of the unexpended balance of cash on deposit in the treasury, stocks of supplies, materials and equipment, and all other assets pertaining to or acquired in the financing of such stocks, subject to all liabilities incurred in connection with such financing. The stock fund holds in suspense the costs of consumable materials from the time the materials are acquired until they are issued for use.

Stock Level. The quantity of material authorized or directed to be held in anticipation of future demands. The term "stock level" as used in this Manual may refer to one or a combination of the following: safety level, operating level, or mount-out stocks.

Subsistence-in-Kind (SIK). Food furnished to enlisted personnel at Government expense. SIK is also termed rations-in-kind.

Supplemental BAS. The monetary allowance above the current COMBATS rate provided to personnel drawing COMBATS, who are required during a given day, to buy at least one meal from a non-Governmental messhall because of their official duties.

Supplemental Food Allowances. A prescribed quantity of food defined by components and monetary value which, due to unusual or extraordinary circumstances, is required in addition to the basic food allowance.

Surcharge. The surcharge portion of the meal rate is designed to cover the operating expenses of appropriated fund messhalls per Title 37 U.S.C. 1011.

Unit. Any constituted, activated, or organized military element with an assigned unit identification code, whose structure is prescribed by competent authority in a T/E or T/O. For the purpose of this Manual, a unit may or may not be a part of an organization (parent unit).

Unit Administrative Time. When unit members are authorized the discretion of leaving the area of training/operation dining area during scheduled feeding because of no operational or training requirement for their presence.

Unit of Issue. A 2-digit abbreviation of the standard item measurement as indicated in the applicable catalog or stock list; i.e., EA, LB, CN, etc.

Unit Training Time. When unit members are not authorized the discretion of leaving the area of training/operation or the dining area during scheduled feeding because of training requirements or because the-feeding process itself is part of the unit’s training.

Utensil. Any tableware and cookware used in the storage, preparation, conveying, or serving of food.

Verify. To determine whether a transcription of data or other operation has been accomplished accurately.

Weighted Ration (W/R). A ration value in which the number of meals served is weighted by percentage factors for each type meal to balance the cost and attendance variances between the meals. The current ration factors are: breakfast, 20 percent; lunch, 40 percent; dinner, 40 percent; breakfast brunch, 45 percent; dinner brunch 55 percent. The night meal is 20 percent or 40 percent, depending on the menu available to patrons.

APPENDIX E:

ACRONYM LIST

AAC	Acquisition Advice Code
AFFEC	Armed Forces Food Evaluation Committee
AMOI	Assistant Military Of ficer Instructor
AOA	Amphibious Objective Area
APPF	Average Peak Planning Factor
BAQ	Basic Allowance for Quarters
BAS	Basic Allowance for Subsistence
BDFA	Basic Daily Food Allowance
BEQ	Bachelor Enlisted Quarters
BY	Budget Year
CC	Cash Column
CFFS	Combat Field Feeding System
CID	Commercial Item Description
CINC	Commander in Chief
CMC	Commandant of the Marine Corps
CO	Commanding Officer
COMBATS	Commuted Rations
CONUS	Continental United States
CORTRADMIDS	Career Orientation Training of Midshipmen
COTR	Contracting Officer’s Technical Representative
CY	Calendar Year
DFARS	Defense Federal Acquisition Regulation Supplement
DGSC	Defense General Supply Center
DLA	Defense Logistics Agency

DoD	Department of Defense
DOS	Days of Supply
DPSC	Defense Personnel Support Center
DSSC	Direct Support Stock Control or Direct Service Support Center
FAN	Functional Account Number
FAR	Federal Acquisition Regulations
FCI	Food Cost Index
FMF	Fleet Marine Force
FMFLant	Fleet Marine Force, Atlantic
FMFPac	Fleet Marine Force, Pacific
FMS	Foreign Military Sales
FMT	Food Management Team
FP&SE	Food Preparation and Serving Equipment
FSC	Federal Supply Catalog
FSO	Food Service Officer
FY	Fiscal Year
GSA	General Services Administration
HN	Host Nation
HNS	Host Nation Support
IFSEA	international Food Service Executives Association
IMET	international Military Education and Training
IMT	Intermess Transfer
ISA	Interservice Support Agreement
ITO	invitational Travel Orders
JTR	Joint Travel Regulations

KCAL	Calories
LOGMARS	Logistics Application for Marking and Reading Symbols
LSN	Local Stock Number
MAGTF	Marine Air-Ground bask Force
MAP	Military Assistance Program
MCAGCC	Marine Corps Air-Ground Combat Center
MCAS	Marine Corps Air Station
MCB	Marine Corps Base
MCFMIS	Marine Corps Food Management Information System
MCI	Meal Combat, Individual
MCLB	Marine Corps Logistics Base
MCO	Marine Corps Order
MCRD	Marine Corps Recruit Depot
MEB	Marine Expeditionary Brigade
MEF	Marine Expeditionary Force
MEU	Marine Expeditionary Unit
MFIP	Marine Corps Messhall Facilities Improvement Program
MILCON	Military Construction
MMROP	Marine Corps Mid-Range Operational Plan
MOS	Military Occupational Specialty
MOU	Memorandum of Understanding
MPMC	Military Personnel Marine Corps
MPS	Maritime Prepositioning Ships
MRE	Meal, Ready-to-Eat
MSSS	Marine Corps Standard Supply System

NATO	North Atlantic Treaty Organization
NCO	Noncommissioned Officer
NIS	Not In Stock
NROTC	Naval Reserve Officer Training Corps
NSN	National Stock Number
O&MMC	Operation and Maintenance Marine Corps
O&M	Operation and Maintenance
OCCFLD	Occupational Field
OFRM	Officers Field Ration Mess
OMB	Office of Management and Budget
OOD	Officer of the Day
OPCON	Operational Control
OPLANS	Operation Plans
OPTAR	Operating Target
PCS	Permanent Change of Station
PLT	Procurement Lead Time
PMC	Procurement Marine Corps
PMU	Preventive Medicine Unit
POM	Program Objective Memorandum
POR	Packaged Operational Ration
POS	Point of Sale
PP&S	Plans, Prints, and Specifications
PWR	Prepositioned War Reserve
PWRS	Prepositioned War Reserve Stocks
PWS	Performance Work Statement
QA	Quality Assurance

QAE	Quality Assurance Evaluator
QDR	Quality Deficiency Report
RCW	Ration Cold Weather
ROTC	Reserve Officer Training Corps
SABRS	Standard Accounting, Budgeting and Reporting System
SIK	Subsistence-In-Kind
SOAR	Subsistence Operational Analysis Report
SOP	Standard Operating Procedures
TAD/TDY	Temporary Additional Duty/Temporary Duty
T/E	Table of Equipment
T/O	Table of Organization
TPFDL	Time Phased Force Deployment List
TSA	Troop Support Agency
UHT	Ultra High Temperature
UIC	Unit identification Code
UMR	Unsatisfactory Material Report
USARIEM	U.S. Army Research Institute of Environmental Medicine
USO	United Service Organization
VIP	Very Important Person
W/R	Weight Ration

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