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From: Commandant of the Marine Corps  
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Subj: FOOD SERVICES TRAINING AND READINESS MANUAL

Ref: (a) MCO P3500.72A

Encl: (1) Food Service T&R Manual

1. Purpose. Per reference (a), this training and readiness (T&R) manual, contained in enclosure (1), establishes training standards, regulations, and policies regarding the training of Marines in the food service occupational field.

2. Cancellation. NAVMC 3500.35B.

3. Scope. Highlights of the major changes included in this Manual are:

a. Chapter 1 adjusted to reflect current organization of this T&R Manual.

b. Chapter 2 revised to reflect the communities approved and published Marine Corps Tasks.

c. Chapter 3 adjusted to reflect current event coding and functional areas were validated.

d. Chapter 4 made major adjustments to the events in the chapter to break out the ranks as many events had the ranks performing these events as Private through Lieutenant Colonel.

e. Chapter 5 performance steps, conditions, and standards were modified to meet current requirements.

f. Chapter 6 performance steps, conditions, and standards were modified to meet current requirements.

g. Chapter 7 performance steps, conditions, and standards were modified to meet current requirements.

4. Information. Commanding General (CG), Training and Education Command (TECOM) will update this T&R Manual as necessary to provide current and relevant training standards to commanders. All questions pertaining to the Marine Corps Ground T&R Program and Unit Training Management should be directed to: CG, TECOM, Marine Air-Ground Task Force Training and Education Standards Division (C 466), 1019 Elliot Road, Quantico, Virginia 22134.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

5. Command. This Manual is applicable to the Marine Corps Total Force.
6. Certification. Reviewed and approved this date.

  
W. F. MULLEN III  
By direction

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FS T&R MANUAL

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CHAPTER 1

OVERVIEW

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## FS T&R MANUAL

### CHAPTER 1

#### OVERVIEW

#### 1000. INTRODUCTION

1. The training and readiness (T&R) program is the Corps' primary tool for planning, conducting and evaluating training, and assessing training readiness. Subject matter experts (SME) from the operating forces (OPFOR) developed core capability mission essential task lists (METL) for ground communities derived from the Marine Corps task list. This T&R Manual is built around these METLs and other related Marine Corps tasks (MCT). All events contained in this Manual relate directly to these METLs and MCTs. This comprehensive T&R program will help to ensure the Marine Corps continues to improve its combat readiness by training more efficiently and effectively. Ultimately, this will enhance the Marine Corps' ability to accomplish real-world missions.

2. This T&R Manual contains the collective and individual training requirements to prepare units to accomplish their combat mission. This T&R Manual is not intended to be an encyclopedia that contains every minute detail of how to accomplish training. Instead, it identifies the minimum standards that Marines must be able to perform in combat. This T&R Manual is a fundamental tool for commanders to build and maintain unit combat readiness. Using this tool, leaders can construct and execute an effective training plan that supports the unit's METL. More detailed information on the Marine Corps ground T&R program is found in reference (a).

3. This T&R Manual is designed for use by unit commanders to determine pre-deployment training requirements in preparation for training and for formal schools and training detachments to create programs of instruction. This manual focuses on individual and collective tasks performed by OPFOR units and supervised by personnel in the performance of unit mission essential task(s) (MET).

#### 1001. UNIT TRAINING

1. The training of Marines to perform as an integrated unit in combat lies at the heart of the T&R program. Unit and individual readiness are directly related. Individual training and the mastery of individual core skills serve as the building blocks for unit combat readiness. A Marine's ability to perform critical skills required in combat is essential.

2. Commanders will ensure that all training is focused on their combat mission. Unit training should focus on achieving proficiency in the unit METL. This T&R Manual is a tool to help develop the unit's training plan based on the unit METL, as approved by their higher commander and reported in the Defense Readiness Reporting System (DRRS). Training will support the unit METL and be designed to meet T&R standards. Commanders at all levels are responsible for effective combat training. The conduct of standards based training consistent with Marine Corps T&R standards cannot be over emphasized.

## **1002. UNIT TRAINING MANAGEMENT**

1. Effective unit training management (UTM) focuses the overall organization on development of training plans based on the unit METL and standards-based community T&R events. This is accomplished in a manner that maximizes training results and focuses the training priorities of the unit in preparation for the conduct of its mission.

2. Unit training management techniques, described in reference (b), (c), and (d) provide commanders with the requisite tools and techniques to analyze, design, develop, implement, and evaluate the training of their unit. To maintain an efficient and effective training program, leaders at every level must understand and implement UTM.

## **1003. SUSTAINMENT AND EVALUATION OF TRAINING**

1. Marines are expected to maintain proficiency in the training events for their military occupational specialty (MOS) at the appropriate grade or billet to which assigned. Leaders are responsible for recording the training achievements of their Marines. For collective or individual training events not executed and evaluated as part of the daily routine, leaders must ensure proficiency is sustained by requiring retraining of each event at or before expiration of the designated sustainment interval.

2. The evaluation of training is necessary to properly prepare Marines for combat. Evaluations are either formal or informal, and performed by members of the unit (internal evaluation) or from an external command (external evaluation). The purpose of formal and informal evaluation is to provide commanders with a process to determine a unit's/Marine's proficiency in the tasks that must be performed in combat. Informal evaluations are conducted during every training evolution. Formal evaluations are often scenario-based, focused on the unit's METs, based on collective training standards, and usually conducted during higher-level collective events.

3. Evaluation is a continuous process that is integral to training management and is conducted by leaders at every level and during all phases of planning and the conduct of training. To ensure training is efficient and effective, evaluation is an integral part of the training plan. Ultimately, leaders remain responsible for determining if the training was effective.

**1004. ORGANIZATION.** This Food Services T&R Manual is comprised of 7 chapters and 4 appendices. Chapter 1 is an overview of the ground T&R program. Chapter 2 lists the core METs/MCTs supported by the Community, which are used as part of DRRS. Chapter 3 contains collective events. Chapters 4 through 7 contain individual events specific to a particular MOS and/or billet, as noted. Appendix A contains acronyms; Appendix B contains terms and definitions; Appendix C contains simulations, Appendix D contains references.

## **1005. T&R EVENT CODING**

1. Event Code. The event code is an up to 4-4-4 alphanumeric character set:

- a. First up to 4 characters indicate MOS or community (e.g., 0321, 1812 or INTL)
- b. Second up to 4 characters indicate functional or duty area (e.g. DEF, FSPT, MVMT, etc.)
- c. Third 4 characters indicate the unit size and supported unit, if applicable (1000 through 9000), and sequence. Figure 1-1 shows the relationship of unit size to event code. NOTE: The titles for the various echelons are for example only, and are not exclusive. For example: 4000-level events are appropriate for section-level events as noted, but also for squad-level events.

<b>Collective Training</b> <b>Command Element</b>	<b>Collective Training</b> <b>Regiment/Group</b>	<b>Collective Training</b> <b>Battalion/Squadron</b>
9000-level	8000-level	7000-level
<b>Collective Training</b> <b>Company</b>	<b>Collective Training</b> <b>Platoon</b>	<b>Collective Training</b> <b>Squad</b>
6000-level	5000-level	4000-level
<b>Collective Training</b> <b>Team/Section/Crew</b>	<b>Individual Training</b> <b>Skills Progression</b> <b>MOJT, Advanced Level</b> <b>Schools</b> <b>(Core Plus Skills)</b>	<b>Individual Training</b> <b>Entry-Level</b> <b>Formal School</b> <b>Training</b> <b>(Core Skills)</b>
3000-level	2000-level	1000-level

Figure. 1-1 T&R Event Levels

2. Grouping. Categorizing events with the use of a recognizable code makes the type of skill or capability being referenced fairly obvious. Examples include: PAT for patrolling events, DEF for events in the defense, FSPT for events related to fire support, etc. There is no special significance to the functional areas, but they should be intuitive to make it as easy as possible for the T&R user to find events. When organizing this T&R Manual, functional areas are alphabetized then the associated events are numbered. The events will be numbered based upon the introduction of each new functional area, allowing up to "999" events. For example: if there are seven administrative events 4431 occupational field (OccFld), then the events should start 4431-ADMN-1001 and run through 1007. Next, the bulk fuel events, BUFL should start at 4431-BUFL-1001.

3. Sequencing. A numerical code is assigned to each collective (3000-9000 level) or individual (1000-2000 level) training event. The first number identifies the size of the unit performing the event, as depicted in figure 1-1. Exception: Events that relate to staff planning, to conduct of a command operations center, or to staff level decision making processes will be numbered according to the level of the unit to which the staff belongs. For example: an infantry battalion staff conducting planning for an offensive attack would be labeled as INF-PLAN-7001 even though the entire battalion is not actively involved in the planning of the operation. T&R event sequence numbers that begin with "9" are reserved for Marine air-ground

task force (MAGTF) command element events. An example of event coding is displayed in figure 1-2.

<p style="text-align: center;"><b>Functional Area</b></p> <p>MOS/Community-----&gt; <u>####-####-###</u> &lt;-1st event in sequence</p> <p style="text-align: center;"><b><u>Event level</u></b></p>
--

Figure 1-2. T&R Event Coding

#### 1006. T&R EVENT COMPOSITION

1. An event contained within a T&R manual is a collective or individual training standard. This section explains each of the components that make up the T&R event. These items will be included in all of the events in each T&R manual. Community-based T&R manuals may have several additional components not found in unit-based T&R manuals. The event condition, event title (behavior) and event standard should be read together as a grammatical sentence.

2. An example of a collective T&R event is provided in figure 1-3 and an example of an individual T&R event is provided in figure 1-4. Events shown in figures are for illustrative purposes only and are not actual T&R events.

<u>XXXX-XXXX-####</u> : Provide interior guard	
<u>SUPPORTED MET(S)</u> : MCT #.#.#	
<u>EVALUATION CODED</u> : YES/NO	<u>SUSTAINMENT INTERVAL</u> : 12 months
<u>DESCRIPTION</u> : Text	
<u>CONDITION</u> : Text	
<u>STANDARD</u> : Text	
<u>EVENT COMPONENTS</u> :	
1. Event component.	
2. Event component.	
3. Event component.	
<u>REFERENCES</u> :	
1. Reference	
2. Reference	
3. Reference	
<u>PREREQUISITE EVENTS</u> :	
<u>XXXX-XXXX-####</u>	<u>XXXX-XXXX-####</u>
<u>INTERNAL SUPPORTED</u> :	
<u>XXXX-XXXX-####</u>	<u>XXXX-XXXX-####</u>
<u>INTERNAL SUPPORTING</u> :	
<u>XXXX-XXXX-####</u>	<u>XXXX-XXXX-####</u>

SUPPORT REQUIREMENTS:

EQUIPMENT: XXX

MISCELLANEOUS: XXX

ADMINISTRATIVE INSTRUCTIONS: XXX

Figure 1-3. Example of a Collective T&R Event

XXXX-XXXX-####: Stand a sentry post

EVALUATION CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Text

MOS PERFORMING: ####, ####

INITIAL TRAINING SETTING: XXX

CONDITION: Text

STANDARD: Text

PERFORMANCE STEPS:

1. Event component.
2. Event component.
3. Event component.

REFERENCES:

1. Reference
2. Reference
3. Reference

PREREQUISITE EVENTS:

XXXX-XXXX-#### XXXX-XXXX-####

INTERNAL SUPPORTED:

XXXX-XXXX-#### XXXX-XXXX-####

INTERNAL SUPPORTING:

XXXX-XXXX-#### XXXX-XXXX-####

SUPPORT REQUIREMENTS:

EQUIPMENT: XXX

MISCELLANEOUS: XXX

ADMINISTRATIVE INSTRUCTIONS: XXX

Figure 1-4. Example of an Individual Event

1. Event Code. The event code is explained in paragraph 1005.

2. Title. The name of the event. The event title contains one action verb and one object.
3. Evaluation-Coded (E-Coded). Collective events categorize the capabilities that a given unit may be expected to perform. There are some collective events that the Marine Corps has determined that a unit MUST be able to perform, if that unit is to be considered fully ready for operations. These E-Coded events represent the irreducible minimum or the floor of readiness for a unit. These E-Coded events are derived from the training measures of effectiveness (MOE) for the METs for units that must report readiness in DRRS. It would seem intuitive that most E-Coded events would be for battalion sized units and higher since those are the units that report in DRRS. However, if the Marine Corps has determined that the readiness of a subordinate, supporting unit to accomplish a particular collective event is vital to the accomplishment of the supported unit's MET, then that lower echelon collective event is E-Coded.
4. Supported MET(s). List all METs that are supported by the training event in the judgment of the OccFld drafting the T&R manual, even if those events are not listed as MOE in a MET.
5. Sustainment Interval. It is critical to understand the intent of the sustainment interval so training time is not wasted with duplicated training. Sustainment interval is expressed in number of months. Most individual T&R events and many lower level collective events are never out of sustainment because they are either part of a Marine's daily routine, or are frequently executed within the sustainment interval. Sustainment interval is relevant when an individual or collective event is not observed and evaluated within the sustainment period, has atrophied, and therefore retraining and evaluation is required.
6. Billet/MOS. Each individual training event will contain a billet code and/or MOS that designates who is responsible for performing that event and any corresponding formal course required for that billet. Each commander has the flexibility to shift responsibilities based on the organization of his command. These codes are based on recommendations from the collective subject matter expertise that developed this manual and are listed for each event.
7. Grade. The grade field indicates the rank at which Marines are required to complete the event.
8. Description. This field allows T&R developers to include an explanation of event purpose, objectives, goals, and requirements. It is a general description of an action requiring learned skills and knowledge, i.e., engage fixed target with crew-served weapons. This is an optional field for individual events but is required for collective events. This field can be of great value guiding a formal school or OPFOR unit trying to discern the intent behind an event that might not be readily apparent.
9. Condition. Condition refers to the constraints that may affect event performance in a real-world environment. It indicates what is provided (equipment, tools, materials, manuals, aids, etc.), environmental constraints or conditions under which the task is to be performed, and any specific cues or indicators to which the performer must respond. Commanders can modify the conditions of the event to best prepare their Marines to accomplish the assigned mission (e.g. in a desert environment; in a mountain environment;

etc.). When resources or safety requirements limit the conditions, this should be stated. The content of the condition should be included in the event on a "by exception" basis. If there exists an assumption regarding the conditions under which all or most of the events in the manual will be performed, then only those additional or exceptional items required should be listed in the condition. The common conditions under which all the events in a chapter will be executed will be listed as a separate paragraph at the beginning of the chapter.

10. Standard. The performance standard indicates the basis for judging the effectiveness of the performance. It consists of a carefully worded statement that identifies the proficiency level expected when the task is performed. The standard provides the minimum acceptable performance parameters and must be strictly adhered to. The standard for collective events will likely be general, describing the desired end-state or purpose of the event. The standard for individual events will be objective, quantifiable, and readily observable. Standards will more specifically describe to what proficiency level, specified in terms of accuracy, completeness, time required, and sequencing the event is to be accomplished. These guidelines can be summarized in the acronym "ACTS" (Accuracy Completeness Time Sequence). In no cases will "per the reference" or "per/in accordance with commander's intent" be used as a stand-alone standard.

11. Event Components/Performance Steps. Description of the actions that the event is composed of, or a list of subordinate, included T&R event and event descriptions. The event components help the user determine what must be accomplished and the proper sequence of execution of subordinate events. Event components are used for collective events; performance steps are used for individual events.

a. The event components and performance steps will be consciously written so that they may be employed as performance evaluation check lists by the OPFORs. They must be sequenced to demonstrate the building block approach to training.

b. Event components may be events one individual in the unit performs, events that small groups in the unit perform, or events involving the entire unit.

12. Chained Events. Enables unit leaders to effectively identify prerequisite, supporting, and supported events that ultimately support MCTs/METs. Supported events are chained to supporting events to enable the accomplishment of the supported event to standard and therefore are considered "chained". The completion of identified supported events can be utilized to update sustainment interval credit for supporting events, based on the assessment of the commander.

13. Prerequisite Events. Prerequisites are academic training or other T&R events that must be completed prior to attempting the task. They are lower-level events or tasks that give the individual/unit the skills required to accomplish the event. They can also be planning steps, administrative requirements, or specific parameters that build toward mission accomplishment.

14. Supported Event. An event whose performance is inherently supported by the performance of one or more supporting events. A supported event will be

classified as internal supported if it has been developed specifically for the community. A supported event that has been chained to an event from an external community T&R will be classified as external supported.

15. Supporting Event. An event whose performance inherently supports the performance of a supported event. A supporting event will be classified as internal supporting if it has been developed specifically for the community. A supporting event that has been chained to a community event from an external community T&R will be classified as external supporting.

16. Initial Training Setting. All individual events will designate the setting at which the skill is first taught, either formally, Marine on the Job Training (MOJT) within the OPFOR, or via a distance learning product (DL).

17. References. The training references shall be utilized to determine task performance steps. They assist the trainee in satisfying the performance standards, or the trainer in evaluating the effectiveness of task completion. T&R manuals are designed to be a training outline, not to replicate or replace doctrinal publications, reference publications or technical manuals. References are key to developing detailed lesson plans, determining grading criteria, and ensuring standardization of training. For individual events only one authoritative reference is required.

18. Distance Learning Products. Distance learning products include: Individual multimedia instruction, computer-based training, MarineNet, etc. This notation is included when, in the opinion of the T&R manual group charter in consultation with the Marine Air-Ground Task Force T&R Standards Division representative, the event can be taught via one of these media vice attending a formal course of instruction or receiving MOJT.

19. Support Requirements. This is a list of the external and internal support the unit and Marines will need to complete the event. This is a key section in the overall T&R effort, as resources will eventually be tied directly to the training towards METS. Future efforts to attain and allocate resources will be based on the requirements outlined in the T&R manual. The list includes, but is not limited to:

- Range(s)/Training Area
- Ordnance
- Equipment
- Materials
- Other Units/Personnel

The ordnance requirements for one year of training for the events in the T&R will be aggregated into a table contained in an appendix to the T&R. The task analyst and the OccFld representatives will be careful not to "double count" ammunition that might be employed in the performance of collective and individual events that are chained.

20. Suitability of Simulation/Simulators/DL products. The following "Suitability and Sequence" codes listed in figure 1-5 have been developed to communicate characteristics for employing simulations during training. Units of measure have been assigned based on the amount of time it takes a Marine or unit to train to task utilizing a particular simulator. Suitability and sequence codes are captured in the event title in a parenthetical remark, as

well as within the simulation field of the T&R event. The simulation field also identifies the type of simulation, units of measure, and any other pertinent information.

Code	Requirement
L	The event can only be trained to standard in a Live environment. Any event assessed as "NO" for Simulatable was coded "L."
P	The event must be performed to standard in simulator as a PREREQUISITE to live fire qualification as per current doctrine, policy, or T&R manual.
S/L	Event must be trained to standard in simulation then live unless simulation capacity is not available, then live only training is appropriate.
L/S	Event must be trained to standard in a live environment then simulation unless simulation capacity is not available, then live only training is appropriate.
S	Event can ONLY be conducted to standard and qualification in simulator.

Figure 1-5. Suitability and sequence codes

a. Training simulation capabilities offer an opportunity to build and sustain proficiency while achieving and/or maintaining certain economies. Commanders should take into consideration simulation tools as a matter of course when designing training.

b. Simulation Terms:

(1) Simulation: A model of a system animated discretely or continuously over a period of time. A simulation may be closed-loop (i.e., it executes based in initial inputs without human intervention), or it may be open-loop (i.e., human input to alter the variables in the system during execution is allowed). A simulation is an approximation of how the modeled system will behave over time. Simulations are constructed based on verified and validated mathematical models of actual systems. Simulations can be very simple or complex depending on the degree of fidelity and resolution needed to understand the behavior of a system.

(2) Simulator: A simulator is the physical apparatus employed as the interface for humans to interact with a model or observe its output. A simulator has input controls and outputs in the form of human sensory stimuli (visual, auditory, olfactory, tactile/haptic, and taste). For instance, some of the features of the vehicle cab (the seat, steering wheel, turn signals, accelerator pedal, brakes, and windshield) and projection screen. Both the vehicle cab and projection screen are the interface by which a human being interacts with the simulated environment of a driving a vehicle and observe the outputs of the mathematical models of vehicle dynamics.

(3) Model: A mathematical representation of the behavior (i.e., shows the behavior of projectiles, combat simulations, etc.) of a system at a distinct point in time.

(4) Live: Real people operates real systems to include both live people operating real platforms or systems on a training range and battle

staffs from joint, component or service tactical headquarters using real world command and control systems.

(5) Virtual: Real people operating simulated systems. Virtual simulations inject humans-in-the-loop in a central role by exercising motor control skills (e.g., flying an air platform simulator, engaging targets in indoor simulated marksmanship trainer), decision skills, and/or communication skills.

(6) Constructive: Models and simulations that involve simulated people operating simulated systems (i.e., MAGTF Tactical Warfare Simulation). Real people make inputs to such simulations, but are not involved in determining the outcomes.

(7) Live, Virtual and Constructive (LVC) Training Environment: Defined by combining any of the three training domains LVC to create a common operational environment, by which units can interact across LVC domains as though they are physically located in the same operational environment.

(8) Distance Learning: Any instruction and evaluation provided through a variety of DL delivery systems (i.e., MarineNet) where the students and instructors are separated by time and/or location.

c. Figure 1-6 depicts an event title with simulation code and simulation and/or simulators that can be used, as displayed within a T&R event.

<b><u>XXXX-XXX-XXXX</u></b> : Call for indirect fire using the grid method (L/S)					
<b><u>SUPPORT REQUIREMENTS:</u></b>					
<b><u>SIMULATION EVALUATION:</u></b>					
<b><u>SIMULATED</u></b>	<b><u>SUITABILITY</u></b>	<b><u>SIMULATOR</u></b>	<b><u>UNIT OF MEASURE</u></b>	<b><u>HOURS</u></b>	<b><u>PM</u></b>
Yes	L/S	ODS	Marine Hours	12	Y

Figure 1-6. Example of simulation/simulators displayed within a T&R event

## 21. Miscellaneous

a. This field provides space for any additional information that will assist in the planning and execution of the event. Units and formal learning centers are cautioned not to disregard this information or to consider the information of lesser importance than what is contained in other parts of the T&R event. Miscellaneous fields provide an opportunity for the drafters of the T&R event to communicate vital information that might not fit neatly into any other available field. The list may include, but is not limited to:

- Admin Instructions
- Special Personnel Certifications
- Equipment Operating Hours
- Road Miles

## 1007. **CHEMICAL BIOLOGICAL RADIOLOGICAL NUCLEAR TRAINING**

1. All personnel assigned to the OPFOR must be trained in chemical, biological, radiological, and nuclear (CBRN) defense in order to survive and continue their mission in this environment. Individual proficiency standards are defined as survival and basic operating standards. Survival standards are those that the individual must master in order to survive CBRN attacks. Basic operating standards are those that the individual, and collectively the unit, must perform to continue operations in a CBRN environment.

2. In order to develop and maintain the ability to operate in a CBRN environment, CBRN training is an integral part of the training plan and events in this T&R Manual. Units should train under CBRN conditions whenever possible. Per reference (c), all units must be capable of accomplishing their assigned mission in a contaminated environment.

#### **1008. NIGHT TRAINING**

1. While it is understood that all personnel and units of the OPFOR are capable of performing their assigned mission in "every clime and place," current doctrine emphasizes the requirement to perform assigned missions at night and during periods of limited visibility. Basic skills are significantly more difficult when visibility is limited.

2. To ensure units are capable of accomplishing their mission they must train under the conditions of limited visibility. Units should strive to conduct all events in this T&R Manual during both day and night/limited visibility conditions. When there is limited training time available, night training should take precedence over daylight training, contingent on the availability of equipment and personnel.

#### **1009. RISK MANAGEMENT (RM)**

1. Risk management is a process that enables commanders to plan for and minimize risk while still accomplishing the mission. It is a tool to aid decision making used by Marines at all levels to increase effectiveness by anticipating hazards and reducing the potential for loss, thereby increasing the probability of success. Risk management minimizes risks to acceptable levels, commensurate with mission accomplishment.

2. All leaders and Marines will integrate RM in the planning process and implement hazard controls to reduce risk to acceptable levels. Applying the RM process will reduce mishaps, injuries, and damage they cause, thereby increasing both individual performance and unit readiness. Risk management assists the commander in avoiding unnecessary risk, determining the balance between training realism and unnecessary risks in training, making an informed decision to implement a course of action, identifying feasible and effective control measures, adjusting training plans to fit the level of proficiency and experience of Marines/Sailors, and providing reasonable alternatives for mission accomplishment.

3. Specifically, commanders are required to implement and document deliberate RM in the planning and execution of all training evolutions and activities. Furthermore, the authority to approve or accept risk assessment code (RAC) 1 or 2 hazards will not be delegated below lieutenant colonel (O5). Further guidance for RM is found in Marine Corps Order 3500.27\_.

**1010. IMPROVISED EXPLOSIVE TRAINING**

1. Improvised explosive device (IED) threat impacts all elements of the MAGTF and all Marines regardless of MOS, location, or operational environment. The ability to effectively operate and survive in environments with an IED threat is critical to force protection, maintaining combat effectiveness, and mission accomplishment.

2. Per Marine Corps policy on organizing, training, and equipping for operations in an IED environment (MCO 3502.9), Marines must be capable of not only accomplishing their assigned mission, but also accomplishing their mission in environments with an IED threat. Counter-improvised explosive device (C-IED) training must be integrated into the unit training plan in order-to ensure personnel assigned to the OPFOR train and maintain proficiency in C-IED tactics, techniques, and procedures.

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CHAPTER 2

MARINE CORPS TASKS

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CHAPTER 2

MARINE CORPS TASKS

**2000. PURPOSE.** The Food Services T&R Manual does not contain Defense Readiness Reporting System (DRRS) reportable METs. Although the events (individual and/or collective) contained in this manual are not directly linked to reportable Mission Essential Tasks, they directly support the Marine Corps' ability to meet capabilities identified in the Marine Corps Task List (MCO 3500.26\_). The MCT table lists the MCTL task supported by the Food Services community.

**2001. FOOD SERVICES MCTS.** Food Services support the following MCTs:

<b>MCT 4.6.1.1 Provide Messing</b>	
FDSV-EXPD-3001	Provide Expeditionary Food Service Support
FDSV-GARR-3001	Provide Garrison Food Services
FDSV-GARR-3002	Provide Organizational Level Food Services
<b>MCT 4.6.1.1.1 Provide Garrison Food Services</b>	
FDSV-GARR-3001	Provide Garrison Food Services
FDSV-GARR-3002	Provide Organizational Level Food Services
<b>MCT 4.6.1.1.2 Provide Expeditionary Food Service Operations</b>	
FDSV-EXPD-3001	Provide Expeditionary Food Service Support
FDSV-GARR-3002	Provide Organizational Level Food Services

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CHAPTER 3

COLLECTIVE EVENTS

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3000-LEVEL EVENTS . . . . .	3003	3-2

FS T&R MANUAL

CHAPTER 3

COLLECTIVE EVENTS

**3000. PURPOSE.** Chapter 3 contains collective training events for the Food Services Community.

**3001. EVENT CODING.** Events in this T&R Manual are depicted with an up to 12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology:

a. Field one. This field represents the community. This chapter contains the following community codes:

<u>Code</u>	<u>Description</u>
FDSV	Food Services

b. Field two. This field represents the functional/duty area. This chapter contains the following functional/duty areas:

<u>Code</u>	<u>Description</u>
EXPD	Expeditionary
GARR	Garrison

c. Field three. This field provides the level at which the event is accomplished and numerical sequencing of events. This chapter contains the following event levels:

<u>Code</u>	<u>Description</u>
3000	Crew/Team Level

**3002. INDEX OF COLLECTIVE EVENTS**

Event Code	E-Coded	Event	Page
<b>3000 Level Events</b>			
FDSV-EXPD-3001	YES	Provide Expeditionary Food Service Support	3-2
FDSV-GARR-3001	YES	Provide Garrison Food Services	3-3
FDSV-GARR-3002	YES	Provide Organizational Level Food Services	3-4

**3003. 3000-LEVEL EVENTS**

**FDSV-EXPD-3001:** Provide Expeditionary Food Service Support

**SUPPORTED MET(S):**

MCT 4.6.1.1

MCT 4.6.1.1.2

**EVALUATION-CODED:** YES

**SUSTAINMENT INTERVAL:** 6 months

**READINESS-CODED:** NO

**CONDITION:** Given an environment, food service equipment, number of personnel, administrative supplies, and references.

**STANDARD:** To ensure continuous food service support.

**EVENT COMPONENTS:**

1. Evaluate mission to determine requirements.
2. Complete field deployment/planning checklist. See Note 1
3. Submit requirements to appropriate agency(ies).
4. Coordinate embarkation requirements.
5. Coordinate Class I storage site.
6. Provide subsistence according to mission requirements.
7. Conduct retrograde operations.
8. Coordinate maintenance requirements.
9. Submit required reports.

**REFERENCES:**

1. MCO 10110.14\_ Marine Corps Food Service and Subsistence Program
2. MCRP 3.40G.1 Marine Corps Field Feeding Program
3. MCTP 13-10C Unit Embarkation Handbook
4. NAVMED P-5010-1 Manual of Naval Preventive Medicine Food Safety
5. NAVMED P-5010-9 Manual of Naval Preventive Medicine, Chapter 9, Preventive Medicine for Ground Forces
6. UM 4400.125 GCSS-MC User Manual

**CHAINED EVENTS:**

**EXTERNAL SUPPORTED EVENTS:**

LOG-SVC-4001

LOG-SVC-5001

LOG-SVC-6001

**MISCELLANEOUS:**

**ADMINISTRATIVE INSTRUCTIONS:** Event component two will be completed in accordance with MCRP 3.40G.1 Appendix B.

---

**FDSV-GARR-3001:** Provide Garrison Food Services

**SUPPORTED MET(S):**

MCT 4.6.1.1

MCT 4.6.1.1.1

**EVALUATION-CODED:** YES

**SUSTAINMENT INTERVAL:** 6 months

**READINESS-CODED:** NO

**CONDITION:** Given a requirement, administrative supplies, and references.

**STANDARD:** To ensure continuous food service support.

**EVENT COMPONENTS:**

1. Account for subsistence requirements.
2. Prepare quality meals.

3. Store subsistence supplies.
4. Ensure food safety and sanitation.
5. Account for personnel fed.
6. Reconcile records.

**REFERENCES:**

1. Local SOP Local Standard Operating Procedures
2. MCFMIS SOP Standard Operating Procedures
3. MCO 10110.14\_ Marine Corps Food Service and Subsistence Program
4. NAVMED P-5010-1 Manual of Naval Preventive Medicine Food Safety

**MISCELLANEOUS:**

**ADMINISTRATIVE INSTRUCTIONS:** Event is designated for mess hall operation.

---

**FDSV-GARR-3002:** Provide Organizational Level Food Services

**SUPPORTED MET(S):**

MCT 4.6.1.1

MCT 4.6.1.1.1

MCT 4.6.1.1.2

**EVALUATION-CODED:** YES

**SUSTAINMENT INTERVAL:** 12 months

**READINESS-CODED:** NO

**CONDITION:** In a garrison environment, given administrative supplies and operational requirements.

**STANDARD:** To ensure appropriate resources support food service operations.

**EVENT COMPONENTS:**

1. Perform organizational food service responsibilities.
2. Manage MPMC SIK 1105 sub allotment.
3. Manage O&MMC 1106 Food Service account.
4. Provide technical direction to military manage mess halls.
5. Provide contractual oversight to ensure compliance.
6. Evaluate food safety, equipment, mess hall facilities, and training.
7. Conduct staff assist visits.
8. Provide food services for unaccompanied personnel.
9. Provide state-of-the-art facilities and equipment.
10. Monitor mess hall staffing agreement.

**REFERENCES:**

1. MCO 10110.14\_ Marine Corps Food Service and Subsistence Program
2. MCO 11000.5 Facilities Sustainment, Restoration, and Modernization.
3. NAVMED P-5010-1 Manual of Naval Preventive Medicine Food Safety
4. UFC 4-722-01 Unified Facilities Criteria for Dining Facilities 4-722-01

**MISCELLANEOUS:**

**ADMINISTRATIVE INSTRUCTIONS:** Event is designated for installation/base operations.

FS T&R MANUAL

CHAPTER 4

MOS 33XX INDIVIDUAL EVENTS

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FS T&R MANUAL

CHAPTER 4

MOS 33XX INDIVIDUAL EVENTS

**4000. PURPOSE.** This chapter details the individual events that pertain to Food Services Community common events. Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

**4001. EVENT CODING.** Events in this T&R Manual are depicted with an up to 12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology

a. Field one. This field represents the community. This chapter contains the following community codes:

<u>Code</u>	<u>Description</u>
33XX	Food Services Personnel

b. Field two. This field represents the functional/duty area. This chapter contains the following functional/duty areas:

<u>Code</u>	<u>Description</u>
ADMN	Administration
CTQA	Contracting/Quality Assurance
EXPD	Expeditionary
GARR	Garrison
NUTR	Nutrition
SANT	Sanitation

c. Field three. This field provides the level at which the event is accomplished and numerical sequencing of events. This chapter contains the following event levels:

<u>Code</u>	<u>Description</u>
1000	Core Skills
2000	Core Plus Skills

**4002. INDEX OF INDIVIDUAL EVENTS**

Event Code	Event	Page
<b>1000 Level Events</b>		
33XX-SANT-1001	Demonstrate proper sanitation and food safety practices	4-3
<b>2000 Level Events</b>		
33XX-ADMN-2001	Validate the Financial Status	4-3
33XX-ADMN-2003	Requisition equipment/supplies	4-4
33XX-ADMN-2004	Write the Food Service Appendix to the Operations Order	4-5
33XX-ADMN-2005	Develop an Emergency/Catastrophe Feeding Plan	4-5

33XX-ADMN-2006	Validate Host Nation Support Requirements	4-6
33XX-ADMN-2007	Develop a Food Service Training Program	4-6
33XX-ADMN-2008	Manage Property Records	4-7
33XX-ADMN-2008	Validate Fiscal Requirements	4-8
33XX-CTQA-2001	Supervise Food Service Contract	4-8
33XX-EXPD-2001	Validate Expeditionary Food Service requirements	4-9
33XX-GARR-2001	Conduct Menu Planning Board	4-10
33XX-GARR-2002	Develop Mess Hall Facility Improvement Program	4-10
33XX-GARR-2003	Evaluate Mess Hall Operations	4-11

#### 4003. LIST OF INDIVIDUAL EVENTS

**33XX-SANT-1001:** Demonstrate proper sanitation and food safety practices

**EVALUATION-CODED:** NO **SUSTAINMENT INTERVAL:** 12 months

**READINESS-CODED:** NO

**MOS PERFORMING:** 3302, 3372, 3381

**GRADES:** PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT, WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service environment.

**STANDARD:** To prevent foodborne illnesses and food contamination.

**PERFORMANCE STEPS:**

1. Perform proper hygiene techniques.
2. Perform proper equipment sanitation techniques.
3. Perform proper food safety and handling procedures.

**REFERENCES:**

1. MCO 10110.14\_ Marine Corps Food Service and Subsistence Program
2. MCRP 3-40G.1 Marine Corps Field Feeding Program
3. NAVMED P-5010-1 Manual of Naval Preventive Medicine Food Safety
4. NAVMED P-5010-9 Manual of Naval Preventive Medicine, Chapter 9, Preventive Medicine for Ground Forces

**33XX-ADMN-2001:** Validate the Financial Status

**EVALUATION-CODED:** NO **SUSTAINMENT INTERVAL:** 12 months

**READINESS-CODED:** NO

**MOS PERFORMING:** 3302, 3381

**GRADES:** MSGT, MGYSGT, WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service environment and given a Automated Information System.

**STANDARD:** To ensure accuracy and financial solvency of a food service operation in relation to the target cost to feed.

**PERFORMANCE STEPS:**

1. Monitor the Daily Cost Analysis (DCA).
2. Justify increases to the Basic Daily Food Allowance (BDFA).
3. Submit Subsistence Operation Analysis Report (SOAR).

**REFERENCES:**

1. MCFMIS SOP Standard Operating Procedures
  2. MCO 10110.14\_ Marine Corps Food Service and Subsistence Program
- 

**33XX-ADMN-2003:** Requisition equipment/supplies

**EVALUATION-CODED:** NO                      **SUSTAINMENT INTERVAL:** 12 months

**READINESS-CODED:** NO

**MOS PERFORMING:** 3302, 3381

**GRADES:** SGT, SSGT, GYSGT, MSGT, MGYSGT, WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service environment with available funds.

**STANDARD:** To ensure available inventory supports operational requirements.

**PERFORMANCE STEPS:**

1. Establish allowances.
2. Review allowances.
3. Determine equipment deficiencies.
4. Submit requisitions.
5. Ensure installation/application of materials.

**REFERENCES:**

1. DOD FMR 7000.14-R Volume 2B DOD Financial Management Regulation, Budget Formulation and Presentation
  2. FAR Federal Acquisition Regulation
  3. MCO 10110.14\_ Marine Corps Food Service and Subsistence Program
  4. MCRP 4-11.8A Marine Corps Field Feeding Program
  5. NAVCOMPT Navy Comptroller Manual
-

**33XX-ADMN-2004:** Write the Food Service Appendix to the Operations Order

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**READINESS-CODED:** NO

**MOS PERFORMING:** 3302, 3381

**GRADES:** MSGT, MGYSGT, WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given an operations order and references.

**STANDARD:** To ensure there is a concept of support that meets mission specific requirements.

**PERFORMANCE STEPS:**

1. Validate requirements as part of an Operational Planning Team (OPT).
2. Draft appropriate annex/appendix to the operation order.
3. Submit to appropriate authority.

**REFERENCES:**

1. MCO 10110.14\_ Marine Corps Food Service and Subsistence Program
  2. MCRP 3-40G.1 Marine Corps Field Feeding Program
  3. MCTP 3-40B Tactical-Level Logistics
  4. MCWP 3-40\_ MAGTF Logistics Operations
  5. MCWP 4-12 Operational-Level Logistics
  6. MCWP 5-10 Marine Corps Planning Process
- 

**33XX-ADMN-2005:** Develop an Emergency/Catastrophe Feeding Plan

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**READINESS-CODED:** NO

**MOS PERFORMING:** 3302, 3381

**GRADES:** MSGT, MGYSGT, WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given the references and a emergency feeding requirement.

**STANDARD:** To ensure implementation of emergency response.

**PERFORMANCE STEPS:**

1. Determine feeding requirements.
2. Validate feeding capabilities.

**REFERENCES:**

1. LEM Local Emergency Plans
2. MCO 10110.14\_ Marine Corps Food Service and Subsistence Program

3. MCRP 3-40G.1 Marine Corps Field Feeding Program
4. NAVMED P-5010-1 Manual of Naval Preventive Medicine Food Safety
5. NAVMED P-5010-9 Manual of Naval Preventive Medicine, Chapter 9, Preventive Medicine for Ground Forces

**MISCELLANEOUS:**

**ADMINISTRATIVE INSTRUCTIONS:** Applicable only at the base/installation/MEF level.

---

**33XX-ADMN-2006:** Validate Host Nation Support Requirements

**EVALUATION-CODED:** NO                      **SUSTAINMENT INTERVAL:** 12 months

**READINESS-CODED:** NO

**MOS PERFORMING:** 3302, 3381

**GRADES:** MSGT, MGYSGT, WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given a service support agreement.

**STANDARD:** To ensure continuous food service support.

**PERFORMANCE STEPS:**

1. Validate type of agreement.
2. Validate payment/reimbursement method.
3. Maintain documentation.

**REFERENCES:**

1. FAR Federal Acquisition Regulation
  2. MCO 10110.14\_ Marine Corps Food Service and Subsistence Program
  3. MCWP 4-12 Operational-Level Logistics
- 

**33XX-ADMN-2007:** Develop a Food Service Training Program

**EVALUATION-CODED:** NO                      **SUSTAINMENT INTERVAL:** 12 months

**READINESS-CODED:** NO

**MOS PERFORMING:** 3302, 3381

**GRADES:** MSGT, MGYSGT, WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given administrative supplies.

**STANDARD:** To ensure a comprehensive training plan is followed in accordance with the references.

**PERFORMANCE STEPS:**

1. Identify training requirements.
2. Facilitate training.
3. Evaluate training standards.

**REFERENCES:**

1. MCO 10110.14\_ Marine Corps Food Service and Subsistence Program
2. NAVMED P-5010-1 Manual of Naval Preventive Medicine Food Safety

**MISCELLANEOUS:**

**ADMINISTRATIVE INSTRUCTIONS:** Training provided by command civilian education.

---

**33XX-ADMN-2008:** Manage Property Records

**EVALUATION-CODED:** NO                      **SUSTAINMENT INTERVAL:** 12 months

**READINESS-CODED:** NO

**MOS PERFORMING:** 3302, 3372, 3381

**GRADES:** CPL, SSGT, GYSGT, MSGT, MGYSGT, WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** In a food service environment, given a Table of Equipment (T/E), and administrative supplies.

**STANDARD:** To ensure accountability of all food service equipment.

**PERFORMANCE STEPS:**

1. Manage inventory of all accountable equipment.
2. Validate reconciliation of inventory..
3. Retain a copy of corrected property record.

**REFERENCES:**

1. MCO 10110.14\_ Marine Corps Food Service and Subsistence Program
2. MCO 4400.150 Consumer-Level Supply Policy
3. UM 4400.125 GCSS-MC User Manual

**MISCELLANEOUS:**

**ADMINISTRATIVE INSTRUCTIONS:** MARFORRES will utilize the T/A (Training Allowance) for the performance of this task.

---

**33XX-ADMN-2008:** Validate Fiscal Requirements

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**READINESS-CODED:** NO

**MOS PERFORMING:** 3302, 3381

**GRADES:** MSGT, MGYSGT, WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given administrative supplies.

**STANDARD:** To ensure appropriate resources are allocated to support food service operations.

**PERFORMANCE STEPS:**

1. Validate budget requirements.
2. Register budget requirements.

**REFERENCES:**

1. DOD 1338.10M DOD Food Service Manual
2. DOD FMR 7000.14-R Volume 2B DOD Financial Management Regulation, Budget Formulation and Presentation
3. MCO 1000.6\_ Assignment, Classification and Travel Systems Manual (ACTSMAN)
4. MCO 10110.14\_ Marine Corps Food Service and Subsistence Program
5. MCO 7300.21B Marine Corps Financial Management Standard Operating Procedure Manual

**SUPPORT REQUIREMENTS:**

**ORDNANCE NOTES:** No Ordnance requirements

**MISCELLANEOUS:**

**ADMINISTRATIVE INSTRUCTIONS:** Performance step 4 is applicable to food service personnel providing support to Reserve Component.

---

**33XX-CTQA-2001:** Supervise Food Service Contract

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**READINESS-CODED:** NO

**MOS PERFORMING:** 3302, 3381

**GRADES:** SSGT, GYSGT, MSGT, WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** In a food service environment, given required references and appropriate documents.

**STANDARD:** To ensure compliance with appropriate references.

**PERFORMANCE STEPS:**

1. Obtain contract terms and conditions.
2. Develop inspection schedules.
3. Validate reports from Quality Assurance Evaluators (QAEs).
4. Submit to COR.
5. Maintain files.
6. Provide sustainment training to QAE's.

**REFERENCES:**

1. DFAR Defense Federal Acquisition Regulation (DFAR)
2. DFARS Defense Federal Acquisition Regulation Supplement
3. MCO 10110.14\_ Marine Corps Food Service and Subsistence Program
4. NAVMED P-5010-1 Manual of Naval Preventive Medicine Food Safety
5. RGFSC Regional Garrison Food Service Contract

**MISCELLANEOUS:**

**ADMINISTRATIVE INSTRUCTIONS:** Training provided by command civilian education.

---

**33XX-EXPD-2001:** Validate Expeditionary Food Service requirements

**EVALUATION-CODED:** NO                      **SUSTAINMENT INTERVAL:** 12 months

**READINESS-CODED:** NO

**MOS PERFORMING:** 3302, 3381

**GRADES:** MSGT, MGYSGT, WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given a mission, required documents, and administrative supplies.

**STANDARD:** To ensure food service support is provided while sustaining operational conditions.

**PERFORMANCE STEPS:**

1. Manage subsistence support.
2. Approve support requirements.

**REFERENCES:**

1. MCO 10110.14\_ Marine Corps Food Service and Subsistence Program
2. MCRP 3-40G.1 Marine Corps Field Feeding Program
3. MCWP 4-11 Tactical-Level Logistics
4. NAVMED P-5010-9 Manual of Naval Preventive Medicine, Chapter 9, Preventive Medicine for Ground Forces

---

**33XX-GARR-2001:** Conduct Menu Planning Board

**EVALUATION-CODED:** NO                   **SUSTAINMENT INTERVAL:** 12 months

**READINESS-CODED:** NO

**MOS PERFORMING:** 3302, 3381

**GRADES:** MSGT, MGYSGT, WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given references and a garrison feeding mission.

**STANDARD:** To ensure required elements of a menu are identified.

**PERFORMANCE STEPS:**

1. Determine patron acceptability factors.
2. Determine acceptable costs.
3. Determine approved sources.
4. Initiate menu planning board.

**REFERENCES:**

1. BUMEDINST 10110.6 Nutrition Standards and Education
  2. MCO 10110.14\_ Marine Corps Food Service and Subsistence Program
  3. MCO P10110.42\_ Armed Forces Recipe Service
  4. MCO P10110.43 Armed Forces Recipe Service Index of Recipes
  5. NAVMEDINST 10110.1 Nutrition Allowance, Standards, and Education
  6. NAVSUP P-486 Food Service Operations
- 

**33XX-GARR-2002:** Develop Mess Hall Facility Improvement Program

**EVALUATION-CODED:** NO                   **SUSTAINMENT INTERVAL:** 12 months

**READINESS-CODED:** NO

**MOS PERFORMING:** 3302, 3381

**GRADES:** MSGT, MGYSGT, WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a garrison environment.

**STANDARD:** To sustain, restore, and modernize food service facilities.

**PERFORMANCE STEPS:**

1. Identify requirements.
2. Forward to appropriate authority.

**REFERENCES:**

1. MCO 10110.14\_ Marine Corps Food Service and Subsistence Program

2. UFC 4-722-01 Unified Facilities Criteria for Dining Facilities 4-722-01

---

**33XX-GARR-2003:** Evaluate Mess Hall Operations

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**READINESS-CODED:** NO

**MOS PERFORMING:** 3302, 3381

**GRADES:** SSGT, GYSGT, MSGT, MGYSGT, WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given a mess hall, equipment, personnel, and administrative supplies.

**STANDARD:** To ensure food service operations are performed in compliance with current policy and directives.

**PERFORMANCE STEPS:**

1. Assess mess hall operations
2. Report Findings
3. Retain Reports

**REFERENCES:**

1. Local SOP Local Standard Operating Procedures
2. MCFMIS SOP Standard Operating Procedures
3. MCO 10110.14\_ Marine Corps Food Service and Subsistence Program
4. NAVMED P-5010-1 Manual of Naval Preventive Medicine Food Safety

FS T&R MANUAL

CHAPTER 5

MOS 3302 INDIVIDUAL EVENTS

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FS T&R MANUAL

CHAPTER 5

MOS 3302 INDIVIDUAL EVENTS

**5000. PURPOSE.** This chapter details the individual events that pertain to Food Service Officers. Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

**5001. EVENT CODING.** Events in this T&R Manual are depicted with an up to 12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology:

a. Field one. This field represents the community. This chapter contains the following community codes:

<u>Code</u>	<u>Description</u>
3302	Food Service Officer

b. Field two. This field represents the functional/duty area. This chapter contains the following functional/duty areas:

<u>Code</u>	<u>Description</u>
ADMN	Administration
NUTR	Nutrition

c. Field three. This field provides the level at which the event is accomplished and numerical sequencing of events. This chapter contains the following event levels:

<u>Code</u>	<u>Description</u>
2000	Core Plus Skills

**5002. INDEX OF INDIVIDUAL EVENTS**

Event Code	E-Coded	Event	Page
3302-ADMN-2001	NO	Develop Command Plans and Policies	5-2
3302-NUTR-2001	NO	Manage a Performance Nutrition Education Program & Concepts	5-3

**5003. LIST OF INDIVIDUAL EVENTS**

**3302-ADMN-2001:** Develop Command Plans and Policies

**EVALUATION-CODED:** NO                   **SUSTAINMENT INTERVAL:** 12 months

**READINESS-CODED:** NO

**MOS PERFORMING:** 3302

**GRADES:** WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** In a food service environment, given Orders and Directives, and administrative supplies.

**STANDARD:** To ensure uniform actions of subordinate personnel.

**PERFORMANCE STEPS:**

1. Analyze requirements.
2. Identify specifications.
3. Submit for publication.

**REFERENCES:**

1. MCO 10110.14\_ Marine Corps Food Service and Subsistence Program
2. SECNAV M-5216.5 Department of the Navy Correspondence Manual

**MISCELLANEOUS:**

**ADMINISTRATIVE INSTRUCTIONS:** 1. Performance step 5 is applicable to food service personnel provided support to Reserve Marines.

---

**3302-NUTR-2001:** Manage a Performance Nutrition Education Program & Concepts

**EVALUATION-CODED:** NO                   **SUSTAINMENT INTERVAL:** 12 months

**READINESS-CODED:** NO

**MOS PERFORMING:** 3302

**GRADES:** WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given materials and references.

**STANDARD:** To develop a foundational and strategic patron nutrition program for human performance.

**PERFORMANCE STEPS:**

1. Communicate the efficacy of subsistence and operational rations elements to optimize performance.
2. Convey standards for conducting menu boards, product evaluation and menu planning.
3. Employ performance nutrition and military guidelines into program elements.

**REFERENCES:**

1. DOD 1338.10M DOD Food Service Manual
2. MCO 10110.14\_ Marine Corps Food Service and Subsistence Program
3. MCRP 8-10B.4 Marine Physical Readiness Training for Combat

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CHAPTER 6

MOS 3372 INDIVIDUAL EVENTS

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CHAPTER 6

MOS 3372 INDIVIDUAL EVENTS

**6000. PURPOSE.** This chapter details the individual events that pertain to Marine Enlisted Aides. Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

**6001. EVENT CODING.** Events in this T&R Manual are depicted with an up to 12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology

a. Field one. This field represents the community. This chapter contains the following community codes:

<u>Code</u>	<u>Description</u>
3372	Marine Enlisted Aide

b. Field two. This field represents the functional/duty area. This chapter contains the following functional/duty areas:

<u>Code</u>	<u>Description</u>
CUL	Culinary
HHM	Household Management

c. Field three. This field provides the level at which the event is accomplished and numerical sequencing of events. This chapter contains the following event levels:

<u>Code</u>	<u>Description</u>
2000	Core Plus Skills

**6002. INDEX OF INDIVIDUAL EVENTS**

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3372-CUL-2001	NO	Prepare a Gourmet Meal	6-3
3372-CUL-2002	NO	Manage Dining Room Services	6-3
3372-CUL-2003	NO	Prepare an off-site Executive Social Function	6-4
3372-CUL-2004	NO	Coordinate a social function	6-5
3372-CUL-2005	NO	Provide Bartending Service	6-6
3372-HHM-2101	NO	Prepare Official Attire	6-7
3372-HHM-2102	NO	Supervise Maintenance Operations of Government Quarters	6-7
3372-HHM-2103	NO	Process Mail	6-8
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3372-HHM-2107	NO	Develop Continuity Binder	6-11
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**6003. LIST OF INDIVIDUAL EVENTS**

**3372-CUL-2001:** Prepare a Gourmet Meal

**EVALUATION-CODED:** NO                      **SUSTAINMENT INTERVAL:** 12 months

**READINESS-CODED:** NO

**MOS PERFORMING:** 3372, 3381

**GRADES:** CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given a location, given the number of guests attending, special dietary restrictions, a budget, and recipes.

**STANDARD:** Ensuring the meal meets current industry standards.

**PERFORMANCE STEPS:**

1. Develop menu.
2. Determine support requirements.
3. Determine subsistence requirements.
4. Determine equipment requirements.
5. Procure subsistence items.
6. Prepare menu items.
7. Return location to high state of readiness.

**REFERENCES:**

1. Marine Aides Handbook
2. Culinary Institute of America Professional Cooking
3. DoD 5500.7\_ Joint Ethics Regulation (JER)
4. DODI 1315.09 Utilization of Enlisted Personnel on Personal Staffs of General and Flag Officers
5. MCO 1306.18\_ Marine Aide Program
6. NAVMED P-5010-1 Manual of Naval Preventive Medicine Food Safety
7. OPNAVINST 1306.3\_ Guidance for use of Enlisted Aides

**MISCELLANEOUS:**

**ADMINISTRATIVE INSTRUCTIONS:**

1. Performance of this task applies only to Marines being considered or currently assigned to the Marine Corps Enlisted Aide Program.
  2. Training for performance of this task is accomplished through command or program funded civilian education.
-

**3372-CUL-2002:** Manage Dining Room Services

**EVALUATION-CODED:** NO                   **SUSTAINMENT INTERVAL:** 12 months

**READINESS-CODED:** NO

**MOS PERFORMING:** 3372, 3381

**GRADES:** CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given a location, a specific function and appropriate materials.

**STANDARD:** Ensuring the meal is served in accordance with proper etiquette, the host preferences and current industry standards.

**PERFORMANCE STEPS:**

1. Identify number of courses.
2. Identify type of service and sequence.
3. Plate and serve individual courses.
4. Replenish items as needed.
5. Return location to high state of readiness.

**REFERENCES:**

1. Marine Aides Handbook
2. Culinary Institute of America Professional Cooking
3. DoD 5500.7\_ Joint Ethics Regulation (JER)
4. DODI 1315.09 Utilization of Enlisted Personnel on Personal Staffs of General and Flag Officers
5. MCO 1306.18\_ Marine Aide Program
6. NAVMED P-5010-1 Manual of Naval Preventive Medicine Food Safety
7. OPNAVINST 1306.3\_ Guidance for use of Enlisted Aides
8. Starkey International Professional Household Management

**MISCELLANEOUS:**

**ADMINISTRATIVE INSTRUCTIONS:**

1. Performance of this task applies only to Marines being considered or currently assigned to the Marine Corps Enlisted Aide Program.
2. Training for performance of this task is accomplished through command or program funded civilian education.

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**3372-CUL-2003:** Prepare an off-site Executive Social Function

**EVALUATION-CODED:** NO                   **SUSTAINMENT INTERVAL:** 12 months

**READINESS-CODED:** NO

**MOS PERFORMING:** 3372, 3381

**GRADES:** CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given a remote location.

**STANDARD:** In accordance to the General's guidance.

**PERFORMANCE STEPS:**

1. Conduct site survey.
2. Develop menu.
3. Determine logistical support required.
4. Set up food prep and dinning areas.
5. Prepare subsistence as required.
6. Serve the subsistence.
7. Return location to high state of readiness.

**REFERENCES:**

1. Marine Aides Handbook
2. Culinary Institute of America Professional Cooking
3. DoD 5500.7\_ Joint Ethics Regulation (JER)
4. DODI 1315.09 Utilization of Enlisted Personnel on Personal Staffs of General and Flag Officers
5. MCO 1306.18\_ Marine Aide Program
6. NAVMED P-5010-1 Manual of Naval Preventive Medicine Food Safety
7. OPNAVINST 1306.3\_ Guidance for use of Enlisted Aides
8. Starkey International Professional Household Management

**MISCELLANEOUS:**

**ADMINISTRATIVE INSTRUCTIONS:**

1. Performance of this task applies only to Marines being considered or currently assigned to the Marine Corps Enlisted Aide Program.
2. Training for performance of this task is accomplished through command or program funded civilian education.

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**3372-CUL-2004:** Coordinate a social function

**EVALUATION-CODED:** NO                    **SUSTAINMENT INTERVAL:** 12 months

**READINESS-CODED:** NO

**MOS PERFORMING:** 3372, 3381

**GRADES:** CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** Given a specified location.

**STANDARD:** Ensuring success of large social event in accordance with the host's guidance.

**PERFORMANCE STEPS:**

1. Determine type of event.

2. Coordinate support.
3. Supervise event.
4. Return site to high state of readiness.
5. Reconcile all records.

**REFERENCES:**

1. Marine Aides Handbook
2. Culinary Institute of America Professional Cooking
3. DoD 5500.7\_ Joint Ethics Regulation (JER)
4. DODI 1315.09 Utilization of Enlisted Personnel on Personal Staffs of General and Flag Officers
5. MCO 1306.18\_ Marine Aide Program
6. NAVMED P-5010-1 Manual of Naval Preventive Medicine Food Safety
7. OPNAVINST 1306.3\_ Guidance for use of Enlisted Aides
8. Starkey International Professional Household Management

**MISCELLANEOUS:**

**ADMINISTRATIVE INSTRUCTIONS:**

1. Performance of this task applies only to Marines being considered or currently assigned to the Marine Corps Enlisted Aide Program.
2. Training for performance of this task is accomplished through command or program funded civilian education.

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**3372-CUL-2005:** Provide Bartending Service

**EVALUATION-CODED:** NO                      **SUSTAINMENT INTERVAL:** 12 months

**READINESS-CODED:** NO

**MOS PERFORMING:** 3372, 3381

**GRADES:** CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given a location, type of occasion, and appropriate bar accessories.

**STANDARD:** Ensuring appropriate amounts/type of spirits/beverages are readily available and served throughout the function.

**PERFORMANCE STEPS:**

1. Determine the number of guests attending.
2. Determine needed amounts of beverages, spirits and bar accessories.
3. Requisition items as required.
4. Set up beverage station.
5. Serve beverages.
6. Return location to high state of readiness.

**REFERENCES:**

1. Marine Aides Handbook
2. Culinary Institute of America Professional Cooking

3. DoD 5500.7\_ Joint Ethics Regulation (JER)
4. DODI 1315.09 Utilization of Enlisted Personnel on Personal Staffs of General and Flag Officers
5. MCO 1306.18\_ Marine Aide Program
6. NAVMED P-5010-1 Manual of Naval Preventive Medicine Food Safety
7. OPNAVINST 1306.3\_ Guidance for use of Enlisted Aides
8. Starkey International Professional Household Management

**MISCELLANEOUS:**

**ADMINISTRATIVE INSTRUCTIONS:**

1. Performance of this task applies only to Marines being considered or currently assigned to the Marine Corps Enlisted Aide Program.
  2. Training for performance of this task is accomplished through command or program funded civilian education.
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**3372-HHM-2101:** Prepare Official Attire

**EVALUATION-CODED:** NO                      **SUSTAINMENT INTERVAL:** 12 months

**READINESS-CODED:** NO

**MOS PERFORMING:** 3372, 3381

**GRADES:** CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a Host's quarters, given appropriate devices.

**STANDARD:** In accordance with proper regulations.

**PERFORMANCE STEPS:**

1. Identify attire.
2. Prepare attire.

**REFERENCES:**

1. DoD 5500.7\_ Joint Ethics Regulation (JER)
2. DODI 1315.09 Utilization of Enlisted Personnel on Personal Staffs of General and Flag Officers
3. MCO 1306.18\_ Marine Aide Program
4. MCO P1020.34G W/CH 1-5 Marine Corps Uniform Regulations
5. OPNAVINST 1306.3\_ Guidance for use of Enlisted Aides

**MISCELLANEOUS:**

**ADMINISTRATIVE INSTRUCTIONS:**

1. Performance of this task applies only to Marines being considered or currently assigned to the Marine Corps Enlisted Aide Program.
  2. Training for performance of this task is accomplished through command or program funded civilian education.
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**3372-HHM-2102:** Supervise Maintenance Operations of Government Quarters

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**READINESS-CODED:** NO

**MOS PERFORMING:** 3372, 3381

**GRADES:** CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given quarters, maintenance budget, and maintenance requirement.

**STANDARD:** Ensuring all property, appliances and equipment are in a high state of readiness.

**PERFORMANCE STEPS:**

1. Identify needed maintenance.
2. Review applicable warranties.
3. Call appropriate maintenance authority.
4. Supervise maintenance.
5. Finalize maintenance logs.

**REFERENCES:**

1. CMC Green Letter 1-09 General Officer Marine Enlisted Aide Assignment and Employment Policy
2. CMC Green Letter 1-12 General Officer Quarters
3. DoD 5500.7\_ Joint Ethics Regulation (JER)
4. DODD 1100.12 Authority for Establishing Special Command Positions
5. DODI 1315.09 Utilization of Enlisted Personnel on Personal Staffs of General and Flag Officers
6. MCO 11000.22 Marine Corps Bachelor and Family Housing Management
7. MCO 1306.18\_ Marine Aide Program
8. OPNAVINST 1306.3\_ Guidance for use of Enlisted Aides
9. SECNAV MEMORANDUM DTD 28 JUN 2013 Special Command Submission
10. SECNAVINST 11101.73 General and Flag Officers Quarters

**MISCELLANEOUS:**

**ADMINISTRATIVE INSTRUCTIONS:**

1. Performance of this task applies only to Marines being considered or currently assigned to the Marine Corps Enlisted Aide Program.
  - 2 .Training for performance of this task is accomplished through command or program funded civilian education.
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**3372-HHM-2103:** Process Mail

**EVALUATION-CODED:** NO                   **SUSTAINMENT INTERVAL:** 12 months

**READINESS-CODED:** NO

**MOS PERFORMING:** 3372, 3381

**GRADES:** CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Assigned to government quarters.

**STANDARD:** Ensuring all command postal policies are enforced.

**PERFORMANCE STEPS:**

1. Identify mail requirements.
2. Process undeliverable mail.

**REFERENCES:**

1. DoD 5500.7\_ Joint Ethics Regulation (JER)
2. DODI 1315.09 Utilization of Enlisted Personnel on Personal Staffs of General and Flag Officers
3. Local SOP Local Standard Operating Procedures
4. MCO 1306.18\_ Marine Aide Program
5. OPNAVINST 1306.3\_ Guidance for use of Enlisted Aides

**MISCELLANEOUS:**

**ADMINISTRATIVE INSTRUCTIONS:**

1. Performance of this task applies only to Marines being considered or currently assigned to the Marine Corps Enlisted Aide Program.
  2. Training for performance of this task is accomplished through command or program funded civilian education.
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**3372-HHM-2104:** Maintain Financial and Accounting Records

**EVALUATION-CODED:** NO                   **SUSTAINMENT INTERVAL:** 6 months

**READINESS-CODED:** NO

**MOS PERFORMING:** 3372, 3381

**GRADES:** CPL, SGT, SSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Assigned to official quarters, and assigned financial responsibilities.

**STANDARD:** Ensure funds are properly utilized and accounted for.

**PERFORMANCE STEPS:** Develop Accounting system.

**REFERENCES:**

1. DoD 5500.7\_ Joint Ethics Regulation (JER)
2. DODI 1315.09 Utilization of Enlisted Personnel on Personal Staffs of General and Flag Officers
3. FAR Federal Acquisition Regulation
4. MCO 1306.18\_ Marine Aide Program
5. OPNAVINST 1306.3\_ Guidance for use of Enlisted Aides

**MISCELLANEOUS:**

**ADMINISTRATIVE INSTRUCTIONS:**

1. Performance of this task applies only to Marines being considered or currently assigned to the Marine Corps Enlisted Aide Program.
  2. Training for performance of this task is accomplished through command or program funded civilian education.
- 

**3372-HHM-2105:** Implement Communications Plan

**EVALUATION-CODED:** NO                      **SUSTAINMENT INTERVAL:** 12 months

**READINESS-CODED:** NO

**MOS PERFORMING:** 3372, 3381

**GRADES:** CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Assigned to official quarters, provided appropriate communications equipment, communications plan, and administrative supplies.

**STANDARD:** Ensuring the host, command staff and appropriate personnel are properly informed.

**PERFORMANCE STEPS:**

1. Gather required contact information.
2. Determine the most effective form of communication.
3. Submit input into the household management binder.
4. Utilize effective communication.

**REFERENCES:**

1. DoD 5500.7\_ Joint Ethics Regulation (JER)
2. DODI 1315.09 Utilization of Enlisted Personnel on Personal Staffs of General and Flag Officers
3. MCO 1306.18\_ Marine Aide Program
4. OPNAVINST 1306.3\_ Guidance for use of Enlisted Aides
5. Starkey International Professional Household Management

**MISCELLANEOUS:**

**ADMINISTRATIVE INSTRUCTIONS:**

1. Performance of this task applies only to Marines being considered or currently assigned to the Marine Corps Enlisted Aide Program.

2. Training for performance of this task is accomplished through command or program funded civilian education.

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**3372-HHM-2106:** Maintain Areas of Responsibility

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**READINESS-CODED:** NO

**MOS PERFORMING:** 3372, 3381

**GRADES:** CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Assigned to official area of responsibility and given proper materials.

**STANDARD:** Ensure the area of responsibility is maintained in accordance with guidance.

**PERFORMANCE STEPS:**

1. Identify areas of responsibility.
2. Develop and implement cleaning plan.
3. Clean zones.

**REFERENCES:**

1. CMC Green Letter 1-09 General Officer Marine Enlisted Aide Assignment and Employment Policy
2. CMC Green Letter 1-12 General Officer Quarters
3. DoD 5500.7\_ Joint Ethics Regulation (JER)
4. DODD 1100.12 Authority for Establishing Special Command Positions
5. DODI 1315.09 Utilization of Enlisted Personnel on Personal Staffs of General and Flag Officers
6. MCO 11000.22 Marine Corps Bachelor and Family Housing Management
7. MCO 1306.18\_ Marine Aide Program
8. OPNAVINST 1306.3\_ Guidance for use of Enlisted Aides
9. SECNAV MEMORANDUM DTD 28 JUN 2013 Special Command Submission
10. SECNAVINST 11101.73 General and Flag Officers Quarters

**MISCELLANEOUS:**

**ADMINISTRATIVE INSTRUCTIONS:**

1. Performance of this task applies only to Marines being considered or currently assigned to the Marine Corps Enlisted Aide Program.
  2. Training for performance of this task is accomplished through command or program funded civilian education.
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**3372-HHM-2107:** Develop Continuity Binder

**EVALUATION-CODED:** NO                   **SUSTAINMENT INTERVAL:** 12 months

**READINESS-CODED:** NO

**MOS PERFORMING:** 3372, 3381

**GRADES:** CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Assigned to quarters, given administrative supplies, and office equipment.

**STANDARD:** Maintain standard operating procedures for areas of responsibility.

**PERFORMANCE STEPS:**

1. Analyze requirements.
2. Draft standards/ procedures.
3. Publish operating procedures.

**REFERENCES:**

1. CMC Green Letter 1-09 General Officer Marine Enlisted Aide Assignment and Employment Policy
2. CMC Green Letter 1-12 General Officer Quarters
3. DoD 5500.7\_ Joint Ethics Regulation (JER)
4. DODD 1100.12 Authority for Establishing Special Command Positions
5. DODI 1315.09 Utilization of Enlisted Personnel on Personal Staffs of General and Flag Officers
6. MCO 11000.22 Marine Corps Bachelor and Family Housing Management
7. MCO 1306.18\_ Marine Aide Program
8. OPNAVINST 1306.3\_ Guidance for use of Enlisted Aides
9. SECNAV MEMORANDUM DTD 28 JUN 2013 Special Command Submission
10. SECNAVINST 11101.73 General and Flag Officers Quarters

**MISCELLANEOUS:**

**ADMINISTRATIVE INSTRUCTIONS:**

1. Performance of this task applies only to Marines being considered or currently assigned to the Marine Corps Enlisted Aide Program.
  2. Training for performance of this task is accomplished through command or program funded civilian education.
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**3372-HHM-2108:** Coordinate Protocol

**EVALUATION-CODED:** NO                   **SUSTAINMENT INTERVAL:** 12 months

**READINESS-CODED:** NO

**MOS PERFORMING:** 3372, 3381

**GRADES:** CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given a location and official requirements.

**STANDARD:** To ensure all protocol procedures have been met according to provided guidance.

**PERFORMANCE STEPS:**

1. Identify the function.
2. Coordinate with appropriate authorities.
3. Supervise execution.
4. Conduct After Action Review.

**REFERENCES:**

1. DFAR Defense Federal Acquisition Regulation (DFAR)
2. DoD 5500.7\_ Joint Ethics Regulation (JER)
3. DODI 1315.09 Utilization of Enlisted Personnel on Personal Staffs of General and Flag Officers
4. MCO 1306.18\_ Marine Aide Program
5. OPNAVINST 1306.3\_ Guidance for use of Enlisted Aides

**MISCELLANEOUS:**

**ADMINISTRATIVE INSTRUCTIONS:**

1. Performance of this task applies only to Marines being considered or currently assigned to the Marine Corps Enlisted Aide Program.
2. Training for performance of this task is accomplished through command or program funded civilian education.

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CHAPTER 7

MOS 3381 INDIVIDUAL EVENTS

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FS T&R MANUAL

CHAPTER 7

MOS 3381 INDIVIDUAL EVENTS

**7000. PURPOSE.** This chapter details the individual events that pertain to Food Service Specialists. Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

**7001. EVENT CODING.** Events in this T&R Manual are depicted with an up to 12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology

a. Field one. This field represents the community. This chapter contains the following community codes:

<u>Code</u>	<u>Description</u>
3381	Food Service Specialist

b. Field two. This field represents the functional/duty area. This chapter contains the following functional/duty areas:

<u>Code</u>	<u>Description</u>
ADMN	Administrative
CTQA	Contracting/Quality Assurance
CUR	Curator
EXPD	Expeditionary
FDPR	Food Preparation
GARR	Garrison
MAP	Marine Aide Program
SUBS	Subsistence
HHM	Household Management
NUTR	Nutrition

c. Field three. This field provides the level at which the event is accomplished and numerical sequencing of events. This chapter contains the following event levels:

<u>Code</u>	<u>Description</u>
1000	Core Skills
2000	Core Plus Skills

**7002. INDEX OF INDIVIDUAL EVENTS**

Event Code	Event	Page
1000 Level Events		
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#### 7003. LIST OF INDIVIDUAL EVENTS

**3381-EXPD-1101:** Operate Field Food Service Equipment

**EVALUATION-CODED:** NO **SUSTAINMENT INTERVAL:** 6 months

**READINESS-CODED:** NO

**MOS PERFORMING:** 3381

**GRADES:** PVT, PFC, LCPL, CPL, SGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given an environment and references.

**STANDARD:** In accordance with Technical Manuals.

**PERFORMANCE STEPS:**

1. Review the appropriate publication(s).
2. Setup equipment.
3. Perform operations safety check.
4. Operate equipment.
5. Perform post operation checks and services.

**REFERENCES:**

1. MCRP 3-40G.1 Marine Corps Field Feeding Program
2. TM 09211A-14&P Operation and Maintenance Manual for the Tray Ration Heating System

**3381-EXPD-1102:** Perform Preventative Maintenance Checks and Services

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**READINESS-CODED:** NO

**MOS PERFORMING:** 3381

**GRADES:** PVT, PFC, LCPL

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given equipment, Automated Information System (AIS), appropriate tools, and administrative supplies.

**STANDARD:** To ensure field food service equipment is maintained in an operational state of readiness.

**PERFORMANCE STEPS:**

1. Utilize AIS.
2. Perform checks and services before operation.
3. Perform checks and services during operation.
4. Perform checks and services after operation.

**REFERENCES:**

1. MCO 4790.2\_ Field-Level Maintenance Management Policy (FLMMP)
2. MCO 5210.11F Marine Corps Records Management Program
3. TM 09211A-14&P Operation and Maintenance Manual for the Tray Ration Heating System
4. TM 10-7360-204-13 Field Range (M-2) TM
5. TM 11805A-OI/2 Expeditionary Field Kitchen
6. TM 4700-15/1\_ Ground Equipment Record Procedures
7. UM 4400.125 GCSS-MC User Manual

**MISCELLANEOUS:**

**ADMINISTRATIVE INSTRUCTIONS:** Ensure PMCS schedules for external supporting entities are submitted i.e. Motor Transportation, Engineers and Refrigerator mechanics.

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**3381-FDPR-1101:** Prepare Food Products

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**READINESS-CODED:** NO

**MOS PERFORMING:** 3381

**GRADES:** PVT, PFC, LCPL, CPL, SGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service environment.

**STANDARD:** To comply with the approved menu and appropriate references.

**PERFORMANCE STEPS:**

1. Determine products to be prepared.
2. Prepare product.

**REFERENCES:**

1. ALNAV 050/15 DoN Talent Management Initiatives
  2. BUMEDINST 10110.6 Nutrition Standards and Education
  3. MCO 10110.14\_ Marine Corps Food Service and Subsistence Program
  4. MCO 10110.42\_ Armed Forces Recipe Service Cards
  5. MCO 10110.43\_ Index of Recipes Armed Forces Recipe Service
  6. MSG CMC L WASHINGTON DC ( 282004Z Aug 15) NUTRITION AND MARINE CORPS FOOD MANAGEMENT INFORMATION SYSTEM INITIATIVES
  7. NAVMED P-5010-1 Manual of Naval Preventive Medicine Food Safety
- 

**3381-GARR-1101:** Operate Food Preparation and Service Equipment (FPSE)

**EVALUATION-CODED:** NO                      **SUSTAINMENT INTERVAL:** 12 months

**READINESS-CODED:** NO

**MOS PERFORMING:** 3381

**GRADES:** PVT, PFC, LCPL

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given a requirement.

**STANDARD:** In accordance with manufacturer's operating & safety instructions.

**PERFORMANCE STEPS:**

1. Identify the equipment.
2. Operate FPSE equipment according to manufacturer's operating and safety instructions.

**REFERENCES:**

1. FPSE Manufacturers operating and safety instructions
  2. MCO 10110.14\_ Marine Corps Food Service and Subsistence Program
  3. NAVMED P-5010-1 Manual of Naval Preventive Medicine Food Safety
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**3381-SUBS-1101:** Perform Storeroom Functions

**EVALUATION-CODED:** NO                      **SUSTAINMENT INTERVAL:** 12 months

**READINESS-CODED:** NO

**MOS PERFORMING:** 3381

**GRADES:** PVT, PFC, LCPL, CPL, SGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service environment.

**STANDARD:** To ensure garrison and field subsistence are accounted for.

**PERFORMANCE STEPS:**

1. Receive subsistence items.
2. Store subsistence.
3. Issue subsistence items.
4. Perform inventory.
5. Perform housekeeping duties.

**REFERENCES:**

1. MCO 10110.14\_ Marine Corps Food Service and Subsistence Program
  2. MCO 4400.150\_ Consumer Level Supply Policy
  3. MCO P4400.151\_ Intermediate-Level Supply Management Policy Manual
  4. NAVMED P-5010-1 Manual of Naval Preventive Medicine Food Safety
  5. NAVMED P-5010-9 Manual of Naval Preventive Medicine, Chapter 9, Preventive Medicine for Ground Forces
- 

**3381-ADMN-2101:** Prepare the Financial Status

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 6 months

**READINESS-CODED:** NO

**MOS PERFORMING:** 3381

**GRADES:** CPL, SGT, SSGT, GYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service environment and given the appropriate Automated Information System.

**STANDARD:** To ensure accuracy and financial solvency of a food service operation in relation to the target cost to feed.

**PERFORMANCE STEPS:**

1. Compare Cost to Feed to the Daily Cost Analysis (DCA).
2. Compare on-hand inventory level to authorized level.
3. Compare subsistence expenditures equating to under/over expenditure.

**REFERENCES:**

1. DoD 7000.14-R Department of Defense Financial Management Regulations (DoDFMR), Volume 7A: "Military Pay Policy - Active Duty and Reserve Pay"
2. MCFMIS SOP Standard Operating Procedures
3. MCO 10110.14\_ Marine Corps Food Service and Subsistence Program

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**3381-ADMN-2102:** Develop Fiscal Requirements

**EVALUATION-CODED:** NO                   **SUSTAINMENT INTERVAL:** 12 months

**READINESS-CODED:** NO

**MOS PERFORMING:** 3381

**GRADES:** SSGT, GYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given administrative supplies.

**STANDARD:** To ensure appropriate resources are allocated to support food service operations.

**PERFORMANCE STEPS:**

1. Determine budget requirements.
2. Submit budget requirements.

**REFERENCES:**

1. DOD 1338.10M DOD Food Service Manual
  2. DOD FMR 7000.14-R, Volume 2B DOD Financial Management Regulation
  3. MCO 1000.6\_ Assignment, Classification and Travel Systems Manual (ACTSMAN)
  4. MCO 10110.14\_ Marine Corps Food Service and Subsistence Program
  5. MCO 7300.21B Marine Corps Financial Management Standard Operating Procedure Manual
- 

**3381-ADMN-2103:** Perform Authorized Custodian/Cash Collection Agent Duties

**EVALUATION-CODED:** NO                   **SUSTAINMENT INTERVAL:** 12 months

**READINESS-CODED:** NO

**MOS PERFORMING:** 3381

**GRADES:** CPL, SGT, SSGT, GYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given administrative supplies.

**STANDARD:** To ensure proper accountability and safeguarding of funds.

**PERFORMANCE STEPS:**

1. Utilize appropriate Automated Information System (AIS)
2. Validate data.
3. Make deposit.

4. Maintain records.

**REFERENCES:**

1. DoD 7000.14-R Department of Defense Financial Management Regulations (DoDFMR), Volume 7A: "Military Pay Policy - Active Duty and Reserve Pay"
2. Local SOP Local Standard Operating Procedures
3. MCO 10110.14\_ Marine Corps Food Service and Subsistence Program

**MISCELLANEOUS:**

**ADMINISTRATIVE INSTRUCTIONS:** The MCFMIS Meal Activity Report also replaced the NAVMC 10298, Cash Meal Payment Sheet and is the basic record for collecting and accounting for cash received from the sale of meals. It is electronically generated based on transactions occurring at the Point of Sales (POS) station. In a field environment utilize appropriate NAVMC 10298 form and procedures.

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**3381-ADMN-2104:** Identify Host Nation Support Requirements

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**READINESS-CODED:** NO

**MOS PERFORMING:** 3381

**GRADES:** SSGT, GYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given a service support agreement.

**STANDARD:** To ensure all requirements are properly identified.

**PERFORMANCE STEPS:**

1. Identify type of agreement.
2. Identify payment/reimbursement method.
3. Identify information to appropriate agency.
4. Maintain records.

**REFERENCES:**

1. FAR Federal Acquisition Regulation
  2. MCO 10110.14\_ Marine Corps Food Service and Subsistence Program
  3. MCWP 4-12 Operational-Level Logistics
-

**3381-CUR-2101:** Perform Curator Duties

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**READINESS-CODED:** NO

**MOS PERFORMING:** 3381

**GRADES:** CPL, SGT, SSGT, GYSGT

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** Given a historical quarters. Assigned to the Home of the Commandant of the Marine Corps, given inventories and historical artifacts.

**STANDARD:** Ensuring historical items are maintained in accordance to Marine Corps Historical Society Standards.

**PERFORMANCE STEPS:**

1. Contact historical agencies.
2. Identify and record historical items.
3. Maintain and display items as required.
4. Report data to designated agency.

**REFERENCES:** MCO 1306.18\_ Marine Aide Program

**MISCELLANEOUS:**

**ADMINISTRATIVE INSTRUCTIONS:**

1. Performance of this task applies only to Marines being considered or currently assigned to the Marine Corps Enlisted Aide Program.
2. Training for performance of this task is accomplished through command or program funded civilian education.

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**3381-EXPD-2101:** Execute Expeditionary Food Service Operations

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**READINESS-CODED:** NO

**MOS PERFORMING:** 3381

**GRADES:** CPL, SGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In an expeditionary environment, given a mission, required documents, and supplies.

**STANDARD:** To provide food service support while sustaining operational conditions.

**PERFORMANCE STEPS:**

1. Identify logistical support requirements.
2. Complete Field Deployment/Planning checklist.
3. Determine subsistence support required.
4. Submit requirements to appropriate agency.
5. Utilize Automated Information System (AIS).

**REFERENCES:**

1. Local SOP Local Standard Operating Procedures
  2. MCO 10110.14\_ Marine Corps Food Service and Subsistence Program
  3. MCRP 3-40G.1 Marine Corps Field Feeding Program
  4. MCTP 13-10C Unit Embarkation Handbook
  5. MCTP 3-40B Tactical-Level Logistics
  6. NAVMED P-5010-1 Manual of Naval Preventive Medicine Food Safety
  7. NAVMED P-5010-9 Manual of Naval Preventive Medicine, Chapter 9, Preventive Medicine for Ground Forces
- 

**3381-EXPD-2102:** Plan Expeditionary Food Service Operations

**EVALUATION-CODED:** NO                      **SUSTAINMENT INTERVAL:** 12 months

**READINESS-CODED:** NO

**MOS PERFORMING:** 3381

**GRADES:** SSGT, GYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a planning environment, given a mission, required documents, and administrative supplies.

**STANDARD:** To ensure food service support is provided while sustaining operational conditions.

**PERFORMANCE STEPS:**

1. Participate in Operational Planning Teams (OPT)
2. Validate Field Deployment/Planning checklist.
3. Validate subsistence support required.
4. Validate subsistence items.
5. Submit all requisitions into appropriate AIS.

**REFERENCES:**

1. MCO 10110.14\_ Marine Corps Food Service and Subsistence Program
  2. MCRP 3-40G.1 Marine Corps Field Feeding Program
  3. MCTP 13-10C Unit Embarkation Handbook
  4. MCWP 4-11 Tactical-Level Logistics
  5. NAVMED P-5010-9 Manual of Naval Preventive Medicine, Chapter 9, Preventive Medicine for Ground Forces
-

**3381-EXPD-2103:** Supervise Preventative Maintenance Checks and Services

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**READINESS-CODED:** NO

**MOS PERFORMING:** 3381

**GRADES:** CPL, SGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given equipment, Automated Information System (AIS), appropriate tools, and administrative supplies.

**STANDARD:** To ensure field food service equipment is maintained in an operational state of readiness.

**PERFORMANCE STEPS:**

1. Utilize AIS.
2. Perform before, during and after checks and services.
3. Supervise operations.

**REFERENCES:**

1. MCO 5210.11F Marine Corps Records Management Program
  2. TM 09211A-14&P Operation and Maintenance Manual for the Tray Ration Heating System
  3. TM 09211A-14&P SUPPLEMENT 1 Enhanced Tray Ration Heating System
  4. TM 10-7360-204-13 Field Range (M-2)TM
  5. TM 11464A-OI MILITARY CONTAINER CHASSIS TRAILER (MCCT) MODEL MCC20
  6. TM 11805A-OI/2 Expeditionary Field Kitchen
  7. TM 4700-15/1\_ Ground Equipment Record Procedures
  8. UM 4400.125 GCSS-MC User Manual
- 

**3381-EXPD-2104:** Validate Maintenance Checks and Services

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**READINESS-CODED:** NO

**MOS PERFORMING:** 3381

**GRADES:** SSGT, GYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given equipment, Automated Information System (AIS), appropriate tools, and administrative supplies.

**STANDARD:** To ensure field food service equipment is maintained in an operational state of readiness.

**PERFORMANCE STEPS:**

1. Utilize AIS.
2. Supervise maintenance checks and services.

**REFERENCES:**

1. MCO 5210.11\_ Marine Corps Records Management Program
  2. TM 09211A-14&P Operation and Maintenance Manual for the Tray Ration Heating System
  3. TM 09211A-14&P SUPPLEMENT 1 Enhanced Tray Ration Heating System
  4. TM 10-7360-204-13 Field Range (M-2) TM
  5. TM 11464A-OI MILITARY CONTAINER CHASSIS TRAILER (MCCT) MODEL MCC20
  6. TM 115574A-01 Large Field Refrigeration System
  7. TM 11609A-01 Small Field Refrigeration Record Procedure
  8. TM 11805A-OI/2 Expeditionary Field Kitchen
  9. TM 4700-15/1\_ Ground Equipment Record Procedures
  10. UM 4400.125 GCSS-MC User Manual
- 

**3381-FDPR-2001:** Supervise Meal Production

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 6 months

**READINESS-CODED:** NO

**MOS PERFORMING:** 3381

**GRADES:** CPL, SGT, SSGT, GYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service environment.

**STANDARD:** To comply with Military Dietary Reference Intakes (MDRIs)

**PERFORMANCE STEPS:**

1. Enter information on the cook's/production worksheet.
2. Verify subsistence requirements.
3. Determine substitutions.
4. Conduct pre-meal brief.
5. Supervise meal preparation.
6. Perform post-meal procedures.

**REFERENCES:**

1. ALNAV 050/15 DoN Talent Management Initiatives
  2. BUMEDINST 10110.6 Nutrition Standards and Education
  3. MCFMIS SOP Standard Operating Procedures
  4. MCO 10110.14\_ Marine Corps Food Service and Subsistence Program
  5. MSG CMC L WASHINGTON DC ( 282004Z Aug 15) NUTRITION AND MARINE CORPS FOOD MANAGEMENT INFORMATION SYSTEM INITIATIVES
  6. NAVMED P-5010-1 Manual of Naval Preventive Medicine Food Safety
  7. NAVSUP 486 HANDBOOK Navy Food Service Operation Handbook
- 

**3381-GARR-2101:** Develop a Master Menu

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**READINESS-CODED:** NO

**MOS PERFORMING:** 3381

**GRADES:** SSGT, GYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given references, administrative supplies and a garrison feeding requirement.

**STANDARD:** To ensure compliance with menu standards.

**PERFORMANCE STEPS:**

1. Determine menu acceptability factors.
2. Utilize Automated Information System (AIS).

**REFERENCES:**

1. BUMEDINST 10110.6 Nutrition Standards and Education
  2. DOD 1338.10M DOD Food Service Manual
  3. Local SOP Local Standard Operating Procedures
  4. MCO 10110.14\_ Marine Corps Food Service and Subsistence Program
  5. MCO 10110.49 Nutrition and Menu Standards for Human Performance Optimization
  6. MCO P10110.42\_ Armed Forces Recipe Service
  7. MCO P10110.43 Armed Forces Recipe Service Index of Recipes
- 

**3381-GARR-2102:** Maintain Mess Hall Facility Improvement Program

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**READINESS-CODED:** NO

**MOS PERFORMING:** 3381

**GRADES:** SSGT, GYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a garrison environment.

**STANDARD:** To provide appropriate level food service facilities that meet mission requirements.

**PERFORMANCE STEPS:**

1. Identify requirements.
2. Forward to appropriate authority.

**REFERENCES:**

1. FC 4-722-OIN Navy and Marine Corps Dining Facilities
  2. MCO 10110.14\_ Marine Corps Food Service and Subsistence Program
-

**3381-HHM-2101:** Provide Hospitality for General/Flag Officers

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**READINESS-CODED:** NO

**MOS PERFORMING:** 3381

**GRADES:** CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** While in an executive dinning environment, mil-air flight status or Marine Corps Enlisted Aide Program.

**STANDARD:** Ensuring all requirements are in accordance with the senior executive's guidance.

**PERFORMANCE STEPS:**

1. Identify VIP and requirements.
2. Develop plan.
3. Prepare meals.
4. Serve meals.
5. Distribute comfort items.
6. Conduct after action review.

**REFERENCES:**

1. DoD 5500.7\_ Joint Ethics Regulation (JER)
2. DODI 1315.09 Utilization of Enlisted Personnel on Personal Staffs of General and Flag Officers
3. MCO 1306.18\_ Marine Aide Program
4. MCO 1500.52\_ Marine Corps Water Survival Training Program (MCWSTP)
5. MILPERSMAN 1220-100 Aircrew Program
6. OPNAVINST 1306.3\_ Guidance for use of Enlisted Aides
7. OPNAVINST 3710.7\_ NATOPS General Flight and Operating Instructions

**MISCELLANEOUS:**

**ADMINISTRATIVE INSTRUCTIONS:**

In order to receive an assignment to the CMC plane, these Marines must attend the Air Crew Survival Training School- However this does not train them to do the tasks described above.

Specific training provided by civilian education due to low volume of students per year. Perform flight crew duties. Clean aircraft.

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**3381-MAP-2101:** Provide Executive Level Food Service Support

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**READINESS-CODED:** NO

**MOS PERFORMING:** 3381

**BILLETS:** Marine Corps Enlisted Aide Program

**GRADES:** CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given a screened volunteer food service specialist accepted to the program, that has completed required initial training.

**STANDARD:** To ensure compliance with the General Officer's guidance.

**PERFORMANCE STEPS:**

1. Identify type of support.
2. Assign personnel to qualifying representational events.
3. Arrange travel and logistics.
4. Make liaison with event supervisor.
5. Perform necessary tasks.
6. Conduct after action review.

**REFERENCES:**

1. Marine Aides Handbook
2. CMC Green Letter 1-09 General Officer Marine Enlisted Aide Assignment and Employment Policy
3. DoD 5500.7\_ Joint Ethics Regulation (JER)
4. DODI 1315.09 Utilization of Enlisted Personnel on Personal Staffs of General and Flag Officers
5. MCO 1306.18\_ Marine Aide Program
6. OPNAVINST 1306.3\_ Guidance for use of Enlisted Aides
7. SECNAV 1306.2C Utilization of Enlisted Aides on Personal Staffs

**MISCELLANEOUS:**

**ADMINISTRATIVE INSTRUCTIONS:** Specific training provided by civilian education due to low volume of students per year.

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**3381-NUTR-2001:** Provide Performance Nutrition Materials & Concepts

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**READINESS-CODED:** NO

**MOS PERFORMING:** 3381

**GRADES:** CPL, SGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given materials and references.

**STANDARD:** To enhance knowledge on human performance optimization.

**PERFORMANCE STEPS:**

1. Communicate nutritional standards.
2. Recognize nutritional options for mess hall and field operations.
3. Identify the Operation Supplement Safety (OPSS) program and resources.

**REFERENCES:**

1. MCO 10110.14\_ Marine Corps Food Service and Subsistence Program
  2. MCO 10110.49 Nutrition and Menu Standards for Human Performance Optimization
  3. MCRP 8-10B.4 Marine Physical Readiness Training for Combat
- 

**3381-NUTR-2002:** Supervise Performance Nutrition Education Program & Concepts

**EVALUATION-CODED:** NO                      **SUSTAINMENT INTERVAL:** 12 months

**READINESS-CODED:** NO

**MOS PERFORMING:** 3381

**GRADES:** SSGT, GYSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given materials and references.

**STANDARD:** In order to oversee and communicate a functional patron nutrition program for human performance optimization.

**PERFORMANCE STEPS:**

1. Implement a subsistence and operational rations program to optimize performance.
2. Review standards for product evaluation and menu planning.
3. Provide patron education materials on performance nutrition and military guidelines for training environments.

**REFERENCES:**

1. DOD 1338.10M DOD Food Service Manual
2. MCO 10110.14\_ Marine Corps Food Service and Subsistence Program
3. MCO 10110.49 Nutrition and Menu Standards for Human Performance Optimization
4. MCRP 8-10B.4 Marine Physical Readiness Training for Combat
5. NATICK PAM 30-25 Operational Rations
6. NAVMC 2664 Financial Guidebook for Commanders
7. R121505Z JUN15 Department of the Navy Management Initiatives

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APPENDIX A

ACRONYMS

AAV - amphibious assault vehicle  
ACP - automated commissioning package  
ACT - accuracy completeness time sequence  
ACTS - Assignment, Classification, and Travel Systems  
AIRS - Automated Inspection Reporting System  
AO - area of operations  
APTS - advanced presentation and training skills  
AR - Active Reserve  
ASTB-E - Aviation Selection Test Battery Series-E  
AT4C - advanced tool for coaching  
BIC - billet information code  
CAPT - Captain  
CAR - commander's attainment report  
CBRN - chemical, biological, radiological, and nuclear  
CBT - computer-based training  
CG - commanding general  
CMC - Commandant of the Marine Corps  
CMR - consolidated memorandum receipt  
CO - commanding officer  
COA - course of action  
CONPLAN - contingency plan  
CONUS - continental United States  
COT - consecutive overseas tours  
CPL - Corporal  
CRP - combat readiness percentage; command recruiting program  
CSR - consolidated strength report  
CWO - chief warrant officer  
DEP - delayed entry program  
DL - distance learning  
DOD - Department of Defense  
DoDFMR - Department of Defense Financial Management Regulation  
DON - Department of the Navy  
DRRS - Defense Readiness Reporting System  
EAD - extended active duty  
ECFC - enlisted career force controls  
ECS - effective communication skills  
EFMP - Exceptional Family Member Program  
ENLPROM - enlisted promotions  
EPM - enlistment processing manual  
1STLT - First Lieutenant  
FAI - functional area inspection  
FLC - formal learning center  
FMF - fleet Marine force  
FY - fiscal year  
GOV - government owned vehicle  
GSA - Government Services Administration  
GYSGT - Gunnery Sergeant  
HOTAS - hands-on throttle and stick  
HQMC - Headquarters, Marine Corps  
IAW - in accordance with

IGMC - Inspector General of the Marine Corps  
IIADT - incremental initial active duty training  
IMI - individual multimedia instruction  
IPOCT - in place consecutive overseas tours  
IRAM - Individual Records Administration Manual  
IRR - Individual Ready Reserve  
IRT - Itinerant Recruiting Trip  
JPIC - Joint Package Inspection Checklist  
LATMOV - lateral move  
LCPL - Lance Corporal  
LDO - limited duty officer; line of duty  
LOI - letter of instruction  
LSL - lump sum leave  
MAJ - Major  
MARADMIN - Marine Administrative Message  
MARCORPROMMAN - Marine Corps Promotion Manual  
MARCORSEPMAN - Marine Corps Separation and Retirement Manual  
MARFORRES - Marine Corps Forces Reserve  
MASP - military academic skills program  
MC2 - Marine Corps Communication and Consulting  
MC3 - Marine Corps Communication, Coaching, and Counseling  
MC4 - Marine Corps Communication, Consulting, Coaching, and Counseling  
MCC - monitored command code  
MCEOB - Marine Corps Enlisted Opportunities Book  
MCI - Marine Corps Institute  
MCMEDS - Marine Corps Medical Entitlements Data System  
MCMP - Marine Corps mentoring program  
MCO - Marine Corps order  
MCOOB - Marine Corps Officer Opportunity Book  
MCP3 - Marine Corps Performance, Programming and Philosophy  
MCPS - Marine Corps Presentation Skills  
MCRAMM - Marine Corps Reserve Administrative Management Manual  
MCRC - Marine Corps Recruiting Command  
MCRD - Marine Corps Recruit Depot  
MCRISS - Marine Corps Recruiting Information Support System  
MCRISS-OSS - Marine Corps Recruiting Information Support System-Officer  
Selection Station  
MCRISS-PSRS - Marine Corps Recruiting Information Support System-Prior  
Service Recruiting Station  
MCRISS-PSRSS - Marine Corps Recruiting Information Support System-Prior  
Service Recruiting Substation  
MCRISS-RS - Marine Corps Recruiting Information Support System-Recruiting  
Station  
MCROB - Marine Corps Reserve Opportunity Book  
MCT - Marine Corps Task  
MCTFSPRIM - Marine Corps Total Force Reporting Instructions Manual  
MCTIMS - Marine Corps Training Information Management System  
MCTL - Marine Corps Task List  
MECEP - Marine Corps Enlisted Commissioning Education Program  
MEPCOM - Military Entrance Processing Command  
MEPS - Military Entrance Processing Station  
MET - mission essential task  
METL - mission essential task list  
MGIB-R - Montgomery GI Bill-Reserve  
MGYSGT - Master Gunnery Sergeant  
MIRS - USMEPCOM Integrated Resource System  
MISSO - Manpower Information Systems Support Officer

MOJT - Marine on-the-job training  
MOL - Marine online  
MOS - military occupational specialty  
MSC - major subordinate command  
MSGT - Master Sergeant  
MUD - Merkel Unit Designator  
NAMI - Naval Aerial Medical Institute  
NAVMC - Navy Marine Corps  
NIDT - Non-Instrumented Drug Test  
NMCI - Navy Marine Corps Communication Information  
NWA - new working applicant  
OCHF - Operations Chief  
OCM - Officer Commissioning Manual  
OCONUS - outside the continental United States  
OIC - officer in charge  
OPFOR - operating forces; opposing force; opposition force  
OPLAN - operational plan  
OPNAV - Office of the Chief of Naval Operations  
OPNAVINST Chief of Naval Operations instruction  
OPS - operations  
OPSO - operations officer  
ORM - operational risk management  
OSO - officer selection officer  
OSS - officer selection station  
OST - officer selection team  
PAC - prospect applicant card  
PADD - projected active duty date  
PAR - Performance and Review  
PFC - Private First Class  
PSEP - prior service enlistment program  
PSF - public speaking forum  
PSR - prior service recruiter  
PSRS - prior service recruiting station  
PSRSS - prior service recruiting substation  
PTAD - permissive temporary additional duty  
PVT - Private  
QC - quality control  
QCIS - quality control SITREP  
QSN - quota serial number  
RAV - Retention Assist Visit  
RECLP - Reserve Enlisted Commissioning Program  
RELM - Reenlistment Extension Lateral Move  
RI - Recruiter Instructor  
ROEP - Reserve Option Enlistment Program  
RS - Recruiting Station  
RSCE - Recruiting Station Command Element  
RSS - Recruiting Substation  
RTF - recruiter training file  
RUC - reporting unit code  
S&R - Schedule and Results  
SAT - Systems Approach to Training  
SAV - staff assist visit  
SDA - special duty assignment  
SECNAVINST - Secretary of the Navy instruction  
SGT - Sergeant  
SGTMAJ - Sergeant Major  
SITREP situation report

SMB - SNCOIC Management Book  
SMCR - select Marine Corps reserve  
SME - subject matter expert  
SMOS - supplementary MOS  
SNCO - staff noncommissioned officer  
SNCOIC - staff noncommissioned officer in charge  
SOP - standing operating procedure  
SOS - statement of service  
SOU - statement of understanding  
SRB - selective reenlistment bonus  
SRI - Systematic Recruiting Inspection  
SRIP - Selected Reserve Incentive Program  
SSGT - Staff Sergeant  
T&R - training and readiness  
T/O - table of organization  
TECOM - Training and Education Command  
TIP - training input plan  
TMS - Training Management System  
UMIS - Unit Manpower Information Sheet  
UTM - unit training management  
WO - Warrant Officer  
XO - executive officer

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APPENDIX B

TERMS AND DEFINITIONS

Terms in this glossary are subject to change as applicable orders and directives are revised. Terms established by Marine Corps orders or directives take precedence after definitions found in Joint Publication 1-02, DOD Dictionary of Military and Associated Terms.

**A**

**After Action Review.** A professional discussion of training events conducted after all training to promote learning among training participants. The formality and scope increase with the command level and size of the training evolution. For longer exercises, they should be planned for at predetermined times during an exercise. The results of the AAR shall be recorded on an after action report and forwarded to higher headquarters. The commander and higher headquarters use the results of an AAR to reallocate resources, reprioritize their training plan, and plan for future training.

**Assessment.** An informal judgment of the unit's proficiency and resources made by a commander or trainer to gain insight into the unit's overall condition. It serves as the basis for the midrange plan. Commanders make frequent use of these determinations during the course of the combat readiness cycle in order to adjust, prioritize or modify training events and plans.

**C**

**Chaining.** A process that enables unit leaders to effectively identify subordinate collective events and individual events that support a specific collective event. For example, collective training events at the 4000-Level are directly supported by collective events at the 3000-Level. When a higher level event by its nature requires the completion of lower level events, they are "chained"; Sustainment credit is given for all lower level events chained to a higher event.

**Collective Event.** A clearly defined, discrete, and measurable activity, action, or event (i.e., task) that requires organized team or unit performance and leads to accomplishment of a mission or function. A collective task is derived from unit missions or higher-level collective tasks. Task accomplishment requires performance of procedures composed of supporting collective or individual tasks. A collective task describes the exact performance a group must perform in the field under actual operational conditions. The term "collective" does not necessarily infer that a unit accomplishes the event. A unit, such as a squad or platoon conducting an attack; may accomplish a collective event or, it may be accomplished by an individual to accomplish a unit mission, such as a battalion supply officer completing a reconciliation of the battalion's CMR. Thus, many collective events will have titles that are the same as individual events; however, the standard and condition will be different because the scope of the collective event is broader.

**Collective Training Standards (CTS).** Criteria that specify mission and functional area unit proficiency standards for combat, combat support, and combat service support units. They include tasks, conditions, standards, evaluator instruction, and key indicators. CTS are found within collective training events in T&R Manuals.

**Combat Readiness Cycle.** The combat readiness cycle depicts the relationships within the building block approach to training. The combat readiness cycle progresses from T&R Manual individual core skills training, to the accomplishment of collective training events, and finally, to a unit's participation in a contingency or actual combat. The combat readiness cycle demonstrates the relationship of core capabilities to unit combat readiness. Individual core skills training and the training of collective events lead to unit proficiency and the ability to accomplish the unit's stated mission.

**Combat Readiness Percentage (CRP).** The CRP is a quantitative numerical value used in calculating collective training readiness based on the E-Coded events that support the unit METL. CRP is a concise measure of unit training accomplishments. This numerical value is only a snapshot of training readiness at a specific time. As training is conducted, unit CRP will continuously change.

**Condition.** The condition describes the training situation or environment under which the training event or task will take place. Expands on the information in the title by identifying when, where and why the event or task will occur and what materials, personnel, equipment, environmental provisions, and safety constraints must be present to perform the event or task in a real-world environment. Commanders can modify the conditions of the event to best prepare their Marines to accomplish the assigned mission (e.g. in a desert environment; in a mountain environment; etc.).

**Core Competency.** Core competency is the comprehensive measure of a unit's ability to accomplish its assigned MET. It serves as the foundation of the T&R Program. Core competencies are those unit core capabilities and individual core skills that support the commander's METL and T/O mission statement. Individual competency is exhibited through demonstration of proficiency in specified core tasks and core plus tasks. Unit proficiency is measured through collective tasks.

**Core Capabilities.** Core capabilities are the essential functions a unit must be capable of performing during extended contingency/combat operations. Core unit capabilities are based upon mission essential tasks derived from operational plans; doctrine and established tactics; techniques and procedures.

**Core Plus Capabilities.** Core plus capabilities are advanced capabilities that are environment, mission, or theater specific. Core plus capabilities may entail high-risk, high-cost training for missions that are less likely to be assigned in combat.

**Core Plus Skills.** Core plus skills are those advanced skills that are environment, mission, rank, or billet specific. 2000-Level training is designed to make Marines proficient in core skills in a specific billet or at a specified rank at the Combat Ready level. 3000-8000-Level training produces combat leaders and fully qualified section members at the Combat Qualified level. Marines trained at the Combat Qualified level are those the

commanding officer feels are capable of accomplishing unit-level missions and of directing the actions of subordinates. Many core plus tasks are learned via MOJT, while others form the base for curriculum in career level MOS courses taught by the formal school.

#### D

**Defense Readiness Reporting System (DRRS).** A comprehensive readiness reporting system that evaluates readiness on the basis of the actual missions and capabilities assigned to the forces. It is a capabilities-based, adaptive, near real-time reporting system for the entire Department of Defense.

**Deferred Event.** A T&R event that a commanding officer may postpone when in his or her judgment, a lack of logistic support, ammo, ranges, or other training assets requires a temporary exemption. CRP cannot be accrued for deferred "E-Coded" events.

**Delinquent Event.** An event becomes delinquent when a unit exceeds the sustainment interval for that particular event. The individual or unit must update the delinquent event by first performing all prerequisite events. When the unit commander deems that performing all prerequisite is unattainable, then the delinquent event will be re-demonstrated under the supervision of the appropriate evaluation authority.

#### E

**E-Coded Event.** An "E-Coded" event is a collective T&R event that is a noted indicator of capability or, a noted collective skill that contributes to the unit's ability to perform the supported MET. As such, only "E-Coded" events are assigned a CRP value and used to calculate a unit's CRP.

**Evaluation.** Evaluation is a continuous process that occurs at all echelons, during every phase of training and can be both formal and informal. Evaluations ensure that Marines and units are capable of conducting their combat mission. Evaluation results are used to reallocate resources, reprioritize the training plan, and plan for future training.

**Event (Training).** 1) An event is a significant training occurrence that is identified, expanded and used as a building block and potential milestone for a unit's training. An event may include formal evaluations. 2) An event within the T&R Program can be an individual training evolution, a collective training evolution or both. Through T&R events, the unit commander ensures that individual Marines and the unit progress from a combat capable status to a Fully Combat Qualified (FCQ) status.

**Event Component.** The major procedures (i.e., actions) that must occur to perform a Collective Event to standard.

**Exercise Commander (EC).** The Commanding General, Marine Expeditionary Force or his appointee will fill this role, unless authority is delegated to the respective commander of the Division, Wing, or FSSG. Responsibilities and functions of the EC include: 1) designate unit(s) to be evaluated, 2) may designate an exercise director, 3) prescribe exercise objectives and T&R events to be evaluated, 4) coordinate with commands or agencies external to the Marine Corps and adjacent Marine Corps commands, when required.

**Exercise Director (ED).** Designated by the EC to prepare, conduct, and report all evaluation results. Responsibilities and functions of the ED include: 1) Publish a letter of instruction (LOI) that: delineates the T&R events to be evaluated, establishes timeframe of the exercise, lists responsibilities of various elements participating in the exercise, establishes safety requirements/guidelines, and lists coordinating instructions. 2) Designate the TEC and TEGC to operate as the central control agency for the exercise. 3) Assign evaluators, to include the senior evaluator, and ensure that those evaluators are properly trained. 4) Develop the general exercise scenario taking into account any objectives/events prescribed by the EC. 5) Arrange for all resources to include: training areas, airspace, aggressor forces, and other required support.

**M**

**Marine Corps Ground Training and Readiness (T&R) Program.** The T&R Program is the Marine Corps' primary tool for planning and conducting training, for planning and conducting training evaluation, and for assessing training readiness. The program will provide the commander with standardized programs of instruction for units within the ground combat, combat support, and combat service support communities. It consolidates the ITS, CTS, METL and other individual and unit training management tools. T&R is a program of standards that systematizes commonly accepted skills, is open to innovative change, and above all, tailors the training effort to the unit's mission. Further, T&R serves as a training guide and provides commanders an immediate assessment of unit combat readiness by assigning a CRP to key training events. In short, the T&R Program is a building block approach to training that maximizes flexibility and produces the best-trained Marines possible.

**Mission Essential Task(s) MET(s).** A MET is a collective task in which an organization must be proficient in order to accomplish an appropriate portion of its wartime mission(s). MET listings are the foundation for the T&R Manual; all events in the T&R Manual support a MET.

**Mission Essential Task List (METL).** Descriptive training document that provides units a clear, war fighting focused description of collective actions necessary to achieve wartime mission proficiency. The service-level METL, that which is used as the foundation of the T&R Manual, is developed using Marine Corps doctrine, operational plans, T/Os, UJTL, UNTL, and MCTL. For community based T&R Manuals, an occupational field METL is developed to focus the community's collective training standards. Commanders develop their unit METL from the service-level METL, operational plans, contingency plans, and SOPs.

**O**

**Operational Readiness (DOD, NATO).** OR is the capability of a unit/formation, ship, weapon system, or equipment to perform the missions or functions for which it is organized or designed. May be used in a general sense or to express a level or degree of readiness.

**P**

**Prerequisite Event.** Prerequisites are the academic training and/or T&R events that must be completed prior to attempting the event.

**R**

**Readiness (DOD).** Readiness is the ability of U.S. military forces to fight and meet the demands of the national military strategy. Readiness is the synthesis of two distinct but interrelated levels: a) Unit readiness--The ability to provide capabilities required by combatant commanders to execute assigned missions. This is derived from the ability of each unit to deliver the outputs for which it was designed. b) Joint readiness--The combatant commander's ability to integrate and synchronize ready combat and support forces to execute assigned missions.

**S**

**Section Skill Tasks.** Section skills are those competencies directly related to unit functioning. They are group rather than individual in nature, and require participation by a section (S-1, S-2, S-3, etc).

**Simulation Training.** Simulators provide the additional capability to develop and hone core and core plus skills. Accordingly, the development of simulator training events for appropriate T&R syllabi can help maintain valuable combat resources while reducing training time and cost. Therefore, in cases where simulator fidelity and capabilities are such that simulator training closely matches that of actual training events, T&R Manual developers may include the option of using simulators to accomplish the training. CRP credit will be earned for E-Coded simulator events based on assessment of relative training event performance.

**Standard.** A standard is a statement that establishes criteria for how well a task or learning objective must be performed. The standard specifies how well, completely, or accurately a process must be performed or product produced. For higher-level collective events, it describes why the event is being done and the desired end-state of the event. Standards become more specific for lower-level events and outline the accuracy, time limits, sequencing, quality, product, process, restrictions, etc., that indicate the minimum acceptable level of performance required of the event. At a minimum, both collective and individual training standards consist of a task, the condition under which the task is to be performed, and the evaluation criteria that will be used to verify that the task has been performed to a satisfactory level.

**Sustainment Training.** Periodic retraining or demonstration of an event required maintaining the minimum acceptable level of proficiency or capability required to accomplish a training objective. Sustainment training goes beyond the entry-level and is designed to maintain or further develop proficiency in a given set of skills.

**Systems Approach to Training (SAT).** An orderly process for analyzing, designing, developing, implementing, and evaluating a unit's training program to ensure the unit, and the Marines of that unit acquire the knowledge and skills essential for the successful conduct of the unit's wartime missions.

**T**

**Training Task.** This describes a direct training activity that pertains to an individual Marine. A task is composed of 3 major components: a description of what is to be done, a condition, and a standard.

**Technical Exercise Controller (TEC).** The TEC is appointed by the ED, and usually comes from his staff or a subordinate command. The TEC is the senior evaluator within the TEGC and should be of equal or higher grade than the commander(s) of the unit(s) being evaluated. The TEC is responsible for ensuring that the evaluation is conducted following the instructions contained in this order and MCO 1553.3A. Specific T&R Manuals are used as the source for evaluation criteria.

**Tactical Exercise Control Group (TECG).** A TECG is formed to provide subject matter experts in the functional areas being evaluated. The benefit of establishing a permanent TECG is to have resident, dedicated evaluation authority experience, and knowledgeable in evaluation technique. The responsibilities and functions of the TECG include: 1) developing a detailed exercise scenario to include the objectives and events prescribed by the EC/ED in the exercise LOI; 2) conducting detailed evaluator training prior to the exercise; 3) coordinating and controlling role players and aggressors; 4) compiling the evaluation data submitted by the evaluators and submitting required results to the ED; 5) preparing and conducting a detailed exercise debrief for the evaluated unit(s).

**Training Plan.** Training document that outlines the general plan for the conduct of individual and collective training in an organization for specified periods of time.

## U

**Unit CRP.** Unit CRP is a percentage of the E-Coded collective events that support the unit METL accomplished by the unit. Unit CRP is the average of all MET CRP.

**Unit Evaluation.** All units in the Marine Corps must be evaluated, either formally or informally, to ensure they are capable of conducting their combat mission. Informal evaluations should take place during all training events. The timing of formal evaluations is critical and should, when appropriate, be directly related to the units' operational deployment cycle. Formal evaluations should take place after the unit has been staffed with the majority of its personnel, has had sufficient time to train to individual and collective standards, and early enough in the training cycle so there is sufficient time to correctly identified weaknesses prior to deployment. All combat units and units' task organized for combat require formal evaluations prior to operational deployments.

**Unit Training Management (UTM).** Unit training management is the use of the SAT and Marine Corps training principles in a manner that maximizes training results and focuses the training priorities of the unit on its wartime mission. UTM governs the major peacetime training activity of the Marine Corps and applies to all echelons of the Total Force.

## W

**Waived Event.** An event that is waived by a commanding officer when in his or her judgment, previous experience or related performance satisfies the requirement of a particular event.

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APPENDIX C

SIMULATION

Listed in this appendix are applicable simulators/simulations available to improve training for both individual Marines and unit training. Simulators and simulations provide the capability to develop and hone core and core plus competencies and capabilities. Accordingly, the use of training modeling and simulation systems for appropriate T&R events can help maintain valuable combat resources while reducing training time, cost, and risk. For more information regarding training Modeling & Simulation (M&S) Systems, review website:

<https://ehqmc.usmc.mil/org/mccdc/TECOM/directorates/MTSB/Internal/default.asp>  
x

1. Supporting Arms Virtual Trainer (SAVT) is a fixed-site, partial dome (260 X 60 degree), virtualimmersive training environment for Joint Terminal Attack Controller (JTACs), Forward Air Controllers (FACs), and Joint Forward Observers (JFOs). SAVT provides a "hands-on," immersive, mission-based, combined arms training environment. Personnel shall use training scenarios that require placement of tactical ordnance on selected targets using Joint Close Air Support (JCAS) procedures and observed fire procedures for Naval Surface Fire Support (NSFS), Artillery and Mortar fire. SAVT will provide a briefing and after action room for a group of students to monitor, review mission-based training events, and conduct after-action discussions. SAVT trains Marines to approved standards of training and readiness (T&R) tasks.

2. Indoor Simulated Marksmanship Trainer (ISMT) is an interactive three dimensional audio/video weapons simulator that provides enhanced small arms training in marksmanship, weapons employment, indirect fire, and tactical decision-making for Marines. The ISMT simulates range firing for basic infantry weapons, tactical employment training, call for fire, and shoot/no shoots decision-making drills. The ISMT can be utilized to train individuals, fire teams, and squads effectively and efficiently to the approved standards of combat skills and readiness.

3. Combat Convoy Simulator (CCS) is an interactive immersive training environment for convoy operations during combat, focusing on command and control. Other training capabilities include call for fire, call for close air support, mounted patrols, logistics support, high target extraction, MEDEVAC, and procedures for use of weapons in compliance with rules of engagement (ROE) and local TTPs. A single CCS suite of six vehicles provides for individual, crew, and platoon level training (up to 30 Marines at a time). The CCS trains Marines to approved standards of combat skills and readiness.

4. Deployable Virtual Training Environment (DVTE) is a deployable laptop PC based simulation system capable of emulating organic and supporting Infantry Battalion weapons systems and training scenarios to facilitate T&R based training. DVTE provides each installation and deployed Marine Forces with MAGTF (MEU level) Staff training, individual and collective skills sustainment, rapid planning, and almost spontaneous mission

rehearsal capability. DVTE increases training of individual and unit core skills enhancing a rapid, innovative and interactive small-unit leader decision making, and increased combined arms Training and pre-certification capability. The following is a list of the DVTE training applications/capabilities:

a. Virtual Battlespace 2 (VBS2) is an interactive, three-dimensional synthetic environment in which small unit tactics may be practiced among team members. Photo-realistic terrain, user created mission scenarios, and variable environmental conditions enhance the team training experience. Mission planning and mission rehearsal can be executed from squad to platoon level. VBS2 can be used to support Fire Support Training, convoy operations and tactical guided discussions.

b. Recognition of Combatants (ROC) a series consisting of applications covering Improvised Explosive Device (ROC-IED), Suicide Bomber (ROC-SB), Vehicle (ROC-V), and Aerial (ROC-Aerial) are self paced computer based training tools designed to improve awareness and recognition of various combatant capabilities and functional considerations.

c. Operational and Tactical Language and Cultural Training System (OTCLTS) is a self-paced language and cultural training application that allows the user to learn Iraqi Arabic, Indonesian, Pashto, Dari, and French languages along with cultural considerations.

d. Forward Observer PC Simulator (FOPCSIM) is an individual Fires trainer which provides training on the basic concepts of fire support. FOPCSIM is a procedural trainer for artillery and mortar Call for Fire. FOPCSIM is also the forward observer component of the Deployable Virtual Training Environment (DVTE) Combined Arms Network (CAN) that provides a training tool for integration of artillery and close air support with maneuver forces.

e. Combined Arms Planning Tool (CAPT) is a standalone tool that can be used to enter and test all elements of your fire support plan. Doctrinal rules have been incorporated into the program, so that once the fire support plan is entered, CAPT runs a "rules based" test on the plan to identify potential trouble areas.

f. Combined Arms Network (CAN) is a computer based training tool that provides standard based training for individual Forward Observers, Forward Air Controllers and Joint Terminal Attack Controllers (JTAC) as well as team training for company fire support teams (FIST). CAN currently supports JTAC/JFO certification training under the TACP T&R Manual.

5. The MAGTF Tactical Warfare Simulation (MTWS) is a simulation program which uses constructive input to train battle staffs from Battalion through MEF, Marine Forces Reserve (MARFORRES) and internal MEF components i.e., Ground Combat Element, Aircraft Combat Element, and Combat Service Support Element. The primary mission of MTWS is two-fold: to provide a realistic combat environment for commanders and their staffs to refine their decision-making skills and to assist in the Command and Control (C2) aspects of tactical field exercises. The system is designed to provide realistic representation of forces from any military organization, a method for defining any existing or new weapons systems is provided via a flexible user defined parametric database. It provides military

personnel with the opportunity to experience and acquire skill in combat operations without the expense and risk of taking real troops to the field.

1. Combined Arms Command and Control Trainer Upgrade System (CACCTUS) provides an institutional means to effectively train Marine staffs and units in all aspects of effectively integrating combined arms assets. The CACCTUS capability provides the full range of combined arms staff training and provides state of the art modeling and simulation networking technology to provide realistic Combined Arms Fire Support for the Marine Air Ground Task Force (MAGTF). The high resolution combat simulation provides the ability to provide ground truth in the exercise, stimulate organic C2 Systems, visually display the impact of supporting arms fires and realistically portray the coordinated actions of friendly forces and the action/reaction of the enemy maneuver forces. The automated communication system replicates tactical communication nets required for command and control of exercising units allowing the training audience to communicate normal warfighting communications and process orders and other information/questions to response cell controllers. CACCTUS provides an automated after action review capability for live and simulated training thereby allowing the Marine Corps to meet its service training requirements.

1. For more information on current simulations, contact your local Simulation Centers. The following is the contact information:

a. Battle Simulation Centers (Scheduling Office) (1) I MEF: (760)

725-2385

(2) II MEF: (910) 451-5435

1. III MEF:

- MCB Camp Butler: 011-81-611-722-7219/ DSN 315 622-7219/7516

- MCB Hawaii: Simulators & Trainers must be scheduled via RFMSS. 3MAR  
Simulations Center: (808) 257-2440/ DSN 457-2440 POC Sgt  
Brannan

(4) MAGTF TC: (760) 830-1366/1382

a. Ground Training Simulators (Scheduling Office)

1. MCB Camp Lejeune: (910) 451-7392

1.MCB Camp Pendleton: Simulators & Trainers can be scheduled via  
RFMSS. Training Support Division Help Desk/Ref Desk (760) 725-  
4444.

1.MCB Camp Butler: Tactical Training Devices and Simulators Support  
Section Help Desk, 011-81-98-969-2610/DSN: 623-2610.

1.MCB Hawaii: Simulators & Trainers must be scheduled via RFMSS.

G3 Ops & Training Scheduling Office: (808) 257-8816/ DSN 457-  
8816. Modeling & Simulations Division (M&S): (808) 257-1110/ DSN 457-  
1110.

(5) MAGTF-TC: DVTE (760) 830-5622; SAVT (760) 362-2324; CACCTUS  
(760)  
830-1382; CCS (760) 830-4192 & ISMT (760) 830- 4187. Schedule ODS and HMMWV  
Egress Assistance Trainer via RFMSS.

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APPENDIX D

REFERENCES

**Department of Defense Directive (DODD)**

DOD 1338.10M Food Service Manual  
DOD 7000.14 Financial Management Regulation (DoD FMR) Vol 2B Budget  
Formulation and Presentation (Chapters 4-19)

**Joint Publications (JPs)**

JOINT PUB 3-07.2 Joint Tactics, Techniques, and Procedures for Antiterrorism

**Secretary of the Navy Instructions**

SECNAVINST 5216.5 Naval Correspondence Manual  
SECNAVINST M-5210.2 Standard Subject Identification Code (SSIC) Manual

**Marine Corps Orders**

MCO 10110.14 Marine Corps Food Service and Subsistence Program  
MCO 3500.27\_ Operational Risk Management (ORM)  
MCO 5100.29\_ Marine Corps Safety Program  
MCO 5210.11\_ Marine Corps Records Management Program  
MCO P5600.31\_ Marine Corps Publications and Printing Regulations  
MCO 4200.29 Food Service Contracting  
MCO 10110.42C Armed Forces Recipe Service Cards  
MCO P10110.43 Armed Forces Recipe Service Index of Recipes  
MCO P11000.7 Facilities Maintenance Management  
MCO P10110.34\_ U.S. Marine Corps Food Service and Subsistence Program  
MCO 1306.18 Standards for Marines Assigned to Duty as Enlisted Aide  
MCO P1020.34\_ Marine Corps Uniform Regulations W/CH 1-4  
MCO P4790.2\_ Field-Level Maintenance Management Policy (FLMMP)  
MCO P10150.1 Garrison Property [CMR] Policy Manual  
MCO 4400.150 Consumer Level Supply Policy  
MCO 440/151 Intermediate Level Supply Management Policy Manual

**Marine Corps Warfighting Publications (MCWPs)**

MCWP 4-1 Logistics Operations

**Marine Corps Reference Publications**

MCRP 4-11-8A Marine Corps Field Feeding Program

**NAVMC Directives**

NAVMC 2692 Unit Safety Program Management Manual

**NAVMED Directives**

NAVMED P-5010-1 Tri-Service Food Code  
NAVMED P-5010.1 Navy Preventive Medicine Manual  
NAVMED P-5010.9 Ground Sanitation

**NAVMEDINST**

NAVMEDINST 10110.1 Nutrition Allowance, Standards, and Education

**Technical Manuals**

TM 08955B QUADCON Supplement #1

TM 08955C\_14\_P QUADCON TM  
TM 09211A-14 Tray Ration Heating System TM  
TM 10-7360-204-13 Field Range (M-2) TM  
TM 11805A-OI/1 Volume 1 Expeditionary Field Kitchen  
TM 11805A-OI/1 Volume 2 Expeditionary Field Kitchen  
TM 09211A-14&P Sup 1 Enhanced Tray Ration Heater System  
TM 11574A-OI Large Field Refrigeration System  
TM 11609A-OI Small Field Refrigeration System

**Miscellaneous**

LEM Local Emergency Plans  
29 CFR 1910.1200 Occupational Safety and Health Standards, Hazard  
Communication  
DFARS Defense Federal Acquisition Regulation Supplement  
FAR Federal Acquisition Regulation  
Culinary Institute of America Professional Cooking  
Marine Aides Handbook  
Starkey International Professional Household Management  
FPSE Manufacturers operating and safety instructions  
UM 4400-124 FMF SASSY Using Unit Procedures  
UM 4000-125 GCSS-MC User's Manual  
NAVCOMPT Navy Comptroller Manual  
PLMS Publications Library Management System  
DSCP-HB 4155.2 Inspection of Operational Rations  
NAVSUP-486 Food Service Management General Messes