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HEADQUARTERS UNITED STATES MARINE CORPS
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MARINE CORPS ORDER 10110.14N

From: Commandant of the Marine Corps
To: Distribution List

Subj: MARINE CORPS FOOD SERVICE AND SUBSISTENCE PROGRAM

Ref: See Enclosure (1)

Encl: (1) References
(2) Marine Corps Food Service and Subsistence Manual

Reports Required:

- I. Quarterly Subsistence Financial Report (QSFR) (Report Control Symbol EXEMPT), Chap. 4, par. 8.d(2)
- II. Subsistence Operational Analysis Report (SOAR) (Report Control Symbol MC-7220-01A and MC-7220-01B), Chap. 4, par. 9.b
- III. Mess Hall Utilization Report (Report Control Symbol EXEMPT), Chap. 12, par. 2

1. Situation. To promulgate policy for the Marine Corps Food Service and Subsistence Program, per references (a) through (an).

2. Cancellation. MCO 10110.14M

3. Mission. To issue policies for the management, operation, budgeting, and administration of garrison mess halls, field messes, and subsistence management.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Commanders at all echelons are responsible for implementation of the policy and procedures contained herein for the Marine Corps Food Service and Subsistence Management Program within the Marine Corps.

(2) Concept of Operations. This revised Order reflects substantial changes and should be reviewed in its entirety.

b. Subordinate Element Missions. Installation and Operating Force Commanders appoint a Food Service Officer (FSO) (MOS 3302) to function as a special staff officer who recommends action and interprets policies and directives that concern appropriated fund food service matters within the command. In the absence of an FSO, the senior enlisted food service Marine (MOS 3381) or federal civilian employee will perform the duties of the FSO. The FSO ensures the policies, standards, and criteria of the Food Service and Subsistence Program are maintained per this Order.

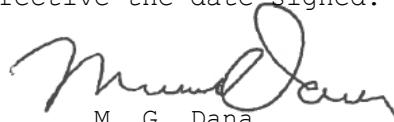
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5. Administration and Logistics. Upon signature, this Order effectively cancels directives cited in paragraph 2.

6. Command and Signal

a. Command. This Order is applicable to the Marine Corps Total Force except when superseded by other Reserve directives.

b. Signal. This Order is effective the date signed.



M. G. Dana
Deputy Commandant for
Installations and Logistics

DISTRIBUTION: PCN 10210710000

References

- (a) DoD Instruction 1338.10, "Department of Defense Food Service Program", September 28, 2016
- (b) MCO 5200.24D
- (c) NAVMC 2733
- (d) NAVMED P-5010-1
- (e) MCO 1200.1A
- (f) NAVMC Dir 3500.35B
- (g) SECNAV M-5210.1
- (h) The Joint Travel Regulations, Volume 1, "Uniformed Service Members and DOD Civilian Employees," August 1, 2016
- (i) MCO P3500.72A
- (j) MCRP 3-40G.1
- (k) 31 U.S.C. 1517
- (l) MCO 4400.201
- (m) SECNAV M-5214.1
- (n) DoD 7000.14-R, "Department of Defense Financial Management Regulations (FMRS)," January 2016
- (o) 37 U.S.C. 1011
- (p) MCO 10110.47A
- (q) MCO 4400.150
- (r) JAGINST 5800.7F
- (s) MCO 10110.49
- (t) Unified Facilities Criteria Guide (UFC) 3-701-01. March 2013
- (u) MCO 11000.5
- (v) MCO 11000.12
- (w) Defense Federal Acquisition Regulations Supplement (DFARS) and Procedures, Guidance, and Information (PGI), Part 208, Subpart 208.4, April 10, 2015
- (x) MCO 4855.10C
- (y) SECNAV M-5210.2
- (z) MCO P1700.27B
- (aa) MCO P1020.34G
- (ab) NAVMC Dir 5100.8
- (ac) DoD Directive 6400.4E "DOD Veterinary Public and Animal Health Services," June 27, 2013
- (ad) MCO 10110.48
- (ae) MCO P10110.31H
- (af) MCO 10110.38C
- (ag) MCO 4061.1
- (ah) MCO P10110.42B
- (ai) DoD Directive 5101.10E, "DOD Executive Agent (DoD EA) for Subsistence," October 26, 2015
- (aj) Department of the Army Pamphlet 30-22 (DA PAM 30-22)
- (ak) ATTP 4-41 (FM 10-23), "Army Field Feeding and Class I Operations", October 14, 2010
- (al) MCO 4790.2
- (an) 10 U.S.C 2485

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Chapter 1

General Policy and Responsibilities

1. General. This chapter provides detailed information on the mission, objectives, administration and responsibilities for the Marine Corps Food Service and Subsistence Program.
2. Mission. The mission of the Marine Corps Food Service and Subsistence Program is to train, manage personnel, manage resources, and equip Marines to provide meals to patrons authorized to subsist at government expense in order to support garrison and expeditionary feeding requirements.
3. Objectives. The objectives of the Marine Corps Food Service and Subsistence Program are outlined in reference (a). The objectives are:
 - a. Ensure an effective food service and subsistence program in time of peace and war.
 - b. Ensure the efficient and effective use of personnel, materiel, and financial resources while providing the highest standards of food service under garrison and field conditions.
 - c. Provide standard methods, techniques, and procedures in food service operations and an auditable accounting system. Food service accounting and reporting procedures will be sufficiently detailed and controlled to provide common data throughout the Marine Corps.
 - d. Ensure all objectives in reference (a) are achieved in support of the Marine Corps Food Service program.
 - e. Provide adequate and efficient food service facilities and equipment capable of offering cafeteria style service with multi-entrée choices (fast food and regular menu meals). This service should be equal to that service offered in a first class commercial food service establishment.
 - f. Provide standardized procedures for the recovery of established operating and food costs for meals provided to eligible personnel.
 - g. Provide standards for contracted food service operations.
 - h. The Fuel to Fight (F2F®) program empowers and educates Marines to make informed nutrition decisions on meal items, contributing to their ability to maintain a high level of mental and physical performance. The goal for each Marine to identify foods that are: less-processed, most wholesome, nutrient-dense, and those which are high in fiber, low in added sugar, and contain healthy fats as identified by the F2F®.
4. Administration. Administration of the food service program by Marine Corps activities is a function of command. Commanders whose mission statement require them to provide food service program/messing capability shall ensure that personnel under their charge are provided with food which is of good quality, sufficient quantity, and is well prepared. These Commanders shall publish up-to-date supplemental instructions to Marine Corps directives concerning reporting requirements, accounting and cost control, automated food management programs, control of waste, appointment of collection agents, requisitioning, receipt and storage procedures, inspection

of subsistence supplies, procurement of food service equipment and supplies, expeditionary feeding, and other related procedures.

5. Department of Defense (DoD) Responsibilities. The Class I responsibilities of DoD are governed by reference (a).

6. Commandant of the Marine Corps (CMC) Responsibilities.

a. The Commandant of the Marine Corps (CMC)

(1) Ensures Marines are trained, manned, and equipped to support Combatant Commander's requirements. To accomplish this mission the CMC designates force and Installation Commanders to operate food service systems; providing nutritionally balanced meals that will optimize performance, improve readiness and maximize resiliency for Marines authorized to subsist at government expense.

(2) When in garrison at a permanent Marine Corps installation, operating force units shall operate within the food service system established at the installation. This includes providing qualified and sufficient military personnel to operate military mess halls and perform the Government Provided Services tasks as outlined in the terms and conditions of the Contract in Contractor operated mess halls.

b. The Deputy Commandant, Installations and Logistics (DC I&L). The DC I&L acts on behalf of the Commandant in designated matters of logistics policy and management, and coordinates logistics actions with other agencies. The DC I&L has staff cognizance over the Marine Corps Food Service and Subsistence Program and serves as the program advocate. DC I&L serves as the budget sponsor for the Military Personnel Marine Corps (MPMC) 1105 Subsistence in Kind (SIK) account and messing food service (1106).

c. The Assistant Deputy Commandant, Installations and Logistics (Contracts) (ADC I&L (LB)). The ADC I&L (LB) grants procurement authority via the Headquarters Marine Corps (HQMC) I&L warranting process. As such, the Regional Garrison Food Service Contracts (RGFSC) Procuring Contracting Officer (PCO) is responsible for administration of the RGFSC to including compliance with the terms and conditions of the contract, monitoring contractor performance, and initiating all requisite changes to the terms and conditions of the contracts in writing.

d. The Assistant Deputy Commandant, Installations and Logistics (Facilities and Services) (ADC I&L (LF)). The ADC I&L (LF) is responsible for the plans, policies, programs, doctrine, and standards for the management of the Marine Corps Food Service and Subsistence Program. Additionally, ADC I&L (LF)/ Commander, Marine Corps Installations Command (COMMCICOM) manages all aspects of the MPMC 1105 SIK account.

e. ADC, I&L (LF) Food Service Branch (Operational)/MCICOM G-4 Food Service and Subsistence Section (Garrison)

(1) Develops plans, policies, programs, doctrine, and standards for the management of the Marine Corps Food Service and Subsistence Program under field and garrison conditions.

(2) Provides field and garrison policy guidance, interpretation, and technical assistance to commanders on the Marine Corps Food Service and Subsistence Program.

(3) Programs, budgets, monitors execution, and reports on the MPMC 1105 SIK funds for all commands.

(a) Prepares timely submissions of annual, quarterly, and periodic subsistence budgets and updates to Deputy Commandant for Programs and Resources Department (DC P&R).

(b) Oversees and reports SIK execution to DC P&R.

(c) Reviews and consolidates budget updates from allotment holders for the MPMC 1105 SIK account.

(d) Provides Navy Comptroller (NAVCOMPT) Form 372, via Standard Accounting, Budgeting, and Reporting System (SABRS) to allotment holders as required.

(e) Approves requests for increases to the annual and quarterly budget submissions of MPMC 1105 SIK funding levels for garrison and expeditionary feeding requirements.

(f) Reviews, consolidates, and reports quarterly and annual operational ration requirements to the Defense Logistics Agency - Troop Support (DLA-TS).

(g) Reviews, consolidates, and reports changes to the war reserve quantities, to include prepositioned stocks, Marine Expeditionary Force (MEF) safety levels, and training stocks to the DLA. These requirements are identified by means of a Performance Based Agreement between DC I&L and DLA.

(4) Coordinates food service matters with the offices of the Secretary of Defense, the Secretary of the Navy, other Services, and private industry.

(5) Coordinates with Surgeons General on the establishment of appropriate nutrition, menus, recipes, and dietary standards for Marine Corps personnel.

(6) Coordinates, budgets, and monitors field food service equipment and Class I War Reserve Material requirements, including the Maritime Prepositioning Ships (MPS), Marine Corps Prepositioning Norway, and other requirements.

(7) Coordinates all advocacy matters (i.e. additions, deletions, and realignments) for tables of organization (T/O) billets including officer, enlisted, and installation food service program requirements (to include civilian Government Service (GS) employees).

(8) Coordinates all advocacy matters for assignment of FSO (MOS 3302), senior enlisted food service Marines (MOS 3381), and Enlisted Aides (MOS 3372).

(9) Coordinates all advocacy matters for assignment to the Marine Corps Enlisted Aide Program (MCEAP) and acts as liaison between the operating forces and the MCEAP.

(10) Serves as the Marine Corps voting member for the Combat Feeding Research and Engineering Board (CFREB), Joint Services Operational Ration Forum (JSORF), and Joint Subsistence Policy Board per reference (a).

(11) Validates submissions and provides technical advice associated with the HQMC Garrison Property Programs and Facilities Sustainment, Restoration, and Modernization (FSRM) Programs to the ADC I&L (LF).

(12) Validates all Marine Corps food service Table of Equipment (T/E) requirements and provides technical advice to the Commander, Marine Corps Systems Command for the development and procurement of expeditionary food service equipment.

(13) Validates all advocacy matters pertaining to all directives and correspondence concerning the training curricula, qualifications, allocations, policies, and duties of food service personnel, Occupational Field 33XX (OccFld 33XX).

(14) Administers the Marine Corps Food Management Teams (FMT). Provides technical direction, develops FMT policy and procedural guidance, prepares and administers the program budget.

(15) Generates requirements for the RGFSC. Develops and approves statements of work, contract administration plans, Quality Assurance Surveillance Plan (QASP), provides technical advice, and recommends contract modifications as required.

(16) Coordinates all food service matters with the General Accounting Office (GAO), Defense Audit Service, and Navy Audit Service (instances of fraud, waste, and abuse), and Navy Audit Service reports.

(17) Validates all proposed or revised military and federal specifications, purchase descriptions, and procurement deviations for subsistence items and equipment.

(18) Administers the annual Major General William Pendleton Thompson (W.P.T.) Hill Memorial Award Program for Food Service Excellence and Marine Food Service Specialist of the Year Program.

(19) Serves as the functional manager and subject matter expert for all food service automated management systems.

(20) Develops procedures for computation and use of the Basic Daily Food Allowance (BDFFA) and other allowance methodologies. Reviews and evaluates requests from activities for supplemental and special allowances, increases to the BDFFA, and authorized on-hand Class I inventory levels.

(21) Reviews and validates command requests for the storage of operational rations.

(22) Advocates program priorities for all mess hall Military Construction (MILCON) projects to DC I&L, (LF).

f. Installation Commanders

(1) Installation Commanders who operate consolidated or individual food service systems have financial responsibility for the entire food service organization. This financial responsibility shall not be delegated to subordinate commanders even though they may be operating individual mess halls within the system.

(2) Ensures the policies, standards, and criteria of the Marine Corps Food Service and Subsistence Program are maintained per the guidance contained in this Order.

(3) Appoints an FSO, MOS 3302, as a fund holder and to function as a special staff officer to provide the day-to-day management, recommend action, and interpret policies and directives that concern appropriated funds food service and subsistence program matters. In the absence of an FSO or at commands that do not have a T/O for an FSO, the senior enlisted food service Marine (MOS 3381) or federal civilian employee will perform the duties of the FSO.

(4) Exercises command supervision, financial responsibility, and management control of food service functions for military managed food service operations.

(5) Recommends policy or procedural improvements to COMMCICOM.

(6) Provides well managed, financially stable, quality food service mess halls for all eligible patrons Outside the Continental United States (OCONUS).

(7) Publishes command directives for accomplishing program objectives.

(8) Recommends the disestablishment of appropriated funded mess halls on an installation to include isolated sites and requests approval for the establishment of appropriated funded mess halls to the COMMCICOM.

(9) Establishes internal control procedures to ensure that personnel not authorized SIK make payment to the Government for all meals consumed.

(10) Authorizes only eligible patrons to subsist in appropriated funded mess halls.

(11) Provides an effective training program to ensure food service personnel are qualified in their assigned jobs, attend required MOS schools, perform training per Marine Corps directives, and are capable of meeting mission requirements.

(12) Identifies new and replacement Food Preparation and Serving Equipment (FPSE) requirements to Marine Corps Installations Command (MCICOM), G-4 during the annual budget submission. Ensures FPSE funds allocated by HQMC are assigned dedicated funding streams to support the mess hall equipment replacement programs.

(13) Identifies new and replacement furniture and furnishings in the command's annual budget submission to the Personnel Support Equipment (PSE) Program. Ensures priorities are given to mess hall requirements in the distribution of PSE funds.

(14) Programs for the sustainment, restoration, and modernization of food service facilities.

(a) Prioritizes mess hall infrastructure maintenance that falls within local maintenance and repair authority to sustain an effective operational environment, void of health, safety, and environmental concerns.

(b) Submits timely maintenance and repair projects for requirements above local authority to COMMCICOM.

(c) Prioritizes mess halls among competing requirements commensurate with the service that they provide and the impact on the quality of life for the individual Marine. The same intent applies to the requests for construction of new mess halls.

(15) Promotes the F2F® nutrition program for all mess halls.

(16) Submits reports, per this Order, to ADC I&L (LF)/COMMCICOM.

(17) Establishes a Patron Education Program as part of the welcome aboard brief and the unit's training cycle.

(18) Makes periodic, unannounced, visits to mess halls in order to solicit comments from patrons.

(19) Provides FMT personnel administration, equipment (Computers, office furniture, and training aids), administrative supplies, utilities and maintenance of assigned office spaces, to include the assignment and maintenance of vehicles for transportation support, when applicable.

(20) Establishes an annual master menu review board for OCONUS locations to provide an avenue for food service personnel and patrons to provide recommendations to the installation or regional master menu.

(21) Funds and provides military mess hall personnel with appropriate food service uniforms are maintained per the guidance in this Order.

(22) Conduct a culinary event of the quarter to boost morale, promote teamwork, display talent, and recognize in food preparation and service. Establish a standard operating procedures (SOP) to support the event and guidelines for participation.

g. Installation Commanders under the RGFSC

(1) Nominates a Technical Representative (TR) to administer the day-to-day quality assurance and technical requirements of contracted food service operations. These nominations are forwarded to the PCO for appointment.

(2) Assigns qualified food service Marines to serve as Quality Assurance Evaluators (QAE's).

(3) Establishes a written agreement with MEF Commanders to ensure sufficient staffing of Marine food service specialists is provided in Management and Mess Attendant (M&MA) contractor-managed mess halls.

(4) Responsible for furnishing the mess halls, all utilities and initial inventory of PSE and expendable property as outlines in the contract.

(5) Conduct a culinary event of the quarter to boost morale, promote teamwork, display talent, and recognize in food preparation and service. Establish a SOP to support the event and guidelines for participation.

h. Activity Commanders Receiving MPMC 1105 SIK Fund Authorizations.

(1) Submit annual, quarterly, and periodic subsistence budgets and updates to ADC I&L (LF), via message, as directed.

(2) Ensures the accuracy, completeness, timeliness and documentary support during execution of SIK funds to ensure an over obligation does not occur.

(3) Submits requests for increased SIK funding for OCONUS garrison feeding and all expeditionary feeding (to include individual ration allocation increases), and Field Food Service Contract modifications to ADC I&L (LF) prior to execution of required funding.

(4) Prepares timely submissions of quarterly subsistence reports to ADC I&L (LF) in accordance with (IAW) chapter 4.

(5) Requests changes to operational ration quantities designated as war reserve (to include prepositioned stocks) and MEF safety levels to ADC I&L (LF).

i. Operating Force/Unit Commanders

(1) Management Mess Attendant Service Category Mess halls in Continental United States (CONUS)

Assigns a Staff Noncommissioned Officer (E-7/E-8) (SNCO) Marine food service specialist (MOS 3381) in designated garrison mess hall (M&MA) to coordinate with the contract mess hall manager to accomplish the feeding mission. Senior SNCO's will manage the work effort of the Marine food service specialists in the performance of designated tasks (cook meals which will include main entrees, fast food entrees, side dishes, bakery products and deserts associated with the contractor menus).

(b) Assigns Marine food service specialists (MOS 3381) in designated M&MA contractor-operated mess halls. Ensures staffing levels are maintained per written agreement, Fleet Assistance Program, or tasking message to accomplish the feeding mission.

(c) Coordinates with the Major Subordinate Command (MSC)/MEF FSO to notify the Installation FSO when operational commitments will not permit the assignment of sufficient Marine Food Service Specialists to support M&MA mess hall requirements.

(d) Coordinates all field meals, special feeding, recreational meals, and prepared individual ration enhancement requirements with the MSC FSO.

(e) Identifies requirements to the MSC FSO.

(f) Provides command observation for contractor performance to the TR.

(g) Makes periodic visits to mess halls to ascertain patron comments on cleanliness, services and quality. All concerns should be addressed to the TR and not the contractor.

(h) MEF Commander establishes a written agreement with Installation Commanders to ensure sufficient staffing of Marine food service specialists is provided in M&MA contractor-managed mess halls.

(2) Military Managed Mess Halls Outside of Continental United States (OCONUS)

(a) Assigns a SNCO Marine food service specialist (MOS 3381) in designated mess halls as the mess hall manager and will appoint a mess hall officer.

(b) Assigns Marine food service specialists in designated mess halls and ensure staffing levels are maintained.

(c) Must coordinate all requirements with mess hall manager for all unit field meals, special feeding, recreational meals, and operational ration enhancement requirements.

(d) Provides mess hall patrons for the annual local Master Menu Planning Board to provide input and preferences. Recommended changes will be addressed at the annual Master Menu Planning Board.

(e) Makes periodic visits to mess halls to ascertain patron comments on cleanliness, services and quality. Concerns should be addressed to the Installation Food Service office via MCS FSO.

(f) Incorporates basic internal management controls in plans, guidance, and procedures governing the food service operations per reference (b).

j. Food Service Officer (FSO) Responsibilities (Garrison)

(1) Is appointed as a fund holder and advises the Commander on matters pertaining to the Installation Food Service and Subsistence Program.

(2) Develops command plans, policies, procedures, and methods to promote an effective food service program.

(3) Monitor Government Furnished Property (FPSE and Expendable Property) and Government Provided Service (facility and utilities).

(4) Budgets for, administers, executes, and provides day-to-day fiscal responsibility for the MPMC 1105 SIK funds and Operation and Maintenance, Marine Corps (O&MMC) 1106 food service account.

(5) Plans, budgets for, and requisitions subsistence, supplies, equipment and furnishings.

(6) Provides technical direction and subject matter expertise to unit commanders for food service training of the core capability Mission Essential

Tasks (MET). Assists commanders in developing, executing, and monitoring food service training of the core capability MET for food service personnel.

(7) Maintains food service personnel training information to ensure the required MOS and Professional Military Education (PME) training requirements are completed.

(8) Evaluates equipment and mess hall facilities. Contractor performance will be addressed to the TR and facilities and military personnel recommendations will be provided to the commander.

(9) Coordinates with manpower and personnel staff officers to ensure proper assignment of food service personnel (OccFld 33XX).

(10) Coordinates the activities of the FMT when aboard the installation.

(11) Conducts frequent staff visits to mess halls to ensure that food service operations are complying with food services orders and directives.

(12) Conducts, at the minimum, semi-annual Technical Inspections (TI) of mess halls to ensure proper accounting, food preparation, quality of meals served, and the proper use of personnel, facilities and equipment.

(13) Conducts appropriate surveys of individual food preferences.

(14) FSO's submit potential contractor discrepancies to TR for formal action.

(15) FSO's operating mess halls OCONUS will adhere to the guidance provided in chapter 20 of this Order.

(16) Interprets and disseminates food service information.

(17) Must be appointed as a Unit Fund Manager and oversees O&MMC funds to units for expendable items and supplies.

(18) Initiates corrective action, when needed, pertaining to the receipt, storage, preparation, and serving of food in OCONUS locations.

(19) Coordinates and advises the facilities maintenance officer regarding the functional layout of equipment for all sustainment, restoration, and modernization programs and equipment replacement.

(20) Ensures QAEs are assigned to perform duties and the TR provides QASP training.

(21) Supervises the activities of the installation's food service office collection agent for funds collected from the sale of meals.

(22) Monitors and ensures the financial stability of food service operations and the food service system and takes corrective measures when necessary.

(23) Prepares timely reports for submission to HQMC (LF).

(24) Ensures an energy conservation program is implemented at each mess hall per reference (c).

(25) Conducts new join briefs for transitioning Marines to orient them on mess hall hours, mess hall locations, and the F2F® program.

(26) For Marine Corps Installations Pacific, Supervises and ensures the Cook Chill centralized food production facility is operating IAW guidelines mandated in reference (d) and computes the total BDFA and other allowance methodologies.

k. Food Service Officer (FSO) Responsibilities (Operational)

(1) Develops command plans, policies, procedures, and methods to promote an effective food service program.

(2) Monitors food service operations as stated in established policies and procedures.

(3) Budgets for, administers, executes, and provides day-to-day fiscal responsibility for the MPMC 1105 SIK funds.

(4) Plans, budgets for, and requisitions subsistence, supplies, equipment and furnishings.

(5) Provides technical direction and subject matter expertise to unit commanders for food service training of the core capability MET's. Assists commanders in developing, executing, and monitoring food service training of the core capability MET for food service personnel.

(6) Maintains food service personnel training information to ensure the required MOS and PME training requirements are completed.

(7) Coordinates with manpower and personnel staff officers to ensure proper assignment of food service personnel (OccFld 33XX).

(8) Coordinates the activities of the FMT.

(9) Operational Force FSO's will conduct semi-annual inspections/evaluations for field messes within their command.

(10) Interprets and disseminates food service information.

(11) Conducts contract quality assurance for contracted operational feeding, utilizing the QASP, documents results and required operational data for the HQMC Director, Food Service and Subsistence Program (LF).

(12) Monitors and ensures the financial stability of food service operations and the food service system and takes corrective measures when necessary.

(13) Prepares timely reports for submission to HQMC (LF).

(14) Conducts pre-deployment briefs regarding food service matters in support of expeditionary feeding. Prepares food service and subsistence support plans for strategic and tactical requirements.

(15) Evaluates the training and welfare of Marines working in garrison mess halls.

(16) Conducts new join briefs for transitioning Marines to orient them mess hall hours, mess hall locations and F2F®.

l. Occupational Field (OccFld) 33XX Duties and Tasks. The duties, qualifications and lists of tasks for the food service OccFld 33XX are contained in references (e) and (f).

m. Food Service Training. The Training and Readiness (T&R) Program is the Marine Corps' primary tool for planning, conducting and evaluating training, and assessing training readiness. The T&R concept begins with entry-level training of individual Marines and therefore, fully supports the Marine Corps' building block approach to training.

n. Evaluating Food Service

(1) In OCONUS, FSOs and technicians shall perform routine visits of food service operations to observe the efficiency and effectiveness of the operation.

(2) For contract operations Continental United States (CONUS), the TR and QAE will use the QASP, the contract and any relevant attachments to the contract to evaluate contractor performance.

Chapter 2

Marine Corps Food Management Team

1. General. This chapter provides detailed information on the mission, objectives, T/O, personnel responsibilities, inspection criteria and reporting authority within the FMTs Area of Responsibility.

2. Mission. The mission of the FMT is to provide DC I&L with direct representation by assessing and reporting the effectiveness of those processes, policies, and procedures that have an impact on food service readiness, management, operation, budgeting, subsistence management, and administration of garrison mess halls and field messes. FMT inspections are scheduled and conducted with emphasis on compliance, education, mentoring, and Continuous Process Improvement. Their goal is to emphasize conformity with Marine Corps standards, enhance food service readiness capability, achieve economy, increase overall management effectiveness, and assist with providing a trained food service force capable of responding to expeditionary operations worldwide. The FMT will:

a. Promote sound food service practices to enhance the war fighter's ability to project and sustain military operations throughout the world.

b. Provide technical, managerial, and training assistance tailored to the needs of the organization in all areas related to the Marine Corps Food Service and Subsistence Program.

c. Provide quality training in all areas of food service management and operations using various techniques such as lecture, demonstration, and practical application.

d. Provide amplifying guidance for Marine Corps Food Service directives and technical publications.

e. Assist with the implementation of Marine Corps Food Service and Subsistence program initiatives.

f. Provide feedback to the inspected organization/unit at the conclusion of each FMT command inspection or assist visit.

g. Provide nutritional training and education.

3. Objectives. The objectives of the FMT are:

a. Apprise the DC I&L, Commanders, and FSO's on the effectiveness of their installation or field food service program.

b. Identify discrepancies, significant findings, and trend areas that impede mission accomplishment or adversely the food service program.

c. Provide a written report of all observations and recommended corrective action.

d. Provide recommendations to the DC I&L to resolve issues beyond the control of Commanders and FSO's.

e. Recommend to the DC I&L additional assistance to those installations or field activities with specific areas of concern or problems.

f. Validate the effectiveness of Marine Corps policies and procedures; provide suggestions for improvement to the DC I&L.

g. Ensure all food service personnel understand and are aware of their specific roles and responsibilities.

h. Provide training in all aspects of food service.

4. Administration and Logistics

a. The FMT will provide direct representation to DC I&L while attached to the respective Marine Corps installation command for administrative purposes to include but not limited to: providing housing, training facilities, logistical support, administrative support, research and developmental support, and other support as directed by individual mission assignments.

b. FMTs are Administratively Controlled (ADCON) only to the below commands and are specifically not to be considered an integral part of these commands.

(1) East Coast FMT: MCB, Camp Lejeune, NC.

(2) West Coast FMT: MCB, Camp Pendleton, CA.

(3) West Pacific FMT: MCB, Camp Smedley D. Butler, Japan

c. FMTs are exempt from certain annual training. This includes, but is not limited to: Rifle/Pistol Qualification, Swim Qualification, and Gas Chamber. Personnel are exempt from being assigned to Courts Martial and Administrative Separation boards, as Investigating Officers, and from standing duty by their host commands.

d. Requests to change the inspection schedule are to be submitted via Naval Message traffic to DC I&L, G-4, (MCICOM) Food Services via the unit's chain of command. MCICOM Food Service will be the final deciding authority for rescheduling or cancellation requests.

e. Records created as a result of this Order shall be managed according to National Archives and Records Administration approved dispositions per reference (g) to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium.

(1) Recommendations concerning the contents of this Order are encouraged and will be forwarded to DC I&L (LF) via the appropriate chain of command.

(2) Commanding Generals and Regimental Commanding Officers (COs) are encouraged to attend FMT out briefs.

(3) Consistent with their security clearance, and having a need to know to accomplish their announced audit objectives, the agencies of the U.S. GAO, Department of Defense Inspector General for Audit, and the Naval Audit Service are authorized access to all FMT inspection final reports. FMT

inspection final reports will be made available to the command inspector who will identify any failure to implement recommended follow-up actions.

(4) To determine that the best interests of the Government are protected, FMT representatives have the authority to trace the receipt, maintenance, and disposition of supplies and equipment through any records.

(5) Commanding/Accountable Officers and their staff will cooperate in all respects with the FMT Officer In Charge (OIC), and the FMT Instructors, in all matters pertaining to the inspection of materiel readiness activities. When required, the unit being analyzed will provide administrative assistance.

(6) COs of units that are being evaluated will make available all necessary personnel of their command.

f. FMT personnel will be authorized access to all applicable files, records, and supporting documentation of fiscal information and materiel lifecycle activities to include physical access to conduct physical inventories. Team members will be afforded access to every facility operated or managed by the organization being visited.

g. Prospective FMT Instructors will be screened and coordinated through the FMT OIC and MCICOM, G-4, Director, Food Services and Subsistence Program. Every effort will be made to assign FMT with highly qualified personnel by rank and experience.

5. Personnel Responsibilities

a. Officer In Charge (OIC) Responsibilities. The OIC will be guided in the performance of their duties by the provisions herein:

(1) Conduct field level analyses for the CMC assessing unit/activity processes and procedures.

(2) Coordinate scheduling with the Marine Forces (MARFOR's) and Supporting Establishments (SE's). Provide upcoming fiscal year unit/activity inspection schedule information to MCICOM, G-4, Director, Food Services and Subsistence Program by 1 July.

(3) Review, update and submit FMT checklists quarterly to MCICOM, G-4, Director, Food Service and Subsistence Program.

(4) Ensure inspection teams provide deficiency-targeted training to the unit/activity throughout the inspection process.

(5) Recognize, in the FMT inspection report, notable best practices and implemented procedures identified during the inspection of a unit/activity.

(6) Recognize, in the FMT inspection report, superior performance of personnel during an inspection, for Marines whose contributions provided significant and positive impact to their section/unit.

(7) Provide the final FMT inspection report to unit Commanders/Accountable Officers, TR's, and MCICOM, G-4, Director, Food Service and Subsistence Program no later than 14 calendar days after completion of an inspection.

(8) Provide a quarterly trend results summary to MCICOM, G-4, Director, Food Service and Subsistence Program.

(9) Annually review and provide recommendations to MCICOM, G-4, Director, Food Service and Subsistence Program on standard metrics for the FMT Program.

(10) Review requests for policy clarification and forward recommendations for policy clarification packages to MCICOM, G-4, Director, Food Service and Subsistence Program for final resolution.

(11) Identify and interview qualified enlisted Marines for potential assignment to the FMT program.

(12) FMT personnel are encouraged to actively participate in T&R manual reviews, Course Content Review Boards, Operational Advisory Groups (OAG), and enterprise wide Military Occupational Specialty conferences.

6. Reporting Authority

a. Performance Evaluation System (PES). The Operations Officer (MCICOM, G-4, Food Service Branch) is the Reporting Senior (RS) of the OIC of the FMT and Reviewing Officer (RO) of the FMT members. The Director of Food Service (MCICOM, G-4, Food Service Branch) is the RO of the FMTs OICs. All fitness reports will be submitted via Marine On Line (MOL) using the PES. Each member will ensure a Marine Reported On Worksheet is completed and submitted through the reporting chain in accordance to published directives.

b. US Army Performance Evaluations. The FMT's Army Veterinary Food Inspector Specialist will be evaluated using the USA evaluation process (AR 623-3). The Non-Commissioned Officer Evaluation Report evaluation report preparation guide should be used when completing the performance evaluation. All evaluations will be prepared and submitted IAW published directives.

c. Awards Processing and Submission. Award recommendations will be submitted through the host command the FMT is attached to, utilizing the Award Processing System. Awards should be limited to those personnel whose performance of duty is exceptional and clearly recognized by superiors and contemporaries alike and submitted in sufficient time to enable administrative processing to be accomplished in advance of the individual rotation date. Recommended awards for Army Veterinary Food Inspector Specialist will be routed through the appropriate Army Public Health Center in which the Veterinary Food Inspector Specialist is initially assigned to, IAW the Memorandum of Agreement set forth by Marine Corps Installations.

d. Food Management Team (FMT) Officer In Charge (OIC) Administrative Authorities. Due to the unique mission, independent operational planning and travel scheduling requirements inherent to FMT program operations, host commands will authorize FMT leadership via requisite MOL permissions to administer and review the following:

(1) The OIC of FMT will have independent authority to conduct individual training for personnel assigned to their offices per current Marine Corps Directives; this includes, but is not limited to: CFTs, PFTs, and Semi-Annual Height and Weight certifications.

(2) The FMT OIC will administer leave and liberty for the personnel assigned to their offices per current directives and local ADCON coordination. The OIC will ensure that MCICOM, G-4, Director, Food Service and Subsistence Program is aware of leave and liberty planning, as appropriate.

7. Command Inspections. Command inspections are established by the FMT and coordinated through the MCICOM, G-4, Director, Food Service and Subsistence Program for approval. The FMT will schedule inspections annually; based on Marine Corps priorities and financial constraints. Command inspection priorities will be identified through coordination with FSOs and TRs from base, station, appropriate Marine Corps Installation command, Commander, Marine Force Reserves (COMMARFORRES), and appropriate MEF to ensure little to no interference with operational commitments or Contractor performance. MCICOM, G-4, Director, Food Service and Subsistence Program will resolve any conflict with these priorities. Upon approval of the proposed inspection schedule, the MCICOM, G-4, Director, Food Service and Subsistence Program will publish an annual message identifying the dates of each command inspection. This schedule will be modified only upon approval of the MCICOM, G-4, Director, Food Service and Subsistence Program.

a. FMT will release a warning order 30 days prior to the inspection. This warning order should encompass (but not limited to) the following information:

- (1) Requested in/out brief times, dates, and locations.
- (2) Estimated inspection dates that coincide with published DC I&L message.
- (3) Training objectives.
- (4) Administration and logistics.

b. Commanders requiring specific areas of assistance during the FMT command inspection will identify the requirements to the respective FMT (10) days prior to each FMT visit for scheduling considerations.

c. The inspection entails reviewing organizational processes for the purpose of determining the general pattern of operations and whether deficiencies exist within the methods and operation of management. FMTs are to determine whether the organization is performing effectively and efficiently by reviewing all facets of food service management and training inherent to the organization being evaluated. Inspections will:

- (1) Determine the capability of the command to accomplish its assigned mission.
- (2) Brief unit leadership on the effectiveness of their food service program.
- (3) Evaluate policies, doctrine, and procedures necessary for the implementation thereof.
- (4) Detect work practices and conditions which might expose personnel unnecessarily to injury or health hazards.

d. The number of instructors assigned to each inspection will be commensurate with the needs of the organization and may not need the full strength of each FMT. The FMT OIC will assign the required number of instructors to each organization in order to provide the requisite mix of knowledge and experience needed to enhance unit readiness.

e. In briefs are at the discretion of the command. The in brief will provide the organization clear and concise objectives and expectations during the inspection.

f. Out Briefs

(1) Out briefs are mandatory and will encompass all discrepancies along with an overall perspective of the effectiveness of food service operations and procedures. A written report detailing discrepancies, significant findings, mission readiness, along with the FMT inspection checklist will be provided during the out brief. Recommended corrective action and required follow on procedures to significant findings and non-compliant markings shall be addressed to the organization or TR.

(2) An informal out brief shall be given to the personnel directly responsible for the daily operations of each activity at the completion of each inspection. This informal out brief communicates the specific discrepancies and findings and allows the organization to immediately start the corrective action process.

8. Grading System. The primary purpose of the grading system is to quantify those capabilities of the functional area being inspected. The desired end-state is to focus Commanders, Accountable Officers, resources and efforts on significant findings within the unit/activity. The following grades shall be assigned:

a. Compliant. The unit or section possesses the requisite skills, equipment, personnel, and understanding to accomplish its assigned mission, tasks, and functions; and it uses these skills, equipment, personnel, and understanding to accomplish its mission, tasks, and functions.

b. Non-compliant. The unit or section does not possess the requisite skills, equipment, personnel, and understanding to accomplish its assigned mission, tasks, and functions. A non-compliant grade will be administered if:

(1) The unit's equipment operational readiness falls below 80% of their total T/E. Factors that greatly influence this are missing equipment based on T/E and/or unserviceable equipment. Airtronic burners are the power source for all organic food service equipment, the 80% rule will encompass all of the burners within that unit.

(2) Presence of any imminent health hazard or any significant finding that cannot be corrected onsite.

(3) The Marines' knowledge is sub-par and not experienced enough to effectively (and safely) operate field feeding equipment IAW guidelines and safety considerations.

c. Significant Findings. Significant findings are markings noted during an inspection and represent any issue that compromise food safety, affect

mission accomplishment, or possess a physical safety hazard. Contractor performance significant findings will be submitted to the TR and handled IAW the Terms and Conditions set in the Contract. Other documented significant findings must be addressed by the commander via Corrective Action Plan (CAP).

d. Discrepancies. Discrepancies are markings noted during an inspection and represent any inconsistency with appropriate directives and displayed procedures that do not possess significant finding characteristics.

9. Corrective Action Plan (CAP). A CAP validates that COs have established corrective measures affecting conditions that led to either a non-compliant or significant finding. An inspection resulting in non-compliant or significant finding must be addressed by the Installation Commander to COMMCICOM (via the chain of command) or by the Operational Commander to DC I&L (via the chain of command) within 30 days of the out brief in writing describing the unit's corrective action.

10. Special Notification. When a situation or circumstance arises where safety, sanitation, or security becomes an imminent health hazard, the OIC is to promptly notify the appropriate authority.

11. Garrison Operations. The FMT will support garrison operations by:

a. Assessing the effectiveness of mess hall operations, installation food service programs, and food service training. The FMT will:

(1) Review food service management practices to include personnel, facilities, equipment, subsistence, quality assurance, customer comments, and other resources.

(2) Review the performance of the Installation Food Service Contract.

(3) Review food service training plans to ensure a comprehensive program is adhered to.

b. Enhance the readiness of installation food service and subsistence program.

12. Expeditionary Operations. The FMT will support expeditionary operations by:

a. Assessing the effectiveness of unit field feeding operations, field food service programs, and mission dependent food service training. The FMT will:

(1) Review mess management practices to include personnel, subsistence management, equipment maintenance, and readiness.

(2) Review field food service training plans to ensure a comprehensive program is instituted.

b. Enhance the readiness of the unit's food service and subsistence program.

13. FMT Assist Visits

a. Special requests from Commanders desiring an assistance visit by the FMTs for other than regularly scheduled visits must request assistance via

Naval Message to DC I&L. This request will indicate the unit or mess hall, specific area of assistance of training required, and the length of the visit desired. During funding constraints, requesting units may be required to provide adequate funding for the FMT (travel, per diem, and incidental expenses) to perform the requested assistance visit.

b. Upon approval from DC I&L, the respective FMT will coordinate with the unit to ensure clear and concise objectives for the assistance visit. The OICs will determine the number of instructors required for the assistance visit. The number of instructors will be commensurate with the needs of the organization and may not need the full strength of each FMT for the inspection. The FMT will assign the required number of instructors to each organization in order to provide the requisite mix of knowledge and experience needed to enhance unit readiness.

14. Unannounced Command Visits. Unannounced command visits are encouraged and authorized when coordinated with MCICOM, G-4, Director, Food Service Program. These visits shall be planned within budget constraints and not conflict with the inspection schedule. At a minimum, commands shall be notified within 24 hours of the unannounced visit with clear and concise objectives for the visit. Formal reports will be provided at the conclusion of the visit and out brief.

15. Travel Regulations. Official government travel must be conducted per reference (h) and be submitted in the Defense Travel System (DTS) for processing and reimbursement. The provisions in the Joint Federal Travel Regulation (JFTR) ensure per diem, travel and transportation allowances, relocation allowances, and certain other allowances are uniformly applied. In DTS, the services/agencies must require that the CTO arrange commercial transportation IAW law, government policies, agreements and contracted rates using U.S. certificated carriers and economy-/coach-class accommodations, whenever possible along usually travelled routes. Upon completion of official travel, the traveler should complete and submit the trip record expense portion in DTS within 5 working days after returning from the trip.

16. Administrative Reports

a. Inspection Reports. These reports shall be written and formatted IAW Naval Correspondence and must be professional in nature. Organizations that request FMT assist visits outside the normal command scheduled inspection, shall also receive a report describing specific guidance received, areas in need of improvement and other information that will enhance their food service operations. At the completion of each MSCs inspection, a report will be submitted to DC I&L and retained in local files IAW reference (g).

(1) Inspection Checklist. Each inspection will be conducted with the respective inspection checklist and be filled out in its entirety. The inspection checklist is a document that is approved from DC I&L and cannot be modified without approval. In the event that a question is not properly worded to assess the function or ambiguity exists within the question, a request for the question to be adjusted must be forwarded from the unit to MCICOM, G-4, Director, Food Service and Subsistence Program for review and modification. Additions or deletions to the checklist must also be approved from MCICOM, G-4, Director, Food Service and Subsistence Program.

(2) Detailed Checklist Remarks. Each inspection checklist will be accompanied with a detailed summary of observation report describing every

discrepancy, finding, recommendation, and reference pertaining to the deficiency. These remarks will define the discrepancy and be detailed to ensure appropriate personnel can properly identify the discrepancy and take proper corrective action. The recommendation will encompass direct verbiage from the reference publication explaining the proper procedures to correct the deficiency.

Chapter 3

Food Service Organization and Training

1. General. Good supervision is synonymous with good management and is necessary at each level of command to reach the goals set by the Marine Corps Food Service and Subsistence Management Program. This chapter describes the responsibilities within the Marine Corps food service organization.

2. Food Service Organization. There are two types of garrison mess hall operations:

a. Military Managed Mess Hall Operations (OCONUS). The Installation Commander gives the CO with operational control of each mess hall the authority to carry out the program. The FSO functions as a special staff officer for the Commander and is responsible for supervising all appropriated food service activities.

b. Contractor Managed Mess Hall Operations. The TR evaluates onsite contractor performance standards identified in the Performance Work Statement (PWS). The Contracting Officer Representative (COR) is the primary authority and the Contracting Officer (KO) is responsible for contractor performance. There are two types of contractor managed mess halls:

(1) Full Food Service (FFS) contracted mess hall. All functions of the mess hall are performed by the contractor which include: management, food preparation and mess attendant functions.

(2) Marine and Mess Attendant contracted mess hall. Only the M&MA functions are contracted. The food preparation is accomplished with Marines (MOS 3381).

3. Food Service System. The Director, HQMC, Food Service and Subsistence Branch, MCICOM, G-4, is responsible for the daily execution of the Marine Corps Food Service program.

a. Consolidated Food Service System

(1) When two or more mess halls are managed under one allotment holder and fund manager, a consolidated food service system will be established. A consolidated food service system performs overall food service and subsistence management functions to include accounting and reporting functions for all mess halls within the system.

(2) A consolidated food service system will have an FSO (senior enlisted or civilian equivalent) assigned to provide technical direction and staff surveillance over appropriated fund food service activities.

b. Individual Food Service System

(1) When one or more mess hall is aboard the same military installation and operates under a suballotment to provide garrison feeding, an individual food service system will be established. The individual system will perform overall food service and subsistence management functions to include accounting and reporting functions via their suballotment holder.

(2) An FSO (MOS 3302) is not normally assigned to an activity operating under an individual food service system.

(3) For OCONUS mess halls, Camp Fuji and Camp Mujuk will function under the consolidated food service system."

4. Other Activities. MPMC 1105 SIK accounts at Marine Corps activities that do not have an FSO will normally be organized and operated within the supply officer's account.

5. Food Service Personnel Training

a. Commanders assume responsibility for all career progression training beyond the entry-level through assignment to follow-on formal schools. T&R Manuals are used to evaluate a Marine's proficiency in the tasks required for a specific MOS. They outline the structure for an individual training program based upon a logical progression of increasingly more challenging events. They define the events to be accomplished under specified conditions and describe the requirement for periodic revalidation of proficiency.

b. Reference (f) establishes core capability for readiness reporting and required events for standardization training of Marines and Navy personnel whose primary mission is to carry out food service garrison and expeditionary operations. Additionally, it identifies core entry-level training requirements for MOSs 3302, 3372, and 3381.

c. FSOs, Food Service Technicians (Food Tech), and managers will provide subject matter expertise and technical direction to commanders for the core capability MET for food service garrison and expeditionary operations. They will thoroughly familiarize themselves with references (f) and (h) to assist in the development, execution, monitoring, and documenting of food service training of the core capability MET.

Chapter 4

Budgeting and Reporting of MPMC 1105 SIK Funds

1. General Information

a. The information in this chapter will be used to provide specific guidance on the intended use, responsibilities, budgeting, and reporting requirements for the MPMC 1105 SIK Funds.

b. The use of appropriated MPMC SIK funds, mess hall facilities and/or staff (military or civilian), or equipment for the preparation, sale, or issue of subsistence (in the raw state or prepared) for other purposes than outlined below is not authorized. Bottled water and ice are not authorized for procurement with MPMC 1105 funds.

(1) Garrison Mess Halls

(a) Meals prepared, served, and consumed in a garrison mess hall by authorized patrons IAW the approved master menu.

(b) Meals/meal support prepared in the garrison mess halls for consumption away from the mess hall IAW the approved master menu are listed below.

1. Boxed meals.

2. Recreational meals.

3. Containerized field meals for personnel conducting field training/exercises.

4. Hot/cold beverage support, fruit support, Post Exercise Nutritional Supplementation (PENS), and Performance Nutrition Pack (PNP).

(2) Field Feeding. Feeding while conducting field training or exercises, in addition to mobilization or expeditionary operations.

(a) Operational Rations: As outlined in reference (i).

(b) Ultra High Temperature (UHT) Milk.

(c) "A" Ration enhancements for unitized and individual rations.

(d) Host Nation Support/Messing (if approved by HQMC).

(e) Contracted Field Meals (if approved by HQMC).

(f) Modular Operational Ration Enhancement (MORE).

2. MPMC 1105 SIK Allotments

a. Reference (j) forbids the expenditure or obligation of funds in excess of those authorized. The U.S. Code reference requires that an actual or apparent 1517 violation be investigated, and, if the violation is confirmed, a report will be forwarded to the Comptroller of the Marine Corps.

b. Field allotments are authorized by DC I&L, via SABRS fund authorization report, for the following activities for the procurement of subsistence in support of field messing:

- (1) Commander Marine Forces Pacific (COMMARFORPAC) (suballots for I MEF and III MEF).
- (2) Commander Marine Forces Command (COMMARFORCOM) (suballots for II MEF).
- (3) TECOM (suballots for MARDET Fort Lee, VA).
- (4) MARSOC (direct site authorization).
- (5) MARCENT (direct site authorization).
- (6) MARFORRES (direct site authorization).
- (7) MARFOREUR/AF (direct site authorization).

c. MPMC SIK funds are provided, via SABRS fund authorization report, to MCICOM in support of the following:

- (1) MCIEAST (suballots PORs/supplementation for Camp Lejeune and Parris Island).
- (2) MCB Quantico (PORs/supplementation).
- (3) MCIWEST (suballots PORs/supplementation for Camp Pendleton, MCAS Miramar, MCAGCC 29 Palms, MCMWTC Bridgeport, EWTGPAC, and MCRD San Diego).
- (4) MCIPAC (suballots PORs/supplementation for MCB Butler, Camp Fuji, MCAS Iwakuni, Camp Mujuk and MCB Hawaii).
- (5) MPMC SIK Funds are provided by DC I&L, via NAVCOMPT 372, in support of RGFSC requirements (funds are executed in PRBuilder).

d. Commands do not require a signed copy of the SABRS fund authorization report to distribute/execute funds and are not authorized to redistribute funds without DC I&L approval.

3. Department of Defense Activity Address Codes (DoDAAC)

a. A DoDAAC is a six-position, alpha-numeric identifier which is created by the Marine Corps Central Service Point at DC I&L and is used extensively throughout logistics and financial information systems. The DoDAAC is used by DC P&R as a UIC within the Marine Corps' financial reporting systems (i.e., SABRS and the Programming and Budget Documentation Database (PBDD)).

b. A DoDAAC is required for subsistence management to identify the specific activity for delivery of subsistence, through the use of the automated food management system for ordering, and billing accuracy. A DoDAAC is very often referred to as a "ship to" address. DLA will not deliver operational rations to a delivery site or "A" Rations to garrison mess halls that do not have an established DoDAAC in the Defense Automatic Addressing System Center.

c. Reference (1) provides additional guidance for the establishment, management and characteristics of a DoDACC.

d. Changes to fund codes or the DoDACC requires the Subsistence Total Order and Electronic Receipt System (STORES) Military Standard Requisition and Issue Procedures (MILSTRIP) information to be changed by DLA (Systems and Technology Branch) and a copy of the modified MILSTRIP information to be sent to DLA-TS.

4. Appropriation and Accounting Data, and Requisitioning Instructions for Procurement of Subsistence Responsibilities

a. Fund Code. DC I&L will publish, via message, a listing of fund codes to be used for the procurement of subsistence.

b. Subsistence Ordering Procedures. The Marine Corps automated food management system generates Class I requirements. These requirements are processed into DLA STORES which is the mandatory automated system for requisitioning Class I.

c. During deployments, when a DLA vendor is not available, commands may be authorized to purchase subsistence within their budgeted funding level from an approved source of supply.

5. Contractor Managed Continental United States (CONUS) Garrison Mess Hall Operations Responsibilities. The funding for the contractor managed CONUS mess hall operations is managed as a MCICOM Allotment. Invoice payments will be certified and executed for payment by the CORs in Invoicing, Receipt, Acceptance and Property Transfer as outlined in the contract administration plan.

6. Contracted Field Meals During Active Duty Training Exercises, Contingencies, and Mobilization

a. The use of a commanders organic and Combat Service Support (CSS) feeding capability will be the first viable option for field feeding. Contracted field meals and host nation support/messing is not a substitute for essential Marine Air Ground Task Force (MAGTF) organic feeding and CSS feeding capabilities. This maintains the proficiency of food service personnel on field equipment, ration preparation, field sanitation, and ensures the required rotation of operational rations to support the war reserve requirements. The approved Marine Corps field feeding policy is one MRE and two hot meals per day; therefore when contracting for meals, DC I&L (LF) will only provide reimbursement for the Breakfast and Dinner meals at the discounted meal rate.

b. Contracted field meals and host nation support/messing requires review of the cost per meal, menu, and other associated costs prior to funding being provided by DC I&L. When contract feeding is approved for funding by DC I&L, the MPMC SIK appropriation will reimburse the contractor at the published USD(C) discount meal rate (i.e., contracted breakfast meal cost will be limited to the breakfast discounted meal rate from the MPMC SIK appropriation. Costs above the discounted meal rate are to be charged to the O&MMC appropriation). In this case the O&MMC account is being charged for the contractor's overhead costs, labor, cleaning supplies etc., which are O&MMC related costs. Exceptions MPMC reimbursement for contracted field meals will be approved by the DC I&L prior to negotiating and executing the

contract. Figure 4-3 is provided as an example when requesting contracted field meals.

(1) Contracted field meals during active duty training exercises shall be identified on the commands annual, quarterly, and monthly budget submissions. Full justification for contracted field meals during active duty training must be provided to include the reason why the commander's organic and CSS feeding capability is not an option.

(2) DC I&L (LF) will evaluate the supporting justification and the availability of funding to support this type of feeding; if approved, all other elements of paragraph 6 apply.

c. Contracted field meals will be executed via the appropriate exercise KO. A copy of the contract and all certified invoices will be provided via the appropriate MPMC SIK funding source to DC I&L.

7. Contracted Field Meals During Reserve Training/Exercises, Contingencies, and Mobilization. When contracted field meals/host nations support/messing are provided during Reserve training/exercises, the entire contract cost will be coordinated and funded from the Reserve Personnel Marine Corps (RPMC) 1108 appropriation.

8. Field and Garrison Mess Hall Feeding Budget and Reporting Requirements

a. The annual budget that is updated quarterly (and monthly during the 4th quarter) for field and garrison mess hall feeding, is the responsibility of the allotment holders.

(1) Commanders providing subsistence support to requesting units are responsible for the budget and reporting requirements for their units.

(2) Requirements for TECOM funded exercises conducted aboard the MAGTF Training Command Twentynine Palms (including MCMWTC Bridgeport and EWTGPAC), will be provided to the MCAGTF-TC FSO for inclusion in the MAGTF Training Command SIK budget submission. For training at these locations MAGTF simulates a designated theater executive agent for subsistence support.

b. The budget and reporting procedures are required to maintain consistency in developing the year-to-year financial requirements and ensure that the Marine Corps' budget submission for subsistence is justifiable throughout the budgeting process.

c. Budget submission requirements must be based on accurate, carefully developed personnel numbers to support operational tempo and time phased force deployment schedules. Budget requirements will be balanced against actual expenditures and updated to reflect future feeding requirements. Any significant variances between the anticipated requirements for the budget year submission and actual expenditures shall be fully justified. The FSO and Food Tech must review and scrutinize financial data at this level and reflect only those requirements that are completely justifiable.

d. Field Feeding Budget and Reporting Requirements.

(1) Field allotment holders will use the Quarterly Subsistence Financial Report (QSFR) for budgeting and reporting of field feeding during field exercises/training, contingencies, and mobilization. This report

serves as the annual, quarterly, and monthly budget submission format, in addition to the quarterly and monthly actual expenditures format.

(2) Budget submissions will be submitted in official message format. The QSFR format and instructions will be published in the annual SIK funding and specific reimbursable authority message. This report is Exempt from Reports Control according to reference (m), Part IV, paragraph 7.q.

(a) The QSFR provides a quarterly accountability of procurement, actual financial transactions, and actual consumption during all active duty field exercises (listed individually). Both procurement and consumption data will be submitted on the QSFR.

1. The QSFR "Procurement" worksheets (tabs) will be used for the annual, quarterly, and monthly budget requirements and each financial quarter update. Procurement data includes all purchases for the quarter.

2. The QSFR "Consumption" worksheets (tabs) will be used for the quarterly reporting requirements. Consumption of actual rations use during the quarter is the quantity and dollar value of rations and enhancements consumed during the quarter.

(b) Allotment holders will use the QSFR and submit their budget and reporting requirements via Automated Message Handling System based on the timetable in Figure 4-1. Notification of delayed submissions is required in writing to DC I&L (LF) with proper justification.

(c) If additional funds are required during a fiscal quarter for unprogrammed costs, a request for additional funds, with justification, will be submitted to DC I&L (LF) and approved prior to execution of the funds.

(d) Calculating supplemental funding for ration enhancements.

1. CONUS locations are authorized 15% of the total cost of the UGR H&S/M (UGR-A 10%).

2. OCONUS locations are authorized 20% of the total cost of the UGR H&S/M (UGR-A 10%).

3. CONUS and OCONUS locations are authorized 8% of the total cost of MRE's when they are the sole diet in excess of 3 days.

4. Ultra High Temperature (UHT) Milk. Use the average case cost of the different types (i.e. chocolate, white, low-fat, etc.) of UHT milk.

5. Host Nation Messing/Contract Messing. Estimated bulk food/meal cost.

6. Contract Feeding. Use the USD(C) discount meal rate for each type of meal (breakfast or dinner) multiplied by the quantity of personnel per meal.

7. Release Fees. Prime Vendors in OCONUS locations may charge a release fee for rations held for that specific theater. This fee will be charged to the 1105 appropriation.

e. OCONUS Garrison Mess Hall Budget Requirements

(1) The annual, quarterly, and monthly budget updates for garrison feeding is the responsibility of MCIPAC.

(2) The budgeting worksheet format and instructions will be published in the annual SIK funding and specific reimbursable authority message. Budget submissions are to be in official message format. Budget requirements will be submitted based on the timetable in Figure 4-2. All late submissions require justification in writing to COMMCICOM.

9. Reporting Food Service System Operational Deficiencies Outside Of Continental United States (OCONUS)

a. When an individual food service system is operating at a deficit, the Installation Commander who manages the food service program, will determine when corrective action and/or a written narrative explanation is required.

b. When an installation food service program is operating at a deficit, a statement of corrective action taken will be placed in the remarks column of the Subsistence Operational Analysis Report (SOAR). A copy of this narrative explanation will be retained on file with the activity's duplicate copy of the SOAR as a supporting document. Subsistence Operational Analysis Report; this report is assigned Report Control Symbol MC-7220-01A (SOAR, Part I) and MC-7220-01B (SOAR, Part II). The food service system is considered to be operating at a deficit under any of the following conditions:

- (1) Exceeding the BDFA.
- (2) Cost of feeding is more than 5% below the BDFA.
- (3) The account is over-expended.
- (4) Exceeding the current quarterly authorized inventory.

10. Reimbursements to the MPMC SIK Account

a. Distribution of collections from the sale of meals in garrison mess halls. Commands are responsible for tracking their own reimbursable funding.

(1) Collections, in the form of cash or funding reimbursements, for the authorized sale of meals in garrison mess halls, to include containerized field meals from garrison mess halls, is reimbursable to the HQMC MPMC account.

(2) If garrison mess hall meals are provided to a foreign military service leveraging an Acquisition and Cross Service Agreement (ACSA) and a reimbursement to the U.S. Government is required, then the installation must coordinate with MCICOM G8 so the ACSA RON can be established at the MCICOM level. Point of contact will be provided in annual MPMC SIK message.

(3) If bulk rations are sold to foreign military services under approved ACSA and reimbursement to the U.S. Government is required, then the supplying MARFOR/MEF must coordinate with MCICOM G8 so the ACSA RON can be established at the MCICOM level. Point of contact will be provided in annual MPMC SIK message.

(4) If bulk rations are sold to other U.S. Military services, reimbursement to The U.S. Marine Corps is required and should be via intergovernmental transaction. These sales are credited to the HQMC MPMC SIK appropriation. Point of contact will be provided in annual MPMC SIK message.

(5) One hundred percent of all collections received from patrons paying the discount meal rate will be credited to the MPMC SIK appropriation. Local commands will not retain a percentage of collections at the discount meal rate.

(6) The distribution of collections received (percentage retained by the commands) from patrons paying the standard meal rate will be provided in the annual Naval message. The message will provide the percentages outlined below.

(a) Percentage of the standard meal rate credited to the MPMC account.

(b) Percentage of standard meal rate retained and credited back to the local commands O&MMC appropriation as reimbursement Reimbursement Order Number (RON) Special Interest Surcharge (SIS) towards garrison mess hall operations and will be utilized per the annual MPMC SIK funding and specific reimbursable authority message. The difference between the discount and standard meal rate is the percentage normally retained by the local command O&MMC account, to cover additional operating expenses in the garrison mess halls.

(7) OCONUS collections for the authorized sale of meals will use the following accounting data:

COMMAND	APPN / SBHD	OB J	BCN	AAA	T C	PAAN	COST CODE	DOC REF NUMBER
MCB HAWAII	AA 17* 1105.274 1	00 7	6789 5	06744 3	3 C	M4049 4	00312000SIK A	M40494**CV*** **
MCB BUTLER	AA 17* 1105.274 1	00 7	6789 5	06744 3	3 C	M4049 4	67400000SIK A	M40494**CV*** **
CAMP FUJI	AA 17* 1105.274 1	00 7	6789 5	06744 3	3 C	M4049 4	67400000SIK A	M40494**CV*** **
MCAS IWAKUNI	AA 17* 1105.274 1	00 7	6789 5	06744 3	3 C	M4049 4	67400000SIK A	M40494**CV*** **
MUJUK, KOREA	AA 17* 1105.274 1	00 7	6789 5	06744 3	3 C	M4049 4	67400000SIK A	M40494**CV*** **
III MEF	AA 17* 1105.274 1	00 7	6789 5	06744 3	3 C	M4049 4	67438000SIK A	M40494**CV*** **
MARFOREUR	AA 17* 1105.274 1	00 7	6789 5	06744 3	3 C	M4049 4	67023000SIK A	M40494**CV*** **

(8) CONUS contractor managed garrison mess hall collections for the authorized sale of meals will use the following accounting data:

COMMAND	APPN / SBHD	OBJ	BCN	AAA	TC	PAAN	COST CODE	DOC REF NUMBER
CHERRY POINT	AA 17* 1105.2741	007	67895	067443	3C	M40494	00146000SIKA	M40494** CV*****
MCRD SD	AA 17* 1105.2741	007	67895	067443	3C	M40494	00243000SIKA	M40494** CV*****
MCRD PI	AA 17* 1105.2741	007	67895	067443	3C	M40494	00263000SIKA	M40494** CV*****
QUANTICO	AA 17* 1105.2741	007	67895	067443	3C	M40494	00264000SIKA	M40494** CV*****
CAMP PENDLETON	AA 17* 1105.2741	007	67895	067443	3C	M40494	00681000SIKA	M40494** CV*****
MWTC BRIDGEPORT	AA 17* 1105.2741	007	67895	067443	3C	M40494	00681000SIKA	M40494** CV*****
MCAS BEAUFORT	AA 17* 1105.2741	007	67895	067443	3C	M40494	60169000SIKA	M40494** CV*****
YUMA	AA 17* 1105.2741	007	67895	067443	3C	M40494	62974000SIKA	M40494** CV*****
CAMP LEJEUNE	AA 17* 1105.2741	007	67895	067443	3C	M40494	67001000SIKA	M40494** CV*****
8TH&I	AA 17* 1105.2741	007	67895	067443	3C	M40494	67029000SIKA	M40494** CV*****
29PALMS	AA 17* 1105.2741	007	67895	067443	3C	M40494	67399000SIKA	M40494** CV*****
MIRAMAR	AA 17* 1105.2741	007	67895	067443	3C	M40494	67865000SIKA	M40494** CV*****
CAMP ALLEN (NORFOLK)	AA 17* 1105.2741	007	67895	067443	3C	M40494	67391000SIKA	M40494** CV*****
I MEF	AA 17* 1105.2741	007	67895	067443	3C	M40494	68450000SIKA	M40494** CV*****
II MEF	AA 17* 1105.2741	007	67895	067443	3C	M40494	20133000SIKA	M40494** CV*****

(a) Asterisk (*) equals the last digit of the fiscal year when the funds were collected (FY2016, * = 6).

(b) X equals the BCN of the command that is processing the collection. (Example: MCB Camp Lejeune line of accounting for collections to MPMC for FY 2016 would be 1761105.2741 007 95490 067443 3C M95490 67001000SIKA).

(c) % equals the reimbursable bill number generated by SABRS when the appropriate DIC (ADG) is inducted.

b. Retained Collections. The annual MPMC SIK funding and specific reimbursable authority message provides the percentage of the dollar value of meals sold at the standard meal rate which can be retained by the local Command O&MMC (RON SIS). Retained collections from OCONUS mess halls will be retained by the local food service systems O&MMC. Commands are authorized to obligate for their SIS collections once funds are receipted into the appropriate SIS account. Commands are reminded that this obligation shall

not exceed the amount collected. Specific reimbursement authority will be at the level of the command that is executing against the collections. Copies of collection vouchers submitted by the mess hall must be provided to the Comptrollers/Financial Management Responsible Officer immediately following the collection. Comptrollers must follow RFA guidance to record the anticipated collections in SABRS, prepare the collection voucher, and retain and record the "evidence of the pending deposit of collection". A copy of all collection vouchers must be provided to HQMC DC I&L (LF).

c. Distribution of Collections from the sale of field feeding meals. Collections, in the form of cash or funding reimbursements, for the sale of operational rations, contracted field meals etc. is reimbursable to the local subsistence MPMC account that purchased the rations being sold (i.e. 2d MarDiv sells MREs, the reimbursement would be to the II MEF MPMC account).

d. Reimbursement by Check. Reimbursement checks received for the sale of meals should be made payable to the Disbursing Office activity that the collections will be turned into rather than to the U.S. Treasury. All checks will be properly endorsed by the depositor/disbursing office per reference (n). A DD 1131 must be prepared and submitted with all checks to ensure proper credit to the appropriate MPMC appropriation.

11. Correction of Erroneous Appropriation Data

a. If erroneous appropriation data is cited on the reimbursement document, it must be corrected IAW reference (n).

b. Reimbursement documents that are not properly prepared will not be credited to the MPMC appropriation and will thereby constitute a loss in MPMC dollars.

c. Commands are responsible to correct all errors on reimbursement documents IAW established procedures.

Annual Due Date	Responsible	Submission Requirements	Required Actions
By 1 Aug	Allotment Holders	Field Feeding Budget: Budget for upcoming fiscal year.	Field Feeding: Submission of the Budget/QSFR quarterly estimates for the next fiscal year using the "Procurement" Worksheets (tabs). - Budget submissions are to be in official message format.
By 1 Aug	Allotment Holders	Field Feeding Budget Update: Budget for current fiscal year.	Field Feeding: Submission of an updated Budget based on actuals through July and estimates for August and September of the current fiscal year using the "Procurement" Worksheets (tabs). - Budget submissions are to be in official message format.
By 1 Sep	Allotment Holders	Field Feeding Budget Update: Budget for current fiscal year.	- Field Feeding: Submission of the updated Budget/QSFR based on actuals through August and estimates for September for the current fiscal year using the "Procurement" Worksheets (tabs). - Budget submissions are to be in official message format.
By 20 Sep	Allotment Holders	Field Feeding Budget Update: Budget for current fiscal year.	Field Feeding: Submission of the updated QSFR based on actuals through 15 September for the current fiscal year using the "Procurement" Worksheets (tabs). - Budget submissions are to be in official message format.

Figure 4-1. -Timetable for MPMC 1105 Subsistence Funds Budget and Reporting Requirements for Field Feeding/POR Consumption

Annual Due Date	Responsible	Submission Requirements	Required Actions
By 20 Oct	Allotment Holders	Field Feeding Reporting: QSFR for the 4 th quarter of the previous fiscal year.	Field Feeding: Submission of the QSFR for the 4 th quarter for the last fiscal year using the "Procurement" Worksheets (tabs) and "Consumption" Worksheets (tabs) based on actual procurement and consumption information for the previous fiscal year. - Budget submissions are to be in official message format.
By 1 Dec	Allotment Holders	Field Feeding Budget Update: Budget for the current fiscal year.	Field Feeding: Submission of the updated Budget/QSFR using actuals through November and estimates for December, 2,3,&4 QTR for the current fiscal year using the "Procurement" Worksheets (tabs). - Budget submissions are to be in official message format.
By 20 Jan	Allotment Holders	Field Feeding Reporting: QSFR for the 1 st quarter of the current fiscal year.	Field Feeding: Submission of the QSFR using the "Procurement" Worksheets (tabs) and "Consumption" Worksheets (tabs) based on actual procurement and consumption information for the 1 st quarter of the current fiscal year. - Budget submissions are to be in official message format.
By 1 Mar	Allotment Holders	Field Feeding Budget Update: Budget for the current fiscal year.	Field Feeding: Submission of the updated Budget/QSFR based on actuals through February and estimates for March, 3 rd and 4 th quarters for the current fiscal year using the "Procurement" Worksheets (tabs). - Budget submissions are to be in official message format.

Figure 4-1. -Timetable for MPMC 1105 Subsistence Funds Budget and Reporting Requirements for Field Feeding/POR Consumption (Continued)

Annual Due Date	Responsible	Submission Requirements	Required Actions
By 20 Apr	Allotment Holders	Field Feeding Reporting: QSFR for the 2nd quarter of the current fiscal year.	Field Feeding: Submission of the QSFR for the 2 nd quarter using the "Procurement" Worksheets (tabs) and "Consumption" Worksheets (tabs) based on actual procurement and consumption information for the 1 st and 2 nd quarter of the current fiscal year. - Budget submissions are to be in official message format.
By 1 Jun	Allotment Holders	Field Feeding Budget Update: Budget for the current fiscal year.	Field Feeding: Submission of the updated Budget/QSFR based on actuals through May and estimates for June and 4 th quarter for the current fiscal year using the "Procurement" Worksheets (tabs). - Budget submissions are to be in official message format.
By 20 Jul	Allotment Holders	Field Feeding Reporting: QSFR for the 3rd quarter of the current fiscal year	Field Feeding: Submission of the QSFR for the 3rd quarter of the current fiscal year using the "Procurement" Worksheets (tabs) and "Consumption" Worksheets (tabs) based on actual procurement and consumption information for the 1 st , 2 nd , and 3 rd quarter of the current fiscal year. - Budget submissions are to be in official message format.

Figure 4-1. -Timetable for MPMC 1105 Subsistence Funds Budget and Reporting Requirements for Field Feeding/POR Consumption (Continued)

Annual Due Date	Responsible	Submission Requirements	Required Actions
By 1 Aug	Allotment Holders	Garrison Mess Hall Feeding Budget: Garrison Subsistence Budget for the upcoming fiscal year	Garrison Mess Hall Feeding: Submission of the completed Subsistence Budget for the upcoming fiscal year using the format on the HQMC (LF) website. - Budget submissions are to be in official message format.
By 1 Aug	Allotment Holders	Garrison Mess Hall Feeding Budget: Garrison Subsistence Budget update for the current fiscal year	Garrison Mess Hall Feeding: Submission of the updated Subsistence Budget based on actual expenditures through July of the current fiscal year and estimates for August and September using the format on the HQMC (LF) website. - Budget submissions are to be in official message format.
By 1 Sep	Allotment Holders	Garrison Mess Hall Feeding Budget: Garrison Subsistence Budget update for the current fiscal year	Garrison Mess Hall Feeding: Submission of the updated Subsistence Budget based on actual expenditures through August of the current fiscal year and estimates for September using the format on the HQMC (LF) website. - Budget submissions are to be in official message format.
By 20 Sep	Allotment Holders	Garrison Mess Hall Feeding Budget: Garrison Subsistence Budget update for the current fiscal year	Garrison Mess Hall Feeding: Submission of the updated Subsistence Budget based on actual expenditures through 15 September of the current fiscal year using the format on the HQMC (LF) website. - Budget submissions are to be in official message format.

Figure 4-2. -Timetable and Procedures for MPMC Subsistence Funds Budget and Reporting Requirements for Garrison Mess Hall Feeding

Annual Due Date	Responsible	Submission Requirements	Required Actions
By 20 Oct	Allotment Holders	Garrison Mess Hall Feeding Reporting: SOAR for the 4 th quarter SOAR of the previous fiscal year.	Garrison Mess Hall Feeding: Submission of the completed 4 th QTR SOAR (version based on the automated food management system being used) for the previous fiscal year. - Budget submissions are to be in official message format.
By 1 Dec	Allotment Holders	Garrison Mess Hall Feeding Budget: Garrison Subsistence Budget update for the current fiscal year	Garrison Mess Hall Feeding: Submission of the updated Garrison Mess Hall Subsistence Budget for the current fiscal year based on actual expenditures through November and estimates for December and the 2 nd , 3 rd , and 4 th QTR using the format using the format on the HQMC (LF) website. - Budget submissions are to be in official message format.
By 20 Jan	Allotment Holders	Garrison Mess Hall Feeding Reporting: SOAR for the 1 st quarter of the current fiscal year.	- Garrison Mess Hall Feeding: Submission of the completed 1 st QTR SOAR (version based on the automated food management system being used) for the current fiscal year. - Budget submissions are to be in official message format.

Figure 4-2. -Timetable and Procedures for MPMC Subsistence Funds Budget and Reporting Requirements for Garrison Mess Hall Feeding (Continued)

Annual Due Date	Responsible	Submission Requirements	Required Actions
By 1 Mar	Allotment Holders	Garrison Mess Hall Feeding Budget: Garrison Subsistence Budget for the current fiscal year	Garrison Mess Hall Feeding: Submission of the updated Subsistence Budget based on actual expenditures through February and estimates for March and the 3 rd and 4 th quarters for the current fiscal year using the format on the HQMC (LF) website. - Budget submissions are to be in official message format.
By 20 Apr	Allotment Holders	Garrison Mess Hall Feeding Reporting: SOAR for the 2nd quarter of the current fiscal year.	Garrison Mess Hall Feeding Submission of the completed 2nd QTR SOAR (version based on the automated food management system being used) for the current fiscal year. - Budget submissions are to be in official message format.
By 1 Jun	Allotment Holders	Garrison Mess Hall Feeding Budget: Garrison Subsistence Budget update for the current fiscal year	Garrison Mess Hall Feeding: Submission of the updated Subsistence Budget based on actual expenditures through May and estimates for June and the 4 th quarter for the current fiscal year using the format on the HQMC (LF) website. - Budget submissions are to be in official message format.
By 20 Jul	Allotment Holders	Garrison Mess Hall Feeding Reporting: SOAR for the 3rd quarter of the current fiscal year.	Garrison Mess Hall Feeding Submission of the completed 3rd QTR SOAR (version based on the automated food management system being used) for the current fiscal year. - Budget submissions are to be in official message format.

Figure 4-2. -Timetable and Procedures for MPMC Subsistence Funds Budget and Reporting Requirements for Garrison Mess Hall Feeding (Continued)



UNITED STATES MARINE CORPS
(UNIT NAME)

IN REPLY REFER TO
10110
DD MMM YYYY

From: Commanding Officer, (Requesting Unit)
To: Commanding General, III Marine Expeditionary Force, (Attn: AC/S G-4)
Via: Commanding General, (MSC)

Subj: **CONTRACT FEEDING REQUEST**

Encl: (1) Letter of Justification PER MCO 10110.14M Ch 3 PARA 7.b
(2) Copy of Feeding Contract

1. Request Contract Feeding in support of:

- a. Exercise name:
- b. Location:
- c. Inclusive dates:

2. Breakdown of personnel (Final numbers will be submitted following operation):

- a. Marine Officer: (Number)
- b. Marine Enlisted: (Number)
- c. Navy Officer: (Number)
- d. Navy Enlisted: (Number)
- e. Other (Reservist): (Number)
- f. Total: (Number)

3. Breakfast meal (\$2.30 X Head Count) + Dinner Meal (\$3.65 X Head Count) X Days of Feeding = Total Dollar Value Authorize (requested)

4. A roster of personnel collecting comrats will be submitted to S-1 for payroll checkage.

5. Exercise requirements are/are not identified during the annual FY-~~XX~~ subsistence-in-kind budget planning cycle.

7. Point of contact:

I. M. MARINE

Figure 4-3. - Example Request for Contacted Field Meal

Chapter 5

Personnel Authorized to Subsist in Appropriated Funded Mess Halls

1. General. The provisions of this chapter shall be used to determine specific meal charges for all classes of patrons, to include individuals, groups and units. These financial management policies and procedures shall not be supplemented by DoD Component issuances without the prior written approval of the Under Secretary of Defense (Comptroller) (USD(C)).

2. Purpose. The primary purpose of appropriated fund garrison mess halls is to feed the enlisted member. Each enlisted member of the Marine Corps is entitled to three meals for each day on active duty. The two meal brunch routine (breakfast/brunch, dinner/brunch or holiday brunch) may be served on Saturday, Sunday, and on special holidays (Navy and Marine Corps Birthdays, Thanksgiving Day, Christmas Day, and New Year's Day). A night meal may be served for shift workers who are entitled to subsist at government expense. All food is intended to be consumed in the mess hall during the applicable meal period, except when carryout service is offered. Either the two or three meal routine constitutes the total ration entitlement.

3. Blanket Authorizations. The subsistence portion of the MPMC SIK Account is congressionally authorized for the purpose of feeding enlisted Marines who are entitled to subsist at government expense. The use of MPMC 1105 appropriation for purposes other than those for which the appropriation is authorized is prohibited under 31 U.S.C. Section 1301. Blanket authorizations to feed civilians (i.e. federal employees, retirees, dependents, guests, etc.) are obligations for an unauthorized purpose and are contrary to congressional intent of the appropriation, subject to Title 31 U.S. Code investigation. Garrison mess halls are authorized to support civilians, on an exception/non-reoccurring basis. Installation Commanders are authorized to permit civilian guests to subsist for the Marine Corps Birthday, Navy Birthday, Thanksgiving Day, Christmas Day, New Year's Day, Installation published family days, military appreciation days, and open-house days.

4. DoD Established Meal Rates. Per reference (o), requires the collection of the standard meal rate for meals consumed in or from an appropriated fund mess hall. The USD(C) will establish and publish annual rates for the meals consumed at appropriated fund mess halls by 31 December of each year. These meal rates will be published annually under separate cover by HQMC (LF). Applied meal rates include the discount meal rate (food cost only) and standard meal rate (food cost plus food operating expenses). When authorized to subsist the established meal rate for the five major categories of personnel (officers, enlisted personnel, military dependents, Federal civilian employees and others) are outlined below.

a. Officers

(1) Charge Required. Officers (Active and Reserve) are not authorized to subsist in appropriated fund mess halls without charge.

(2) Discount Meal Rate. Officers and Federal civilian employees, when not receiving the meal portion of per diem, shall be charged the discount meal rate when they are:

- (a) Performing duty on a U.S. Government Vessel.

- (b) On field duty.
- (c) In a group travel status.
- (d) Included in essential unit messing (EUM) as defined in reference (n).
- (e) On a U.S. Government aircraft on official duty either as a passenger or as a crew member engaged in flight operations.
- (f) On Joint Task Force (JTF) operations other than training at temporary U.S. installations, or using temporary mess halls.
- (g) An Officer pay checkage at the discounted meal rate is considered payment for meals. Command issued orders and personnel center certification of the pay checkage is required prior to meals being issued at no charge (includes Packaged Operational Ration's (PORs) and mess hall meals).

(3) Standard Meal Rate. Officers shall be charged the standard meal rate when in any status other than that set forth in paragraph 4a (2) above.

b. Enlisted Personnel

(1) Enlisted members are not entitled to the meal portion of per diem, nor a monetary allowance for subsistence, when on field duty, sea duty, group travel, or EUM. Therefore, meals should be furnished at no cost to those enlisted members and, as a result, there is no reimbursable rate for enlisted members when on field duty, sea duty, group travel, or EUM.

(2) Conditions for Charge. Enlisted (Active and Reserve) personnel may eat in an appropriated fund mess hall without charge when not receiving either an allowance for subsistence or the meal portion of per diem. Enlisted personnel entitled to meals at government expense shall be furnished such meals on a non-reimbursable basis without regard to unit or DOD Component affiliation. Reimbursement between the Military Departments for such meals is not authorized for active duty personnel and members of the Reserve Components. Reserve personnel must be on an approved drill weekend or 2 week active drill status (not receiving meal entitlement) in order to subsist without charge in the mess halls while on Basic Allowance for Subsistence (BAS).

(a) Discount Meal Rate. Enlisted personnel not receiving the meal portion of per diem shall be charged the discount meal rate when they are:

1. On a U.S. Government aircraft on official duty either as a passenger or as a crew member engaged in flight operations.

2. On JTF operations other than training at temporary U.S. installations, or using temporary mess facilities.

(b) Standard Meal Rate. Enlisted personnel shall be charged the standard meal rate when they are receiving the meal portion of per diem or when they are receiving an allowance for subsistence. Enlisted personnel on recruiting duty, who receive an allowance for subsistence based on the non-availability of subsistence-in-kind (i.e., rations not available), as

authorized in Volume 7A of reference (n), shall be authorized to receive, and to pay the standard meal rate, for a meal furnished by an appropriated fund mess hall.

c. Military Dependents

(1) Charge Required. Military dependents are not authorized to eat in appropriated fund mess halls without charge.

(2) Discount Meal Rate. Spouse and children shall be charged the discount meal rate when they are dependents of enlisted members in pay grades E-1 through E-4.

(3) Standard Meal Rate. All military dependents, E-5 and above, shall be charged the standard meal rate.

d. Members of Youth Groups. This category consists of members of organized nonprofit youth groups sponsored at the national or local level and ad hoc groups of youths. The distinction between the two groups is that an organized youth group has continuity over time, and a structure (such as officers, advisors, organization rules), and an ad hoc group does not. For example: A local high school Key Club, which may be sponsored by the Kiwanis Club, would qualify as an organized nonprofit youth group. On the other hand, if the children of a local Kiwanis Club member visited an installation, they would be considered to be an ad hoc group because they are not a formally organized and structured youth group.

(1) Charge Required. These individuals are not authorized to eat in appropriated fund mess halls without charge.

(2) Discount Meal Rate. Members of an organized nonprofit youth group sponsored at either the national or local level shall be charged the discount meal rate, when extended the privilege of visiting a military installation, or when residing at a military installation pursuant to an agreement in effect on June 30, 1986, and permitted to eat in the mess hall by the Installation Commander per reference (m). Chaperones and escorts are not considered youth group members and will pay the standard meal rate.

(3) Standard Meal Rate. All other youth group individuals (members of ad hoc youth groups) shall be charged the standard meal rate.

e. Officer Candidates, Midshipmen, Service Academy Cadets, Service Academy Preparatory School Students, Reserve Officer Training Corps (ROTC)/Junior Reserve Officer Training Corps (JROTC). Members of the JROTC/ROTC are authorized to subsist in an appropriated mess hall if they are not in receipt of per diem and are part of an approved training event (pre-approved) at the installation. These meals will be reported under USMC reserves on the Man-day Fed report and meal signature records. All messing requirements will be coordinated with the installation/Installation. Chaperones and staff members are required to pay appropriate meal rate. Members conducting summer training programs are normally in an E-4/5 "pay status for training" and are authorized messing at government expense for allowance purposes.

f. Korean Augments to US Army (KATUSA). These personnel are authorized to subsist at government expense, while supporting training and exercises.

KATUSA identification card will be verified prior to meal consumption and are recorded as US Army on the meal verification record.

g. Other authorized patrons. This category includes military retirees and their dependents and all other individuals not included in subparagraphs 4a through 4f above.

(1) Charge Required. These individuals are not authorized to eat in appropriated fund mess halls without charge.

(2) Standard Meal Rate. All individuals shall be charged the standard meal rate.

h. Coast Guard Members: These personnel are part of Homeland Defense and not DoD. All Coast Guard personnel while on duty at shore installations are in receipt of the meal entitlement (BAS) and are required to pay for all meals consumed.

i. Non-DoD emergency/disaster personnel who provide immediate response to protect the installation and DoD personnel.

(1) These personnel are authorized subsistence support from appropriated mess halls. Under emergency circumstances the Installations request supplemental funding from HQMC in support of required expenses. This request should include costs for subsistence support for the above personnel. The HQMC response message will include the line of accounting to be used to support non-DoD emergency responders.

(2) This is a rare exception that allows subsistence (mess hall meals) to be paid from the O&MMC 1106 account. Installation is required to transfer funds in support of all meals provided by the mess halls at the current meal prices.

(3) Under current fiscal law, Federal employees (including DoD emergency responders) and military personnel not entitled to subsist at government expense must pay for all meals consumed from the appropriated mess halls.

5. Payroll Deduction. Military members receiving full BAS and not on per diem orders should have collections for meals deducted from their pay account when assigned to field or sea duty. The collection will be for full days at the discount meal rate except that the first and last day will be collected at 25% of the daily discount meal rate. It is the intent of DoD that cash collections during field and sea duty are kept to a minimum. Therefore, members should have their pay checked at the appropriate meal rate. Payroll deduction is based on meal availability, not consumption. The member's pay will be checked for three meals per day regardless of how many meals are consumed.

6. Payment for Meals or Rations Provided/Consumed

a. Military members may not receive full BAS and meals or rations at no charge for the same period of service. Members in receipt of any type of full BAS must pay for all meals consumed. This is a personal obligation of the individual. Meals or rations may be paid with cash, by payroll deduction or by collection/reduction of otherwise entitled travel per diem. Meals or

rations provided shall be paid for or reimbursed at the DoD established meal rate set by the USD (C).

b. Commanders will ensure that reimbursement is made for meals or rations provided at the applicable meal rate for personnel not entitled to subsist at government expense. Payments for meals must be collected in advance of consumption to avoid an Anti-deficiency Act violation. Title 31 of the U.S. Code requires a preliminary review of potential 1341 violations for duplications or other accounting errors in recording the applicable obligation for the sale of meals. If a violation has occurred, final reports must be submitted to the Office of the Under Secretary of Defense (Comptroller) (USD(C)).

c. Common Service Feeding is the provision of meals by one military service to enlisted personnel of another service, who are entitled to subsist at government expense, for which individual or service reimbursement is not required. Payment will not be required for meals or rations for those personnel identified as common service. However, additional contracting labor, operations and maintenance costs may be required by the host command. For USMC operational units, this cost is funded via exercise O&MMC funds and not the MPMC 1105 SIK Account.

d. Cross Service Feeding is the provision of bulk subsistence to members of Reserve components, other military services and foreign governments which requires reimbursement from the agency receiving the support.

(1) Installations will coordinate the reimbursement of specific categories of personnel provided meals under cross service. Identification of these personnel is required on a separate Meal Verification Record, NAVMC Form 10789 and reported separately on the Man-Day Fed Report. This report is EXEMPT from Reports Control according to reference (k).

(2) The consolidated quarterly Man-Day Fed Report will be submitted with the SOAR (version based on the automated food service system being operated) and QSFR will identify these categories of personnel separately.

7. Other Situations Requiring Payment or Reimbursement for Meals and Rations Provided/Consumed

a. Commanders may not use O&MMC 1106 funds to pay for mess hall meals or subsistence support (e.g. military retiree groups, local community groups, etc.), each individual must pay for their meals.

b. When individual rations are sold to civilians in a non-field duty status in support of various command functions/celebrations (Capabilities Exercise, Jane Wayne Day, tournaments, demonstrations, etc.) or visiting groups (i.e. Boy Scouts), they will be sold at the current case price. If less than a full case of MRE's is required, the appropriate portion box rate (1/12th) will be charged. This also applies to Reserve components when they sell individual rations to civilians for non-appropriated humanitarian/outreach programs. Prior approval is required from HQMC (LF) for active duty units to sell individual rations to these groups. Reserve units will request approval from the COMMARFORRES vice HQMC (LF).

(1) Commanders will take necessary action to ensure that the correct appropriation is credited for sale of all subsistence by active duty Marine

Corps units. Reserve components will contact their Marine Corps Reserve Headquarters for the correct appropriation to be used.

(2) When civilians participate in Marine Corps sponsored field exercises, or in EUM, they are treated the same as officers in a similar status for payment of meals.

c. Sale of Meals. The Installation Commander may authorize the sale of meals from the mess hall to authorized personnel under the following conditions:

(1) The provision of SIK for enlisted personnel is not jeopardized.

(2) The authorization for the sale of meals is in writing and includes the conditions under which the sale is authorized.

(3) There are sufficient food service personnel available, existing mess facilities are adequate, and no other commercial or non-appropriated food facilities are available.

d. Reimbursement for Meals Furnished to Foreign Military Personnel.

(1) ACSA are agreements negotiated on a bilateral basis with US allies or coalition partners that allow US forces to exchange most common types of support, including food, fuel, transportation, ammunition, and equipment. Authority to negotiate these agreements is usually delegated to the Combatant Commander by the Secretary of Defense. Authority to execute these agreements lies with the Secretary of Defense, and may or may not be delegated. Governed by legal guidelines, these agreements are used for contingencies, peacekeeping operations, unforeseen emergencies, or exercises to correct logistic deficiencies that cannot be adequately corrected by national means. The support received or given is reimbursed under the conditions of the acquisition and cross-servicing agreement.

(2) ACSA's are an overarching agreement between these nations and is the basis for requesting logistical support. Some nations utilize the Mutual Logistical Support Request (MLSR) in lieu of an ACSA, but both agreements provide the same support.

(a) Foreign military members request logistical support thru the use of MLSRs or Mutual Logistical Support Order (MLSO).

(b) Method of payment is described in ACSA.

(c) The payment for meals provided will be prior to the consumption of the meal.

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

(4) Under the Developing Countries Combined Exercise Program, the Secretary of Defense may pay for subsistence expenses of a developing country that are incurred as a direct result of participation in bilateral or multilateral military exercises.

(5) An approved billing document will be presented to the host nation government via the appropriate chain of command for payment. This will normally be accomplished through a designated military liaison or the appropriate U. S. Embassy.

(6) A copy of the billing invoice or document will be submitted to the appropriate force commander with the command's QSFR for review.

e. Reciprocal Unit Exchange Program. The Reciprocal Unit Exchange Program was established to provide training and related support (to include subsistence) to military and civilian defense personnel of an authorized foreign country or international organization. This provision of training and subsistence support must be journalized as part of a bona-fide international agreement. This agreement will be in the form of an ACSA and through the use of a MLSR. Under the agreement, the recipient foreign country will provide, on a reciprocal basis, comparable training and support, within 12 months.

f. Personnel, other than enlisted personnel, may receive a meal from an appropriated fund mess hall, provided no increase in direct resources results from feeding such personnel and appropriate meal rates are collected.

g. The Installation Commander is responsible for assuring that meals are provided only to authorized personnel within the capabilities and availability of existing appropriated fund mess halls. This is applicable to either a consolidated or individual food service system.

h. Military personnel on temporary additional duty (TAD) orders, shall indicate the per diem status of travelers to assist in determining the appropriate meal charge to be assessed. If personnel are receiving M&IE at the government messing "available" rate, they are permitted to subsist in the garrison mess halls at the standard meal rate. If personnel are receiving M&IE at the government messing "not available" rate, they are not permitted to subsist in the garrison mess hall.

i. Civilian personnel on TAD orders are entitled to the full M&IE rate and therefore are not authorized to subsist in garrison mess halls.

j. Civilian and military personnel of a foreign government shall be furnished meals IAW specific arrangements made between the U.S. Government and the foreign government, which should be specified on the Invitational Travel Orders (ITO). Charges for food costs and related food service operating expenses shall be made on the same basis as they would be for U.S. Government personnel of equal rank. A copy of all ITOs will be provided to DC I&L via the appropriate chain of command.

k. Officer personnel are authorized to subsist in appropriated fund mess halls occasionally provided no increase in direct resources results from feeding such personnel. No authorization is required from the Installation commander to subsist officer personnel.

l. United Service Organization (USO) personnel are permitted to subsist in appropriated fund mess halls when authorized in writing from the Installation commander.

m. Full time, paid professional field and Headquarters Red Cross staff workers, full time paid secretarial and clerical Red Cross workers on duty in

Red Cross Offices, Red Cross volunteer workers, uniformed and non-uniformed, in CONUS and overseas, are permitted to subsist in appropriated fund mess halls when authorized in writing from the Installation commander.

n. Food service contractor and Master Labor Contractor (MLC) personnel that work in the mess halls and Federal Civilian Employees assigned to the Installation Food Service Office and Contracting Office who are responsible for monitoring the food service contractor performing in designated mess halls. This also applies to HQMC food service personnel and the KO on official command visits.

o. Civilian personnel, other than outlined above when permitted by the Installation Commander to subsist, must be authorized in writing from the Installation Commander. For those specific holidays outlined in paragraph 2, authorization is not required.

Chapter 6

Accounting for Personnel Fed

1. General Provisions. When accounting for personnel fed, it is essential to accurately record and obtain credit for those personnel subsisted.

2. Identifying Personnel Authorized to Subsist at Government Expense

a. Marine Corps enlisted personnel who are authorized to subsist at government expense are identified by a Common Access Card (CAC) and a DD Form 714 (meal card) IAW reference (p).

b. Marine Corps Reserve enlisted personnel in a training status are identified by a CAC and travel orders that state the member is authorized to subsist at government expense.

c. Enlisted members of the Army, Navy and Air Force active duty and Reserve, Marine option Naval Reserve Officers Training Corps (NROTC) midshipmen, and National Guard in a training status are identified by a CAC/military identification card and travel orders that state the members are authorized to subsist at government expense.

d. Marine Corps ROTC students in a training status are identified by travel orders and an official training roster.

e. Army, Navy, Air Force and Marine JROTC students conducting training are identified by authorization letter and training roster.

f. Marines (Officer and Enlisted) in a Unit Deployment Status are directed to be EUM and be issued a meal card.

3. Identifying Personnel Not Required to Pay for Meals at the Time of Consumption

a. Personnel identified as payroll deduction will not make payment for meals at the time of consumption. Support requests from garrison mess halls will be routed via the installation food service office.

b. Common service feeding is the provision of meals by one military service to enlisted personnel of another service which individual or service reimbursement is not required. Individual payment will not be required for meals or rations for those personnel identified by common service unless receiving BAS.

c. Cross service feeding is the provision of bulk subsistence to members of Reserve components of other military services and foreign governments which require reimbursement from the agency receiving the support.

4. Accounting for Personnel Fed in Garrison Mess Halls

a. Meal Verification Supervisor. Military personnel assigned as meal verification supervisors will be appointed in using DD Form 577. This form and instructions for its completion can be found at <http://www.dtic.mil/whs/directives/forms/eforms/dd0577.pdf>. For contractor managed mess halls these duties will be outlined in the RGFSC. Meal verification supervisors, are responsible for identifying and accounting for

personnel authorized to subsist at government expense, and those personnel in a cross service or payroll deduction status.

b. Cashier. Military personnel assigned as cashiers will be appointed in writing using DD Form 577. Food service contract employee's assignment as a cashier will be outlined in the applicable food service contract. Cashiers are responsible for collection, accounting, and safeguarding of monies from the sale of meals. The mess hall cashier is responsible to the mess hall manager/designated representative for assuring that the cash meal payment sheet is correct, the applicable meal rates for each category of personnel are collected, and the amount of monies collected matches the amount recorded on the cash meal payment sheets.

c. The mess hall cashier(s) will be located in a manner to facilitate patron flow and accommodate patron accountability. A sign will be displayed at the entrance of the facility informing personnel of payment procedures, cashier locations, and current meal rates for each meal. While performing cash collection, the mess hall cashier will not be engaged in any other duties.

5. Appointment and Control Procedures for Handling Cash Collections

a. Monetary credits accrue only for persons actually fed. Accounting for all meals served is of the utmost importance for budgeting and reporting. The FSO must establish control measures to ensure accurate headcounts and proper cash collections occur for each meal. Control measures for contractor managed mess halls will be included in the contract Performance Work Statement (PWS) and QASP.

b. Control procedures include, but are not limited to the following:

(1) The Installation commander will appoint an installation food service office collection agent who will act under the supervision of the FSO to collect mess hall funds from mess halls, account for these funds, and deposit them to the disbursing officer or designated financial institution. The collection agent will prepare the accounting forms, submit these forms to the designated officer for signature, and file for submission with the SOAR. An alternate collection agent will be appointed to act only in the absence of the regularly appointed agent. The cash collection agent and alternate will be appointed using DD Form 577. A copy of all appointments as collection agent, and their alternates, will be furnished to the collection agent who will maintain a current file of all such appointments. All appointment letters will be retained on file IAW DoD policy for document retention. The same form to appoint the agents will be used to terminate their appointment. This appointment letter is not required for mess halls operating under the RGFSC.

(2) The appointment and control procedures for the installation food service office collection agent for cash collections from the sale of meals are as follows.

(a) Ensure the correct standard and discount published meal rates for each meal are provided to mess hall managers.

(b) Maintain the Meal Activity Report upon turn in from the mess hall manager/designated representative per reference (q).

(c) Review completed forms for accuracy, certify them, and keep originals for audit records. Overages in cash collections are turned in to the disbursing office as a separate entry on a DD 1131 per reference (n).

(d) The collections from the sale of meals will be deposited per the annual MPMC SIK funding and specific reimbursable authority message. At the end of each accounting period, a Standard Form DD 1131 will be prepared to reflect a total of all collections turned over to a disbursing officer or designated financial institution. A copy of the DD 1131 will be included with the original and duplicate copies of the SOAR. One copy will be retained by the installation food service office collection agent.

(3) The records of installation food service office collection agents will be verified at least quarterly as required in reference (n) and will be maintained per reference (g). Upon completion of the verification, a report of the results will be promptly submitted to the Installation Commander, and a copy of the report will be furnished to the collection agent for file.

c. The FSO will issue supplementary instructions on the control and safekeeping of mess hall funds. These instructions will include information pertaining to the following:

(1) The cash collection agent/designated representative will collect mess hall funds from the mess hall cashier and turn-in funds to the Installation food service office collection agent. Military personnel will be appointed as mess hall collection agents (See Figure 6-8). For contractor managed mess halls these duties will be outlined in the RGFSC.

(2) At no time will the amount collected exceed the amount established by base finance/comptroller per reference (n), Volume 5 for military managed mess halls. Prior to this occurring the mess hall collection agent will ensure monies are turned into the Installation food service office collection agent.

(3) Each mess hall will be equipped with a GSA approved safe in which mess hall funds will be stored. The safe must contain separate compartments which can be locked independently of each other. Each safe and compartment used for the storage of funds must contain a dial-type, built-in, independent combination, locking device which ensures access is limited to one person. Key-type or pull-off type locks do not satisfy this requirement.

(a) For military managed mess halls the safe combination in the mess hall will only be known to the primary and alternate mess hall collection agent. The combinations within the safe will only be known to the individual who places monies in the compartment for safeguarding. The safe combinations will be changed every 6 months and upon the relief of the mess hall primary or alternate collection agent. For contractor managed mess halls, the handling and safeguarding of monies from the sale of meals will be outlined in the RGFSC.

(b) The safe combination for the safe in the food service office will only be known to the primary and alternate installation collection agents. The safe combinations will be changed every 6 months and upon the relief of the primary or alternate installation collection agent IAW reference (n).

(4) Lockable cash drawer will be provided for the mess hall cashiers to be used while making collections.

(5) For military managed mess halls when funds to support the Meal Activity Report from the sale of meals are missing or lost, an investigation will be conducted per reference (r). A copy of any report of investigation involving missing or lost monies from the sale of meals will be filed with the Installation food service office collection agent's records per reference (g) to document the loss of serialized forms.

(6) For contractor managed mess halls, the handling and safeguarding of funds from the sale of meals will be outlined in the RGFSC.

(7) Man-day fed credits can only be claimed for the number of meals that equate to the cash turned-in to the Installation food service office collection agent. Credits for funds lost or stolen in the mess hall are not authorized.

d. Voucher for Transfers Between Appropriations and/or Funds. The Standard Form DD 1131 will be used as the document for turn-in of cash collections from the sale of meals to the disbursing officer or designated financial institution and the transfer of cash collections to the required appropriation. This document is also used as the voucher for transfers between O&MMC appropriation and reimbursement to the MPMC appropriation. Instructions pertaining to the use, preparation, and processing of vouchers are contained in reference (n). The FSO will coordinate with the disbursing office and publish written instructions for the completion of these documents to the Installation food service office collection agent.

6. Point of Sales (POS)

a. Introduction. The Marine Corps Food Management Information System (MCFMIS) POS is designed to replace the manual signature headcount and cash collection procedures (NAVMC 10789 and NAVMC 10298). The system incorporates card scanners to read the DoD CAC for patron identification and entitlement verification. POS terminals will also be used to record cash collections by authorized paying personnel.

b. The MCFMIS program will be expanded to include functionality to support required administrative personnel and payroll systems processes; establishing a means for payment data to be exchanged between MCFMIS and MCTFS. The POS will also include the ability to track the required patron headcount and meal service data to support the Commandant's F2F® initiative.

c. After-the-fact entitlement verification will also be performed by the installation Commander's administrative section. Actual headcount data will be retained in the system for later use in determining acceptability factors, for generating ration credits, and in forecasting the number of personnel that will subsist in the mess hall.

d. The long-range vision for the POS system is to eliminate the requirement to issue meal entitlement identification (Meal Cards (DD Form 714)), and reduce or eliminate the need to handle cash through providing payroll deduction for both enlisted and officer personnel.

7. Basic Head Counting Procedures

a. All personnel with a DoD CAC card will be required to scan their cards via the barcode scanner at the POS station, regardless of the meal entitlement. The scanning of the CAC will capture a headcount for reporting and budgeting purposes. This process also facilitates in identifying the patron's meal entitlement.

b. When the CAC card barcode is read, by the POS software, at the Mess Hall cashier station, it will determine whether the patron should be charged for the meal (BAS), or will be authorized to subsist at the Government's expense (SIK-Meal Card).

c. The system will generate the patron's meal entitlement based on the information provided by MCTFS, downloaded and distributed to each of Marine Corps POS terminal.

d. The system generated meal entitlement may be overridden by the Mess hall Meal Verification Supervisor/Cashier on an individual meal basis if the CAC holder shows proof that a different meal entitlement is authorized.

e. Patrons with an unserviceable/unreadable CAC card barcode will be required to manually key in their DOD ID number via a number pad for validation. Patron's that cannot be validated against the POS application will be required to pay unless proof that a different meal entitlement is provided.

f. Patrons from other services, will be required to provide proof of meal entitlement via their respective services' provided Meal Card, DD Form 714 or any other authorized proof of meal entitlement.

8. Accounting for Personnel Fed

a. The MCFMIS Meal Activity Report replaced the NAVMC 10789, Meal Verification Record and is the basic record for accounting for personnel authorized to subsist at government expense and documenting those personnel that are in a cross service or payroll deduction status.

b. 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 POS station.

c. Authorized DoD civilian diners (dependent on the installation policy) that wish to purchase cash meals will also be required to scan their CAC via the barcode scanner at the POS station. The cashier will verify the appropriate meal charges and cash transactions for the meal purchased.

d. Authorized diners, guests of service members or visitors without an ID or CAC will be entered into the POS system by using the non-card option.

e. All cash customers will receive a receipt of his or her transaction prior to his or her departure from the headcount station.

9. Voucher for Transfers between Appropriations and/or Funds. The Standard Form DD 1131 or the MCFMIS Cash Reimbursement Report will be used as the document for turn-in of cash collections from the sale of meals to the disbursing officer or designated financial institution and the transfer of

cash collections to the required appropriation. This document is also used as the voucher for transfers between O&MMC appropriation and reimbursement to the MPMC appropriation when required. The FSO will coordinate with the disbursing office and publish written instructions for the completion of these documents to the installation food service office collection agent.

10. Accounting for Personnel Authorized to Subsist at Government Expense in Recruit Training, Officer Candidate School, Schools of Infantry, and Correctional facilities

a. When personnel are in a status that requires mass feeding within a specific time frame, such as recruit feeding and OCS, meals will be accounted for using group feeding (block signature) procedures. A block signature entry is only authorized when patrons are brought to the Mess Hall in a group and under the supervision of a group leader (senior official). Patrons who are NOT brought to the facility in a group or escorted by a group leader will use the basic headcount procedures above.

b. The meal signature supervisor/cashier will:

(1) Take a manual count of the group as they enter the mess hall.

(2) Verify that the number of personnel on the supporting list matches the total number of personnel in the group.

c. The person in charge (group Leader) of the group, unit, or formation will:

(1) Provide the Meal Verification Supervisor/Cashier with his or her CAC for identification.

(2) Provide supporting documentation for block signatures. The documentation will provide a list with the appropriate information needed to positively identify each individual that will consume a meal.

(3) The person in charge of the group, unit, or formation will scan their CAC to complete a block signature for the meals provided at government expense. The block signature will be made electronically at the POS.

(4) The Meal Verification Supervisor/Cashier will process a Bulk Entry transaction by the actual number of patrons included in each category of service component.

11. Accounting for Meals Provided for Consumption Away from the Mess Hall

a. When meals are provided for personnel for consumption away from the mess hall, such as boxed meals, recreational meals, and containerized field meals, meals will be accounted for using group feeding (block signature) procedures.

b. Requesting unit will complete and provide a written request or use a locally approved form requesting the type of support. The request will include supporting documentation for each person being provided a meal. The documentation will be submitted in an electronic format providing a list with the appropriate information needed to positively identify each individual that will consume a meal.

(1) For personnel authorized to subsist at government expense the documentation will be a list with each individual's DoD ID number and unit.

(2) For personnel that are identified as payroll deduction the documentation will be a list with individual's DoD ID number and unit.

(3) For personnel required to make payment for meals the documentation will be a list with each individual's full name. Collection of payment for meals must occur prior to meals being provided.

c. The mess hall manager will verify that the number of personnel on the supporting list matches the total number of meals requested.

d. The unit representative picking up the requested meals will:

(1) Complete an electronic block signature for the meals provided at government expense and the meals identified as payroll deduction.

(2) For those meals that require cash payment all meals will be paid for at the POS or in advanced.

12. Bulk Entry Process

a. In order to properly identify and account for personnel fed under mass feeding and meals consumed away from the mess hall; a manual and automated data input process has been developed.

b. Users are able to add group member's DoD ID numbers associated with each group (bulk) transaction utilizing both a printed roster and manual entry process or via the automated file import option.

c. The entry of the DoD ID numbers will be a FSO responsibility, not the mess hall. The FSO MUST coordinate with mess halls to ensure the DoD ID numbers have been entered for bulk transactions prior to "Sending Headcounts" to the FSO level. If headcounts are sent prior to entering the DoD ID numbers, the data transferred to MCFTS will NOT have DoD ID numbers. This transfer of data only updates once by design. DoD ID numbers can be entered after send headcounts to the FSO, but the DoD ID numbers will only be available for local reporting, e.g. Meal Activity Report.

d. When meals are provided for personnel for consumption away from the mess hall, such as boxed meals, recreational meals, and containerized field meals, meals will be accounted for using group feeding procedures.

13. Accounting for Personnel during Combat, Field Exercises/Training, and Mass Troop Movements

a. Under the below conditions the total number of personnel provided meals will be accounted for and recorded by meal and category of personnel on the Man-Day Fed Report. A command report identifying the personnel accounted for on each day will be filed with each Man-Day Report for supporting documentation. This report is assigned Report Control Symbol MC-7220-13.

(1) While in a combat zone.

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

(3) During mass troop movements by air, rail, ship, High Speed Vessel (HSV), or vehicle convoy.

b. It is the intent of the DoD that cash collections for meals under field conditions be limited. To the maximum extent possible, personnel not authorized to subsist at government expense or identified as cross service, shall have payment for meals payroll deducted, to include Federal Civilian Employees.

c. Personnel, in receipt of M&IE, who are TAD to an exercise/contingency location are required to pay for all meals consumed. The member will pay by cash at the time of consumption or by annotating on their travel voucher that meals were provided at government expense.

14. Accounting for Meals Provided During Emergency/Disaster Feeding

a. As a matter of basic federal appropriation law, Congress has not approved MPMC SIK funding to feed civilians who are victims of emergencies and disasters. Should some disaster or emergency occur, Commanders are authorized to come to the aid of civilians. Normally the Federal Emergency Management Agency (FEMA), Red Cross, State Department, USAID and other organizations will provide some temporary relief with the resources at their disposal (e.g. labor, equipment, food, water). The Installation Commander must coordinate, not necessarily receive, payment for subsistence support prior to providing the service/meals. It is required that the Installation Commander receive payment for all MPMC SIK funded subsistence support. Commands are not authorized to store rations procured with appropriated funds for the purpose of supporting civilians during emergencies or disasters.

(1) Contingency planning and funding for disaster relief should be planned and funded through the National Guard and/or FEMA, which have the mission to feed the victims of disasters and emergencies. These organizations can carry out the mission themselves or coordinate for the use of the Marine Corps as an instrument of implementation.

(2) It is through these organizations that the Marine Corps will receive the food for distribution or the funding to provide meals for victims of emergencies and disasters, which in turn will ensure that appropriated funds are not used for this otherwise, unauthorized purpose.

b. Military Personnel. The MPMC Subsistence Account will absorb the cost of emergency and disaster feeding under any circumstance. For those military personnel not being provided meals at government expense, an appropriate payroll deduction will be made at the conclusion of the emergency/disaster. These personnel will sign a meal verification record and provide their first/last name, DoD ID number and unit. Headcount data will be reflected on the Man-Day Fed Report.

c. Federal Employees and Military Family Members. These personnel are not authorized meals at government expense and are required to pay for all meals consumed if they are provided meals as part of a Marine Corps response to an emergency/disaster relief effort.

d. When military family members are ordered to evacuate on base housing due to an emergency, lodging and meals and incidentals allowances will be provided. Family members should not be subsisting in appropriated mess halls

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without charge. HQMC provides the emergency accounting data to fund family member allowances.

Chapter 7

Garrison Mess Hall Subsistence Inventory Management

1. Outside of Continental United States (CONUS), Outside Continental United States (OCONUS) Mess Hall Inventory Levels. The total monetary value of subsistence items, both perishable and semi-perishable, maintained in the mess hall shall not exceed 10% (Camp Mujuk, and Jungle Warfare Training Center shall not exceed 15%) of the maximum allowable monetary credits for a single mess hall or the consolidated food service system at the end of each quarter for which a SOAR is being submitted. Waivers to increase the maximum inventory level must be requested and approved by COMMCICOM, G-4; justification will be included in the request that states the unusual circumstances that call for percentage increase.

2. Subsistence Adjustments Inventory Tolerance Level. For military managed mess halls, the mess hall officer is authorized to approve adjustments to the inventory when the total cumulative losses and gains to the mess hall subsistence inventory equals 1% or less of stores consumed, at the time of the inventory adjustment or at the end of the quarterly accounting period (previous ending inventory plus supplies received during current quarter, minus survey, sale of meals, turn-ins, and current ending inventory). If the inventory adjustment totals exceed 1%, it must be approved by the Installation Commander. If the inventory adjustment totals exceed 2%, refer to chapter 17.

a. Letters of Adjustment. A letter of adjustment will be generated and forwarded to the appropriate authority based on established criteria, for endorsement and or approval. All letters of adjustment (and supporting documentation) will be maintained on file IAW standard policies for document retention. A copy of the letter will be forwarded to the Installation FSO.

b. Negligence or Abuse. The appropriate authority must verify that the justification provided for the adjustment was not due to individual negligence or abuse. In situations that show cause, an investigation may be deemed necessary IAW chapter 17.

3. Source of Subsistence Supplies

a. Authorized subsistence supplies will be requisitioned from DLA-TS. DLA-TS is required to stock a complete range and level of subsistence support for standard stock items. Frequent substitutions or Not In Stock (NIS) status will be reported to COMMCICOM, G-4.

b. Food items that are listed in the DLA catalog (and in stock) can not be purchased for commercial sources. Exceptions to this policy are local market ready items (i.e. bread, milk, ice cream, etc.) When authorized to procure from commercial sources, those sources must be listed in the "Directory of Sanitarily Approved Food Establishments for Armed Forces Procurement."

c. Outside of Continental United States (OCONUS) OCONUS Installations may also purchase in the open market or via the Defence Commissary Agency (DECA) when there is an urgent requirement for authorized subsistence supplies and a menu change cannot be accomplished or an appropriate substitute is not available within inventory from another mess hall.

d. Subsistence items authorized for mess hall use will be procured from authorized sources of supply.

e. Nonfood items (i.e., napkins, paper products, charcoal and lighter fluid, ice, propane, bottled water, etc.) can be procured with the commands O&MMC funds. Procurement of these items with the MPMC SIK appropriation is not authorized.

4. Requisitioning and Issuing Requirements

a. Subsistence will be requisitioned using the automated food management forecasting programs based on the estimated number of persons to be served for each meal. In determining requirements, consideration must be given to inventory on hand, items on requisition, holidays, leave/liberty policy, day of the week, military pay days, and mess hall account status.

b. Subsistence supplies issued for food preparation within the OCONUS mess halls, will not exceed the total monetary credits accruing to the mess hall during any one accounting cycle.

c. The safekeeping of subsistence supplies stored in OCONUS mess halls is the responsibility of the mess hall manager, mess hall officer, commander with operational control of the mess hall and Installation Commander with financial responsibility for the installation food service program.

5. Receipt of Subsistence

a. Subsistence items will be carefully inventoried and inspected at the point of receipt. The quantity received will be determined by actual count or weight to ensure that it corresponds with amount shown on the delivery document. Invoices or delivery documents accompanying the shipment will be signed in ink by the individual accepting the items. Receipt acknowledged will only be for the quantity actually received and inspected. Acceptance of partial shipments is authorized; however, the quantity column of the receiving document will be changed to reflect the quantity received. Overages from vendors will not be accepted. Food items delivered must meet specifications (i.e. grade, type, quality) of the items ordered. Food items will not be accepted if deviations or substitutions have been made, even if offered at reduced price. Vendor substitutions will not be accepted without a new order being created.

6. Unitized Ration Components Remaining from Field Exercises/Training for Use in Outside of Continental United States (OCONUS) Garrison Mess Halls. Residual components (i.e. sugar, flour, and bread mixes, etc.) from unitized rations remaining from field exercises/training that cannot be used in future exercises can be used in garrison mess halls as prescribed below:

a. Residual components will be inspected and certified by a U.S. Army Food Safety Inspector prior to use in garrison mess halls. The mess hall will keep a copy of the certification from the U.S. Army Food Safety Inspector on file.

b. Garrison mess halls will receipt for and account for residuals even though there is no cost associated with the residual items.

c. FSOs will provide additional information on the specific residual items for use in their mess halls, if required.

d. All residual components must be coordinated with the Installation FSO before being provided to the garrison mess hall.

Chapter 8

Special Feeding Requirements

1. General. The use of appropriated MPMC 1105 subsistence funds, mess hall facilities and/or staff (military or civilian), or equipment for the preparation, sale, or issue of subsistence (raw ingredient cost or prepared) for other purposes than outlined in Chapter 4 of this Order is not authorized. All special feeding will be handled IAW the terms and conditions of the contract in CONUS.

2. Recreational Event Meals

a. Appropriated fund support is authorized for certain recreational events when they meet the required criteria:

(1) Formally published command military field meets. Military field meets must be sponsored at the company level or higher and be the military personnel's appointed place of duty at that time.

(2) Family day, open house, and military appreciation day events are only authorized when these events are mandated by the Installation Commander and published in a command bulletin.

(3) The meal replaces the normal lunch or dinner meal. The menu should equal the portion of the BDFA for the meal for which it is being served. All menu components should be provided (i.e. salads, beverages, and desserts, etc.).

(4) The mess hall is provided all essential data such as date, time, location, subsistence support required, and supporting documentation. Headcount and cash collection procedures are outlined in Chapter 6 of this Order for meals prepared for consumption away from the mess hall.

b. Unauthorized diversion or misuse of Government subsistence, supplies, and facilities through failure to maintain essential data, accurately document the headcount, and/or cash collection is considered mismanagement, and must be investigated under the provisions of reference (r) in order to determine the value and fiscal liability. When there is a difference in excess of 10% of the meals requested on the unit support request and the actual headcount as reflected on the headcount forms, a report of survey will be accomplished according to Chapter 17 of this Order.

3. Boxed Meals

a. Boxed meals are authorized for issue to personnel when the nature of their official duties prohibit them from attending the serving of the regular hot meal in the mess hall and will not be used for convenience.

b. When boxed meals are used, they will be accounted for as regular mess hall meals. They are not to be served in addition to a regular meal. Every effort should be taken to arrange schedules or workload so that personnel can partake of a hot meal at the mess hall.

c. Requesting and accounting for boxed meals is outlined in Chapter 6 of this Order.

4. Coffee Messes. Subsistence items purchased with appropriated funds may not be used in support of coffee messes and beverage stations.

5. Beverages for Security Guards

a. Beverages are authorized to be provided to military personnel authorized to subsist at government expense without cost only to those security guards actually performing sentry duty in an outdoor environment IAW reference (s). Warming beverages may be authorized when temperatures fall below freezing and the security guards are exposed to these temperatures for an extended period of time. The Installation Commander must make sure that this authority is not abused. Military police assigned to law enforcement or indoor supervisory functions are not included. The FSO is required to periodically review the amounts of beverages issued to security guards and to advise the Installation Commander of apparent abuses.

b. Beverage support of guard personnel authorized to subsist at government expense will not jeopardize the financial operation of the unit's mess hall and ration credits.

6. Fruit and Beverage Support for Conditioning Hikes

a. Fruit and beverage support is authorized for all military personnel, entitled to subsist at government expense. FSO's will publish strict guidance for commands to request this support, understanding that there are no monetary credits. FSO's OCONUS must stay within the BDFA.

b. Requesting units will submit a standard request to the MSC FSO to ensure adequate time for processing/validation and delivery to the designated mess hall manager prior to the event.

c. For CONUS. All special feeding will be handled IAW the terms and conditions of the contract.

7. Hot and Cold Beverage Support. During extreme climatic conditions, Per Ref (g), Installation Commanders are authorized to approve beverage support for military personnel who are performing strenuous outdoor activities. Installation Commander must ensure that this authority is not abused.

8. Performance Nutrition Pack (PNP) Support

a. The PNP is authorized for all military personnel authorized to subsist at government expense who are performing day to day operations at a higher consistent and prolonged level expending more calories as deemed by the HQMC Warfighter and Performance Dietitian.

b. This subsistence pack is designed with a macronutrient capacity to fill a void between meals for optimal physiological nutrient replenishment. The PNP consists of 500 to 600 calories and bridges the gap between breakfast and dinner meals. This nourishment support is not to be used as a meal replacement and can only be provided when the patron is authorized to subsist at government expense and has consumed a full daily ration (3 meals). It is authorized for use by TECOM and other commands approved in writing by COMMCICOM, G-4 Food Service Branch. FSO's will publish strict guidance for commands authorized to request this support, understanding that there are no monetary credits.

c. Requesting units will submit a standard request to the FSO to ensure adequate time for processing/validation and delivery to the designated mess hall manager prior to the event. In CONUS, The TR will provide this request to the designated mess hall manager per contract requirement. Installation Commander must ensure that this authority is not abused.

9. Post Exercise Nutritional Supplementation (PENS)

a. PENS are authorized by HQMC for use at Recruit Training Regiment (RTR) and Officer Candidate School (OCS) to be consumed following a minimum of five distinct training events to combat fatigue and give extra calories following physical events exceeding 60 minutes and consumed within 45 minutes to an hour post event.

b. PENS is only post exercise in the form of a commercial non-perishable bar that is approved by the HQMC Warfighter and Performance Dietician. It contains less than 300 calories and has a 4:1 carb to protein ratio. This nourishment is not to be used as a meal replacement.

c. Personnel must be authorized to subsist at government expense. Requesting units will submit a standard request as directed by the FSO to ensure adequate time for processing/validation and delivery. The Installation Commander must ensure that this authority is fully utilized to the intent as directed and that this authority is not abused.

10. Two Meal Concept. Under this concept, breakfast/brunch or dinner/brunch may be served on Saturday and Sunday as well as special holiday meals. Installation Commanders may authorize the two meal concept for weekday service during periods of national holidays and/or liberty, as appropriate. Must be authorized by the KO in CONUS. The menu served will provide a full daily ration entitlement.

11. Fast Food Service

a. The objectives of this service is to increase meal participation by enlisted persons that are authorized to subsist at government expense, reduce the time lost waiting in line, and increase customer satisfaction.

b. The fast food service offers a variety of menu choices and provides high preference fast foods to create customer satisfaction. Prepackaged food selections improve service rates and facilitate progressive cookery methods. Fast food offers the option of carryout service to promote increased customer demand and extends the meal hours of the mess hall to attract new customers.

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

d. Equipment Design and Layout. A successful fast food operation is driven by state-of-the-art equipment specifically designed for fast food preparation. Proper layout will speed preparation and service. The Unified Facilities Criteria Guide (reference s) provides specific design, concept, and equipment specifications.

e. Because of the sophistication of equipment and varied fast food procedures, an effective training program must be in effect to train food

service personnel on preparation, packaging, and bagging procedures which differ from normal garrison operations.

f. Disposables. Fast food feeding requires the use of disposables, which are packaging items necessary for serving of fast food. Decreases in O&MMC funding will require sound budgeting considerations as well as proper awareness by food service personnel to reduce unnecessary waste. OCONUS FSO's will include fast food/carryout packaging in their annual O&MMC budget submissions.

Chapter 9

Garrison Mess Hall Basic Daily Food Allowance (BDFA)

1. The BDFA and Food Cost Index (FCI).

a. This chapter outlines how the BDFA for military managed mess halls in food service systems is calculated.

b. The BDFA is the monetary value authorized for the subsistence of one person per day, based on the average weighted unit price of specific DoD Food Cost Index (FCI) items. The FCI is the representative list of foods and food quantities used to compute the BDFA.

2. Computation of the BDFA

a. Partial BDFA. The monetary value of the partial "A" ration BDFA is computed per region by DLA-TS and includes the surcharge paid to DLA. The results of this partial computation are furnished to COMMCICOM, G-4 from DLA for review and dissemination. Once COMMCICOM, G-4 computes the partial BDFA it will be entered into the Marine Corps Food Management Information System (MCFMIS). Installation FSO will compute the full BDFA in MCFMIS based on local prices.

b. Total BDFA. The monetary value of the total "A" ration BDFA will be computed at each activity. Upon receipt of the partial "A" ration BDFA in MCFMIS the following steps will be taken to complete the final computation of the total BDFA:

(1) Prices applied to market ready vendor items in computing the total BDFA will be determined by the following unit of issues and quantities per 100:

<u>ITEM</u>	<u>UNIT OF ISSUE</u>	<u>QTY PER 100</u>
Wheat Bread	LB	9.088
White Bread	LB	16.193
Hamburger Rolls	LB	12.219
1% Low-fat Milk	Pint	200.000

(2) Additional allowances totaling 8% may be applied with costs associated with condiments (3%) and for pre-packaged food items at (5%).

(3) Apply any applicable authorized increases.

(4) Once calculated, the quarterly BDFA will not be changed unless directed by COMMCICOM.

c. FSO and Food Tech's will closely monitor the prices of fresh produce and other seasonal items to determine if higher prices are having an adverse effect on the overall cost to feed. A request for a BDFA adjustment for unexpected price increases will be submitted to the COMMCICOM, G-4. Requests will be submitted with supporting documentation justifying the increased cost.

3. Authorized Increases to the BDFA

a. The value of the total BDFA may be increased by specified percentages and on the occasions described below.

(1) Holiday and Service Birthday meals. An allowance of 25% for Thanksgiving Day, Christmas Day, and the Navy and Marine Corps Birthdays is authorized for all mess halls. The mess hall receives an additional allowance of 25% for each Holiday man-day.

(2) Low volume mess halls. A 15% allowance for mess halls feeding an average (6-month time period) of less than 100 man-days per day is authorized.

b. A separate Man-Day Fed report will be prepared and retained locally to show the number of personnel fed for each holiday and Service Birthday meal served in which the authorized percentage increase was used. Credit for these personnel will be shown on the SOAR.

c. Installation Commanders are authorized to serve the Navy and Marine Corps birthday meals on an alternate date based on locally approved holiday routine. However, Thanksgiving and Christmas meals must be served on the actual date if the mess hall is open on that day. Prior HQMC approval is required to serve the meal on an alternate date if the mess hall is closed on those holidays.

4. Exceeding the Total BDFA. Exceeding the BDFA at the close of the accounting period is not authorized. Management actions essential to control feeding costs include, but are not limited to, the following: portion control; judicious use of leftover prepared food; control of preparation waste; progressive preparation of menu items; determination of master menu costs; and headcount forecasting. Installations exceeding the BDFA will provide an explanation in the SOAR citing specific reasons for the excess and management steps taken to prevent recurrence.

5. Feeding Within 5 Percent of the Total BDFA. Feeding costs must remain as close to the established BDFA as possible to ensure all personnel receive their full subsistence entitlement. Management must ensure that feeding costs for the accounting period is not more than 5% below the BDFA. Reporting a cost to feed below the standard must be fully justified in the SOAR.

Chapter 10

Food Service Automated Food Management System

1. Automated Food Management System Use. This chapter provides guidance to all personnel utilizing and maintaining an automated food management system. The automated food management system is a Class I system that automates procedures for requisitioning, storing, preparing, serving and accounting for subsistence supplies, and should be implemented in a manner consistent with referenced directives. The use of the most current version of the automated food management system for garrison food service office and garrison mess hall operations is mandatory.

2. Maintenance. All hardware maintenance in support of the automated food management system and subsequent upgrades or replacements are the Installation Commanders responsibility and should be accounted for when submitted annual budget requirements.

3. Training. OCONUS FSOs will ensure that adequate initial and refresher training for the automated food management system is provided to all users. Assistance/training can be obtained from FMTs during scheduled visits. Request for FMT assistance during non-scheduled visits must be requested and approved by COMMCICOM, G-4.

4. Automated Food Management System Operations. The use of the automated food management system SOP and Training/User Guide is mandatory. The automated food management system SOP is published by the Director of the Marine Corps Food Service and Subsistence Program.

a. The current version and updates to the SOP will be maintained at the MCICOM, G-4 website. The SOP contains policy, responsibilities, maintenance, retention/deletion of information, and specific instructions pertaining to system functionality. COMMCICOM will notify Commanders when changes to the SOP occur.

b. The Training/User Guide and system help file within the system provide detailed information for the use of the food management system programs and reports. This training/user guide can be reproduced locally and provided to users for reference when performing food service management operations. Updates to this training/user guide are available online.

Chapter 11

Major General W.P.T. Hill Memorial Awards Program for Food Service Excellence
and Food Service Specialist of the Year Program

1. General. The Major General W.P.T. Hill Memorial Awards Program for Food Service Excellence is a means to recognize those Marine Corps garrison and expeditionary mess hall operations that are outstanding in the preparation and service of food, customer service, and management.

2. Information. The awards program is a means to recognize excellence in food service. There are four elements to the program; Active Component Garrison mess halls, Active Component field mess, Reserve Component field mess, and Food Service Specialist of the Year. Award winners are selected for their outstanding performance in the preparation and service of food, service to the customer, and effective management per governing directives, with the objective of improving the quality of life of the patrons.

3. Active Garrison Mess Hall and Field Mess Eligibility and Evaluation Procedures

a. Every Active Marine Corps garrison mess hall/field mess is eligible for consideration.

b. Awards shall be made annually to the best garrison mess halls and field mess in the following categories:

(1) Best military/contractor operated garrison mess hall.

(2) Best FFS garrison mess hall (all contractor operations).

(3) Best Active field mess using field food service equipment and operational rations.

c. Nominations. Commands submit nominations to the CMC, DC I&L for those mess halls/field messes within the command/region, which, in the activity or force commanders' judgment, have the most outstanding food service operation.

(1) The following organizations are authorized to nominate for the field category:

(a) Commander, U.S. Marine Corps Forces Pacific, Camp H. M. Smith, Hawaii nominates a unit from I MEF and III MEF.

(b) Commander, U.S. Marine Corps Forces Command, Norfolk, Virginia nominates a unit from II MEF.

(2) The following organizations are authorized to nominate for the garrison category:

(a) Commander, Marine Corps Installations Pacific nominates two garrison mess halls to compete in the M&MA category.

(b) Commander, Marine Corps Installations West nominates one M&MA facility and one FFS facility.

(c) Commander, Marine Corps Installations East nominates one M&MA facility and one FFS facility.

(d) Commander, Training and Education Command nominates one M&MA facility and one FFS facility.

(e) Commander, Marine Corps Installation Command, National Capital Region (NCR) nominates one FFS facility.

d. The evaluation process for determining annual Major General W.P.T. Hill award winners in all categories is as follows:

(1) Phase I

(a) Best Active Field Mess. Operating Forces Commanders will establish procedures for determining the best field mess within their commands (submission date will be published under separate cover).

(b) Garrison Mess Halls. Commanders will select the most outstanding garrison mess hall within their activity using the existing evaluation procedures. A regional technical group will evaluate and submit nominations to the respective MCI commander as listed above.

(2) Phase II. Marine Forces Commanders, Marine Corps Installations Commanders, and Commander TECOM will submit nominations to CMC, DC I&L (nomination deadline will be published via CMC message). Nominee packages will include the following:

(a) Four digital electronic photographs of the mess hall and two digital electronic photographs of the mess hall personnel, (in color, high resolution, 300 dpi or higher), provided on disk.

(b) A brief history (no longer than one paragraph) on the garrison mess hall/Active field mess.

(c) Name, rank, and phone number of the Commanding General/Officer, Installation FSO/representative, mess hall manager and the senior military representative (applicable to the CONUS M&MA only).

(3) Phase III. Major General W.P.T. Hill Awards Evaluation team will visit nominated commands. Evaluation schedule and dates will be published via separate cover.

(4) Phase IV. Winners in each competitive category will remain strictly confidential until released by DC I&L.

4. Reserve Field Mess Eligibility and Evaluation Procedures

a. All Selected Marine Corps Reserve (SMCR) food service sections within the Marine Forces Reserve (MARFORRES) are eligible to participate.

b. The COMMARFORRES will establish procedures for determining the best Reserve field mess within their commands. The COMMARFORRES will be responsible for submitting the award winner to the CMC, DC I&L.

5. Major General W.P.T. Hill Memorial Awards Evaluation Team

- a. DC I&L will designate an individual on their staff to act as the program manager for organizing evaluation and conference events.
- b. The evaluation team for the Active garrison mess halls and field mess will be comprised of one FSO, one Master Gunnery Sergeant (Food Tech) as determined by DC I&L, and one civilian food service industry representative.
- c. The evaluation team for the Reserve field mess will be comprised of one FSO, one Master Gunnery Sergeant (Food Tech), and one civilian food service industry representative.
- d. The senior enlisted member of each team will draft the evaluation schedule for approval by DC I&L, and coordinate all travel and billeting for the evaluation team. The Reserve evaluation schedule will be coordinated with COMMCICOM to facilitate the civilian industry representative travels.
- e. The following team evaluation, travel and funding information is provided:

(1) Travel Information

- (a) Rental car is authorized for evaluation team members.
- (b) Due to the evaluation team's complex schedule, commercial air is authorized for all travel.
- (c) The civilian food service industry representative is under CMC approved ITOs and has a Very Important Person (VIP) equivalent status.
- (d) Visited commands are requested to coordinate adequate billeting with the program manager and senior enlisted member of the evaluation team.
- (e) VIP Quarters for the civilian food service industry representative and close proximity billeting for the other team members is appropriate.

(2) Funding Information

- (a) All active garrison mess hall and field mess evaluation team travel requirements will be funded by DC I&L.
- (b) All Reserve field mess evaluation team travel requirements will be funded by the COMMARFORRES.
- (c) Each team member will provide a copy of travel orders prior to proceed date and one copy of their paid voucher/disbursement (to include one copy of each flight itinerary) upon completion of travel to the DC I&L.

6. Food Service Specialist of the Year Program. The food service specialist of the year program recognizes demonstrated leadership, culinary expertise and award winning capabilities of Marine Corps food service specialists whose personal initiative and professional commitment are often unmatched in this difficult and demanding specialty.

- a. Awards shall be made annually in the following categories:

(1) Active duty and Reserve Corporal through Sergeant.

(2) Active duty and Reserve Staff Sergeant through Gunnery Sergeant.

b. Nominations. Commands submit nominations to the CMC, DC I&L.

(1) The following Active duty organizations are authorized to nominate the following:

(a) Commander, U.S. Marine Corps Forces Pacific, Camp H. M. Smith, Hawaii nominates one Corporal through Sergeant and one Staff Sergeant through Gunnery Sergeant from I MEF and III MEF.

(b) Commander, U.S. Marine Corps Forces Command, Norfolk, Virginia nominates one Staff Sergeant through Gunnery Sergeant from II MEF or MARSOC.

(c) Commander, Marine Corps Installations Pacific nominates one Corporal through Sergeant and one Staff Sergeant through Gunnery Sergeant.

(d) Commander, Marine Corps Installations West nominates one Corporal through Sergeant and one Staff Sergeant through Gunnery Sergeant.

(e) Commander, Marine Corps Installations East nominates one Corporal through Sergeant and one Staff Sergeant through Gunnery Sergeant.

(f) Commander, Training and Education Command nominates one Corporal through Sergeant and one Staff Sergeant through Gunnery Sergeant.

(g) Commander, Marine Corps Installation Command (NCR) nominates one Corporal through Sergeant and one Staff Sergeant through Gunnery Sergeant.

(2) Marine Forces Reserve nominates two Corporals through Sergeant and two Staff Sergeants through Gunnery Sergeant.

7. Major General W.P.T. Hill Memorial Awards Ceremony Attendance

a. All food service personnel are encouraged to attend to enhance their professional development, education, and recognize those personnel that have performed superbly. Information pertaining to the schedules for the professional seminars/workshops, registration fees and conference fees will be provided under separate cover.

b. Two representatives of each winning command will be funded by DC I&L. Other representatives from the winning commands are encouraged to attend at their commands expense. Additional guidance will be provided under separate cover.

c. The food service specialist winners will be funded by DC I&L and recognized during the Major General W.P.T Hill Memorial Awards ceremony.

d. The winning commands representatives travel and funding information is provided:

(1) DC I&L will fund the travel to the annual conference for the active duty evaluation team members.

(2) DC I&L will fund the travel to the annual conference for the unit mess officer and mess manager of the first place winning active field mess and two senior military representatives of the first place military/contractor operated garrison mess hall. The Government will not fund selected contractor representatives from winning commands.

(3) Rental cars will not be funded for winners, transportation will be provided by HQMC representatives to and from the airport.

(4) Each DC I&L funded traveler will provide a copy of travel orders prior to proceed date, one copy of their paid voucher/disbursement and one copy of each flight itinerary to DC I&L.

(5) COMMARFORRES will fund the travel to the annual conference for the unit mess officer and mess manager of the first place winning Reserve field mess travel to the annual conference.

e. Accommodations. Room Reservations for DC I&L funded attendees and non-funded attendees are the responsibility of the traveler and may be coordinated through the program manger if desired, based on availability.

Chapter 12

Activation, Deactivation, and Consolidation of Mess Halls

1. Consolidation of Mess Halls. The Marine Corps standard is a 70 percent utilization rate. Mess halls showing less than 50 percent utilization rate will be considered for consolidation, but only if service to the customer is not reduced. Examples of unacceptable reductions in service by consolidation include excessive distance from the Bachelor Enlisted Quarters (BEQ) or work spaces to the mess hall, increasing the remaining mess halls to over 95 percent utilization, or eliminating fast food or other desirable customer service features. The purpose of consolidation is to save program costs.

2. Annual Usage and Consolidation Review. Installation Commanders will complete and submit an annual consolidation review by determining the mess hall utilization rate. This review will be submitted to COMMCICOM, G-4 by 30 September each year. This reporting requirement is exempt from reports control according to reference (m), Part IV, paragraph 7q. The utilization rate for a facility can be calculated by using the following method.

a. The facility design capacity can be provided from the Installation facilities management office or calculated. Paragraph 3 provides the formula for calculation of the maximum facility design capacity.

b. Determine the number of operational duty days, excluding days when the facility was closed and weekend days for the three month period of April through June.

c. Determine the total headcount for breakfast, lunch and dinner for the three month period that includes headcount for meals at government expense, cash meals, and field duty or field training (supported by the mess hall) for a three month period. Select the meal with the highest headcount.

d. Divide the headcount by the number of duty days to arrive at the average weekday attendance.

e. Divide the average attendance by the design capacity to arrive at the total utilization rate.

f. An example of the computation for a mess hall utilization rate is as follows:

(1) Design capacity = 564.

(2) Operational duty days = 66 days.

(3) Total high meal headcount was for lunch meals = 33,000.

(4) Total high meal headcount divided by duty days (33,000/66) equals average weekday attendance = 500.

(5) Average weekday attendance (500) divided by the maximum facility design capability (564) equals percent for total utilization = 89%.

3. Mess Hall Design Capacity. To determine mess hall design capacity compute the DoD formula as shown below.

a. The net seating area is defined as the parts of the dining room reserved for tables and chairs. Determine the net seating area. Then divide by 15 square feet per seat, or 1.39 square meters (m²).

b. Multiply the number of seats by the turnover rate of 3. This is the turnover for the meal period, regardless of the length of the period. For example, assume that the net seating area is 1,500 square feet, or 139 m². If divided by 15 or 1.39 m² as explained above, the result is 100. If multiplied by the turnover rate of 3, the rated capacity is determined to be 300 patrons.

c. A deficiency of dining capacity exists if the total capacity required for the Installation is more than the sum of the rated capacity of all existing mess halls.

d. Due to the changing concept in mess hall designs and services (i.e. drive-thru, walk-up windows, extended meal periods, etc.), the design capacity needs to be verified with all the variables that meet the demographics of each mess hall. The above formula may vary depending on each mess hall.

4. Permanent Deactivation of Mess Halls

a. Occasionally, local conditions require the permanent or temporary deactivation of existing mess halls or the activation of a new or unused mess hall. Installation Commanders may permanently deactivate any mess hall when they have determined it is no longer required to support the Installation mission or when consolidation is considered feasible.

b. Installation Commanders will send a message to COMMCICOM, G-4 60 days preceding the anticipated temporary or permanent deactivation of a mess hall. The following information will be provided with the notification.

(1) Justification and time frame of the proposed action.

(2) Economic benefits to be realized.

(3) Plans for subsisting remaining personnel.

(4) T/O structure spaces of military food service personnel for realignment. Food service T/O structure spaces will not be realigned by Commanders aboard an Installation without coordination with DC, I&L and approval by Total Force Structure (TFS), MCCDC.

(5) Date notification was issued to the KO for the food service contract that is impacted, if applicable.

(6) Disposition of Subsistence Supplies.

(a) When the mess hall is deactivated, all government owned subsistence on hand will be invoiced to the nearest military activity or Installation. Should this prove impracticable, instructions for disposition will be requested from the COMMCICOM, G-4.

(b) Government owned subsistence items transferred to another Marine Corps activity or Installation will be transferred on a non-

reimbursable basis. Government owned subsistence transferred to another services' installation will be on a reimbursable basis.

(c) After disposition of all subsistence supplies on hand, the quarterly SOAR submission to the COMMCICOM, G-4 will identify the deactivated mess hall in the remarks. The remarks will include the disposition of subsistence items and site the authority for deactivating the mess hall.

5. Temporary Deactivation of Mess Halls

a. When a temporary planned or unplanned closure is required, the Installation Commander will send a message to the COMMCICOM, G-4. For scheduled temporary closures Installation Commanders will provide the information 60 days prior to facility closure to COMMCICOM, G-4. In the case of an emergency situation (natural disasters, structural failure, etc.), information should be sent as soon as possible.

(1) Reason for closure.

(2) Length of closure.

(3) Subsisting units affected by closure.

(4) The plan to provide nutritionally adequate meals within the current subsistence budget to subsisting units.

(5) Date notification was issued to the KO for the food service contract that is impacted, if applicable.

b. Upon completion of the temporary closure the Installation Commander will send a message to the COMMCICOM, G-4 with the date of opening. Additionally, any cost not within the subsistence budget and contract cost for the closure will be identified in the message.

6. Activation of Mess Halls

a. Proposals concerning the activation of a mess hall, and any actions which may affect the utilization of the efficient operation of a mess hall, will be forwarded through the normal chain of command to the COMMCICOM, G-4

b. Installation/activity Commanders wishing to activate a permanent mess hall will forward the request to the COMMCICOM, G-4 180 days in advance of the proposed date of operation to permit adequate review. It will include the location of the nearest military service appropriated fund mess hall and the anticipated number to be fed, how and where personnel are currently being fed, why they cannot continue to be fed using existing mess halls, subsistence budget requirements, estimated food service contract cost (if required) and a statement that adequate food service personnel and equipment will be available for efficient mess hall operation.

Chapter 13

Marine Corps Facilities and HQMC Garrison Property Programs

1. Scope. Mess hall designs will be consistent with first-class commercial restaurants and fast food establishments. Deficiencies in mess hall conditions adversely impact on both the ability to accomplish the food service mission and the morale of our Marines and Sailors. The DC I&L (LF) provides management of the facilities and equipment programs per reference (u).

a. Installation Food Service Personnel should familiarize themselves with the HQMC FSRM, MILCON, and garrison property programs. Maintenance, repair, and construction to maintain the infrastructure of the mess halls is as important as the equipment and furnishings. Development, submission and recommendations of projects for repair, minor and major construction, and budget requirements for equipment and furnishings replacement resolves deficiencies and ensures continuous modernization of mess hall facilities and improves the quality of life for the patrons who subsist and personnel that work in the mess halls.

b. Installation Food Service Personnel should meet routinely with facilities maintenance personnel to discuss facility and equipment concerns, pending projects, and future improvements.

c. In addition to local policy, the following references provide information pertaining to facilities and equipment projects and programs:

(1) Unified Facilities Criteria (UFC) Guide. Reference (t) presents facility operation, programming, and sustainability information to guide the design and construction criteria for all DoD enlisted dining facilities for CONUS and OCONUS. Emphasis is placed on the design of functional and pleasant food service facilities that help attract and retain service personnel. This UFC applies to both new construction and renovation and modernization projects.

(2) Real Property Facilities Manual. Reference (u) provides policy for construction programs that must receive congressional approval in both an authorization and an appropriation law.

(3) Facilities Planning and Programming. Reference (v) provides policy and guidance for the preparation, submission, review, approval, and reporting of facilities projects at Marine Corps installations.

2. Sustainment, Restoration, and Modernization of Facilities

a. Sustainment provides resources for maintenance and repair activities necessary to keep an inventory of facilities in good working order over a 50-year service life. It includes regularly scheduled adjustments and inspections, preventive maintenance tasks, and emergency response and service calls for minor repairs. It also includes major repairs or replacement of facility components that are expected to occur periodically throughout the facility life-cycle. Sustainment includes maintenance and most repair work, but does not include any construction.

(1) Maintenance is the recurring day-to-day, periodic, or scheduled work required to preserve real property in such a condition that it may be

used for its designated purpose. The term includes work undertaken to prevent damage to a facility that otherwise would be more costly to restore.

(2) Repair is the restoration of a real property facility to such condition that it may be used for its designated functional purpose. Repairs to an existing facility may include modification or addition of building or facility components or materials which are required for compliance with current life safety standards, recognized national or regional building codes, or environmental regulations.

(3) A clear line of demarcation cannot always be drawn between maintenance and repair work. As a general rule, maintenance differs from repair because maintenance does not involve the replacement of constituent parts of a facility, but constitutes the work done on such constituent parts to prevent or correct wear and tear and thereby forestall replacement.

b. Restoration and modernization provides resources for improving facilities. Restoration includes repair and replacement work to restore facilities damaged by inadequate sustainment, excessive age, natural disasters, fire, accident, or other cases. Modernization includes construction or alteration of facilities solely to implement a new or higher standard (including regulatory changes), to accommodate new functions, or replace building components that typically last more than 50 years (e.g., foundations and structural members).

(1) Repair projects return a real property facility, system or component from a seriously degraded state to its original unimpaired form, or to an improved condition incorporating current recognized standards such that it may effectively be used for its designated functional purpose. These repair projects are classified as restoration and modernization.

(2) Construction projects are an erection, installation, or assembly of a new real property facility; or the addition, expansion, extension, alteration, conversion, or replacement of an existing real property facility; or the relocation of a real property facility. Construction projects include the demolition of facilities to be replaced (if it is within the footprint of the new facility), supporting utilities, roads, parking lots, equipment installed in and made a part of such facilities, related site preparation, excavation, filling, and landscaping, or other land improvements incident to the project.

(a) A minor construction project is a single undertaking with a funded cost established per reference (u). The project shall include all work necessary to produce a complete and usable facility or a complete and usable improvement to an existing facility. All minor construction projects for an addition, expansion, extension or alteration must be supported by the Facilities Planning and Programming System per reference (u).

(b) A MILCON project is defined as a single undertaking that includes all construction necessary to produce a complete and usable facility, or a complete and usable improvement to an existing facility. MILCON projects must receive congressional approval in both authorization and appropriations laws before construction can begin.

c. There are two categories of equipment related to FSRM. These two categories are built-in-equipment and collateral equipment.

(1) Built-in equipment is accessory equipment and furnishings that are not intended to be movable, are required for operation, and are permanently affixed as a part of the real property facility. The equipment is engineered and built into the facility as an integral part of the final design. Equipment of this category is considered part of the real property (Class 2). Examples of installed/built-in equipment are: Built-in furniture, cabinets, and shelving; Venetian blinds and shades; Window screens; Fire alarms and protection systems (built-in); Heating, ventilating, and air-conditioning installations (except when provided solely to support a piece of collateral equipment); Electric generators and auxiliary gear, including uninterruptible power supply, in support of a real property facility electrical system; and hoods and vents.

(2) Collateral Equipment covers all items, including furniture and furnishings, which are loose, portable, or can be easily detached from the structure and permanently attached equipment such as technical, medical, scientific, production, and processing equipment that is procured as collateral equipment. Examples of collateral equipment include: Loose furniture (including furniture bolted to the wall); Loose furnishings; Filing Cabinets and Portable Safes; Portable Office Machines; and FPSE.

(3) In the construction of new facilities, the construction shall be complete and the facility ready to receive the collateral equipment. All known utilities, false floors, foundations, partitions, shielding, air-conditioning, ventilation, and other requirements incidental to the installation of the equipment that are integral to the facility shall be included in the construction cost and funded with the same appropriation used to construct the new facility. The cost of making the final connections of the collateral equipment shall be funded from the same procurement appropriation used to fund the equipment purchase.

(4) The cost of installing collateral equipment in existing facilities is funded from the same appropriation used to purchase the equipment. The equipment installation cost shall include all items in support of the equipment, and the material and labor costs to install any ancillary equipment.

(5) The cost of relocating an item of collateral equipment from one location to an existing or new facility is funded by activity operating funds other than the FSRM account in the O&MMC appropriation.

(6) All mess hall construction projects will include a Collateral Equipment List for food service equipment requirements.

3. HQMC Facilities, Sustainment, Restoration, and Modernization (FSRM) Program

a. The HQMC FSRM Program is a centrally-managed, interrelated program of developing, prioritizing, and funding major repair, minor construction, and equipment installation projects at Marine Corps activities to include:

(1) Funding for engineering investigations and studies related to facilities and projects, design for approved facilities projects, and minor acquisition of land.

(2) Funding for change orders to projects during contract execution in excess of assigned contingency ceilings and unforeseen requirements resulting from mission changes or natural disasters.

(3) Projects to be included in the HQMC FSRM program are listed below and the funding limitation for these projects is outlined in per reference (u).

- (a) R2 Minor Construction Projects.
- (b) Special Minor Construction Projects.
- (c) M2 Repair Projects.
- (d) Equipment Installation Projects (Class 2 Equipment).
- (e) Combination or Renovation Projects.

b. The following projects are excluded from the FSRM program and will be coordinated through other Marine Corps programs as outlined below.

(1) Local projects within the Commanders established funding limitation are excluded from the FSRM program. Commanders are responsible for developing, prioritizing, and funding M1 Maintenance, R1 Repair, and R1 Minor Construction Projects per reference (u).

(2) Unspecified Minor MILCON and MILCON Projects. Commanders are responsible for developing, prioritizing, and submission of these projects per reference (u).

(3) The UFC Manual is the guide for design and construction criteria for all mess halls for new construction, renovation and modernization projects.

4. HQMC Garrison Property Program

a. The HQMC Garrison Property Program is a centrally-managed, interrelated program of developing, prioritizing, and funding various equipment and modernization programs at Marine Corps activities. FSOs and food technicians should review their long-range equipment records and equipment maintenance records prior to submission of requirements for the following programs:

(1) Office and Mess Hall Furniture. Mess hall and office furniture replace/refurbishment cycle is every twelve years. The minimum standard of adequacy for office spaces indicated in for Government-owned space is an average of 135 sqft per workstation including supplemental space. Where system furniture is used, the goal is 122 sqft. Use an automated spreadsheet application to manage the program database. Mess hall furniture is property used in dining facilities and includes such items as chairs, tables, booths, and partitions.

(2) The FPSE Program provides funding for the purchase of new and replacement mess hall equipment. This program includes any mess hall equipment used to prepare, serve or store subsistence, dishwashing machines, pot and pan washing machines, waste disposals, etc.

(3) The Command Support Equipment-Procurement Marine Corps Program provides funding for the purchase of new and replacement mess hall equipment that exceeds the cost of \$250,000 per item. This equipment must be a complete operating system, such as waste disposal systems, dishwashing machines with carousels, ice distribution systems etc.

(4) The Warehousing Modernization Program provides funding for warehouse modernization equipment such as automated materiel handling systems, storage aid systems (bin shelving and pallet racks), and preservation, packaging, and packing systems. This includes equipment requirements for mess hall storage spaces and operational ration warehouses.

b. The command or agency that procures the equipment, furniture, and furnishings will fund the cost of equipment installation. Budgeting requirement costs for the above programs will include the property (i.e. equipment, furniture, and furnishings), freight/delivery, and installation costs. The installation of equipment, furniture, and furnishings funded in real property facilities is not a facilities, sustainment, restoration, and modernization cost.

c. Budget requirements for the garrison property programs are due to DC I&L (LF) from each activity commander yearly and updated. These requirements are submitted and updated via LFS Apps.

5. Personal Property

a. Property, Plant and Equipment (PP&E) is divided into two sub-categories, which are Class 1, Real Property (i.e., land, buildings, and structures), and Class 2 Personal Property. Personal Property, a sub-category of general (PP&E), includes items used to produce goods and/or services to support the Marine Corps' mission. Personal Property includes office equipment, industrial plant equipment, vehicles, material handling equipment, automated data processing equipment, government furnished equipment (GFE) and other types of assets including leased assets. Personal Property does not include inventories (i.e., items intended for sale) or operating materials and supplies.

b. The terms "Class 3 and Class 4" Plant Property and Garrison Personal Property have been eliminated and are now collectively referred to as capitalized personal property provided they meet the capitalization criteria described below.

(1) Personal capital plant or investment equipment is government-owned non-expendable equipment having an initial unit cost of \$100,000 or more, acquired or issued to produce supplies or perform services or for any administrative or general plan support purposes. Investment property is procured with PMC funds.

(2) Minor property is defined as personal property acquired for immediate use with a unit cost equal to or greater than \$5,000 but less than \$100,000. For budget purposes, minor property programs include personnel support equipment (PSE), FPSE, and Military Construction Collateral Equipment (MILCON CE).

(3) Expendable property is defined as personal property acquired for immediate use with a unit cost of less than \$5,000.

6. Equipment Identification and Specifications

a. The Defense Logistics Information Service's provides and distributes information on the seven million supply items in the Federal Logistics Information System (FLIS).

(1) FED LOG is the government designated logistics information system that allows its users to retrieve information from the FLIS databases quickly and easily. The FLIS database is the master file of all active NSN used by the DoD and other government agencies to identify its equipment and supplies. Cataloging information is provided for 7 million-plus stock numbers and 12 million-plus part numbers, FED LOG is available in CD-ROM or DVD format. Updated monthly, the FED LOG is ever changing to meet the needs of military and civilian personnel worldwide.

(2) The Characteristics Data (CHAR DATA) was developed to provide characteristics information on each NSN in the Federal Catalog System, or to obtain the NSN when an item name or characteristic(s) is known. It contains the Item Name; Environmental Attribute Codes, Master Requirement Code (MRC), Requirement Statement and the Clear Text Reply for each NSN. NSN's that contain any proprietary information (indicated by MRC PRPY) is excluded from this publication. CHAR DATA is available in CD-ROM and is published quarterly.

b. The Defense Standardization Program (DSP) Documents include DoD or federal specifications or standards, military specifications (MIL-PRF-xxx, MIL-DTL-xxx), military standards, military handbooks, commercial item descriptions (CIDs), qualified product lists (QPLs), qualified manufacturers lists (QMLs), guide specifications, Joint Service Specification Guides, data item descriptions, and other documents used in the DSP, such as international standardization agreements and DoD notices of adoption of non-government standards.

(1) The Department of Defense Index of Specifications and Standards (DoDISS) is a comprehensive index of Federal and Military specifications and standards, guide specifications, military handbooks and bulletins, CIDs, adopted non-government standards, and other related standardization documents used by the Department of Defense, and all are available in the Department of Defense Single Stock Point for Military Specifications, Standards and Related Publications (DoDSSP) Collection.

(2) The DoDSSP issues complete revisions of the DoDISS every other month, and several formats are available. The DoDISS is also available on-line as a part of the Acquisition Streamlining & Standardization Information System Standardization Document Management Database.

7. Sources of Supply for Garrison Equipment and Supplies

a. Equipment requisitions are prepared per Marine Corps directives. FSOs should ensure that federal and military specifications for equipment and supplies are met; power requirements (i.e. to include sources of gas, electric, steam), equipment size, equipment warranties, life expectancy, and the maximum facility load are evaluated prior to purchasing the equipment. All procurement actions should be via PR Builder.

b. Requisitions for food service equipment require assistance from the local contracting officer for procurement. Reference (x) require garrison

property, furniture, furnishings, and equipment to be selected from the following prioritized Government sources of supply to the maximum extent possible after evaluating price, delivery, and property compatibility requirements:

- (1) Activity inventory.
- (2) Excess from other activities.
- (3) Federal Prison Industries.
- (4) Procurement List of Blind and Other Severely Handicapped Products.
- (5) General Services Administration (GSA) catalogs and DLA Food Service Equipment (FSE) Program.
- (6) Mandatory Federal Supply Schedules (FSS).
- (7) Optional Use of FSSs. Additional information outlining the optional use of FSS's can be viewed in reference (w).
- (8) Commercial Sources. Purchases from commercial sources in the open market must be held to a minimum and must be fully justified. The preceding Government sources are intended to fulfill most Marine Corps property needs. When an item is not available from a Government source, the requiring activity shall prepare drawings, specifications, and justifications for the item in question so bids may be solicited. Advice and assistance in this area are available from the activity contracting and purchasing office.

(a) A Sole Source Procurement (SSP) is when the item desired is not available from a Government source, and only available from one source.

(b) In addition, furnish the following information (within the PR) to the contracting officer:

1. A complete and detailed description of the item.
2. A copy of the manufacturer's cut and/or specification sheet that shows all pertinent details of the item, such as size, material, furnish manufacturer's standards, test, and approval by agencies such as Underwriters Laboratory (UL).
3. A detailed justification statement indicating why this item, and this item only, is required, and why it is not possible to obtain competition in its acquisition.

8. Equipment Deficiencies

a. Equipment having deficiencies that meet the reporting criteria for a Product Quality Deficiency Report (PQDR) will be reported and processed using the procedures outlined in reference (x). The PQDR process begins with the user/originator reporting the materiel deficiency to the originating point.

b. A PQDR shall be submitted as a result of any of the circumstances listed below:

(1) A physical or operational condition considered to constitute a hazard to personnel or materiel.

(2) A design of items or components which impedes the proper operation, maintenance, or handling of the materiel or item.

(3) Faulty materiel or poor workmanship.

9. Life Expectancy and Replacement of Food Service Equipment

a. Figure 13-1 provides a life expectancy and replacement guide for equipment commonly installed in mess halls. Whether an item meets or exceeds its life expectancy is based on the usage, proper care and cleaning, and preventative maintenance.

b. Replacement is usually based on serviceability of an existing item. As a general rule, an article of government property is considered economically repairable if the cost of the repair does not exceed 65% of the replacement cost, and the article is necessary and required for further use. This judgment is based on the age of the equipment, cost of new parts and labor to install, availability of parts, original and replacement cost.

c. If, in the opinion of the FSO and the repairing activity, a repair may exceed the established limitation, the FSO will get a repair cost estimate from the repairing activity. A cost analysis must then be conducted to determine if the repair exceeds 65% of the replacement cost. An analysis is not required for equipment with a replacement cost of \$500.00 or less. An analysis that results in replacement of equipment must be maintained on file.

10. Five Year Long Range Equipment Procurement and Replacement Plan. For out year planning a Long Range Equipment Procurement and Replacement Plan will be developed and maintained for each installation by mess hall. This plan must include current and future five fiscal year projected requirements. An example Long Range Equipment Procurement and Replacement Plan containing all required information is shown in figure 13-2 and will be loaded into LFS Apps each fiscal year.

11. Mess Hall Equipment Replacement Record (MERR)

a. The Mess Hall Equipment Replacement Record (MERR) is used to identify specified information for mess hall equipment. Equipment (electrical, mechanical, non-electrical, and non-mechanical) will be maintained by make, model, and age. The MERR will identify the electrical and mechanical requirements (i.e. electrical, mechanical, gas etc.) for the equipment. A MERR will be maintained on all food service equipment that has a purchase cost of \$500.00 and above and maintained per reference (g) and filed per reference (y).

b. The responsible officer will update the MERR whenever a piece of equipment is replaced, turned-in, disposed of, or as required. A single entry will be made on the MERR for each piece of electrical and mechanical equipment.

c. Non-electrical or non-mechanical equipment with the same NSN and non-serial numbered equipment may be listed on the same line. For example:

(1) Dispensers, tableware, plate, four each (each dispenser should be numbered 1 through 4).

(2) Table, food preparations, stainless steel, 30-by-30 inch, six each (each food preparation table should be numbered 1 through 6).

d. An example MERR containing all required information is shown in figure 13-3. This form may be reproduced locally on 8 1/2 - by 11-inch paper or maintained electronically utilizing automated files. Approval of formats other than contained in this Order (manual or automated) will be approved by the Installation FSO prior to use.

e. The appointed Responsible Officer (RO) will:

(1) Establish a MERR for each existing mess hall and when opening new, modernized, or renovated mess halls.

(2) Provide original and three copies of the MERR to the responsible Installation FSO and TR.

(3) Notify the Installation FSO, within 5 working days, when a piece of equipment has been determined to beyond economical repair, installed, or removed.

(4) Initiate requests for equipment replacement and new equipment to the responsible Installation FSO and TR.

(a) The request will include a statement and the supporting documentation indicating that:

1. Equipment is beyond economical repair. Submit supporting documentation of determination.

2. Utility service is available to operate the equipment.

a. Maximum facility load will not be exceeded with the installation of the new equipment.

b. Space of dimensional limitations is adequate for the equipment.

(b) Impact if equipment is not provided.

(5) The responsible officer should also follow-up on requests every 30 days until equipment is replaced.

f. The Installation FSO will:

(1) Verify the accuracy of the mess hall's MERR.

(2) Retain one copy of the MERR and forward one copy to the activity responsible for maintenance and repair of food service equipment.

(3) Prepare a consolidated MERR (a listing of all like equipment) for all Installation mess halls.

(4) Use the MERR when submitting annual budget requirements for equipment.

(5) Consolidate food service equipment replacement requirements prior to approving and submitting requisitions.

(6) Provide a copy of the MERR to each OCONUS mess hall.

12. Equipment Parts Lists, Operation, and Maintenance Instructions

a. Manufacturers' parts lists and operating instructions is essential to an effective equipment maintenance and repair program. The availability of a parts list for each item of equipment makes identification and ordering of replacement parts much easier. The ability to readily cite the manufacturer's part number alleviates unnecessary delays in researching information in an attempt to provide adequate identification to requisition or purchase urgently needed parts. Lack of sufficient identification often results in receipt of a wrong part or rejection of a requisition and excessive equipment downtime.

b. Proper procedures to operate, clean, and maintain equipment prolong its life and reduce costly repairs. Food service personnel are exposed to many hazards in the day-to-day operation of food service equipment. Stringent safety precautions must be taken to eliminate potential hazards. Manufacturer's operating, safety, and cleaning instructions will be prominently posted on or near all food service equipment.

c. To ensure that both parts lists and pertinent operating instructions are available:

(1) A file of the manufacturers' parts list for all food service equipment (Government and contractor furnished equipment) must be maintained in the mess hall or at a selected location approved by the Installation FSO as a reference to assist the activity responsible for ordering replacement parts and maintained per reference (g) and filed per reference (y).

(2) An easily assessable detailed file of manufacturers' operating, cleaning, safety and maintenance instructions for all food service equipment (including Government and contractor furnished equipment) is maintained within the respective facility and maintained per reference (g) and filed per reference (y).

d. If parts lists or operating and maintenance instructions are not available, they may be obtained by writing to the equipment manufacturer or distributor. To preclude any possible misunderstanding that could result in unauthorized purchase action, all correspondence to manufacturers or distributors for parts lists or operating instructions must be coordinated with the FSO and contracting officer and contain the following statement: "It must be understood and agreed that any parts lists, operating instructions, or technical manuals furnished are at no expense to the Government and that receipt of the literature in no way obligates the Government to purchase any material or equipment. If literature requested involves a charge to the Government, please advise us but do not send the literature."

e. Training courses on the proper operation, cleaning, safety and maintenance of food service equipment must be provided to all food service personnel by the Installation FSO. Training will be documented and maintained on file within each mess hall per reference (g) for enlisted personnel and filed per reference (y).

13. Food Service Equipment Maintenance

a. Maintenance and repair of food service equipment is included in the RGFSC for CONUS.

b. For OCONUS the installation facilities maintenance is responsible to repair and maintain the food service equipment and may be accomplished in-service or through a maintenance and repair contract.

c. The RGFSC will outline the procedures for maintenance requirements for CONUS mess halls.

d. Installation facilities maintenance personnel (OCONUS) performing work on food service equipment is provided in two categories: unscheduled and scheduled.

(1) Unscheduled Repair. This work is accomplished when the equipment malfunctions or breaks down. The work requirement is initiated by a service call or work ticket.

(2) Scheduled Maintenance. Preventive maintenance that is programmed and scheduled by the installation facilities maintenance office.

e. Food service equipment repairs and maintenance may be outsourced to a contractor through the Facilities Maintenance Office or FSO (OCONUS). This is based on the installation resources and in-house skill sets of facilities maintenance personnel. When MPMC Subsistence Funds are provided to make payment for the food service contract, the Installation Commander will request approval from the COMMCICOM, G-4 to incorporate food service equipment repairs and maintenance prior to incorporating into the statement of work.

(1) The Facilities Maintenance Office may outsource to a contractor the maintenance and repair service of food service equipment. The contract could involve a single contract covering preventive maintenance and repair of all food service equipment, or repair of equipment items on an individual basis, as repairs are needed. The facilities maintenance office is responsible for preparation of the statement of work, budgetary requirements, monitoring and surveillance of the contractor's performance. Food service personnel should assist in the preparation of the SOW for these contracts.

(2) The FSO may, upon approval, include the repair and maintenance of food service equipment in a food service contract. The contract could involve a single contract covering preventive maintenance and repair of all food service equipment, or repair of equipment items on an individual basis, as repairs are needed. The FSO is responsible for preparation of the SOW, budgetary requirements, monitoring and surveillance of the contractor's performance. Facilities maintenance personnel should assist in the preparation of the SOW for these contracts.

f. Preventive Maintenance Plan. Minor maintenance is the responsibility of the user whether food service equipment preventive maintenance and repair is performed by the facilities maintenance personnel or by contract. This preventive maintenance plan involves the daily tasks recommended by the manufacturer for all food service equipment. Minor maintenance includes but is not limited to cleaning, adjusting, oiling, or greasing equipment; tightening of nuts and bolts; and other user maintenance. Minor maintenance

applies to not only food service equipment, but all equipment, furniture, furnishings, etc. used in the mess hall.

14. Carbonated Beverage Dispensers

a. Carbonated beverage dispensers are authorized for use in mess halls and must meet the requirements of MIL-D-43738. Carbonated beverage dispensers provided as part of the DLA Prime Vendor (PV) Program meet this standard. When dispensers are authorized for use by the Installation FSO by other sources than DLA PV's they will meet the requirements of MIL-D-43738.

15. Contractor Installed Equipment

a. Equipment installed by civilian third party contractors (not the RGFS contractor) will be coordinated and approved by the Installation Commander and facilities maintenance officer prior to installation. The cost of drawings and any other requested information required for review by the Government to determine approval of the installation of equipment will be borne by the contractor.

b. The equipment, installation, maintenance, repair and removal, to include placing the facility back to the original condition prior to installation of the contractor's equipment will be borne by the contractor.

c. Procedures for RGFSC mess hall will be outlines in the contract.

Nomenclature	Life Expectancy (Years)	
	Mess halls Feeding Less than an average of 800 Personnel Per Meal on Weekdays	Mess halls Feeding More than an average of 800 Personnel Per Meal on Weekdays
Booster Heaters - electric or steam	10	5
Broilers - electric or gas	8	6
Butter Dispenser	8	5
Cabinet, Dough Proofing (bread, rolls)	12	8
Coffee Urns - electric or gas	8	4
Coffee Makers	6	5
Cold Food Counter (salad bar)	8	5
Combi Ovens - electric or gas	8	6
Convection Ovens - electric or gas	8	6
Conveyors, belt driven (i.e. scullery area)	12	8
Dough Dividers	10	10
Dough Rollers (sheeter)	10	10
Dishwashers	8	6
Disposals (sink)	8	4
Drink Systems (beverage dispensers, various)	6	3
Food Cutters	8	4
Food Warmers (hot food table, roll, etc.)	8	2
Fryers - electric or gas	8	6
Fryers - pressure	10	8
Fryer Filter Units	12	12
Fryer, Braising Pans or Tilt Skillets - electric or gas	8	6
Garbage Grinder (scullery)	6	3
Griddle - electric or gas	6	4
Ice Makers - (bin type)	6	4

Figure 13-1. Food Service Equipment Life Expectancy

Nomenclature	Life Expectancy (Years)	
	Mess halls Feeding Less than an average of 800 Personnel Per Meal on Weekdays	Mess halls Feeding More than an average of 800 Personnel Per Meal on Weekdays
Ice Makers/Dispensers (counter top)	6	3
Juice Dispensers	6	3
Kettles - electric or gas	8	4
Kettles - steam	12	10
Microwave Ovens	8	4
Milk Dispensers	6	3
Mixers	8	6
Mixer, Horizontal Dough	12	12
Ovens - electric or gas	8	6
Ranges - electric or gas	8	8
Refrigerators and Freezer (reach-in)	8	5
Revolving Oven - electric or gas	15	10
Scales (digital, dial, dial and beam)	5	2
Shaper, Potato (extruder)	7	5
Skittle Cooker	8	6
Slicers, Meat, Bread, Bun	8	4
Soft Serve, Ice Cream Machine	8	4
Steamers - electric or gas	8	4
Steamers - steam	12	8
Steamers - (pressure-less), electric	6	4
Toasters (pop-up)	4	2
Toasters, Conveyor	5	3
Vegetable Peelers	8	4
Ventilating Hoods - Water Wash	15	12

Figure 13-1. Food Service Equipment Life Expectancy (Continued)

MESS HALL EQUIPMENT REPLACEMENT RECORD	Unit Description	Installation Name and Address			Bldg. No.	Page _____ of _____	
ITEM DESCRIPTION	ACQUISITION DATE	LIFE EXPECTANCY YEARS	CONDITION CODE	PROGRAMMED REPLACEMENT COST	PROGRAMMED REPLACEMENT YEAR	REMARKS	
NOMENCLATURE: Ice Cream Cabinet Mechanical Refrig. Mobile, 25 Gal., Elec., 60HZ NSN: xxxx-xx-xxx-xxxx MANUFACTURER: Shelly MODEL: M-12 SERIAL No.(s) 14231	2000	8	R-1	\$2,866	2008		
NOMENCLATURE: Ice Cream Cabinet Mechanical Refrig. Mobile, 25 Gal., Elec., 60HZ NSN: xxxx-xx-xxx-xxxx MANUFACTURER: Shelly MODEL: M-42 SERIAL No.(s) 20614	2001	8	R-4	\$2,866	2009	Compressor has been replaced twice. Further major repair may exceed initial cost.	
NOMENCLATURE: Oven, Baking and Roasting Forced Conv. Elec., 2 Speed Blower, 60HZ NSN: xxxx-xx-xxx-xxxx MANUFACTURER: Vulcan MODEL: ET-88 SERIAL No.(s) 20101	1998	8	R-2	\$12,000	2006		
NOMENCLATURE: Toaster, Conveyor, Heavy Duty, Electric, 740 Slices 60HZ NSN: xxxx-xx-xxx-xxxx MANUFACTURER: Savory MODEL: 740 SERIAL No.(s) T-1206	2004	5	R-2	\$1,500	2009		
Name/Grade of responsible RO	Signature and Date:		Verified for accuracy by responsible FSO:			Signature and Date:	

Figure 13-3. Mess Hall Equipment Replacement Record

Chapter 14

Marine Corps Enlisted Aide Program

1. General. This chapter provides detailed information on the mission, assignments, screening process, selection process, duty status, household management and quarter's operations, official entertaining and overall planning of hosted events within the Marine Corps Enlisted Aide Program (MCEAP).
2. Mission. The MCEAP was established by the CMC for the purpose of training enlisted personnel in the duties and requirements needed to assist in relieving General Officers (GO) of those minor tasks and details which if performed by the GO, would be at the expense of the GO's primary military and other official duties and responsibilities. The MCEAP assists designated Marine Corps GO's through systematic and comprehensive management to enhance mission focus. Duties directly relate to the GO's military and official responsibilities, to include the conduct of DOD representational responsibilities associated with their assigned positions. All enlisted personnel assigned within the MCEAP are volunteers who are assigned at the discretion of the CMC via the program director DC I&L. Due to the high levels of visibility associated with this program, only Marines who demonstrate exceptional levels of professionalism and maturity will be considered for assignment.
3. Assignments
 - a. Trainee status to become a Marine Enlisted Aide (MEA).
 - b. Serve in GO Quarters.
 - c. Curator at the Home of the Commandants.
 - d. Presidential Food Service.
 - e. CMC Flight Detachment.
 - f. Special duty mess's:
 - (1) Secretary of the Navy.
 - (2) Chairman of the Joint Chief of Staff.
 - (3) Office of the Secretary of Defense.
 - (4) United States Pacific Command.
 - g. Instructor for the Advanced Culinary Course and Enlisted Aide Course at the Joint Culinary Center of Excellence located in Fort Lee, Virginia.
4. Screening Process. Prior to formal acceptance into the MCEAP, Marines who possess the primary MOS of 3381 may be offered the opportunity to voluntarily work with Marines already assigned to the MCEAP. This recruitment opportunity is a direct benefit to the individual Marine providing first hand exposure to the MCEAP. This will assist the Marine with his/her decision to apply for the MCEAP. The Senior EA in the command will

administer this recruitment effort ensuring that all 3381 Marines are provided an equal opportunity to gain this experience.

5. Selection Process

a. The MCEAP SNCOIC will review all application packages to ensure pre-requisites are satisfied. The Marine applicant has demonstrated the potential to serve in the MCEAP based on: certifications, physical appearance in uniform, financial responsibility, previous performance and overall professionalism.

b. A panel consisting of a senior officer and enlisted food service experts will review all applications and endorsements and forward recommendations to the DC I&L for consideration and decision.

c. Prior to selection into the MCEAP, Marines will be issued TAD orders to Marine Barracks Washington for a period of approximately two weeks for evaluation by the MCEAP SNCOIC. At the end of this two week evaluation and orientation period, the DC I&L will determine final eligibility for the program based on the recommendation and evaluation of the MCEAP SNCOIC.

d. Upon approval, the 3381 assignments monitor, Deputy Commandant for Manpower and Reserve Affairs (DC M&RA) will issue orders for the Marine selected for the MCEAP to report to Marine Barracks Washington (MCC UMA) for duty.

6. Duty Status

a. GO's lead a dynamic schedule that often involves official entertaining on evenings, weekends, and holidays, which can in turn make the work schedule of the MEA equally dynamic. It is the responsibility of the GO and the MEA to communicate expectations on balancing professional responsibilities with personal health and well-being, and family commitments and priorities.

b. The MEA must be gainfully employed during the work week.

c. A specific duty phone and designated workspace will be established to enable the MEA to receive notices and messages directly pertaining to duty requirements. It is essential to have daily access to a computer, or a mobile device to be able to communicate effectively.

d. The MEA must find the time to maintain their physical fitness and readiness.

e. The duty schedule must include: time to continue to excel as a Marine, attend PME and meet annual training requirements.

7. Household Management and Quarter's Operations

a. GO Quarters are historically the oldest and largest family housing units in the Department of Navy inventory and incur the highest life cycle cost. Although the majority of these homes have been privatized, they are highly scrutinized at all levels of review for related maintenance expenditures.

b. The MEA is required to:

(1) Clean and maintain the official entertainment areas within the GO's quarters while managing maintenance personnel and preparing daily meals.

(2) Plan, prepare and execute Qualifying Representational Events (QRE) which directly represents the GO's apparent command.

(3) Planning is always based on the GO's guidance.

(4) Uniform maintenance and preparation responsibilities for the GO to conform with the uniform of the day and/or special events.

8. Official Entertaining and Overall Planning of Hosted Events

a. MEA's provide subject matter expertise to the assigned GO in support of planning of events and other social functions that are associated with the assigned GO hosting and representational duties.

b. Working in conjunction with the assigned GO/Spouse and Protocol Officer, details of the event will be planned and coordinated to ensure a successful event is conducted.

Chapter 15

Food Service Supplies and Organizational Clothing

1. Mess Hall Supplies

a. OCONUS Commanders will budget for and provide mess hall and food service operating supplies, administrative supplies, and equipment. FSOs, Food Techs, and CORs will coordinate the execution of the funds provided by the commander for this purpose.

b. CONUS Commanders will provide only the government furnished supplies and equipment required by the RGFSC for the contractor operating mess halls. Utilizing O&MMC funds to purchase contractor furnished supplies or equipment outlined in a RGFSC is not authorized.

c. Non-Appropriated Funds (NAF), when available, may be used to procure furnishings and decorations to improve the appearance of mess halls, improve the quality of life for the patrons, and procurement of specialty food items on holidays and special occasions. Reference (z) provides the policy for these purchases.

2. Dinnerware and Tableware Requirements. The maximum number of personnel to be served for any one meal will be the determining factor in computing the requirements for dinnerware and tableware. The dinnerware and tableware service listed in figure 15-1 is the minimum requirement for each mess hall. The reserve shown in figure 15-1 is based on usage data for a six-week period with consideration that replacement requirements for lost or broken items will occur at a frequency not less than weekly. In addition to those requirements for tableware, sufficient storage racks and dispensing equipment must be on hand to accommodate all tableware required to be in service. When a mess hall provides fast food carry-out service, consideration for the percentage of personnel that carry-out should be considered as there is no requirement for tableware.

3. Military Food Service Personnel Organizational Clothing

a. Food service uniforms are categorized as organizational clothing per reference (aa). Funding, Requisitioning, Accountability, Recovery and Laundering will be IAW reference (1). Organizational clothing and equipment are those individual clothing items on the unit's allowance list that will be purchased and issued to Marines on a temporary basis.

b. Food Service Specialists (MOS 3381) assigned to mess halls will be issued at a minimum, the following clothing:

(1) Three blouses, polyester/cotton, with quarter to three-quarter length sleeve.

(2) Three trousers, polyester/cotton.

(3) Three aprons, polyester/cotton.

(4) Two standard government provided nametags.

(5) One thermometer, Cooking, 0-220 degrees F, NSF approved

(6) Organizational clothing shall be issued IAW reference (ab) and be provided with an organizational issue of black leather safety boots.

c. Metal/plastic insignia of grade will be worn on the organizational blouse by food service personnel as directed by Installation FSO guidance.

d. Organizational clothing will not be marked with the owners name as required for standard uniform clothing per reference (aa).

e. Government provided nametags will be worn by all food service personnel working in the mess hall.

f. Military food service specialist uniforms will be issued directly to individuals. Only food service organizational clothing will be worn by food service personnel working in any preparation and serving area. Other military uniforms or civilian attire is not authorized for wear for personnel involved in the preparation and serving of meals or meal components.

g. Uniforms worn by food service personnel will be neat and clean at all times.

h. Food service occupational clothing is not authorized as military liberty attire. For sanitation purposes, commanders may prohibit in local directives the wear of food service occupational clothing from being worn outside of the mess hall (i.e. barber shop, exchange, post office, etc.), with the exception of conducting official military business aboard the installation where the individual is assigned.

i. Procurement of uniform items must be completed via an approved Purchase request utilizing the Purchase Request Builder (PRB) and submitted to the Contracting office. Approved Source of Supply (SOS) must be used during the procurement process. USMC Cook uniform replacement items will only be sourced via DLA clothing and textile division or GSA Advantage.

4. Civilian Contractor Food Service Employee Uniforms

a. Civilian food service contractor uniforms and safety items will be provided by the contractor per the applicable contract. Management and supervisory personnel will have a different uniform or attire to easily identify them. The HQMC KO will approve the uniforms or attire prior to the contractor purchasing the uniforms or safety items.

b. Uniforms worn by civilian contractor employees will be neat and clean at all times. Sufficient quantities and sizes of occupational clothing will be provided to the employees from the contractor to ensure a daily change of clothing and an additional set is available when the uniform becomes soiled during the work day. Nametags specified by the contract will be worn by all food service personnel working in the mess hall.

c. Contractor employees for which duties include: working in refrigerated or freezer spaces, exterior receiving of subsistence and sanitation, and in close proximity to entrances shall be provided a warming layer from the contractor.

d. Contractor employees, whose duties include loading and unloading of subsistence and placing in appropriate storage facilities, should be provided safety boots by the contractor.

ITEM	Required in Service per Person	RESERVE	TOTAL REQUIREMENT
Plate, Eating 9"	1	0.15	1.15
Plate, Salad 6-2/4"	1.25	0.25	1.5
Plate, Dessert 5-1/2"	1	0.2	1.2
Bowl, Vegetable 4-9/10"	2	0.3	2.3
Cup, Coffee 10-1/2 oz.	.75	0.2	0.95
Bowl, Soup 5-5/8"	.40	0.1	0.5
Tumbler, 12-oz	1.25 (1)	0.25	1.25
Tray, Fiberglass 14" X 18"	1	0.005	1.005
Fork, Table	1	0.2	1.2
Knife, Table	1	0.2	1.2
Spoon, Table	.40	0.1	0.5
Spoon, Tea	1	0.2	1.2

Figure 15-1. -Dinnerware and Tableware Requirements

Chapter 16

Inspection of Subsistence Supplies and Unsatisfactory and Hazardous
Subsistence Reporting

1. Inspection of Subsistence Supplies

a. References (ac) and (ad) establish uniform methods for inspection of Government-owned foods for appropriated funded mess halls as follows:

(1) Defines the U.S. Army Veterinary Service responsibility for surveillance-type inspection of all service-owned food stored, issued, sold or shipped to installations.

(2) Implements reference (ae) as it pertains to veterinary food hygiene, safety, food defense, and quality assurance inspections.

(3) Prescribes procedures to ensure maximum serviceability for all Government-owned foods in storage and at the time of issue or sale.

(4) Provides sampling plans and standardized nomenclature to describe common deteriorative conditions.

(5) Tasks US Army Veterinary service to conduct Prime Vendor destination audits of subsistence supplies at Garrison Mess Halls.

b. Veterinary food inspection personnel will perform the following:

(1) Develop and publish an installation support plan (ISP) coordinated with the FSO or food service technician for mess hall and operational ration storage warehouse support.

(2) Coordinate food inspections with other veterinary personnel to avoid duplication of effort or excessive expenditure of resources.

(3) Perform surveillance inspections as prescribed by procedures established in this regulation.

(4) When appropriate, select samples and submit for laboratory analysis. Coordinate with laboratory personnel.

(5) Perform inspections and report deficiencies using descriptive terms on written or electronic reports submitted to the FSO or food technician. Reports will include identification of the product, detailed description of the defects noted, the percent of the lot affected, the effect on product serviceability, and recommended disposition.

(6) Routinely monitor stored product for possible pest and rodent infestation.

(7) Furnish the Installation FSO or Food Tech with written recommendations for disposition of unfit subsistence annotated on a DA Form 7538.

(8) Immediately notify and consult with a Veterinary Corps Officer (VCO)/Warrant Officer (WO) when critical defects are observed, or a potential health hazard is identified.

c. FSO's or Food Technicians will perform the following:

(1) Provide personnel and equipment necessary for assisting veterinary food inspection personnel in removing food samples from the storage area(s) and transporting the samples to the inspection station.

(2) Notify the veterinary officer-in-charge of expansion or reduction of workload, facilities, or any other significant changes (permanent or temporary) that might affect the amount of veterinary resources needed to support the operation.

(3) Take immediate corrective actions when advised of deficiencies in product quality or storage conditions.

(4) Ensure timely and proper rotation of subsistence.

(5) Request special inspections as required.

(6) Provide accurate inventories of subsistence that include identification of products in storage by lot number, date of delivery, date of pack (DOP), and inspection test date (ITD) or approximate keeping time (AKT).

(7) Ensure products are re-marked with the appropriate ITD or AKT when veterinary personnel extend product shelf life.

(8) Ensure that subsistence placed on medical hold is appropriately labeled with a sign and placed in a designated area in mess hall or specific warehouse location.

d. Unsatisfactory material has adverse economic impact, causes disruption of food service operations, and quite often results in dissatisfied customers. Reporting unsatisfactory conditions of material is vital to the Marine Corps Food Service and Subsistence Program. The DD Form 1608 is the Unsatisfactory Material Report and shall be used to report all unsatisfactory conditions on all subsistence items.

e. At installations where veterinary food inspection personnel are not assigned or available, the Preventive Medicine Authority (PMA) can perform veterinary food inspection personnel duties.

2. Defense Logistics Agency (DLA) Non-hazardous Unsatisfactory Subsistence

a. When unsatisfactory subsistence is detected upon receipt, the distributor's invoice will be annotated to indicate actual quantities received by striking through the listed quantity and entering the received quantity and reasons for the differences (i.e. damaged, high temperature, etc.). The individual making the change should initial all corrections to the distributor's invoice. The carrier's representative should sign the invoice when such corrections are made.

b. The Installation FSO and Food Tech will determine if same day redelivery/replacement of the unsatisfactory product is required to fill the food service requirements or if the unsatisfactory product can be reordered and delivered during the next scheduled delivery. When same day replacement is required, the distributor will be notified immediately in order for scheduling to be arranged for timely delivery. Re-deliveries are coordinated

with the DLA item manager, counted as no charge emergency orders, and can be made on an unlimited basis.

c. When products are rejected at time of receipt for non-conformance reasons, the veterinary food service personnel will be contacted and a Veterinary Inspector's inspection report will be completed and faxed to DLA-FTA (DSN: 444-7541 or 215-737-7541) or mailed to DLA-FTW, Bldg 6 (6C671), 700 Robbins Avenue, Philadelphia, PA. 19111 with a copy of the corresponding invoice. Activities shall maintain these reports per reference (g) and filed per reference (y).

d. When unsatisfactory subsistence is detected after receipt confirmation, the receiving mess hall manager will phone the distributor's customer representative to request a one for one replacement for the incorrect quantity. This is the preferred method of resolution. When this option does not resolve the discrepancy or replacement is not desired complete a Standard Form 364 "Report of Discrepancy", attach the vendor's credit memo for the returned product, and mail to the Defense Logistics Agency. Attn.: DLA-FTW, Bldg 6 (6C671), 700 Robbins Avenue, Philadelphia, PA. 19111. In order to be credited for any discrepancy detected after receipt; documentation must be forwarded to DLA; the distributor has not provided a one-for-one replacement; and a report discrepancy must be completed to adjust the bill. Activities shall maintain these reports per reference (g) and filed per reference (y).

e. In order to ensure a high quality product, and distributor performance is maintained in the prime vendor program, mess hall managers will ensure that any problems with delivery service or product quality are immediately reported to the FSO and veterinary food inspector personnel. The FSO or food technician will contact the prime vendors' customer service representative and DLA account representative.

3. Commercially Procured Non-hazardous Unsatisfactory Subsistence

a. When unsatisfactory subsistence from sources other than DLA is detected upon receipt, the mess hall manager will determine receipt or refusal of the delivery. The FSO or Food Technician will coordinate with the vendor for redelivery/replacement of the unsatisfactory product. Payment for the unsatisfactory subsistence will be handled by the FSO, contracting officer and the vendor.

b. When unsatisfactory products are rejected at time of receipt or after receipt confirmation for non-conformance reasons, a copy of the Veterinary Inspector's inspection report shall be provided to the FSO or food technician and contracting officer for coordination and corrective action with the vendor.

4. DoD Hazardous Food and Non-prescription Drug Recall System

a. DLA will act as the sole agent for DoD to coordinate all food recalls which involve hazardous, tampered, or suspected tampering that involve the Services. DLA-TS, Product Services Office, (DLA-FTW) shall act as the agent for all recalls as stated above and shall appoint a Consumer Safety Officer (CSO) and sufficient alternate CSOs to administer the recall system. In this role, the agent will evaluate hazardous food recalls for DoD involvement, taking appropriate actions to protect the health of military personnel and their dependents, as well as the financial interests of DoD.

b. In the event any DoD activity finds a condition of food that may require a hazardous recall, the local food inspection authority (U.S. Army Food Inspectors, Public Health Center (PHC) or medical personnel) will be contacted. The following specifics will be provided:

(1) Specific description of hazardous item, as applicable (NSN/Local Stock Number (LSN)).

(2) Brand name, if applicable.

(3) Name and address of manufacturer/processor.

(4) Contract number, if applicable.

(5) Lot numbers (from case) or package/can codes.

(6) Activity that supplied material (Depot/Supply Center, DoD, PV).

(7) Description of hazardous condition.

(8) Symptoms of illness or death attributed to or suspected to be caused by the item, number of persons affected, and contact point for medical authority cognizant of the incident.

(9) Laboratories to which samples have been submitted for test/analysis, date shipped, and mode of shipment.

(10) Laboratory test/analysis results when available.

(11) Where necessary, send samples to nearest laboratory with a request to furnish the PHC with one copy of results on a priority basis.

(12) Retain copies of ALFOODACT messages per reference (g) SSIC 1011.2.

c. Upon notification, FSOs and TR immediately act to identify stocks of hazardous food that may be on hand, segregate those present, and secure the items in a hold status to preclude their immediate further issue, sale, and use. Veterinary inspectors, PHC will be requested to assist in all matters involving food recalls.

(1) Notify parent commands of the hazardous items, when applicable.

(2) Identify hazardous items in inventory.

(3) Retain hazardous food items in a hold status until final disposition instructions have been received from DLA.

d. Notify the Commander, DLA, ATTN: DLA-FTW whenever hazardous foods have been identified through local determination as being on hand in a local subsistence account. An information copy of such notification will be forwarded to the DC I&L and the PMA. Installations shall maintain these records per reference (g) and filed per reference (y). DC I&L shall maintain these records per reference (g) and filed per reference (y).

e. Reference (af) provides specific guidance for handling hazardous food. ALFOODACT Messages are published via naval message and can also be found at the DLA website:

(<http://www.dla.mil/TroopSupport/Subsistence/FoodSafety/fso/ALFOODACT.aspx>)

Chapter 17

Surveys and Investigations

1. General. All lost, damaged, or destroyed food service equipment (i.e., non-expendable property) will be documented and processed as a Financial Liability Investigation of Property Loss (FLIPL) in accordance MCBul 4440.4 "Financial Liability Investigation of Property Loss."

2. Documentation Requirements. All lost subsistence items, regardless of dollar value, will be documented and processed as a FLIPL in accordance MCBul 4440.4 "Financial Liability Investigation of Property Loss."

3. Veterinarian/Medical Officer (VETMO) Survey

a. All subsistence items will receive a mandatory VETMO Survey when the follow conditions are meet:

(1) Prior to a supported unit (i.e., consumer level) excess return to the supporting activity (i.e., intermediate level). In these scenarios, the supported unit is responsible for the coordination and documentation of the VETMO Survey.

(2) Anytime the possessing unit suspects damage to or deterioration of subsistence items that may make them unfit for consumption.

(3) Upon subsistence shelf life expiration and/or identification as obsolete item.

b. The VETMO survey will document the veterinary/medical officer's assessment, to include appropriate disposition instructions.

c. All VETMO surveys that results in the disposal of subsistence items will be documented and processed as a FLIPL in accordance MCBul 4440.4 "Financial Liability Investigation of Property Loss."

4. FLIPL Procedures. The FLIPL process will be executed IAW MCBul 4440.4 with the following clarifications.

a. When warranted, a copy of the VETMO survey will be referenced in block 9 of the DD Form 200 and provided as an enclosure.

b. Block 9 of the DD Form 200 will include the date the property in question was received, vendor or supporting unit the property was received from, and any pertinent data for evaluating the current condition/status of the property. Examples of such data include: packing methods, storage conditions (including holding temperatures for chill and freeze items), and conditions upon receipt.

c. Block 11 will always be completed by a Food Service representative.

d. Block 12 will always be completed by the CO/Action Officer appointed Supply Officer.

e. The initiation of the FLIPL does not necessitate the appointment of a Financial Liability Officer (FLO) or the execution of a liability investigation.

f. The completion of the DD Form 200 does not authorize the adjustment of the property records unless the Approving Authority is the Accountable Officer and directs property record adjustments in their comments, block 14b of the DD Form 200. In situations in which the Approving Authority is not the same as the Accountable Officer and property records are required to be adjusted, the Accountable Officer will endorse the Approving Authority signed DD Form 200 via separate letter directing the Supply Officer to execute appropriate property adjustments. This will occur prior to completion of block 17 of the DD Form 200.

g. When a FLO is appointed and in addition to the responsibilities identified in MCBul 4440, the FLO will include the following additional information in block 15a (findings and recommendations) of the DD Form 200.

(1) An opinion as to the cause of loss or damage. If the cause cannot be determined, the FLO will substantiate why cause cannot be determined.

(2) An opinion whether negligence or willful misconduct was involved in the loss, damage, or destruction.

(3) A recommendation regarding whether responsible individuals should be held financially liable for the loss or damage.

5. Reporting. The total monetary value of food items subject to a FLIPL will be documented on the SOAR/QSFR for the applicable accounting period.

6. Maintain on File. Completed FLIPLs and associated documents will be maintained on file per reference (g) and filed per reference (y).

Chapter 18

Food Safety

1. General Information

a. Food safety is imperative and requires adherence to proper handling, preparation, and serving techniques, per references (d) and (ag). Food safety requires special consideration and constant attention. For these reasons, strict food safety precautions must be observed at all times by all food service personnel. This chapter applies to all garrison/field mess halls and production facilities handling food items. This includes the procurement, transportation, receipt, storage, issue, preparation, and service of all food-related items.

b. FSOs and mess hall officers are responsible for ensuring that food safety measures in all facilities under their jurisdiction are in compliance with the provisions in reference (d).

c. Regulatory authorities will inspect mess halls and production facilities in all phases of food safety per reference (d) and local SOP. When a mess hall exceeds the critical violation limits, the PMA must promptly notify the Installation Commander and FSO, and increase the frequency of inspections for the mess hall until the compliance significantly improves. Activities shall maintain these records per reference (g) and filed per reference (y).

d. Navy Environmental and Preventive Medicine Units (NEPMU) will provide laboratory assistance as necessary for bacteriological screening.

e. Mess hall managers, Person in Charge (PIC), military and contractor food service personnel will enforce and comply with the provisions in references (d) and (ag). These publications shall be used as references in all food service contracts.

f. All food service personnel must complete and have on file the facility to which they are assigned a completed DD Form 2971 (Conditional Employee or Food Employee Reporting Agreement) IAW reference (d).

(1) This form is a reminder to all personnel that work in food service establishments that they are responsible and required to report certain illnesses to their supervisor in order to mitigate the transmission of food borne illnesses.

(2) Operational Commands will ensure completion of the forms for all personnel who work in garrison food service facilities or field food service facilities.

(3) The contractor for the RGFSC must ensure this requirement is completed.

(4) This requirement applies to all Master Labor Contractors and Korean Service Contractors who work in food service establishments.

2. Physical Examination of Food Service Personnel

a. All food service employees shall be medically screened for evidence of communicable disease prior to initial assignment in food service-related billets. Subsequent health screening (e.g. annual evaluation) will be performed per reference (d). The use of DD Form 2971 Conditional Employee or Food Employee Reporting Agreement is required by all personnel working with food.

(1) Contracted food service employee health screenings will be performed as outlined in the applicable contract.

(2) All food service employees must present documentary evidence, acceptable to the local medical authority, that a complete and thorough health screening has been accomplished prior to working in a mess hall or production facility.

b. The local medical authority may exclude or restrict food service employees per reference (d) and local directives.

3. Food Safety Training Program

a. The FSO is responsible for ensuring the implementation and maintenance of a food safety program that meets the minimum training requirements set forth in references (d) and (ag). In garrison (CONUS), the FSO is responsible for Food Safety training for the Marines working in M&MA mess halls.

b. Training requirements specified in this Order and references (d) and (ag) shall be included in written contract agreements for contractor employees. Training records shall be maintained per reference (g) and filed per reference (y).

(1) Food Safety Instructor/PIC Training. Food Safety Instructors and PICs shall successfully complete either the CANTRAC B-322-2101, Food Safety Manager's/Supervisor's Course, or obtains a Food Protection Manager Certification from the Conference for Food Protection/American National Standards Institute accredited program/examination.

(a) PIC Training. PICs shall receive certification as a Food Safety Instructor prior to assignment as the PIC.

(b) PIC training certification is valid for five years.

(2) Food Employee Training

(a) All new personnel working in the mess hall, production facility, or performing a food service-related task shall receive four hours of food safety training prior to assignment or employment.

(b) All personnel working in a mess hall, production facility or performing a food service-related task shall receive an additional four hours of food safety training annually. This annual training is not required to be delivered in a consecutive four hour block of time.

(c) All personnel temporarily assigned for 30 days or less to work in a mess hall, production facility, or performing a food service related task shall receive two hours of initial food safety training and orientation prior to beginning work in the mess hall or production facility.

(d) Food Employee Training Course. Food safety training must be provided per reference (ag). When requested by the FSO, the PMA may approve other programs (such as the National Restaurant Association, ServSafe® Courses or the Educational Testing Service Program) that meet the competency based requirements to substitute the food employee training course.

4. Sources of Food Safety Training. Authority to teach the Food Safety Managers/Supervisor Course and Food Employee initial and annual food safety training courses resides with the area Environmental Health Officer under the direction of the regional NEPMU.

a. Food Safety Manager's/Supervisor's Course (CANTRAC B-322-2101). The Food Safety Manager's/Supervisor's Course will be provided by a Department of the Navy Environmental Health Officer (NOBC 1860) or a Preventive Medicine Technician (NEC 8432) that maintains the certifications required to instruct this course.

(1) Military and civilian food safety training professionals, with applicable education backgrounds and credentials, may be requested by the FSO.

(2) Approval by the regional NEPMU, to teach the Food Safety Manager's/Supervisor's Course (CANTRAC Course B-322-2101), is on a case-by-case basis.

b. Food Service Employee Training. Food service employee initial and annual food safety training may be obtained from:

(1) Qualified Navy food safety instructors (see paragraph 3a(1)) attached to the area NEPMU, Naval or Fleet Hospitals, Marine operating forces, or Army Veterinary Service personnel assigned to the installation.

(2) Qualified food safety instructors that have successfully completed the Food Safety Manager's/Supervisor's Course (CANTRAC B-322-2101) and requested by the FSO and approved by the area Environmental Health Officer.

(3) FMT Instructors may conduct food service safety training during official visits, provided the instructors have successfully completed the Food Safety Manager's/Supervisor's Course (CANTRAC B-322-2101).

c. A separate Food Safety Training Certificate (NAVMED 4061/1) for each food employee, supervisor, and person in charge must be kept on file by the person in charge at the work location. Certificates will not be held by individual personnel except on the occasion of transfer or dismissal. These certificates must be verified by supervisory personnel and the PMA during routine sanitation inspections.

5. Person in Charge (PIC) Duties and Knowledge Demonstration

a. PIC. A PIC is required on site as specified in references (d) and (ah). The FSO shall ensure that a person in charge is present at the mess halls and production facilities during all hours of operation for food facilities that are categorized as a risk type 3 or 4. Smaller food establishments that are categorized as a Risk Type 1 or 2 require one designated PIC for each facility.

(1) Reference (d) provides the explanations for the FSO to determine the risk categorization for their installation mess halls. The PIC shall ensure that:

(2) Based on the risks of food borne illness inherent to the food operation, during inspections and upon request, the PIC shall demonstrate to the PMA and FSO knowledge of food borne disease prevention, application of the HACCP principles, and the requirements of reference (d) as it relates to the food operation, by:

(a) Describing the relationship between the prevention of food borne disease and the personal hygiene of a food employee.

(b) Explaining the responsibility of the PIC for preventing the transmission of food borne disease by a food employee who has a disease or medical condition that may cause food borne disease.

(c) Describing diseases that are transmissible through food and the symptoms associated with the diseases.

(d) Explaining the significance of the relationship between maintaining the time and temperature of potentially hazardous food and the prevention of food borne illness.

(e) Explaining the hazards involved in the consumption of raw or undercooked meat, poultry, eggs, and fish.

(f) Stating the required food temperatures and times for safe cooking of potentially hazardous food, including meat, poultry, eggs, and fish.

(g) Stating the required temperatures and times for the safe refrigerated storage, hot holding, cooling, and reheating of potentially hazardous food.

(h) Describing the relationship between the prevention of food borne illness and the management and control of the following; cross contamination, hand contact with ready-to-eat foods; hand washing, and maintaining the food establishment in a clean condition and in good repair.

(i) Explaining the relationship between food safety and providing equipment that is sufficient in number and capacity, properly designed, constructed, located, installed, operated, maintained, and cleaned.

(j) Explaining correct procedures for cleaning and sanitizing utensils and food contact surfaces of equipment.

(k) Identifying the source of water used and measures taken to ensure it remains protected from contamination such as providing protection from backflow and precluding the creation of cross connections.

(l) Identifying poisonous or toxic materials in the mess hall and the procedures necessary to ensure they are safely stored, dispensed, used, and disposed of according to current regulations.

(m) Identifying critical control points in the operation; from purchasing through sale or service that may contribute to food borne illness

and explaining steps taken to ensure that the points are controlled by the requirements in reference (d).

(n) Explaining the details of how the PIC and food employees comply with the mess hall HACCP plan.

(o) Explaining the responsibilities, rights, and authorities outlined in reference (d) for food employees, PICs, and the PMA.

b. Food Service Employee. Based on the risks of food borne illness inherent to the food operation, during inspections and upon request, the employees shall demonstrate to the PIC, PMA, and FSO knowledge of food borne disease prevention, application of the HACCP principles, and the requirements of reference (d) as they relate to the mess hall or production facility by:

(1) Describing the relationship between the prevention of food borne disease and the personal hygiene of a food employee.

(2) Explaining the significance of the relationship between maintaining the time and temperature of potentially hazardous food and the prevention of food borne illness.

(3) Stating the required temperatures and times for the safe refrigerated storage, hot holding, cooling, and reheating of potentially hazardous foods.

(4) Explaining correct procedures for cleaning and sanitizing utensils, equipment, and food contact surfaces of equipment.

6. Mess Hall and Production Facility Inspections

a. The PMA will provide surveillance inspections, based on reference (d) and local SOP.

b. Central Production Facilities provide the FSO with the ability to maximize resources and can aid in reducing costs to contracted food services. Based on the nature of operations, strict adherence to published guidance is mandatory. In addition, localized operating procedures shall be created, which will detail any specialized requirements needed to ensure proper communication between the production facility and the mess hall (end user). It is recommended that these procedures be created and reviewed in coordination with regional NEPMU.

Chapter 19

Nutritional Standards

1. General Information. Consistently eating nutritious foods is extremely important for physical fitness, endurance and resiliency. By optimizing nutritional status, personnel will be better prepared to meet the physical and mental demands of daily activities, training, field conditions and combat.

2. DoD Nutrition Committee. The DoD Food and Nutrition Subcommittee (FNSC) authority is under the Department of Defense Instruction (DoDI) 6130.05, "DoD Nutrition Committee." DoDI 6130.05 directed the Assistant Secretary of Defense for Health Affairs) to establish the FNSC as a subcommittee of the DOD Nutrition Committee. The Nutrition Committee's mission/purpose is defined in Department of Defense Directive 3235.02E, "DoD Combat Feeding Research and Engineering Program, DoD CFREB, and DoD Nutrition Committee," April 24, 2007. The group operates under the authority and guidance of the Nutrition Committee. The DoD Nutrition Committee consists of representatives of the Services' Surgeons General, the Uniformed Services University of the Health Sciences (USUHS), and others from within the Department of Defense who have a professional interest and expertise in nutrition, health promotion, combat feeding, and military food service programs. This subcommittee is the only subcommittee in DoD that focuses on food and nutrition and how it affects force readiness, performance and health. Additional information for this committee can be found at <http://hprc-online.org> (DoD Human Performance Resource Center). The intent of FNSC is to recommend doctrine and policy changes related to DoD food and nutrition programs, and to advise the Military Services and other DoD beneficiary groups in areas including, but not limited to:

- a. Combat feeding.
- b. Menu design.
- c. Nutrition research.
- d. Weight management and fitness programs.
- e. Human performance optimization.
- f. Programs and evaluation tools influencing the healthy nutrition environment on military installations.

3. DoD Combat Feeding Research and Engineering Program (CFREP). The Secretary of the Army is the DoD Executive Agent for operation of the CFREP. The CFREP approves the Joint Service Annual Research and Engineering (R&E) Program plan and integrates Joint Service programs to address combat feeding R&E requirements from the DoD Components.

a. The DoD CFREP includes operational ration nutritional requirements, food packaging, food quality, food safety and security, logistics (as related to Class I - Subsistence), equipment and field food service systems to develop or improve general and specialized DoD combat feeding programs in response to changing modes of warfare, service doctrine, joint requirements and industry capabilities. The CFREP shall consider the following:

(1) Established Government sanitary standards and good manufacturing practices will be considered and strictly enforced in the development of ration components and field food service equipment to prevent food-borne illnesses under all operational conditions.

(2) Nutrition standards for military feeding and operational rations shall incorporate the most current Military Dietary Reference Intake (MDRI) as established by the Food and Nutrition Board of the National Academy of Sciences. These standards shall be used by DoD personnel responsible for menu development and evaluation, nutrition education, and research.

(3) DoD Nutrition education programs shall support the objectives of the USDA Dietary Guidelines for Americans and Department of Health and Human Services Healthy People Initiatives.

b. The CFREP establishes the CFREB, which is chaired by the Director, Human Performance, Training and Biosystems Research Directorate, under OASD (R&E).

(1) The CFREB consists of a representative from each Service and DLA, each of whom has one vote during the annual board meeting.

(2) Each Service has the opportunity to submit Joint Statements of Need proposals for review and prioritization for combat feeding R&E needs for operational rations and field food service equipment for review by the CFREB. Priority will be given to combat feeding R&E requirements shared by two or more DoD components to promote economy of research efforts and to address Joint Service needs.

4. The Surgeon General, Department of the Army (TSG DA). The TSG DA exercises DoD responsibility for Nutritional and Menu Standards for Human Performance Optimization and is responsible for establishing and publishing the nutritional standards for meals served to military personnel subsisting in garrison and under field conditions. Reference (s) outlines the responsibilities for nutritional and menu standards for the Services. Each of the Services has the responsibility to establish policy, implement mechanisms to ensure menus meet nutritional standards, and ensure that contract performance work statements for food service operations clearly describe the contractor's requirement to comply with applicable nutritional standards.

5. U.S. Army Research Institute of Environmental Medicine (USARIEM). The USARIEM is a subordinate laboratory of the U.S. Army Medical Research and Materiel Command. The Institute's mission is to conduct basic and applied research to determine how exposure to extreme heat, severe cold, high terrestrial altitude, occupational tasks, physical training, deployment operations, and nutritional factors affect the health and performance of military personnel.

a. The Army Research Institute of Environmental Medicine field and garrison nutrition program was developed to evaluate rations and feeding systems for nutritional adequacy and their influence on selected medical markers. The objective is to develop nutritional strategies which optimize the health, well-being, and performance of the warfighter. Most of the field and garrison nutrition studies are conducted at major military installations by a staff of professional dietitians, behavioral scientists and

statisticians from the Military Nutrition and Biochemistry Division. Members of the division work closely with the Sustainability Directorate, U.S. Army Natick Research, Development and Engineering Center, in the development of new and improved ration components and menus, as well as performance enhancing supplements. All studies are conducted in direct support of the mandate of TSG DA who has ultimate responsibility as the Department of Defense executive agent for nutrition.

b. DC I&L may submit written requests for consideration to USARIEM to evaluate and study field and garrison nutritional issues that impact the overall health and performance of Marines.

6. U.S. Army Natick Soldier Research, Development and Engineering (NSRDEC) DoD Combat Feeding Directorate (CFD). The DoD CFD is responsible for research, development, engineering, integration, field testing, and technical support for the full range of operational rations.

a. The DoD CFD partners with the Services, the commercial sector, other government agencies, USARIEM, and the Office of the Surgeon General (OTSG) to design and conduct extensive ration evaluation and testing during field training exercises to determine nutritional adequacy and acceptability of rations.

b. Based on feedback and recommendations from military personnel, during the evaluation and testing, rations are continuously improved and replaced to provide optimal nutritional components with the highest acceptability.

7. Joint Services Operational Rations Forum (JSORF)

a. The JSORF is hosted annually by the Army to discuss and vote on operational ration updates and changes. The JSORF consists of a representative from each Service and DLA, each of whom has one vote. The updates and changes are a result of recommendations from the Services Food Service Program Managers, military personnel feedback during field testing, U.S. Army Research and Development Command (Natick Soldier Center) review, field testing, final acceptance, and industry partners. The operational ration changes approved by the JSORF are then submitted to the OTSG for nutritional approval. When products meet final acceptance, USARIEM documents a product description, any specific requirements, and a menu cycle; and passes the requirement to the DLA for cataloging and procurement.

b. For new products, USDA and Army Veterinary Command inspections must take place prior to release to the field.

8. Nutritional Standards. Reference (s) establishes nutritional standards, termed MDRI, for military feeding and establishes Nutritional Standards for Operational Rations (NSOR). It provides the effects of environmental factors on energy and nutrient requirements and outlines the nutrition and menu standards for human optimization policy. These nutrition standards apply to Marine Corps garrison and expeditionary feeding. Compliance with reference (s) is required for all food service operations, whether provided by government sources or through contractor support. All approved master menus are subject to audit for adequacy of nutrients to all Marines to include the detention centers and briggs.

9. MDRIs. The MDRIs are quantitative estimates of nutrient intakes to be used for planning and assessing diets for the healthy military population.

The MDRIS are intended for use by personnel involved in menu development, menu evaluation, nutrition education, nutrition research, and food research and development. When the MDRIS are met through menus formed of a variety of foods from diverse food groups, such menus will likely be adequate in all other nutrients for which neither Dietary Reference Intakes (DRIs) nor MDRIS are currently established.

a. Not all nutrients have an established Recommended Dietary Allowance (RDA) or DRI. Usually, no MDRI is established if there is no RDA or DRI for a given nutrient. Two approved exceptions by TSG, DA are for potassium and sodium.

(1) Potassium and sodium are generally found in the carbohydrate electrolyte replacement beverages.

(2) Consume less than 2,300 mg (approximately 1 tsp. of salt) of sodium per day.

(3) Choose and prepare foods with little salt. At the same time, consume potassium-rich foods, such as fruits and vegetables.

b. The MDRIS do not reflect the nutritional needs of those individuals requiring medical nutrition therapy for conditions such as illness, injury, infection, chronic disease, and trauma. These individuals require assessment of nutritional needs by qualified medical professionals.

c. Certain conditions have special nutrition requirements not covered in this Order or reference (s). MDRIS for energy are established for personnel working in temperate climates. Service members training or fighting in more austere environments may need to adjust energy intake. Severe environmental conditions (for example, high altitude, extreme hot or cold weather) increase energy requirements due to a combination of heavy clothing and equipment, environmental terrain, and slight metabolic adjustments. These conditions require identification to DC I&L for consultation with the Navy Bureau of Medicine & Surgery and/or the TSG, DA.

10. Basic Nutrients

a. Nutrition is the food you consume and how the body processes the nutrient into functional use. Food is made up of different nutrients needed for growth and health. Each nutrient has a specific use by the body.

b. Essential Nutrients:

(1) Marines need to consistently consume six key nutrients: The first three (carbohydrate, protein, and fat) provide calories (i.e. energy), while the last three (vitamins, minerals, and water) do not provide calories but are necessary for the energy nutrients to function properly.

(2) Carbohydrates are the powerhouse for energy, both physically and mentally. The energy is readily available and very efficient for use. At least half of all calories consumed should be carbohydrates with a target range of 50-65% of total calories. Performance carbohydrates include whole grain bread, high fiber cereal, whole grain pasta, rice, beans, potatoes, corn, and vegetables and fruit. Whole grain and good fiber options are encouraged for optimal nutrient intake and performance. While sugars are a

simple form of carbohydrates, the recommendation is to choose and prepare foods and beverages with little added sugars or caloric sweeteners, such as amounts suggested by the USDA Food Guide.

(3) Protein is necessary for building and repairing muscles. Performance protein sources include: lean cuts of meat, poultry, fish, beans, eggs, low fat milk, yogurt and cheese. Although greater activity requires some additional protein, the ideal performance diet will contain only 12-15% total calories as protein. Simply eating protein will not build muscles, in fact, any overconsumption of protein will be converted to fat stores and serve the body optimally. To gain muscle mass, a diet rich in lean protein combined with progressive strength training is required.

(4) Fat is an energy rich nutrient providing several key functions: transporting fat soluble vitamins, insulating and cushioning the body and supporting the structure of all cell membranes. High performance fats in the forms of monounsaturated fats and polyunsaturated fats to include fish such as salmon, herring, tuna and sardines, olives, canola oil, olive oil, nuts and seeds, nut butters, avocado and flaxseed. The diet should contain no more than 30% total calories from fat sources with a maximum of 10% saturated fat. Saturated fats, solid at room temperature, have the highest association with coronary heart disease and other chronic diseases that do not support optimal health.

(5) Vitamins and minerals do not provide calories for energy but play an important role in performance. By helping to regulate many body functions, they assist with the release of energy from food consumed.

(6) Water is essential for performance and health. Even minor dehydration will hinder activity significantly. Hydration status should be routinely monitored. Water makes up over half of the human body. It is available from most solid foods as well as from beverages.

c. If a variety of foods are eaten, the nutrients required will be ingested. No single food or food group can provide all the essential nutrients in the proportions needed. Everyone needs the same nutrients, but in varying amounts.

d. The quantity of each nutrient required by an individual is influenced by age, gender, size, activity, and state of health.

11. Nutrient Database. The most recent release of the USDA Nutrient Database for Standard Reference will be used for calculations of the nutrient compositions of "A" Ration recipes and menus.

12. Nutritional Standards for "A" Ration Menu Planning

a. The FSO will coordinate with the HQMC dietician for OCONUS menus. CONUS menus are developed by the contractor for the food service contracts and reviewed and approved by the dietician and the contracting officer.

(1) Establish and implement mechanisms to ensure menus meet the nutritional standards in reference (s).

(2) Incorporate policies in local directives to ensure that adjustments to planned menus meet the nutritional standards in reference (s).

(3) Ensure the USMC F2F® mess hall nutrition education program is followed and parameters regarding healthy food offerings are followed.

(4) Ensure that healthy foods are appealing and convenient.

(5) Apply the concept of choice architecture which is the design of different ways in which choices can be presented to consumers, and the impact of that presentation on consumer decision-making. In order to promote the selection of healthier food options in the mess halls the healthiest option needs to be placed before other less healthy options in each category as it applies.

b. FSO's (OCONUS) will ensure menus are nutritionally adequate and meet the MDRIs outlined in reference (s). The MDRIs will be met, when averaged, over a 5-to-10 day consecutive menu. MDRIs will be compared with the calculated nutrient content of edible portions of food as offered for consumption. The most recent release of the United States Department of Agriculture Nutrient Database for Standard Reference will be used as the benchmark for nutrient composition. The MDRIs will be compared with the calculated nutrient content of edible portions of food as offered for consumption. Menu planning will incorporate principles of the Dietary Guidelines for Americans published by the USDA and U.S. Department of Health and Human Services and the USDA My Plate parameters. The Dietary Guidelines for Americans and My Plate can be found at ChooseMyPlate.gov.

(1) Menus will be developed with less than 10% of calories per day from added sugar.

(2) Saturated fat should be limited to 10% of total calories.

c. The energy allowances shown in reference (ag) represent the average energy needs among individuals at various activity levels. These energy allowances are designed to maintain desirable body weights for healthy military members under varying levels of physical activity in a temperate environment. The MDRIs are subject to adjustment (e.g. physical activity, environmental factors).

(1) Menus will be planned to meet the energy allowances for moderate activity for permanent personnel (3400 calories for men and 2300 calories for women per day).

(2) Exception of recruit mess halls or equivalent sites. Menus for recruit mess halls will be planned to meet the energy allowances for heavy activity as identified in recent research studies with results captured in reference (s) (3700 kilocalories for men and 2700 kilocalories for women per day). Additional exception will be identified by the USMC Headquarters Food Service Director in concert with the HQMC Performance and Warfighter Dietitian.

d. In support of military weight control programs each mess hall will have the F2F® approved color-coding references posted by each food item listed on the main line menu, at a minimum, for the day. The green referenced items will support healthier options reflecting the guidelines of the USDA key recommendations. Service members will need to consult with the Navy dietitian or a health care provider for proper nutrition education. All master menus will require the review/approval by DC I&L.

13. Dietary Guidelines for Americans. The intent of the Dietary Guidelines is to summarize and synthesize knowledge regarding individual nutrients and food components into recommendations for a pattern of eating that can be adopted by the general population. In this publication, key recommendations are grouped under inter-related focus areas. The recommendations are based on the preponderance of scientific evidence for lowering risk of chronic disease and promoting health. It is important to remember that these are integrated messages that should be implemented as a whole. Taken together, they encourage most people to eat fewer calories, be more active, and make wiser food choices. The key recommendations are:

a. Adequate Nutrients Within Calorie Needs:

(1) Consume a variety of nutrient-dense foods and beverages within and among the basic food groups while choosing foods that limit the intake of saturated and zero trans fats, cholesterol, added sugars, salt, and alcohol.

(2) Meet recommended intakes within energy needs by adopting a balanced eating pattern, such as the U.S. Department of Agriculture (USDA) Food Guide or the Dietary Approaches to Stop Hypertension Eating Plan.

(3) Consume a healthy eating pattern that accounts for all foods and beverages within an appropriate calorie level.

(4) Consume less than 10% of calories from saturated fats and less than 300 mg/day of cholesterol, and keep *trans*-fat consumption as low as possible.

(5) Keep total fat intake between 20% to 35% of calories, with most fats coming from sources of polyunsaturated and monounsaturated fatty acids, such as fish, nuts, and vegetable oils.

(6) When selecting and preparing meat, poultry, dry beans, and milk or milk products, make choices that are lean, low-fat, or fat-free.

b. A Healthy Eating Pattern includes:

(1) A variety of vegetables from all of the subgroups—dark green, red and orange, legumes (beans and peas), starchy, and other offerings

(2) Fruits, especially whole fruits.

(3) Grains, at least half of which are whole grains.

(4) Fat-free or low-fat dairy, including milk, yogurt, cheese, and/or fortified soy beverages.

(5) A variety of protein foods, including seafood, lean meats and poultry, eggs, legumes (beans and peas), and nuts, seeds, and soy products.

(6) Oils.

(7) Limits Saturated fats and trans fats, added sugars, and sodium.

c. Healthy Eating Patterns: Dietary Principles. Healthy eating patterns support a healthy body weight and can help prevent and reduce the risk of chronic disease throughout periods of growth, development, and aging

as well as during pregnancy. The following principles apply to meeting the key recommendations:

(1) An eating pattern represents the totality of all foods and beverages consumed. All foods consumed as part of a healthy eating pattern fit together like a puzzle to meet nutritional needs without exceeding limits, such as those for saturated fats, added sugars, sodium, and total calories. All forms of foods, including fresh, canned, dried, and frozen, can be included in healthy eating patterns.

(2) Nutritional needs should be met primarily from foods. Individuals should aim to meet their nutrient needs through healthy eating patterns that include nutrient-dense foods. Foods in nutrient-dense forms contain essential vitamins and minerals and also dietary fiber and other naturally occurring substances that may have positive health effects.

(3) Healthy eating patterns are adaptable. Individuals have more than one way to achieve a healthy eating pattern. Any eating pattern can be tailored to the individual's socio-cultural and personal preferences.

(4) To maintain body weight in a healthy range, balance calories from foods and beverages with calories expended. Optimal consumption is from a balanced representation from all food groups with omission only from higher fat and higher sugar menu options

(5) To prevent gradual weight gain over time, make small decreases in food and beverage calories and increase physical activity.

14. USDA Choose My Plate and Food Guidelines. Provide suggested amounts of food to consume from the basic food groups, subgroups, and oils, to meet the USDA recommended nutrient intakes at different calorie levels. Website is ChooseMyPlate.gov.

15. USMC F2F® Mess Hall Nutrition Education Program. The DoD sponsors a nutrition education program named "Go for Green®"; considered to be a Joint Service program. DoD's "Go for Green®" program is intended to help service members select foods, IAW a stoplight color-coding system, that best fuel their body and mind for optimal performance. The Marine Corps' F2F® nutrition education program exceeds the requirements of DoD's "Go for Green" program. The Marine Corps has modified and centralized its food management information system to include nutrition analysis of food items, recipes and master menus for consistency of messaging.

a. The Marine Corps' F2F® program has been implemented in all Marine Corps mess halls. The F2F® program will incorporate updates and modifications to DoD Menu Standards, United States Department of Agriculture (USDA) Dietary Guidelines, and Joint Military Medical Services Nutrition and Menu Standards for Human Performance Optimization publications.

b. The F2F® program empowers and educates Marines to make informed nutrition decisions on meal items, contributing to their ability to maintain a high level of mental and physical performance. The goal is for each Marine to identify foods that are: less-processed, most wholesome, nutrient-dense, and those which are high in fiber, low in added sugar, and contain healthy fats as identified by the F2F stoplight color-code criteria.

(1) Green "Engage at Will": defined as ≤30% of calories from total fats, and ≤10% of calories from saturated fat.

(2) Yellow "Well Aimed Shots": defined as 31-49% of calories from total fats, and 11-15% of calories from saturated fat.

(3) Red "Check Fire": defined as ≥50% of calories from total fats, and ≥16% of calories from saturated fat.

c. The F2F® color-coding criteria are embedded in the MCFMIS used by all Marine Corps mess halls. Integrating F2F® color-coding into MCFMIS, and posting each food item's color code on the serving line, are the critical links among all Marine installations, and distinguishes the Marine program from that of the other Services.

d. The main line menu items shall meet the minimum criterion of 30% "Green" in each of the following categories: hot vegetable, starch, and entrée.

16. Dietary Supplement Guidelines

a. An adequate eating plan is listed in this chapter, dietary supplements are not needed. Whole foods are superior to supplements and should be consumed as the first option. Dietary supplements in any form will not be offered in the Marine Corps Mess Halls or be purchased with 1105 funds.

(1) Eat regular meals and snacks (don't skip meals).

(2) Get 7-8 hours of sleep.

(3) Be active throughout the day.

(4) Limit caffeine intake. Whole food sources are a powerhouse of ingredients that promote energy, muscle growth, weight loss, and enhanced libido while providing antioxidants, phytochemicals (anti-cancer agents), and natural sources of vitamins, minerals, proteins, amino acids and fiber.

b. A dietary supplement is a product taken by mouth with one or more "dietary ingredients" which include: vitamins, minerals, herbs or other botanicals, amino acids, or other substances found in the human diet, such as enzymes.

(1) Dietary supplements contain a "Supplement Facts" panel versus foods contain a "Nutrition Facts" panel. The Food and Drug Administration has no comprehensive list of supplements on the market and is only responsible for post market surveillance.

(2) Supplements have to be proven to cause harm before they can be removed from the market. No proof of quality or efficacy is required before a supplement can be sold.

c. Energy drinks, are extremely common among service members of all ages, can contain excess calories, sugars, caffeine and other stimulants. Too much caffeine can lead to increased anxiety, upset stomach, shakiness, headaches, and sleep issues. Excessive caffeine use can cause medical problems such as high blood pressure, irregular heartbeat, and possibly

seizures. Energy drinks are not the same as sports beverages and should never be used for hydration or a meal replacement.

d. If you decide to use a supplement:

- (1) Use well-known brands.
- (2) Take no more than the recommended serving size.
- (3) Look for evidence of third-party testing on the label.

e. Third-party testing ensures:

- (1) What's on the label is inside the bottle.
- (2) Quality of manufacturing.

f. This information has been validated by the DoD Food and Nutrition Board. For more information visit the Operation Supplement Safety at hprc-online.org.

17. Nutritional Standards for Operational Rations (NSOR). Operational rations consist of unitized group rations and packaged operational rations (including individual restricted rations). These rations are designed for military personnel in a wide variety of operations and climates. The NSORs are based on the MDRIs and are designed to support the special nutritional requirements for various expeditionary feeding situations. These rations are considered nutritionally-complete values for rations intended to provide sole-source sustenance to the Warfighter during long-term consumption periods lasting up to 21 consecutive days. Nutrient density of operational rations and subsequent components can be found hprc-online.org/comrad/.

a. Unitized group rations menus are designed so the menus when used sequentially (e.g. Day 1, Day 2, and Day 3, etc.) will meet the NSOR. The calculated or assayed nutrient content of edible portions of food as offered for consumption is compared to the NSOR.

b. Individual rations will not be consumed as the sole operational ration for more than 21 days. After 21 days, unitized group rations will be included in the daily mix of rations. This policy is based on extensive biochemical evaluations of consuming MREs for 30 days during field training. No degradation of performance or nutritional deficit was found before 21 days. When individual rations are the sole ration, units will request supplements and enhancements (for example, bread, milk, and fresh fruit and vegetables) when the logistical and tactical situation permits.

(1) The NSOR for individual rations do not apply to restricted rations. Restricted rations are nutritionally incomplete rations used in certain operational scenarios, such as the long-range patrol and reconnaissance, when Service members are exposed to extreme environments or required to subsist for short periods (up to 10 days) carrying minimal weight.

(2) Standard issue of ration is specific to ration platform used and mission profile requirements. Policy exceptions may be needed due to situational conditions and military populations.

(3) The NSOR do not apply to survival rations. These rations are intended for short-term survival and are not considered nutritionally complete.

(4) The Nutrition Standards for Restricted Rations (NSRR) micronutrient content was calculated as half of the current NSOR. NSRR has been specifically defined as a minimum standard for use in planning restricted rations. Additional nutritional standards for restricted rations are outlined in reference (s).

c. Basic nutrient information on all rations is available at the DLA website.

Chapter 20

Outside of Continental United States (OCONUS) Garrison Mess Hall Master Menu
Planning

1. General Information. This chapter provides menu planning standards for developing a palatable, nutritious, and acceptable cyclic master menu for garrison mess halls. A cyclic master menu will be used in all Marine Corps mess halls. The planning of a cyclic master menu will be based on nutrition standards per reference (s), fiscal constraints, the availability and prices of food items listed in the Prime Vendor catalogs, reference (ah), manufacturer's recipes, and/or locally approved recipes. Consideration will be given to the design of the mess hall, equipment, and time constraints. The principal advantage of a cyclic master menu is the accumulation of post meal history to determine accurate acceptability for forecasting and planning.
2. Factors Affecting Menus. Many considerations affect the choice of foods in a master menu.
 - a. The BDFA determines the fiscal constraints of the master menu.
 - b. Patron acceptability will be balanced with cost and nutrition. Quality preparation and presentation are key to patron acceptability.
 - c. Seasonal availability of foods is important. Master menus should be adjusted to capitalize on seasonal changes in the supply of fresh produce and seasonal changes in acceptability.
 - d. Equipment and storage facilities affect the production capability of menu items.
 - e. Artistic factors play an important role in menu planning. A pleasing combination of color, texture, shape, and flavor in foods is necessary to consider. Varying food choices and the ways of serving food will create esthetically pleasing menus and will avoid repetition and menu fatigue.
 - f. Variations in attendance affect the number of portions prepared. Headcount and post meal historical information will be maintained to identify how many people were served each menu item for each meal. Future attendance forecasts are based on post meal history acceptability, weather, proximity to payday, leave trends, deployments, etc., and must all be taken into account when predicting attendance.
3. Menu Planning Tools. The objective of menu planning is to keep pace with customer trends and preferences balanced with nutrition and fiscal goals. The following tools will be used in developing cyclic master menus:
 - a. The automated food management system to perform cost and nutritional analysis of the master menu and post meal acceptability history of menu items.
 - b. The nutritional standards are outlined in reference (s).
 - c. The current BDFA or price per meal.

d. The Dietary Guidelines for Americans published by the USDA and U.S. Department of Health and Human Services and the USDA My Plate and Food Guidelines (see chapter 19 of this Order).

e. Customer satisfaction and preference survey data with demographic and trend information.

f. Reference (ah), The Armed Forces Recipe Service (AFRS), provides standardized recipes.

g. Local recipes as approved by DC I&L.

h. Manufacturer's recipes.

i. The Prime Vendor catalogs provide the items available for ordering and the current price.

j. Expertise and recommendations from the HQMC, Warfighter and Performance Dietitian.

4. Menu Standards. The following minimum menu standards were developed as the baseline to provide acceptable, nutritious, and well merchandised meals. These standards are not intended to restrict the FSOs initiative in surpassing them when practical. In addition, the FSOs will develop and incorporate menu standards in the master menu for holiday meals, special meals, flight meals, night meals, specialty bars, etc. as outlined below.

a. Minimum menu standards for installation cyclic master menus are in Appendix (A). These provide the minimum menu standards to incorporate in master menus for mess halls. Exceptions and additions to the master menu may be approved by the FSO (OCONUS) or TR (CONUS) for situations outlined below:

(1) The preparation method may be modified to allow for substitutions that align with food type, quality, cost and color coding for mess halls that support recruit/officer candidate feeding in order to meet the patron flow requirements required by the commands' training mission. Modifications will be consistent with the cyclic master menu (e.g. changing the preparation of eggs to order and omelets to scrambled eggs).

(2) Menu offerings may be modified when equipment and mess hall design do not accommodate the scope of menu items identified in the minimum menu standards, but must be equal or higher value items.

(3) The minimum menu standards may be modified for mess halls that serve 100 man-days or less daily. Modifications will be consistent with the cyclic menu, contain both traditional menu items and sandwich items, and formulated for the ease of batch cooking.

b. Master menus once entered into MCFMIS will reveal the MDRI totals for each nutrient under the nutrient analysis report for confirmation of totals.

c. Menu combinations offered at each meal will provide variety and contrast in texture, flavor, color, and nutrient density and will be within prescribed BDFA or price per meal.

d. OCONUS FSOs will create frequency charts for entrees, vegetables, starches, sandwiches (fast food line), and pastry/desserts to avoid repetition.

e. Adherence to the AFRS, local recipes, and/or manufacturers recipes, to include recipe instructions and preparation methods (i.e. progressive cooking), is required to ensure consistent high quality products.

f. Self-serve specialty bars (e.g. pasta bar, taco bar, potato bar, etc.) should be incorporated in the master menu when serving equipment is available to support specialty bar menus. Specialty bars can provide a variety of highly acceptable nutritious entrees, as an alternative to the main line or fast food line entrees.

g. A fast food take-out service should be incorporated in the master menu if the Installation FSO can support the funding to purchase take-out paper products.

h. The standard menus for breakfast and fast food lunch and dinner meals will be offered during the breakfast/brunch meal.

i. Boxed meals are provided for personnel whose duties prohibit them from attending the serving of the regular hot meal in the mess hall, and will not be used simply for convenience.

j. In OCONUS, the serving lines may be closed and consolidation to one serving line, with FSO approval, when patronage is low. This consolidation should not impede the patron flow.

k. FSOs/TRs may authorize temporary changes of the standard menus to provide special meals (i.e., African American Heritage, French American, and Hispanic American Heritage). Special meal menus will be developed and incorporated into the cyclic master menu.

l. Midnight-Rations (Night Meal). A night meal is authorized during the late evening to early morning hours when there are a sufficient number of shift workers whose duties cause them to miss the regularly scheduled meals. Sufficient food service staffing and increased contractor cost, when applicable, need to be considered prior to opening for a fourth meal. This meal will consist of breakfast or lunch/dinner menu items from the cyclic master menu. A midnight menu will be developed and determine if breakfast or lunch/dinner menus are served. This determination will be consistent as it impacts credits and the meal rate charged to the patrons.

m. Containerized Field Meal Support from Garrison Mess Halls. The cyclic master menu, to include beverages, breads, condiments etc., will identify the menu items within each menu that will be sent to the field when containerized field meal support is requested.

n. Satellite Facility Support. The cyclic menu, to include beverages, breads, condiments etc., will identify the menu items for each menu that will be sent to a satellite facility, when applicable.

o. Power Outage Menu. A standard power outage menu will be incorporated in the master menu in the event of a scheduled power outage.

p. Hot/Cold Beverage Support and Fruit Support. Standard hot/cold beverage support, fruit support menu, and PNP will be incorporated in the master menu to support these requests.

q. Calorie Restricted Menu. Per reference (s), reduced calorie menus shall provide 1,500 calories per day. Mess halls serving populations such as recruit depots shall offer reduced calorie menus providing 1,800-2,000 calories per day. All reduced calorie menus must be approved by medical personnel and a copy of the menu and the approval must be submitted to COMMCICOM, G-4 prior to implementing the menu.

r. The process for approval for master menu changes and format and requirements for requesting support (i.e. boxed meals, fruit support etc.), will be outlined in the master menu and local policy directives.

s. Special menu planning for individual dietary requirements is the responsibility of the patron and not the food service management. Special menu demands can be met based on the selections available on the master menu.

5. Developing Meals for the Master Menu

a. Most meals are planned around entrees of meat, fish, or poultry. Other food items are planned to complement the main dish. Menu items included in the master menu will be listed in the order usually eaten and IAW the choice architecture concept. Accompaniments to a menu item should be written alongside or directly underneath it.

b. Potatoes, potato substitutes, rice, pasta and other starches are selected to complement the main dish. They are included on the menu draft as the second step in menu planning. Variety is essential.

c. Fresh, frozen, and canned forms of vegetables should be used (in that order of priority based on nutritional value).

d. Salads and relishes can be prepared from the large variety of fresh, frozen, and canned fruits and vegetables available.

e. Desserts must be planned for each meal just as other menu components are, taking into account preference, eye appeal, climate, and cooking facilities. Each menu must be carefully planned to provide an equal distribution of cakes, pies, cookies, and fresh fruit options.

f. Soup is the last item planned for a lunch or dinner menu. This sequence in menu planning is not based on the relative importance of soup to a menu, but rather on its relation to other menu items.

6. Frequency Chart. A frequency chart is a plan which outlines the basic structure of a menu and lists menu items and the number of times they will appear in the menu cycle. Frequency charts identify repetition and adequate spacing of similar items. It will also ensure the use of different methods of preparation and the featuring of an acceptable variety. It is particularly helpful in eliminating identical or similar items in meals served on successive days, e.g., the last three days of the cycle and the first three days at the beginning of the next cycle. Frequency charts will be made for meats, potatoes/substitutes, vegetables, sandwiches, and desserts.

7. Posting of Menus

a. Menus will be posted within patron view when entering the mess hall and prior to the point where a serving line selection is made by the patron. Information regarding the F2F® Program must also be displayed. See requirements listed in chapter 19.

b. Calories, grams of carbohydrates, grams of protein, and grams of fiber information will also be posted for all menu items that are not self-service where a patron can easily view the information when making a selection. Upon request, the FSO will provide additional nutritional information for patrons who desire nutritional information other than calories for each item.

8. OCONUS Menu Planning Board

a. A menu planning board will be established to ensure menu items change to reflect the needs/wants of the patrons and meet annually. The menu planning board will consist of two sessions, an initial menu planning board and a voting menu board. For installations covered by a food service contract, recommendations will be forwarded by the Installation FSO for consideration of implementation into the master menu per contract terms.

b. The main purpose of the initial menu planning board is to review and provide recommendations for improvement of the master menu. It is the function of the initial menu planning board to establish and propose a master menu to meet the needs of the command and the desires of the patrons. Both menu board sessions will consist of voting and non-voting members as follows:

(1) The Installation FSO will function as the chairperson and appoint a non-voting attendee to act as recorder at all meetings. The FSO maintains financial responsibility for the food service program and is the final approving authority for the proposed master menu in relationship to the program's budgetary responsibilities. The FSO will:

(a) Ensure that a record, reflecting the minutes and actions of the board, is prepared and maintained per reference (g), filed per reference (y), and distribute a copy to all voting members.

(b) Distribute copies of the current master menu to all voting and non-voting attendees 30 days prior to the meeting to allow sufficient time for attendees to familiarize themselves with its contents.

(2) The Installation food technician will function as a non-voting member and will:

(a) Develop and coordinate the completion of a customer satisfaction and preference survey to gather demographic and trend information of the current master menu from patrons that subsist in the mess halls.

(b) Provide the attendees with a written synopsis of the customer satisfaction and preference survey results.

(c) Provide the attendees with a written synopsis of post meal acceptability history information of the menu items in the current master menu.

(3) Mandatory non-voting members of the board are as follows:

(a) Mess hall officers, food technicians, and mess hall managers.

(b) FSOs/Food Techs from all tenant commands.

(c) Representatives from satellite activities/units and other military services (Army, Navy, Air Force, etc.) being supported in the mess halls.

(d) Vendor/DLA representative to validate ingredient availability.

(e) Subsistence chief from Installation FSO.

(4) Optional non-voting members can be enlisted representatives, i.e. Sergeants Major and First Sergeants from each unit being supported.

(5) Mandatory voting members should be, at a minimum, 10 meal card holders varying from E-1 to E-5, and be randomly selected from the units aboard the installation. The voting members will:

(a) Review the current master menu prior to attending the initial menu board.

(b) Solicit input based on the current master menu from their peers/personnel within their units. This information will be helpful in the additions, deletions and changes made to the master menu.

(c) Attend the initial menu board to review and pass on to the board, their peers' recommendations.

(d) Attend the voting menu board to vote on the changes collaborated and presented by the FSO.

(6) The local Navy dietitian may attend as a non-voting member to ensure the master menu, as revised, meets the nutritional requirements outlined in reference (s) and will:

(a) Review the nutritional analysis and provide recommendations to ensure menus meet the nutritional standards.

(b) Provide recommendations to ensure changes to planned menus meet nutritional standards.

(c) Provide recommendations for incorporation of healthy foods in the master menu.

(d) Provide recommendations for incorporation of reduced calorie selections in the master menu.

(e) Provide recommendations for menu planning and food preparation that will maximize the nutritional value of foods in the master menu.

c. At the conclusion of the initial menu planning board, the FSO will:

(1) Review all comments and recommendations provided by the mandatory voting members.

(2) Assess the availability of proposed menu items/ingredients from the DLA/vendor representatives.

(3) Develop a proposed master menu based on voting members input.

(4) Perform a cost analysis of the proposed master menu to ensure that it does not exceed the monetary value of the BDFA or price per meal.

(5) Perform a nutritional analysis of the proposed master menu and ensure it is reviewed by the HQMC Performance and Warfighter Dietitian for validation that the menu meets nutritional standards outlined in reference (s).

d. After the FSO conducts all analysis' required and establishes a proposed menu, the FSO will conduct a voting menu board with all the members as described above. The voting menu board will allow the voting members to vote on the proposed menu/items for implementation into the cyclic master menu.

9. New Recipes

a. Recipes. COMMCICOM is responsible for the addition, deletion, or modification of recipes. Recipes will be analyzed for cost and nutrition and tested at the requesting mess hall prior to incorporating in the master menu for mess hall use. The test will include a taste testing panel to ensure the recipe is adequate in taste and presentation.

b. Contractor Furnished Recipes. All recipes proposed by the regional garrison food service contractor will be submitted to COMMCICOM PMO for approval.

Chapter 21

Expeditionary Feeding

1. General. Food service is a command support service that is an inherent capability that is normally available at the organizational level. As a command support service, it is a sub-function of services, categorized under the warfighting function of logistics. DLA is assigned as the Executive Agent for Class I per reference (ai). As logistics is a national and service responsibility, so is food service support and Class I. Class I in the joint arena is considered an area of common item support. Accordingly, responsibility for supply of Class I after D+60 is normally assigned as a U.S. Army mission.

a. The U.S. Army's theater Class I supply procedures are addressed in references (aj) and (ak).

b. Reference (i) provides detailed guidance for Commanders, FSOs, Food Techs, mess managers, and food service Marines. It describes the Marine Corps food service and subsistence support operations capability in an expeditionary environment.

2. Marine Corps Expeditionary Feeding Policy. All operating forces should develop a training program during peacetime that will characterize how they will fight in war to maximize combat readiness and efficiency. Expeditionary feeding consists of the right mix of personnel, rations, equipment and training in order to support the MAGTF Commander's expeditionary operations worldwide. The Marine Corps policy for expeditionary feeding is one individual ration and two hot UGR meals per day. Preferably, the individual ration will be served for lunch, and hot meals served for breakfast and dinner. The primary rations for hot meals during all field feeding are the UGRs. For menu planning and generating unit requirements, an individual ration does not constitute a hot meal. The inclusion of two UGR meals in the standard of three quality meals per day is based on units having the required food service specialists, support personnel, equipment, and supply chain necessary for implementation. Commanders should not attempt to feed UGRs if these requirements are not available.

3. Concept of Organization. Expeditionary feeding consists of three main elements: a family of rations; equipment to support storage, distribution, and preparation of rations; and food service and support personnel to operate the program.

4. Concept of Employment. The Marine Corps expeditionary feeding concept of employment is outlined below:

a. Command Element. Marine Expeditionary Force Information Warfare Group (MIG) provides organic food service personnel and equipment capability to the MEF Command Element, Radio Bn, Intel Bn, Law Enforcement, and Air Naval Gunfire Liaison Company.

b. Ground Combat Element (GCE). Battalion/regiment food service section provides organic personnel and equipment capability within the GCE.

c. Aviation Combat Element (ACE). Marine Wing Support Squadron (MWSS) provides organic personnel and equipment capability to support the ACE.

d. Logistics Combat Element (LCE). The Food Service Company of the LCE provides organic personnel and equipment capability to the LCE.

(1) In addition, the LCE provides support for the GCE and CE when feeding requirements are extended beyond the supported unit's organic capability. When tasked, LCE provides a food service capability commensurate with the mission requirement.

(a) Typical concept of support centers on, but is not limited to: the employment of the Expeditionary Field Kitchen (EFK), Enhanced Tray Ration Heating System (E-TRHS) or the Tray Ration Heating System (TRHS) in direct or general support (DS/GS) scenarios.

(b) The inherent DS/GS relationship between the LCE and GCE/CE will be the primary means of generating and filling mission requirements.

(c) On occasions when mass unit deployments prevent the LCE from supporting organic requirements and DS/GS tasking, shortfalls are forwarded for MEF wide sourcing.

(2) The LCE provides Class I CSS to the MAGTF.

5. Operation Plan (OPPLAN). Proper budgeting, planning, coordination, and management are essential to successfully provide food service and subsistence support to meet the overall mission/objective. The OPPLAN and the approved feed plan will identify when distribution units and equipment will become operational and when each type of ration will be available for issue. Operation plans are outlined in Annex D of the Operations Order. At the Marine Corps Forces/MEF Level, force commanders are responsible for determining the operation feed plan. MAGTF FSOs serve as the subject matter expert to the commander regarding the recommended operational feed plan.

a. Operational feed plans for training exercises will consist of the ration mix in Figure 21-1. This ration mix is based on the duration of exercise. Commanders will utilize T/E and T/O to maximum extent possible to minimize use of containerized meals from garrison mess halls.

(1) MAGTF organic T/E and food service personnel will not be replaced by containerized meals from garrison mess halls. Training exercises provide food service personnel the opportunity to gain core competency using T/E and operational rations. This training is essential for unit readiness. Improperly trained food service sections can have a detrimental effect on unit mission accomplishment and impact unit moral.

(2) UGR meals shall be introduced into the feed plan as soon as the tactical, logistical, and operational situation permits.

b. The recommended ration mix for operation planning for deployment will consist of the ration mix in Figure 21-1. The feed plan will consist of using individual rations initially and, as the theater matures, progressing to a meal selection of UGRs with A-ration enhancements. While selection of the ration is contingent upon the unit's mission, the end state is to provide the best meal possible.

(1) Medical units' deployment plans must include UGR augmented with the medical diet field feeding supplement. MRE's are authorized for patients in hospitals only in emergency situations.

(2) The Surgeon General has ruled that MRE's will not be the sole ration for more than 21 days and the First Strike Ration (FSR) not more than 7 days. Hot meals will be incorporated when the situation permits for forward deployed forces.

(3) All Class I subsistence items may not be available throughout the Area of Operation. The MEF determines the Days Of Sustainment and the LCE Class I manager determines rations to be moved forward, supporting the mission requirements, using a push system. When logistics personnel, rations, transportation, and equipment are in place, a pull system should be implemented. Using the pull system, the unit places a demand (ration request), and the LCE responds to meet that demand.

6. Tactical Feeding. Tactical feeding is the expeditionary feeding of forward units or elements and fixed base camps.

a. Base camp feeding will be supported by the EFK. Base camp feeding can be employed in combat or training, mission dependent. The LCE and ACE operate in static environments conducive to this type of feeding.

b. Forward Unit Feeding will be supported by the TRHS/E-TRHS. MAGTF commanders have food service Marines assigned to their T/O and T/E providing the organic capability to employ the TRHS/E-TRHS.

7. Field Food Service Equipment. Field food service equipment is subdivided into four categories: food and beverage containers, Tray Ration Heating System (TRHS), Enhanced TRHS, and the EFK. This equipment will support expeditionary feeding from platoon size to MAGTF operations in all operational environments. Specific technical information for field food service equipment can be found in reference (i).

8. Maintenance. Maintenance will be performed on field food service equipment IAW equipment Technical Manuals and reference (al).

a. Using Unit. The using unit is responsible for organizational maintenance on field food service equipment such as inspecting, cleaning, servicing, lubricating, adjusting, and preserving as required. The unit is also responsible for minor parts replacement. Demand Support Items can be approved by the CO.

b. Repairs or Modifications. Repairs or modifications to field food service equipment beyond the capabilities of the using organization will be performed by support organizations.

c. Repairable Issue Point (RIP). The airtronic burner is identified as a secondary repairable item, and when requiring maintenance at the intermediate and depot levels, must be exchanged at the RIP. Upon turning in one burner, a replacement burner will be issued.

9. Operational Rations. Operational rations are all rations consumed during expeditionary/training exercises to include, MREs, FSR's, MCW, UGR-M, UGR-H&S, Modular Operational Ration Enhancement (MORE), and Religious Meal (Halal and Kosher) and UGR-A (when authorized by DC I&L). A-ration menus are not authorized for field training exercises.

a. Budgeting/Allowance Responsibilities. These will be IAW Chapter 4 of this manual. Requirements should be based on actual requirements for approved training events.

b. Requisitioning/Issuing Activities. These organizations include: MCAGCC, MCB Quantico, MCAS Iwakuni, MCRD Parris Island, MCB Camp Pendleton, MCB Camp Lejeune, MARFOREU/AF, MARCENT, MLG's and authorized supply sections. They are the Class I requisitioning and distribution points to satisfy using units' training requirements. Requisition and inventory accountability must be executed IAW reference (g).

c. Using Units. Using units are defined as units that draw rations for consumption from the requisitioning/issuing activities. These units are not authorized to store rations longer than 30 days and/or maintain an operational ration inventory unless approved by DC I&L.

d. Source of Supply. DLA-TS provides all Class I operational requirements.

10. Prepositioned Packaged Operational Rations (POR). The POR is designed for individual or small group feeding when the tactical situation is so unstable that cooking facilities cannot be used.

a. Prepositioned War Reserve (PWR) are the allocation of POR's above the normal operating level. These include all Landing Force Operational Reserve Materiel (LFORM) and Maritime Preposition Stocks (MPS) required to support contingency operations. Class I PWR stocks will not be consumed without prior approval from DC I&L.

b. Operating Level Stocks. Those POR's allocated each fiscal year to authorized SIK fund allotment recipients for consumption during training exercises.

c. Landing Force Operational Reserve Materiel (LFORM). POR's allocated for prepositioning aboard designated amphibious assault ships. Rations in this category are controlled and managed by MARFORPAC/MARFORCOM and approved for use by the MEF Commander.

11. Budgeting and Reporting Responsibilities. Budgeting and reporting responsibilities are outlined in chapter 4 of this Order. There is no established BDFA for field feeding however, the amount of operational rations consumed determines the amount of allowable enhancements. Force Commanders will compute a cost per meal based on the operational ration mix for training exercises.

a. Field Accounting Forms. The following forms are necessary for internal control of subsistence supplies and accounting when operating a field mess. The man-day fed report and daily cost analysis forms are required as supporting documentation at the completion of the field operation.

b. Man-Day Fed Report with supporting documentation (See figures 21-3 and 22-4).

c. Stock Record and Inventory Control Card (Form NAVMC 708) (See figures 21-4 and 21-5).

d. Cook's Worksheet (See figure 21-6).

e. Recipes (unitized group rations requiring preparation of the component items contain recipes within each module).

f. Subsistence Financial Report (SFR). Units below the MSC level conducting individual operations will be required to report their financial status of each operation to Higher Headquarters (HHQ) and will use the SFR. The SFR will be submitted in the same format as the SOAR and will follow the same procedures for submissions as directed by their respected MEF. When the operation is conducted in two consecutive quarters, the report will be submitted in two parts, one for each quarter. Example: if the operation is conducted from 25 March - 5 April, the unit will be required to submit one SFR for 25 - 31 March and another for 1 - 5 April often referred to as Crossing Accounting Periods (CAP) and this is required to capture cost expenditures and inventory consumption for each quarter.

12. Requisitioning Procedures. Activities receiving MPMC SIK funds will submit requisitions to DLA as follows:

a. MLG and MCAGCC will support all training requirements. MLG will requisition, receipt, store, distribute, and account for all Class I in support of the MAGTF. MLG rations shall not exceed 90 days stock for training requirements of perishable and semi perishable subsistence to meet customer's day-to-day demands and MEF Commander requirements. Close liaison with supported customers in the determination of requirements and issuance of subsistence items is essential to the effectiveness of supply support provided.

b. Using units will submit their requirements and supporting documentation via an Automated Information System, per the established guidelines, to the requisition/issuing activity. Using units will complete and provide a request to include supporting documentation for each person being provided a meal and will submit the following correspondence with each request for operational ration support:

(1) For personnel authorized to subsist at government expense or identified as payroll deduction, will be documented with rank, first and last names, DoD ID number, unit, and inclusive exercise dates.

(2) For personnel required to make payment for meals the documentation will be a list with rank, first and last names, DoD ID number, unit, and inclusive exercise dates.

(3) Commanders will initiate a letter to Installation Personnel Activity Center (IPAC) requesting payroll deduction for all personnel that are not entitled to subsist at government expense. IPAC will endorse the command letter stating that the payroll deduction will be processed. This letter with IPAC endorsement must be submitted to the issuing authority. Payroll deduction is based on meal availability, not consumption and members will be pay checked for three meals per day regardless of how many meals are consumed. The mess chief/supply representative will verify that the number of personnel on the supporting list coincides with the total number of meals requested.

c. Installations. Installations receiving MPMC SIK funds will submit requisitions to DLA. These activities will requisition, receipt, store,

distribute, account, and support all tenant/internal requirements. Storing rations longer than 60 days is not authorized. Close liaison with supported customers in the determination of requirements and issuance of subsistence items is essential to the effectiveness of supply support provided.

d. Ration Requisitioning Accounting Process. The transaction recording process is the process whereby official accounting records are created and recorded in SABRS. All entries should be recorded in SABRS as soon as possible and no later than 3 calendar days from receipt of the source document that accurately reflects the proper transaction cycle stage of each unique document number (i.e. commitment, obligation, expense, liquidation or a combination thereof). The basis of the transaction recording process is supported by various common source documents.

(1) STORES Requisitioning Process. Personnel who are approved as requisitioning officials (with a NAVMC 11869) are the only authorized users of STORES.

- (a) Create the order.
- (b) Commit the funds in SABRS.
- (c) Submit requisition in STORES.
- (d) Receive the purchase order from STORES.
- (e) Obligate funds in SABRS.
- (f) Receipt subsistence from DLA/vendor.
- (g) Process the receipt in STORES within 5 days.
- (h) Process the expense in SABRS.
- (i) DLA/vendor processes the STORES receipt to DFAS for vendor payment and SABRS liquidation.

13. Accounting Procedures

a. Commanders will establish procedures which ensure accountability from the time of receipt until operational rations are issued and consumed IAW references (q) and (l). Stock Record and Inventory Control Cards (e.g. form NAVMC 708) or automated accounting will be maintained by warehousing/issuing activities. Using units will ensure that NAVMC Form 10789 (Figure 21-8) and/or NAVMC Form 10298 (Figure 21-10) are completed and maintained as required to support the consumption of operational rations.

(1) Maintain control procedures with the cash meal payment sheets listed by serial number in numerical sequence. These forms will be entered immediately upon receipt of being provided the forms. The log book must list the serial number, issued to, date issued, date returned, amount, and received by.

(2) Issue cash meal payment sheets in sequential serial number order to designated personnel.

(3) Maintain the original copy of the cash meal payment sheet upon turn in from the mess hall manager/designated representative per reference (q).

b. Preparation and use of form NAVMC 708 will be IAW Figure 21-5 and 21-6. When automated records are used, accounting will be per reference (q). The following minimum procedures will be established to ensure proper stock control.

14. Required Reports

a. SFR. Each MEF and authorized MPMC SIK fund allotment holder will submit an SFR IAW chapter 4 of this Order. The SFR is used for budget updates as well as an actual consumption report.

b. POR Reports. All organizations, using units, and activities that consume PORs must submit a quarterly usage report to the Commander responsible for submitting the QSFR. Reports are to be submitted to the activity that issued the POR's. This report is to be submitted in letter format. The following minimum data is required:

(1) Beginning quarter inventory. Beginning and ending inventories are only authorized at the using unit when an exercise or maneuver is conducted during the end of a quarter and continues into the beginning of another quarter.

(2) Receipts during month. This amount reflects boxes received from warehousing/issuing activities.

(3) Adjustments, if any. Reflects/includes partial boxes and will be explained if used.

(4) Issues during quarter. This amount reflects boxes.

(5) End of quarter inventory.

c. Consumptions records. All organizations, using units and activities that consume POR's must maintain a breakdown of issues, by category or personnel supported and ensure entitlements are correctly documented and can support budget requests.

15. Storage and Inspections

a. The importance of proper storage cannot be overemphasized. Normally, basic principles in storage rotation will apply; i.e., oldest DOP issued first. Exceptions to this principle should be made only when periodic inspections by qualified food inspectors indicate a newer DOP should be used to preclude loss to the Government.

(1) The two most important factors influencing the deterioration of processed foods are time and temperature. Fluctuation of temperature, depending on the severity, may cause accelerated deterioration, especially repeated freezing and thawing.

(2) LFORM PORs can be expected to experience temperature abuses. Therefore, LFORM PORs will be rotated frequently to ensure stock rotation and reduce early deterioration. Consideration should be made in placing LFORM

PORs in the coldest storage space when designating the load plan. Daily temperature logs will be maintained on LFORM storage areas where MREs are held.

(3) Pest control management techniques are contained in reference (d) and shall be employed to preclude loss to the Government.

b. The identification of deterioration of operational rations can be accomplished most effectively with periodic inspections by qualified food inspectors.

(1) Inspection must be scheduled at such intervals that deteriorative changes are detected while they are still of a minor nature so that the PORs may be used before the component becomes unfit for consumption.

(2) Inspection system should function to determine the condition of rations upon receipt, during storage, and to provide a basis for accelerated rotation, if indicated.

(3) The responsibility for the conduct of periodic inspection is assigned to U. S. Army food inspectors. Reporting procedures for inspections are outlined in reference (ac).

(4) The inspection of operational rations will be conducted per the guidelines published in DLA-TS Handbook 4155.2 (Subsistence) and applicable supporting service directives as appropriate.

c. DC I&L shall be notified from the requisitioning activity by message within 48 hours following the determination by food inspectors that OPRATs are unfit for human consumption. The following data is to be provided:

(1) Type of OPRAT.

(2) Quantity.

(3) Date of pack.

(4) Lot number.

(5) Contractor.

(6) Assembly contract number.

(7) Nomenclature of affected component.

(8) Component manufacturer (shown on the component package).

(9) Any identifying numbers or letters that are ink stamped or embossed on the component package. For those components that have a package and a protective fiberboard carton (main entrees, cakes, vegetables and wet pack fruits), identifying markings found on both the package and the carton is needed.

(10) Reason for unfitness (identify if storage/handling or food problem).

16. Food Recovery Program for Appropriated Subsistence Items

a. Commands will notify the MSC/MEF FSO or Food Tech whose subsistence account was used to procure the Operational Rations when excess residual subsistence is available. Residuals are cases of PORs or UGRs that have been opened, but have unused components leftover, thereby, the MSC/MEF FSO or Food Tech will provide guidance and proper procedures for transferring POR or UGR residuals. The FSO/Food Tech will make every attempt to redistribute the residual subsistence to another appropriated fund food service activity (not authorized to issue to the RGFSC contractor). When internal distribution is not possible within the time that the residual subsistence is still fit for consumption, the FSO/Food Tech may authorize release of the residual subsistence to an eligible food recovery organization.

b. The installation medical authority or U. S. Army Veterinary Food Inspection Office will determine fitness for donation. Under no circumstances will unfit or deteriorated food be considered for donation (these items will be discarded/destroyed IAW current directives).

c. The primary Government Agency for resale of excess residual property is DLA Disposition Service. They will be the first organization who should be afforded the opportunity to take the excess Class I items for resale purposes. If DLA Disposition Services does not have sufficient product "Shelf-life" remaining in order to re-sell the Class I items then the following is authorized.

d. The FSO or Food Tech will use the U.S. Department of Agriculture publication, "A Citizen's Guide to Food Recovery," and reference (an) to determine eligible local food recovery organizations. Commands will be authorized to donate residual Class I (subsistence items) to these organizations.

e. All residual subsistence donated under the Food Recovery Program will be reported to HQMC. A detailed listing of all items, NSN, Qty, Cost, U/I, U/P and extended price (spreadsheet format is acceptable) will be approved by the FSO, signed by the receipting organization and attached to the QSFR/SFR and or exercise subsistence financial report for submission to HQMC. Items will be priced individually per current MCFMIS PV listing prices for similar items.

f. A memorandum with the following statement will be attached: "I, [print name of representative receiving donation], an authorized agent for [print name of agency], do hereby acknowledge receipt of subsistence items listed on the enclosed spreadsheet with an approximate value of [write in dollar amount] from the [print name of donating military unit] and hereby release and discharge the said unit, the USMC, DoD, and the U.S. Government from all claims, demands, grievances, and causes of action of every kind whatsoever and including, but without limitation of the foregoing, all liability for damages of every kind, nature, or description which may hereafter arise from or out of injuries or damages that may result from the ingestion of the referenced list of donated food items. I agree that the food shall be used for immediate consumption. I have read and fully understand this release."

(1) The above statement shall be signed by the representative of the receiving agency. The signed memorandum serves as a certificate of donation and must include the above statement. The memorandum and attached

spreadsheet once signed serve as the "certificate of donation" and shall be distributed as follows:

- (a) One copy shall be kept in the financial records.
- (b) One copy shall be maintained at the requisitioning agency/unit.
- (c) One copy shall be provided to the receiving agency (DLA Disposition Services or Food Recovery Program).
- (d) One copy shall be provided to HQMC attached to the QSFR.
- g. Coordination with the requisitioning authority be made to the maximum extent possible.
- h. The Food Recovery Policy does not apply to Individual Packaged Operational Rations (MRE's, FSR's, Kosher, MCW, Etc.).
- i. Donated residual subsistence shall be picked up by the food recovery organization during normal duty hours of operation. The food recovery organization shall provide suitable containers and/or appropriate equipment to safely receive and transport the residual subsistence.

17. Resale of POR's and UHT Milk by Individual Marines

- a. The purchase of POR's issued to Marines or acquired by Marines through their units may be a criminal offense under the provisions of 18 U.S.C. 1024. The purchase of any "Military Stores" or other property furnished by the United States to any Marine is criminal if there is reason to believe that the property has been taken from the possession of or furnished by the United States.
- b. The selling or other disposition by a Marine of Military Property of the United States, if done without proper authority, is an offense under Article 108, Uniform Code of Military Justice (UCMJ). POR's are either issued or sold to Marines in receipt of BAS to be consumed during field training. This is consistent with the POR's designed for individual or small group feeding when the tactical situation is so unstable that cooking facilities cannot be used. Any other use of a POR by a Marine may be a violation under Article 108, UCMJ.
- c. The government retains an interest in POR meals issued or sold to Marines for consumption based on the fact that it subsidizes the purchase price of the POR's and issues them for a specific purpose. When a POR is purchased, the Marine is charged a reduced price and does not pay the full cost of the POR. Whether POR's are issued or purchased from a unit or purchased from a commissary, they are legally restricted from resale. POR's are for individual consumption, or for consumption by a Marine's immediate family only.
- d. Under SECNAVINST 5370.2J section 301 and MCO 5370.3, Marines may not use their public office for private gain. Selling excess POR's violates this prescription, since the Marine benefits personally from their official duties or office when they sell excess POR's.
- e. Allowing POR's to be sold, given away or disposed of by individual Marines could expose the Marine Corps to litigation concerning who is

responsible for the POR's when they spoil and cause a later owner of the POR's to be ill. Allowing the individual Marine to dispose of the POR as they wish increases the chances that the POR will not be properly stored. Failure to follow the guidelines and instructions could result in illness to a subsequent owner and a lawsuit against the Marine Corps.

Duration of Exercise	Ration	Equipment	Days	Meals
Day 1 - 5	MRE	NA	Days 1 - 5	3 Meals
Day 6 - 30	MRE	NA	Day 1	3 Meals
	UGR-H&S	TRHS/E-TRHS	Day 2 - 30	2 Meals (Brk/Din)
	UGR-M	NA	Day 2 - 30	1 Meal (Lunch)
Day 30+	MRE	NA	Day 1	3 Meals
	UGR-H&S	TRHS/E-TRHS	Day 2 - 30	2 Meals (Brk/Din)
	UGR-M	NA	Day 2 - 30	1 Meal (Lunch)
	UGR-M	EFK	Day 31 - Completion	2 Meals (Brk/Din)
	MRE	NA	Day 31 - Completion	1 Meal (Lunch)

Figure 21-1. -Food Service Operational Planning for Training Exercises

Duration of Exercise	Ration	Equipment	Days	Meals
Day 1 - 20	MRE	NA	Days 1 - 20	3 Meals
Day 21 + - 20% of personnel	MRE (Incorporation of hot meals)	NA	Day 21 +	3 Meals
Day 21 + - 50% of personnel	UGR-H&S	TRHS	Day 21 +	2 Meals (Brk/Din)
	MRE	E-TRHS	Day 21 +	1 Meal (Lunch)
		NA	Day 21 +	
Day 21 + - 30% of personnel	UGR-M	EFK	Day 21 +	2 Meals (Brk/Din)
	MRE	NA	Day 21 +	1 Meal (Lunch)

Figure 21-2. -Food Service Operational Planning for Deployment

MAN-DAY FED REPORT (10110)
THIS REPORT SECTION WILL BE USED UNTIL STOCKS ARE EXHAUSTED)
GPN: 0000-00-000-7813 UNL. PAGO OF 100

REPORTING ACTIVITY

1 DATE 3

TYPE OF REPORT 2 DAILY MONTHLY

4 TYPE OF PERSONNEL	5 BREAKFAST MEALS	5 LUNCH MEALS	5 DINNER MEALS	BRUNCH		NIGHT MEALS		6 TOTAL MEALS BY TYPE OF PERSONNEL
				5 BREAKFAST MEALS	5 DINNER MEALS	5 BREAKFAST MEALS	5 DINNER MEALS	
MARINE CORPS								
REGULAR								
RESERVE								
NAVY								
REGULAR								
RESERVE								
ARMY								
REGULAR								
RESERVE								
AIR FORCE								
REGULAR								
RESERVE								
COAST GUARD								
REGULAR								
RESERVE								
NATIONAL GUARD (Specify Service)								
CADETS (Specify Service)								
ROTC (Specify Service)								
FOREIGN (Specify)								
OFFICER PAYROLL CHECKRAGE								
MARINE CORPS								
NAVY								
OTHER (Specify)								
CASH MEAL PAYMENT								
OTHER (Specify)								
7 SOCIAL MEALS								8
9 TOTAL MAN-DAYS MEAL TOTALS OF LINE 1R MULTIPLIED BY APPLICABLE PERCENTAGE								

I certify that the total number of man-day credits for 19 is correct.

10 11 USMC, COMMANDING

U.S. GOVERNMENT PRINTING OFFICE: 1984-544-860-1-04

Figure 21-3. -Sample Man-Day Fed Report (NAVMC 565-1)

Instructions for Use and Completion of the Man-Day Fed Report

1. Purpose. The Man-Day Fed Report provides daily and monthly documentation of the meals fed and the conversion of meals to man-days fed. Information required to compile this report is derived from the data on the Meal Verification Record and the Cash Meal Payment Sheet.

2. Preparation. To correctly enter information on the Man-Day Fed Report, refer to the numbers below which correspond to the circled numbers in Figure 23-1.

a. Number 1. The unit designation of the reporting unit/activity.

b. Number 2. "X" indicates whether this is a daily or monthly report.

(1) A daily man-day fed report will be completed for each day.

(2) A consolidated man-day fed report will be completed after the last meal for each accounting period.

(3) For field operations: When a field operation crosses an accounting period the consolidation will end the last day of the accounting period and a new report will begin the first day of the accounting period.

c. Number 3. The date the man-day fed report is prepared.

d. Number 4. The types (categories) of personnel that subsisted for each meal.

e. Number 5. The columns under which you list the number of meals by type of personnel that subsisted for each meal period.

f. Number 6. Total meals by type of personnel for the day.

g. Number 7. Total meals fed for each meal period.

h. Number 8. Totals of 6; the totals of 7 should equal the totals of 6.

i. Number 9. The conversion of meals to man-days. Enter the totals in 9 after multiplying by the appropriate meal conversion factor below.

j. Meals to Man-Days Conversion Factors:

(1) Breakfast 20%.

(2) Lunch/Dinner 40%.

(3) Night Meal - Percentage is based on whether a breakfast (20%) or dinner menu (40%) is served.

(4) Add the totals of each meal converted to man-days and rounding off the grand total to the nearest whole number (.50 round up, .49 round down).

Figure 21-4. -Instructions for Completion of the Man-Day Fed Report

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k. Number 10. The date the meals were fed. When preparing a consolidated Man-Day Fed Report, enter the 'from' and 'to' dates in 10.

l. The unit commander having operational control or designated representative with 'by direction' authority will sign certifying the accuracy of the man-day fed report.

**Instructions for Completion of Stock Record and Inventory Control Card
(NAVMC 708 Card)**

1. Purpose. The NAVMC 708 card will be maintained for each subsistence item on hand. These inventory control cards provide for the proper accounting of subsistence supplies. This manual method will be used when an automated food management system is not available to properly account for subsistence supplies.

2. Preparation. To correctly enter information on the stock record card, refer to the numbers below which correspond to the circled numbers in Figure 24-6.

a. Number 1. The quantity brought forward from a 708 card that was completed and allowed for no additional entries.

b. Number 2. Quantity available for issue

c. Number 3. Accountable balance - Enter the total accountable for. Quantities being surveyed or inventory adjusted will be included in the accountable balance until the survey or inventory adjustments have been approved.

d. Number 4. Date the transaction was recorded

e. Number 5. Date the transaction occurred.

f. Number 6. Type of transaction (Received = Rec; Issued = Iss; Survey = Sur; Inventory Adjustment = Adj; Inventory = Inv).

g. Number 7. Quantity increase (receipts, returns, etc.).

h. Number 8. Quantity decrease (issues, Inter Mess Transfers (IMT's), etc.).

i. Number 9. Unserviceable quantity (surveys).

j. Number 10. Cumulative recurring demand - Use this column to record usage data/history between deliveries. This is not required to be completed.

k. Number 11. Unit pack (number of units per case, bag, etc.).

l. Number 12. Unit price (using a pencil, enter the unit of issue price (pound, case etc.)

m. Number 13. NSNLSN (NSN in the Prime Vendor Catalog or local stock number).

n. Number 14. Stock item name (description) Enter the item description (e.g., potatoes, white, fresh; catsup, tomato, etc.).

o. Number 15. The unit of issue (#10 can, pound etc.)

3. Entries on form NAVMC 708 will be made in black ink except for inventories and inventory adjustments which will be made in red ink, and price entries may be made in pencil to facilitate weekly price changes. Errors will be lined through and initialed. Quantitative changes as a result

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of inventory or item losses or gains for non-expendable items will be accomplished by the use of correspondence clearly stating the reason for the adjustment. All adjustment documents will be approved by either the mess officer or the commanding officer having operational control, depending on the conditions outlined in this Manual. Authorized adjustment letters are not required for changes in price, item name, or stock number on stock record cards.

1. Purpose. The Cook's Worksheet is the Chief Cooks plan for the proper preparation of each meal.
2. Preparation. Complete the worksheet according to the instructions on the reverse side three days in advance to ensure proper planning for breakouts by the storeroom personnel.

COOK'S WORKSHEET (10110) NAVMC 36 (REV. 1-80) (2-84 edition will be used) SN 000000000001 UI-PC OF 500		ORGANIZATION Marine Barracks 6th & I. Sts. Washington D. C.		MESS HALL NO. 160		SERVING PERIOD BEGIN 1600 END 1730		BREAKDOWN OF MEALS SERVED				DAY OF WEEK Wednesday							
SEE REVERSE SIDE PREPARATION INSTRUCTIONS		ESTIMATED ATTENDANCE 200		RECIPE NO.		PORTIONS OR QUANTITY TO PREPARE		THE COOKING START		QUANTITY PREPARED		SPECIAL INSTRUCTIONS		LEFTOVERS		ACCEPTANCE FACTOR		MENU COMMENTS (PORTIONS SHORT, USE OF LEFTOVERS, REASON FOR EXCESSIVE LEFTOVERS, ETC.)	
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
LIST ALL ITEMS TO BE PREPARED AND SERVED INCLUDING LEFTOVERS	PREPARED BY			PORTION SIZE	COOKING START	QUANTITY PREPARED	SPECIAL INSTRUCTIONS	USE IN STOCK (3 HOURS)	DISCARD	ACCEPTANCE FACTOR									
1 Onion Soup	P-4	100 P	1 cup	1500															
2 Southern Fried Chicken	I-155-1	50 #	2 lbs	1500			Back Up: Breaded Deal Slices												
3 Roast Beef	I-5	40 #	4 oz	1200			Pull Roasts at 1500												
4 Cream Gravy	O-17	100 P	2 oz	1500			Two SOP batches												
5 Brown Gravy	O-16	64 qt	2 oz	1500			Two SOP batches												
6 Mashed Potatoes	O-57	100 P	4 oz	1515															
7 Rice Pilaf	E-8	8 #	3/4 cup	1430															
8 Buttered Green Beans	O-G-3	8 #	1/2 cup	1515															
9 Buttered Corn	O-G-1	150 P	1/2 cup	1515			Back Up: Lima Beans												
10																			
11																			
12 Spice Cake	G-25-1	54 P	1 pc	1200			Grain eg. piece w/ Candy												
13 Butter Cream Frosting	G-39	14 qt.	1	1300			Sprinkles (See storeroom clerk)												
14 Sugar Cookies	H-13	150 P	2 ea	1200															
15																			
16																			
17 White Milk	Self-Serv	--	--	1545															
18 Choc. Milk	Self-Serv	--	--	1545															
19 Coffee	Self-Serv	--	--	1545			Ensure Mess Attendants												
20 Tea	Self-Serv	--	--	1545			Keep beverages replenished.												
21 Asst. Carbonated Beverages	Self-Serv	--	--	1545															
22																			
23																			
24 Self-Serv Salad Bar	M-G-2	--	--																
25							See Salad Bar Menu												
26																			
27							Chowline set-up by 1545 !!												
28																			
29							Ensure Meat Log is up to date												
30							before securing..												
31																			
32																			
33																			
34																			
35																			
36																			
37																			
38																			
39																			
40																			
41																			
42																			

Figure 21-7. -Instructions for Completion of Cook's Worksheet (NAVMC 36)6.

MEAL VERIFICATION RECORD (10110)
NAVMC 10789 (REV. 01-05) (EF) SN: 0109-LF-132-8500
 (Previous editions will not be used)

DATE: 1

2

TYPE OF MEAL (*Check applicable box*)
 BREAKFAST LUNCH DINNER BRUNCH NIGHT MEAL OTHER (*Specify*)

3

CATEGORY OF PERSONNEL (*Check applicable box*)

MARCORP-REGULAR	ARMY-REGULAR	COAST GUARD	ROTC (<i>Specify Service</i>)	OTHER (<i>Specify</i>)
MARCORP-RESERVE	ARMY-RESERVE	NATIONAL GUARD <i>(Specify Service)</i>	FOREIGN (<i>Specify</i>)	
NAVY-REGULAR	AIR FORCE-REGULAR	CADETS (<i>Specify Service</i>)	OFFICER PAYROLL CHECKAGE (<i>Specify</i>)	
NAVY-RESERVE	AIR FORCE-RESERVE			

MEAL CARD NUMBER	COMMAND OR UNIT	MEAL CARD NUMBER	COMMAND OR UNIT
1. 4	5	33.	
2.		34.	
3.		35.	
4.		36.	
5.		37.	
6.		38.	
7.		39.	
8.		40.	
9.		41.	
10.		42.	
11.		43.	
12.		44.	
13.		45.	
14.		46.	
15.		47.	
16.		48.	
17.		49.	
18.		50.	
19.		51.	
20.		52.	
21.		53.	
22.		54.	
23.		55.	
24.		56.	
25.		57.	
26.		58.	
27.		59.	
28.		60.	
29.		61.	
30.		62.	
31.		63.	
32.		64.	

PAGE _____ OF _____ PAGES

Figure 21-8. Sample NAVMC 10789 Meal Verification Record
(Front Page)

NAVMC 10789 (REV. 01-05) (BACK)

TYPE OF MEAL		CATEGORY OF PERSONNEL	
6		7	
MEAL CARD NUMBER	COMMAND OR UNIT	MEAL CARD NUMBER	COMMAND OR UNIT
65.		90.	
66.		91.	
67.		92.	
68.		93.	
69.		94.	
70.		95.	
71.		96.	
72.		97.	
73.		98.	
74.		99.	
75.		100.	
76.		101.	
77.		102.	
78.		103.	
79.		104.	
80.		105.	
81.		106.	
82.		107.	
83.		108.	
84.		109.	
85.		110.	
86.		111.	
87.		112.	
88.		113.	
89.		114.	

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

8	9
Name and Grade of Meal Verification Supervisor	Signature of Meal Verification Supervisor
NAME AND GRADE MESS HALL MANAGER/OFFICER (Typed or printed)	SIGNATURE OF MESS HALL MANAGER/OFFICER
10	11
NAME AND GRADE OF UNIT COMMANDER/OFFICER IN CHARGE (Typed or printed)	[REDACTED]
12	13

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

_____ X _____ = _____

Figure 21-8. Sample NAVMC 10789 Meal Verification Record (Back Page)

**Instructions for Use and Completion of the Form NAVMC 10789, Meal
Verification Record**

1. The information in this figure will be used in conjunction with chapter 6 to outline the responsibility for the meal verification supervisor, mess hall manager/designated representative, mess hall officer, officer in charge, or designated contractor representative.

2. Meal Verification Supervisors will:

a. Prepare a separate Form NAVMC 10789, Meal Verification Record for each category of personnel (i.e., Marine Corps Regular, Marine Corps Reserve, Coast Guard, etc.) subsisting in the mess hall.

b. Prepare each meal verification record in black ink using the following instructions:

(1) Complete the front of each meal verification record.

(a) Date (Block 1). Enter the date the meal is served.

(b) Type of Meal (Block 2). Check the applicable block.

(c) Category of Personnel (Block 3). Check the applicable category of personnel.

(2) For personnel authorized to subsist at government expense, the meal verification supervisor will ensure each person completes the following on the meal verification record in a legible manner.

(a) Meal Card Number (Block 4). Print their meal card number in the meal card number space.

(b) Command or Unit (Block 5). Print the abbreviated title of the individual's command or unit in the applicable space.

(3) Complete the back of each meal verification record.

(a) Type of Meal (Block 6). Print the type of meal that matches the block checked on the front of the meal verification record for type of meal.

(b) Category of Personnel (Block 7). Print the category of personnel that match the blocked checked on the front of the meal verification record for category of personnel.

c. For personnel identified as cross service the meal verification supervisor will ensure each person completes the following on the meal verification record in a legible manner

(1) Print the DoD ID Number in the meal card number space.

(2) Print the abbreviated title of the individuals command or unit in the applicable space.

e. For personnel identified as payroll deduction the meal verification supervisor will ensure each person completes the following on the meal verification record in a legible manner. Additionally, the meal verification

supervisor will write "payroll deduction" under "other" in the blank space in addition to checking the block for the category of personnel when they are enlisted members.

(1) Print the DoD ID Number in the meal card number space.

(2) Print the abbreviated title of the individuals command or unit in the applicable space.

f. The meal verification supervisor will ensure block signatures are completed correctly and the number of personnel entering the mess hall matches the number of personnel entered in the block signature. If the group consists of different categories of personnel (e.g. Marine Corps Reserve), a separate block signature for each category of personnel and type of meal. For group feeding, each mess hall will have a block signature stamp. The meal verification supervisor will complete the meal verification record as outlined in paragraph 1 and stamp the block signature on the meal verification record. The person in charge of the group, formation, or unit will complete the following block signature. "I acknowledge receipt of _____ meals this date which are for _____ individuals who are entitled to SIK." The person in charge will enter the numerical number of meals in the first blank space and spell out the number of meals in the second blank space for each category of personnel.

g. The meal verification supervisor will complete the following after each meal:

(1) Assemble the meal verification records in sequence by category of personnel.

(2) Draw a line diagonally through all unused spaces on each meal verification record.

(3) Certify by printing and signing their name in the spaces provided on the back of each meal verification record (Blocks 8 and 9).

(4) Present the meal verification records to the mess hall manager.

3. The Mess Hall Manager/Designated Representative will: At the completion of each meal the following will be completed.

(1) Count the total number of meal verification records for each category of personnel and number the records for each category of personnel. (Example: A total of twelve records (front and back equal one record) of the Marine Corps regular category. The mess hall manager would begin numbering the first record page 1 of 12 pages and the last record would be page 12 of 12 pages.

(2) Enter the totals' number of meals and complete the meal conversion on the last meal verification record for each category of personnel. (Example: There are a total of twelve pages of the Marine Corps regular category. The mess hall manager would enter the total number of Marine Corps regular personnel that signed in on the meal verification records and complete the conversion on page 12 of 12 pages for the Marine Corps Regular category). Not required for mess halls operating under the RGFSC.

(3) Print name and grade and sign for each category of personnel on the last meal verification record for each category of personnel. (Example: There are a total of twelve pages of the Marine Corps regular category. The printed name and grade and signature of the mess hall manager would be completed on page 12 of 12 pages for the Marine Corps regular category (Block 10 and 11).

4. Mess Hall Officer, Officer in Charge, or Designated Contractor Representative will:

a. Verify the total meal counts and conversions completed by the mess hall manager/designated representative on the last page for each category of personnel.

b. Print name and grade and sign on the last meal verification record for each category of personnel (Blocks 12 and 13).

5. Military Managed Mess Halls. The officer designated to certify the Man-Day Fed Report cannot be the same officer that signs the meal verification records.

6. Contractor Managed Mess Halls. A designated contractor representative will sign in the unit commanding/officer in charge block. A Government representative will certify the Man-Day Fed Report.

7. All completed meal verification records will be attached to the copy of the daily Man-Day Fed Report for the calendar day involved.

**Instructions for Use and Completion of the Form NAVMC 10298, Cash Meal
Payment Sheet**

1. The information in this figure will be used in conjunction with Chapter 6 to outline the responsibility for the use and completion of Form NAVMC 10298, Cash Meal Payment Sheet by the cashier and mess hall manager and Installation FSO collection agent.

2. Mess Hall Collection Agent will:

a. Maintain a control procedure with the cash meal payment sheets listed by serial number in numerical sequence. These forms will be entered immediately upon receipt of being provided the forms. The procedure must list the serial number, issued to, date issued, date returned, amount, received by, and turned in.

b. Issue cash meal payment sheets in sequential serial number order to the cashier(s). It is permissible to use one cash meal payment sheet for a single day, if one form is sufficient for all meals.

c. Ensure the correct standard and discount published meal rates for each meal are provided to the cashier

d. Notify the cashier of the monetary limits that cannot be exceeded. The designated contractor representative/mess hall collection agent must be available to receive collections from the mess hall cashier whenever necessary.

e. Ensure black ink is used to record information on the cash meal payment sheets. Erasures will not be made on this form. If an error is made the error will be lined through and initialed.

f. Ensure a change fund is maintained from previous collections.

(1) For personnel that are appointed as cashiers a change fund will be provided from the previous collections and supporting Cash Meal Payment Sheets.

(2) For contractor operated mess halls the change fund is provided by and the responsibility of the contractor.

(a) If funds to support the cash meal payment sheets from the sale of meals are missing or lost, the contractor will reimburse the government for the total dollar value identified on the cash meal payment sheets.

(b) The Installation food service office collection agent will review the written statement and the cash meal payment sheet.

g. Designated contractor representative/mess hall collection agent will follow control procedures to submit supporting cash meal payment sheets and deposit slips to the Installation cash collection agent per the food service

office schedule or whenever the collections exceed the limit as determined by the Installation commander. Designated contractor representative/mess hall

collection agent's limits must be in writing and cannot exceed the limitation established by the Installation commander.

3. Cashiers will:

a. Collect, account, and ensure safe keeping of monies from cash meals on the cash meal payment sheet. The mess hall cashier is responsible to the designated contractor representative/mess hall collection agent for assuring that the cash meal payment sheet is correct, the applicable meal rates for each category of personnel are collected, and the amount of money collected matches the amount recorded on the cash meal payment sheets.

b. Ensure black ink is used by personnel to record information on the cash meal payment sheets. During collection, if an error occurs the error will be lined through and initialed by the mess hall cashier and the payee.

c. Ensure the following information is completed by the personnel making payment for meals on the cash meal payment sheet. Payment will occur prior to consumption of the meal by all personnel.

d. A diagonal line shall be drawn through all unused and/or unsigned lines and initialed by the cashier on duty.

e. The following guidance is provided for cash overages and shortages.

(1) For contractor managed mess halls shortages will be reimbursed by the contractor at the point of turn-in to the Installation food service office collection agent.

(2) For military managed mess halls a written statement from the cashier and reviewed by the mess hall collection agent identifying the shortage will be attached to the cash meal payment sheet.

(3) Shortages of funds, not attributed to loss of funds and not requiring an investigation, will not result in loss of ration credit.

f. The cashier will turn over all mess hall funds collected, exclusive of the change fund, with the supporting cash meal payment sheets to the designated contractor representative/mess hall collection agent at least once each working day, whenever the collections exceed the limit as determined by the Installation commander, or prior to leaving the mess hall for the day. Cashier's monetary limits must be in writing and cannot exceed the limitation established by the Installation commander.

4. Cashiers/Mess Hall Collection Agent will:

a. Complete the following when collecting funds from authorized groups

(1) Take a manual count of the group as they enter the mess hall.

(2) Verify that the number of personnel on the supporting list matches the total number of personnel in the group.

(3) Have the person in charge of the group make corrections to the list if the manual count and list do not match.

b. Make the following entries on the cash meal payment sheet

(1) The total number of personnel in the group and the applicable meal rate cost shall be shown in the signature column, and the extended price shall be shown in the food cost columns of cash meal payment sheet.

(2) The original authorization letter, stating total number of persons in the group and length of time the group is authorized to purchase meals, shall be attached to the original cash meal payment sheet. A duplicate copy of the authorization shall be attached to the retained copy (green copy) at the mess hall.

5. The Installation Food Service Office Collection Agent will review all entries and sign for the monies collected.

LOCATION OF ENTRY	PERSON RESPONSIBLE	INSTRUCTIONS
Dining Facility Number (Block 1)	Designated Contractor Representative/Mess Hall Collection Agent	Enter the mess hall building number.
Serving Date (Block 2)	Designated Contractor Representative/Mess Hall Collection Agent	Enter the date of the meal being served for which monies are being collected.
Meal Charges (Block 3)	Designated Contractor Representative/Mess Hall Collection Agent	Enter the meal rates (standard and discount) published in the 10110 Bulletin for each meal being served on the day issued.
Grade (Block 4)	Cashier	Abbreviate their grade. Spouse and dependent children charged the discount meal rate will abbreviate sponsors' pay grade (E1-E4) in closed parenthesis next to the word "CIV".
Legible Signature (Block 5)	Cashier	Print last name, first initial and middle initial.
On Per Diem (Block 6)	Cashier	Yes - This block will be checked by the person if they are on travel orders and drawing the subsistence portion of per diem.
Food Cost (Block 7)	Cashier	Enter the meal rate being paid
Daily Recapitulation (Block 8)	Cashier	For each meal (breakfast, lunch, dinner, etc.) enter the total number of personnel on the sheet that paid for a meal at the standard meal rate in the authorized personnel column. Enter the total number of personnel on the sheet that paid for a meal at the discount meal rate.
Flight Galley (Block 9)	Designated Contractor Representative/Mess Hall Collection Agent	When applicable, flight meal collections shall be recorded on a separate cash meal payment sheet. Category of meals (e.g. sandwich meal) will reflect quantities. Coffee, cream, and sugar will reflect quantity and the unit price (for example, coffee: 5 gallons at \$.75).
Food Cost (Block 10)	Cashier	Add the per meal daily recapitulation and multiply by the current meal rates to determine the total dollar amount

		of monies that should have been collected. Count the money collected and compare with the dollar value of monies that should have been collected. (See Block 15 instructions when there is a difference between the two totals).
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Figure 21-11. Instructions for Use and Completion of the Form NAVMC

LOCATION OF ENTRY	PERSON RESPONSIBLE	INSTRUCTIONS
Cash Overages (PLUS)/Shortages (MINUS) (Block 11)	Cashier	Record shortages and overages and indicate by a plus or minus sign. Overages in cash received from the sale of mess hall meals will be turned-in to the designated contractor representative/mess hall collection agent.
Total (Block 12)	Cashier	Enter the total dollar value of blocks 10 and 11.
Amounted collected and turned in (Block 13)	Cashier	Enter the total dollar value of monies turned into the designated contractor representative/mess hall collection agent.
Cashier's signature (Block 14)	Cashier	Cashier signs name legibly.
Date (Block 15)	Cashier	Cashier enters the date the monies were turned in to the designated contractor representative/mess hall collection agent.
Signature of Unit Authorized Custodian (Block 16)	Designated Contractor Representative/Mess Hall Collection Agent	Sign their name legibly when monies are verified and collected.
Date (Block 17)	Designated Contractor Representative/Mess Hall Collection Agent	Enter the date when monies were verified and collected from the cashier.
Accumulated (Block 18)	Designated Contractor Representative/Mess Hall Collection Agent	For the "Food Cost" columns for each meal add the total number of personnel for authorized personnel and children under 12 for each meal recorded on the previous day's "accumulated" columns to the current "daily recapitulation" total number of personnel for the accumulated total number of personnel. Continue this process to the end of the accounting period.
Flight Galley (Block 19)	Designated Contractor Representative/Mess Hall Collection Agent	Add total quantities and dollar values on the previous day's "accumulated" columns to the current "daily recapitulation" columns for accumulated quantities and dollar values. Category of meals will reflect quantities. Coffee, cream, and sugar will reflect quantity and

		the unit price (for example, coffee: 5 gallons at \$.75). Continue this process to the end of the accounting period.
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Figure 21-11. Instructions for Use and Completion of the Form NAVMC 10298, Cash Meal Payment Sheet (Continued)

LOCATION OF ENTRY	PERSON RESPONSIBLE	INSTRUCTIONS
Food Cost (Block 20)	Designated Contractor Representative/Mess Hall Collection Agent	Take the accumulated number of personnel and multiply by the published meal rates for each meal to determine the total dollar value of monies that should have been collected. Verify the dollar value of monies that should have been collected match the dollar value of monies that have been collected.
Cash Overages (PLUS)/Shortages (MINUS) (Block 21)	Designated Contractor Representative/Mess Hall Collection Agent	Record shortages as well as overages and indicate by a plus or minus sign. Overages in cash received from the sale of mess hall meals will be turned in to the Installation food service office collection agent.
Total (Block 22)	Designated Contractor Representative/Mess Hall Collection Agent	Enter the total dollar value of blocks 20 and 21.
Signature of Collection Agent (Block 23)	Installation Food Service Office Collection Agent	Collection agent will sign their name legibly.
Date (Block 24)	Installation Food Service Office Collection Agent	The collection agent will enter the date the monies/Cash Meal Payment Sheets were received from the mess hall manager/designated representative.

Figure 21-11. Instructions for Use and Completion of the Form NAVMC 10298, Cash Meal Payment Sheet (Continued)

Appendix A

Minimum Menu Standards for Installation Cyclic Master Menus

STANDARD BREAKFAST AND BREAKFAST/BRUNCH MENU	
MENU ITEM	MINIMUM STANDARD
Fresh Fruit	Four types of assorted fruit daily; one type will be seasonal fruit; rotate choices
Hot Breakfast Cereal	One type of hot cereal; rotate choices
Ready-to-Eat Cereal	Three types of cereal; rotate choices
Ready-to-Eat Cereal	One type of cereal that is non-presweetened and fortified with folic acid, calcium, and iron; Rotate choices
Eggs to Order	Patron choice
Assorted Omelets	Patron choice
Hard Cooked Eggs	Serve daily
Creamed Beef	Serve daily
Breakfast Meats	Two types of breakfast meats; rotate choices
Potato Product	Serve daily
Pancakes, French Toast, or Waffles	Rotate choices
Sweet Dough Pastry	One sweet dough product daily; rotate choices

Standard Breakfast and Breakfast/Brunch Menu

STANDARD BREAKFAST AND BREAKFAST/BRUNCH MENU CONTINUED	
MENU ITEM	MINIMUM STANDARD
Breakfast Pastry	Two breakfast pastries daily; rotate choices
Assorted Flavored Yogurt, Low Fat	Two types of yogurt; rotate choices
<p>Additional Standards:</p> <ol style="list-style-type: none"> Breakfast and breakfast/brunch meals will be served daily. One time every seven days a fresh potato recipe will be served. Prepared or purchased hash brown potatoes and/or tater tots will not be substituted for fresh potato recipes. Pork or turkey sausage or bacon may be served for the breakfast meals. Ground turkey fat content will not exceed 10%. <ol style="list-style-type: none"> Ground turkey may be substituted for ground beef, provided the use of ground turkey is supported with an AFRS recipe. Customer acceptability will be a primary factor in determining when it is appropriate to substitute ground turkey. Ground beef fat content will not exceed 15%. <p>Note: All of the above menu items where appropriate will follow the guideline of the DOD Menu Standards 1338.10.</p>	

Standard Breakfast and Breakfast/Brunch Menu (Continued)

STANDARD LUNCH, DINNER, HOLIDAY, AND SPECIAL MEALS MENU	
MENU ITEM	MINIMUM STANDARD
Soup	Served every meal
Entrée	Two entrees served every meal
Vegetables	Two vegetables will be served every meal
Potato or potato substitutes	Two potato, pasta, or rice choices will be offered for every meal. When Bread dressing is a menu item, it will be served in addition to the two choices. Dressing (i.e. bread dressing) will be served in addition to the two choices
Dessert	Three desserts will be served for every meal. One type of pie, cake, cookie or pudding bar will be provided. The same desserts will be served for lunch and dinner meals
<ol style="list-style-type: none"> An appropriate sauce or gravy will be offered separately as an accompaniment to an entrée. At least one soup will be offered daily. A different type of soup will be served for the second meal when two soups are offered on the day's menu. Soup ingredients should differ from other menu selections of the meal. Potatoes and/or potato substitutes will be offered at each meal to 	

complement the entrée. The exceptions are meals that already contain pasta, rice, or potatoes, such as lasagna. One non-fried potato/potato substitutes shall be offered as a choice.

4. Two cooked vegetables will be served in addition to the potato choice. The exceptions are meals with entrees that already contain vegetables, such as beef stew.
5. Not more than one gas-forming cooked vegetable such as cabbage, cauliflower, broccoli, brussel sprouts, and dried beans and peas will be offered per meal.
6. Not more than one starchy vegetable (corn, lima beans, peas) will be served per meal.
7. If a fried vegetable is served, the second vegetable option will be prepared without extra sauces or fried.
8. Whole grain starches such as brown rice, white whole wheat pasta will be incorporated as appropriate.
9. One Green item will be served on the main line in the following categories, meat/entrée, starch, and vegetables.
10. The exception is if only two entrees are on the line then one item may be Green or Yellow.
11. One entrée selection will be a healthier option containing not more than 15g fat per serving.

Standard Lunch, Dinner, Holiday and Special Meals Menu

STANDARD LUNCH, DINNER, HOLIDAY, AND SPECIAL MEALS MENU STANDARD CONTINUED	
MENU ITEM	MINIMUM STANDARD
12.	Ground turkey fat content will not exceed 10%. <ol style="list-style-type: none"> a. Ground turkey may be substituted for ground beef, provided the use of ground turkey is supported with an AFRS recipe. Additionally, the substitution of ground turkey will not be used if there is already a poultry entrée on the menu for that meal. b. Customer acceptability will be a primary factor in determining when it is appropriate to substitute ground turkey.
13.	Ground beef fat content will not exceed 10%.
14.	Beef patty fat content will not exceed 15%.
15.	Meats that require carving will be performed at a carving station on the serving line.
16.	Dinner meals when only two meals are served in the day and holiday meals will consist of higher priced meat entrees.
17.	Holiday meals will include an appetizer and dinner rolls.
18.	Excessive fat will be trimmed from meats prior to carving and serving.

Standard Lunch, Dinner, Holiday and Special Meals Menu (Continued)

STANDARD FAST FOOD AND FAST FOOD CONDIMENT LUNCH, DINNER, AND BREAKFAST/BRUNCH MENU	
MENU ITEM	MINIMUM STANDARD
Soup	Served every meal
Hamburgers	Serve for all breakfast/brunch, lunch and dinner meals
Cheeseburgers	Serve for all breakfast/brunch, lunch and dinner meals
Grilled Chicken	Serve for all breakfast/brunch, lunch and dinner meals
Hot Dogs	Serve for all breakfast/brunch, lunch and dinner meals
Specialty Sandwiches	Two types of specialty sandwiches will be provided for lunch and dinner meals and one type of specialty sandwich will be provided for breakfast/brunch.
French Fries	Serve for all breakfast/brunch, lunch and dinner meals
Onion Rings	Serve for all breakfast/brunch, lunch and dinner meals
Baked Beans	Serve for all breakfast/brunch, lunch and dinner meals
Potato Chips	Serve for all breakfast/brunch, lunch and dinner meals
Lettuce Leaves	Serve for all breakfast/brunch, lunch and dinner meals
To go container	Available to take items from the salad bar

Standard Fast Food/Condiment Menu

STANDARD FAST FOOD AND FAST FOOD CONDIMENT LUNCH, DINNER, AND BREAKFAST/BRUNCH MENU	
MENU ITEM	MINIMUM STANDARD
Tomato Slices	Serve for all breakfast/brunch, lunch and dinner meals
Onions Sliced/Diced	Serve for all breakfast/brunch, lunch and dinner meals
Pickle Slices	Serve for all breakfast/brunch, lunch and dinner meals
<ol style="list-style-type: none"> 1. At least one soup will be offered daily. <ol style="list-style-type: none"> a. A different type of soup will be served for the second meal when two soups are offered on the day's menu. b. Soup ingredients should differ from other menu selections of the meal. Example: avoid serving entrées containing tomato sauce with tomato soup, baked beans with bean soup. The type of soup must be specified on the menu. Terms such as "soup of the day" will not be used. 2. One entrée selection will be a healthier option and coded green IAW the F2F® criteria. 3. Ground turkey fat content will not exceed 10%. <ol style="list-style-type: none"> a. Ground turkey may be substituted for ground beef, provided the use of ground turkey is supported with an AFRS recipe. b. Customer acceptability will be a primary factor in determining when it is appropriate to substitute ground turkey. 4. Ground beef fat content will not exceed 10%. 5. Beef patty fat content will not exceed 15%. 6. This menu is optional for the dinner meals on days when two meals are served. When fast food is not provided the serving line will provide the standard dinner menu for this meal. 7. Specialty sandwich must be a healthier option and coded green IAW the F2F® criteria. 8. One side dish/starch must be a healthier option and coded green IAW the F2F® criteria. 	

Standard Fast Food/Condiment Menu (Continued)

STANDARD BEVERAGE AND SELF SERVE CONDIMENT MENU	
MENU ITEM	MINIMUM STANDARD
1% White Milk	Available for every meal
1% Chocolate Milk	Available for every meal
Skim Milk, ½ Pint	Available for every meal
Tea Bags, Individual	Hot tea will be made available for every meal
Brewed Coffee	Freshly brewed coffee will be available for every meal
Decaffeinated Coffee, Individual	Decaffeinated coffee will be made available for every meal
Carbonated Beverages	Four types of soda will be available for lunch and dinner; one type will be a diet soda and one type will be un-cola
Fruit Juice	Four assorted 100% fruit juice will be available for breakfast and breakfast brunch meals; fruit aides or drinks will not be substituted for 100% juice
Fruit Flavored Drinks	Minimum of one type available for lunch, dinner, and dinner/brunch
Sports Drinks	FSO discretion if this product will be served; when served this product will be provided for every meal
Hot Cocoa, Individual	Available for breakfast and breakfast/brunch meals
Bread, Assorted	Wheat and white will be available for every meal; one additional type of bread will be served for every meal
Salt, Individual	Available for every meal; individual packages and shakers can be provided

Standard Beverage and Self-Serve Condiment Menu

STANDARD BEVERAGE AND SELF SERVE CONDIMENT MENU	
MENU ITEM	MINIMUM STANDARD
English Muffins/Bagels	Available for breakfast and breakfast/brunch meals; rotate choices
Pepper, Individual	Available for every meal; individual packages and shakers can be provided
Sugar, Individual	Available for every meal
Cream Substitute, Individual	Available for every meal
Butter Patties, Individual or Whipped Butter or Margarine, Individual	Available for every meal
Steak Sauce	Available for every meal; individual packages and table service dispensers can be provided.
Worcestershire Sauce	Available for every meal; individual packages and table service dispensers can be provided
Sugar Substitute, Individual	Available for every meal
Assorted Jam & Jelly, Individual	Available for every meal
Peanut Butter, Individual	Available for every meal

Standard Beverage and Self-Serve Condiment Menu (Continued)

STANDARD BEVERAGE AND SELF SERVE CONDIMENT MENU	
MENU ITEM	MINIMUM STANDARD
Cream Cheese, Lite, Individual	Available for breakfast and breakfast/brunch meals when bagels are served
Catsup, Individual	Available for every meal; individual packages and table service dispensers can be provided
Mustard, Individual	Available for every meal; individual packages and table service dispensers can be provided
Salad Dressing/Reduced Fat Dressing/Mayonnaise, Individual	Available for every meal
Pickle Relish, Individual	Available for every meal
Hot Sauce, Individual	Available for every meal; individual packages and table service dispensers can be provided
BBQ Sauce, Individual	Available for every meal
Tartar Sauce, Individual	Available for meals when specified on the menu
Cocktail Sauce, Individual	Available for meals when specified on the menu
Sour Cream, Individual	Available for meals when specified on the menu
Soy Sauce, Individual	Available for meals when specified on the menu
Syrup, Individual	Available for breakfast and breakfast/brunch meals
Salsa, Individual	Available for every meal

Standard Beverage and Self-Serve Condiment Menu (Continued)

STANDARD COLD BAR MENU	
MENU ITEM	MINIMUM STANDARD
Spinach, leaves	
Tomatoes	Provided with every cold bar
Carrots	1. or all meals except breakfast, carrots shall be offered shredded 2.
Celery	
Bell Peppers, assorted	
Onions	
Olives, ripe or green	Rotate choices
Jalapeno peppers	
Mushrooms	
Assorted seeds, nuts (unsalted), trail mix	Rotate choices
Raisins or Craisins	Rotate choices
Olive oil and vinegar	
Fresh fruit	
Fresh melon	At least one fresh melon choice; rotate choices according to customer preferences
Canned Fruit	1. At least one of the following shall always be offered on the line: peaches, pears, fruit cocktail, or grapefruit. Rotate choices according to customer preference 2. anned fruit shall be packed in light syrup or its
Frozen Fruit	1. At least one of the following may be offered on the line: blueberries, blackberries, raspberries, or strawberries. Rotate choices according to customer preference 2. rozen fruit shall not have any added sugar
Eggs, hard cooked, chopped	
Yogurt	
Shredded, crumbled, or cubed cheese*	1. At least two types of cheese out of a group of at least seven types of cheese (including cheddar, mozzarella, and blue cheese) shall be provided with every cold bar. Rotate choices per customer's preferences 2. Offer low fat or reduced fat choices when available and based on customer demand
Tossed salad*	Leafy green salad mix minimum standard is 50% dark green leaves such as romaine or spinach leaves when available

Standard Cold Bar Menu

STANDARD COLD BAR MENU	
MENU ITEM	MINIMUM STANDARD
Specialty salads*	1. t least three types of specialty salads will be served with every cold bar; one will be meat, poultry, or fish based; rotate choices according to customer preferences
Cucumbers, sliced*	
Broccoli or Cauliflower*	Rotate Choices
Peas and Beans,	Rotate Choices
Salad dressing*	At least four types of salad dressing out of a group of at least nine types of salad dressing (including ranch, Italian, and French) served with every cold bar. Rotate choices per customer's preferences
Salad dressing, low-fat or fat free*	At least one kind served with every cold bar
Fruit flavored gelatin*	
Real bacon bits*	
Assorted crackers*	
Salad croutons*	
<p>Notes:</p> <p>1. The cold bar requirements cited above are minimum requirements, and the Contractor may choose to provide other cold bar items in addition to the items cited above, including items such as: almonds, alfalfa sprouts, anchovies, bean sprouts, chopped meats, dried fruits, asparagus, artichokes, avocados, bean varieties, bok choy, Brussels sprouts, cabbage, corn, beets, spices, radishes, scallions, squash, and tofu.</p> <p>2. Cold bar fruits and vegetables should be sliced, chopped, diced, shredded, or julienned, when appropriate.</p> <p>3. Cold bar requirements may be simplified at mess halls that lack an adequately sized cold bar, or at mess halls that serve less than 300 meals per day. Such changes shall be approved by the Contracting Officer.</p> <p>4. The Contractor shall ensure food items are continuously replenished to create a well-balanced, eye appealing cold bar.</p> <p>5. Items not required for breakfast are marked with an asterisk (*).</p> <p>6. Fresh fruit salads or fruit combinations may be provided for one or more of the fresh fruit choices.</p> <p>7. Canned fruits may be combined to make fruit salad and provided as a substitute for one or more canned fruit choices.</p>	

Standard Cold Bar Menu (Continued)

STANDARD RECREATIONAL MENU	
MENU ITEM	MINIMUM STANDARD
Barbequed Spareribs/Chicken	Choice of a portion of meat items; these items will be cooked prior to leaving the mess hall
Hamburgers w/Rolls	A percentage of hamburgers, hot dogs and the one selection of meat items will be provided
Hot Dogs w/Rolls	A percentage of hamburgers, hot dogs and the one selection of meat items will be provided
Sliced Cheese	Provided for cheeseburgers.
Baked Beans	Prepared prior to leaving the mess hall
Macaroni Salad	Provide for each recreational meal
Potato Salad	Provide for each recreational meal
Lettuce Leaves	Provide for each recreational meal
Dill Pickles, Sliced	Provide for each recreational meal
Tomatoes, Sliced	Provide for each recreational meal
Onions, Sliced	Provide for each recreational meal
Catsup, Individual	Provide for each recreational meal
Mustard, Individual	Provide for each recreational meal
Salad Dressing, Individual	Provide for each recreational meal
Assorted Chips	Provide one portion of chips
Dessert and Beverages	Choice of dessert and beverages for the standard daily menu

Standard Recreational Menu

STANDARD BREAKFAST BOX LUNCH MENU	
MENU ITEM	MINIMUM STANDARD
Bagel, Croissant, Biscuit or English Muffin Breakfast Sandwich	Provide two small sandwiches or one large sandwich; rotate choice
Dry Cereal, Bowl Type	Provide one bowl each; rotate choice
Juice, Orange	Provide one ½ pint
Milk, Lowfat, Individual	Provide one ½ pint
Fruit, Fresh	Provide one piece of fruit; rotate choice
Breakfast Pastry	Provide one piece of breakfast pastry from the menu
Salt, Individual	Provide two each
Pepper, Individual	Provide two each
Ketchup, Individual	Provide one each
Mustard, Individual	Provide one each
Flatware, Set, Plastic	Knife, fork, spoon, and napkin set

Standard Breakfast Box Lunch Menu

STANDARD LUNCH/DINNER BOX LUNCH MENU	
MENU ITEM	MINIMUM STANDARD
Sandwich	Provide one submarine type sandwich; rotate choice
Fresh Fruit	Provide one piece; rotate choice
Pastry	Provide one piece of dessert from the menu
Potato Chips or Pretzels	Provide one bag
Juice, Individual	Provide two ½ pints.
Candy Bar or Trail Mix	Provide two small bars/bags or one large bar/bag
Salt, Individual	Provide two each
Pepper, Individual	Provide two each
Ketchup, Individual	Provide one each
Mustard, Individual	Provide one each
Mayonnaise/Salad Dressing, Individual	Provide one each
Flatware Set, Plastic	Knife, fork, spoon, and napkin set

Standard Lunch/Dinner Box Lunch Menu

APPENDIX B

Glossary of Acronyms

A.

ACE - Aviation Combat Element
ACSA - Acquisition and Cross Service Agreement
ADC I&L - Assistant Deputy Commandant, Installations and Logistics
ADCON - Administrative Control
AFRS - Armed Forces Recipe Service
AKT - Approximate Keeping Time

B.

BAS - Basic Allowance for Subsistence
BDFA - Basic Daily Food Allowance

C.

CAC - Common Access Card
CAP - Corrective Action Plan
CFD - Combat Feeding Directorate
CFREB - Combat Feeding Research and Engineering Board
CFREP - Combat Feeding Research and Engineering Program
CHAR DATA - Characteristics Data
CID - Commercial Item Descriptions
CIS - Common Item Support
CMC - Commandant of the Marine Corps
COMMARFORRES - Commander, Marine Force Reserves
COMMCICOM - Commander, Marine Corps Installations Command
CO - Commanding Officer
CONUS - Continental United States
COR - Contracting Officer Representative
CSS - Combat Service Support

D.

DC I&L - Deputy Commandant, Installations and Logistics
DC P&R - Deputy Commandant, Programs and Resources
DeCa - Defence Commissary Agency
DLA - Defense Logistics Agency
LA-TS - Defense Logistics Agency - Troop Support
DLIS - Defense Logistics Information Service
DOD - Department of Defense
DODAAC - Department of Defense Activity Address Code
DODI - Department of Defense Instruction
DODISS - Department of Defense Index of Specifications and Standards
DODSSP - Department of Defense Specifications, Standards and Related
Publications
DOP - Date of Pack
DRI - Dietary Reference Intakes
DS - Direct Support
DSP - Defense Standardization Program
DTS - Defense Travel System

E.

EFK - Expeditionary Field Kitchen
E-TRHS - Enhanced Tray Ration Heating System
EUM - Essential Unit Messing

F.

F2F® - Fuel to Fight
FCI - Food Cost Index
FEMA - Federal Emergency Management Agency
FFS - Full Food Service
FLIPL - Financial Liability Investigation of Property Loss
FLIS - Federal Logistics Information System
FLO - Financial Liability Officer
FMT - Food Management Team
FNSC - Food and Nutrition Subcommittee
FPSE - Food Preparation and Serving Equipment
FSO - Food Service Officer
FSR - First Strike Ration
FSS - Federal Supply Schedules
FSRM - Facilities Sustainment, Restoration, and Modernization

G.

GAO - General Accounting Office
GCE - Ground Combat Element
GFE - Government Furnished Equipment
GO - General Officer
GS - General Support / Government Service (civilian)

H.

HHQ - Higher Headquarters
HQMC - Headquarters Marine Corps
HSV - High Speed Vehicle

I.

IAW - In Accordance With
IPAC - Installation Personnel Activity Center
ISP - Installation Support Plan
ITD - Inspection Test Date
ITO - Invitational Travel Orders

J.

JFTR - Joint Federal Travel Regulation
JROTC - Junior Reserve Officer Training Corps
JSN - Joint Statement of Need
JSORF - Joint Services Operational Rations Forum
JSPB - Joint Subsistence Policy Board
JTF - Joint Task Force

K.

KATUSA - Korean Augments to US Army
KO - Contracting Officer

L.

LCE - Logistics Combat Element
LFORM - Landing Force Operational Reserve Materiel
LFS Apps - Logistics, Facilities and Services Application

M.

MADTF - Marine Air Ground Task Force
MARFOR - Marine Forces

MARFORRES - Marine Forces Reserve
MARSOC - Marine Corps Forces Special Operations Command
MCEAP - Marine Corps Enlist Aide Program
MCFMIS - Marine Corps Food Management Information System
MCICOM - Marine Corps Installations Command
MCW - Meal Cold Weather
MEA - Marine Enlisted Aide
MEF - Marine Expeditionary Force
MERR - Mess Hall Equipment Replacement Record
MET - Mission Essential Task
MDRI - Military Dietary Reference Intakes
MILCON - Military Construction
MILSTRIP - Military Standard Requisition and Issue Procedures
MLC - Master Labor Contractor
MLG - Marine Logistics Group
MLSO - Mutual Logistics Support Order
MLSR - Mutual Logistics Support Request
M&MA - Management and Mess Attendant
MOJT - Managed on the Job Training
MOL - Marine Online
MORE - Modular Operational Ration Enhancement
MOS - Military Occupational Service
MPMC - Military Personnel Marine Corps
MPS - Maritime Preposition Stock
MRE - Meal Ready to Eat
MSC - Major Subordinate Command
MWSS - Marine Wing Support Squadron

N.

NAF - Non-Appropriated Funds
NAVCOMPT - Navy Comptroller
NCR - National Capital Region
NEC - Preventive Medicine Technician
NEPMU - Navy Environmental and Preventive Medicine Unit
NIS - Not In Stock
NOBC - Navy Environmental Health Officer
NSOR - Nutritional Standards for Operational Rations
NSRDEC - U.S. Army Natick Soldier Research, Development and Engineering
NSRR - Nutrition Standards for Restricted Rations

O.

OAG - Operational Advisory Group
OCCFLD - Occupational Field
O&MMC - Operation and Maintenance Marine Corps
OPPLAN - Operation Plan
OPTAR - Operational Target
OSFR - Operational Subsistence Financial Report
OTSG - Office of the Surgeon General

P.

PBA - Performance Based Agreement
PBDD - Programming and Budget Documentation Database
PIC - Person in Charge
PCO - Procurement Contracting Officer
PENS - Post Exercise Nutrition Supplement
PMA - Preventive Medicine Authority
PMB - Power Multi-Fuel Burner

PME - Professional Military Education
PNP - Performance Nutrition Pack
POR - Packaged Operational Ration
PP&E - Property, Plant and Equipment
PQDR - Product Quality Deficiency Report
PSE - Personnel Support Equipment
PV - Prime Vendor
PWR - Prepositioned War Reserve
PWS - Performance Work Statement

Q.

QAE - Quality Assurance Evaluator
QASP - Quality Assurance Surveillance Plan
QFSR - Quarterly Financial Subsistence Report
QPL - Qualified Product List
QML - Qualified Manufacturers List
QRE - Qualifying Representational Event

R.

RDI - Recommended Dietary Allowance
R&E - Research and Engineering
RGFSC - Regional Garrison Food Service Contract
RIP - Repairable Issue Point
RO - Responsible Officer
RON - Reimbursement Order Number
ROTC - Reserve Officer Training Corps
RTR - Recruit Training Regiment

S.

SABRS - Standard Accounting Reporting Budgeting System
SE - Supporting Establishment
SIK - Subsistence In Kind
SIS - Special Interest Surcharge
SMCR - Selected Marine Corps Reserve
SOAR - Subsistence Operational Analysis Report
SOP - Standard Operating Procedures
SOW - Statement of Work
SSIC - Standard Subject Identification Code
SSP - Sole Source Procurement
STORES - Subsistence Total Order and Electronic Receipt System

T.

TAD - Temporary Additional Duty
TECOM - Training and Education Command
T/E - Table of Equipment
TI - Technical Inspection
T/O - Table of Organization
TR - Technical Representative
T&R - Training and Readiness
TRHS - Tray Ration Heating System
TSG, DA - Surgeon General, Department of the Army

U.

UCMJ - Uniform Code of Military Justice
UGR - Unitized Group Ration
UGR-A - Unitized Group Ration, A
UGR H&S - Unitized Group Ration, Heat and Serve

UGR-M - Unitized Group Ration, Marine
U/I - Unit of Pack
UFC - Unified Facilities Criteria
UHT - Ultra High Temperature
UL - Underwriters Laboratory
U/P - Unit of Pack
USARIEM - U.S. Army Research Institute of Environmental Medicine
USDA - United States Department of Agriculture
USD (C) - Under Secretary of Defense (Comptroller)
USO - United States Organization

V.
VCO - Veterinary Corps Officer

W.
WAWF - Wide Area Work Flow
WO - Warrant Officer
WRM - War Reserve Material
WRC-MH - Whole Room Concept Mess Hall

No Acronyms beginning with X, Y, or Z.