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MARINE CORPS ORDER 10110.14M

From: Commandant of the Marine Corps  
To: Distribution List

Subj: MARINE CORPS FOOD SERVICE AND SUBSISTENCE PROGRAM

Ref: (a) DOD Instruction 1338.10, "Department of Defense Food Service Program," June 5, 1991  
(b) BUMEDINST 10110.6  
(c) DOD Directive 5101.10, "DOD Executive Agent (DOD EA) for Subsistence," September 27, 2004  
(d) MCO 5200.24D  
(e) MCO 1200.17  
(f) MCO 1510.72B  
(g) NAVMC Dir 3500.35  
(h) MCO P3500.72A  
(i) DOD 7000.14-R, "Department of Defense Financial Management Regulations (FMRS)," September 15, 2008  
(j) MCO 7500.4A  
(k) Federal Acquisition Regulation (FAR), October 17, 2008  
(l) Guidebook for Performance Based Services Acquisition (PBSA) in the Department of Defense, January 2, 2001  
(m) USD (AT&L) Memo, Acquisition of Services Policy dtd 2 Oct 06  
(n) ASN (RDA) Memo, Acquisition of Services dtd 29 Jan 07 (NOTAL)  
(o) Joint Federal Travel Regulations, Volume 1, "Uniformed Service Members," December 1, 2008  
(p) MCO P10150.1  
(q) MCO 4855.10B  
(r) NAVMED P-5010-1  
(s) BUMEDINST 4061.2  
(t) DOD Directive 3235.02E, "DOD Combat Feeding Research and Engineering Program, DOD Combat Feeding Research and Engineering Board, and DOD Nutrition Committee," May 21, 2004  
(u) MCO P4400.39H  
(v) NAVMC 2733  
(w) 31 U.S.C. 1517  
(x) 37 U.S.C. 1011  
(y) SECNAV M-5210.1  
(z) MCO 10110.42B  
(aa) MCO P10110.31H  
(ab) Defense Federal Acquisition Regulations Supplement (DFARS) and Procedures, Guidance, and Information (PGI), Part 208, Subpart 208.4, March 21, 2006  
(ac) U.S. Department of Health and Human Services, Public Health Service, and Food and Drug Administration FDA Food Code of 2005

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

- (ad) Executive Order 11157, "Prescribing Regulations Relating to Incentive Pay for Hazardous Duty, Special Pay for Sea Duty and Duty at Detainee Places, Basic Allowances for Subsistence and Basic Allowances for Quarters," June 22, 1964
- (ae) Unified Facilities Criteria Guide (UFC) 3-701-07, "DOD Facilities Pricing Guide," July 2, 2007
- (af) MCO 4450.10C
- (ag) MCO P11000.5
- (ah) MCO P11000.12
- (ai) MCO P7100.8
- (aj) MCO P1700.27
- (ak) MCO P1020.34
- (al) DOD Directive 6400.4, "DOD Veterinary Services Program," August 22, 2003
- (am) MCO 10110.48
- (an) MCO 10110.38C
- (ao) JAGINST 5800.7D
- (ap) Department of the Army Pamphlet 30-22 (DA PAM 30-22)
- (aq) Field Manual (FM) 10-23, "Basic Doctrine for Army Field Feeding and Class I Operations Management" (NOTAL)
- (ar) MCRP 4-11.8A
- (as) SECNAV M-5214.1

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

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

2. Cancellation. MCO P10110.14L, MCO P10110.34E, MCO P10110.40B, and MCO P10110.17C.

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 Commander's appoint a food service officer (Military Occupational Specialty 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. The food service officer ensures the policies, standards, and criteria of the Food Service and Subsistence Program are maintained per this order and exercises command supervision, financial responsibility, and management control of food service functions, as stated in the enclosure, to include contracted food service operations as stated in this manual.

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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.

A handwritten signature in black ink, appearing to read 'E. G. Usher III', is written over the printed name.

E. G. Usher III  
Deputy Commandant for  
Installations and Logistics

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REPORTS REQUIRED

<u>REPORT TITLE</u>	<u>REPORT SYMBOL</u>	<u>PARAGRAPH</u>
I. QUARTERLY SUBSISTENCE FINANCIAL REPORT (QSFR)	EXEMPT	Enclosure (1) Ch 3, PARA 9.d.2
II. MAN-DAY FED REPORT	EXEMPT	Enclosure (1) CH 6, PARA 4.d.1 CH 6, PARA 4.d.2 CH 6, PARA 5.a CH 7, PARA 9.a CH 7, PARA 10.b CH 22, PARA 10 CH 22, PARA 10.a
III. SUBSISTENCE OPERATIONAL ANALYSIS REPORT (SOAR)	MC-7220-01A MC-7220-01B	CH 3, PARA 9.e.2
IV. UNSATISFACTORY MATERIAL REPORT	DD-10110-06	CH 17, PARA 1.d CH 17, PARA 3.d
V. COMBAT ACCOUNTABILITY	MC-7220-13	CH 7, PARA 9
VI. INVESTIGATION OF LOSS, DAMAGE, DESTRUCTION, OR THEFT OF SUBSISTENCE	EXEMPT	CH 18, PARA 10.a

## Chapter 1

### General Policy and Responsibilities

1. General. This chapter provides detailed information on the mission, objectives, 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 manage personnel and other resources needed to prepare and serve meals to authorized patrons of appropriated mess halls and under field conditions, for subsistence management, quality assurance surveillance, and to provide a trained food service force capable of responding to expeditionary operations worldwide.
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 that a positive, dynamic, and continuing educational and training program is maintained to support the 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. Ensure the development of standard menus and recipes to increase popularity and nutritional value of meals offered under garrison and field conditions.
4. Administration. Administration of the food service program by Marine Corps activities is a function of command. Commanders shall ensure that personnel under their charge are provided with food which is of good quality, sufficient quantity, and is well prepared. 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. DOD Responsibilities

a. The Undersecretary of Defense, Acquisition, Technology and Logistics (USD(AT&L)). The USD (AT&L) is responsible for providing overall policy guidance and direction to the DOD Food Service Program. This program is established and operated through the Combat Feeding Research and Engineering Board (CFREB). The Director, Defense Research and Engineering (DDR&E) shall oversee and monitor the DOD CFREB to ensure that it is responsive to the needs of the DOD Components and to the objectives and standards of the DOD Food Service Program.

b. The Assistant Secretary of Defense (Health Affairs) (ASD(HA)). The ASD(HA) is responsible for providing policy and guidance for sanitation methods, nutrition education, and nutrition standards.

c. The Surgeon General, United States Army. The Surgeon General, United States Army (USA), exercises DOD responsibility for Nutritional Standards and Education. Reference (b) is the joint regulation which provides the nutrition allowances, standards, and education and defines the nutrition responsibilities of the Surgeon General of the Army, the Navy, and the Air Force. This regulation provides the Military Dietary Reference Intakes (MDRI), sets the nutrient standards for packaged operational rations, and provides nutrition education guidance for promoting a healthy diet. It applies to all active and reserve elements of the services.

d. Director, Defense Logistics Agency. The Defense Logistics Agency (DLA) is a DOD defense agency. The director reports to the USD, AT&L through the Deputy Under Secretary of Defense, Logistics and Materiel Readiness. DLA provides worldwide logistics support for the missions of the Military Departments and the Unified Combatant Commands under conditions of peace and war. The Director, DLA is designated as the DOD Executive Agent (EA) for Class I Subsistence (See reference (c)). As the DOD EA for Class I Subsistence, the director:

(1) Plans for, procures, manages, distributes, and insures the wholesomeness of subsistence products throughout the supply chain. Delivers items to locations mutually agreed to by the Military Services, the Combatant Commands, and the DOD EA.

(2) Maintains authorized war reserve stocks.

(3) Chairs the Joint Subsistence Policy Board for planning, coordinating, and resolving subsistence related issues.

6. Commandant of the Marine Corps (CMC) Responsibilities

a. The CMC

(1) The CMC designates force command and operating units authorized and/or required to operate food service systems.

(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 both military and contractor operated mess halls.

(3) Installation Commanders who operate individual consolidated 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.

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.

c. The Assistant Deputy Commandant, Installations and Logistics (Facilities) (ADC, I&L(LF)). The ADC, I&L(LF) through the Services Branch and Food Service and Subsistence Section develops plans, policies, programs, doctrine, and standards for the management of the Marine Corps Food Service and Subsistence Program under field and garrison conditions. The ADC, I&L (LF) holds Section 1517, Revised Statute, U.S. Code responsibility for the Military Personnel Marine Corps (MPMC) Subsistence in Kind (SIK) account (Basic Symbol 1105).

d. Headquarters Marine Corps (HQMC) Food Service and Subsistence Section (LFS-4)

(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 subsistence funds for all commands.

(a) Prepares timely submissions of annual, quarterly, and periodic subsistence budgets and updates to the CMC, Programs and Resources (P&R).

(b) Oversees and reports the execution of the MPMC/1105 subsistence funds to the CMC (P&R).

(c) Reviews and consolidates budget updates from field allotment and operating target (OPTAR) holders for the MPMC/1105 subsistence account.

(d) Provides Navy Comptroller (NAVCOMPT) Form 372 to field allotment holders quarterly, or as required.

(e) Approves requests for increases to the annual and quarterly budget submissions of MPMC/1105 subsistence funding levels for garrison mess hall feeding, expeditionary feeding, and food service contracts.

(f) Reviews, consolidates, and reports annual operational ration requirements to the Defense Supply Center, Philadelphia (DSCP), DLA.

(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 DSCP, 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 for, monitors, and determines the requirements associated with the requirements for field food service equipment and Class I War Reserve Material (WRM) for the Maritime Prepositioning Ships (MPS), Marine Corps Prepositioning Norway (MCPN), and other requirements.

(7) Coordinates all advocate matters pertaining to officer and enlisted military occupational specialty (MOS) 33XX tables of organization (T/O), structure additions, deletions, and realignments.

(8) Coordinates all advocate matters for assignment of FSO (MOS 3302) and senior enlisted food service Marines (MOS 3381).

(9) Supports nominations to the Marine Aide Program and acts a liaison between the Fleet Marine Force and the Marine Aide Program.

(10) Acts as the Marine Corps voting member for the CFREB, Joint Subsistence Operational Ration Forum (JSORF), and Joint Subsistence Policy Board.

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

(12) Validates and provides technical advice for all advocate matters to the Commander Marine Corps Systems Command (COMMACORSYSYSCOM) for the development and procurement of field food service equipment and other food service related requirements.

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

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

(15) Administers Food Service Contracts for the Regional Garrison Food Service Contract. Develops and approves statements of work, contract administration plans, quality assurance surveillance plans, provides technical advice, and approves contract modifications.

(16) Coordinates all food service actions incident to the accomplishment, review and comment for 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.

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

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

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

(22) Designate a HQMC Contracting Officer Representative for the Regional Garrison Food Service Contract at the enterprise level.

e. All Installation Commanders

(1) Appoints an FSO, MOS 3302, to function as a special staff officer to provide the day-to-day management, recommend action, and interpret policies and directives that concern appropriated fund food service matters and 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 Assistant Contracting Officer's Representatives (ACOR).

(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) Exercises command supervision, financial responsibility, and management control of food service functions, to include both military and contracted food service operations.

(4) Recommends policy or procedural improvements to the CMC (LFS-4).

(5) Provides well managed, financially stable, quality food service mess halls for all customers.

(6) Publishes command directives for accomplishing program objectives.

(7) Makes maximum use of technical assistance available from the FMTs.

(8) Approves the disestablishment of appropriated fund mess halls on the installation to include isolated sites and notifies the CMC (LFS-4). Requests approval for the establishment of appropriated fund mess halls to the CMC (LFS-4).

(9) Establishes internal control procedures to ensure that personnel not authorized subsistence-in-kind (SIK) makes payment to the Government for those meals.

(10) Authorizes only eligible patrons to subsist in appropriated fund 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 mess hall food preparation and serving equipment (FPSE) requirements to HQMC (LFS) during the annual budget call. Ensures funds allocated annually by HQMC for FPSE are treated as a dedicated funding stream to the mess halls.

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

(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 needs above local authority to HQMC (LFF).

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

(15) Promotes a comprehensive nutrition program for all operational mess halls on the installation.

(16) Approves reporting requirements per this Order to be forwarded to HQMC (LFS-4).

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

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

(19) Provides FMT personnel administration, equipment (ADP, 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 to provide an avenue for food service personnel and patrons to provide recommendations to the installation or regional master menu.

f. Installation Commanders with Regional Garrison Food Service Contract Administration

(1) Executes contract administration of applicable food service contracts and ensures acceptable contractor performance.

(2) Provides personnel to serve as Contracting Officer's Representatives (CORs) and Assistant Contracting Officer's Representatives (ACORs) to administer the day-to-day quality assurance and technical requirements of contracted food service operations. The Procurement Contracting Officer (PCO) will appoint CORs and Assistant Contracting Officer's Representatives (ACORs).

(3) Directs contract quality assurance, utilizing the approved Quality Assurance Surveillance Plan (QASP).

(4) Directs liaison, when appropriate, with HQMC and senior contractor representatives to resolve regional issues.

(5) Assigns prisoner mess attendants and supervision for prisoners in designated contractor operated mess halls supporting Brig operations, where applicable.

(6) Assigns food service subject matter experts to serve as Quality Assurance Evaluators (QAE's) and ensures formal school training is provided.

(7) 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.

g. Installation Commanders with Regional Garrison Food Service Contract Operations

(1) Provides personnel to serve as ACOR to administer the day-to-day quality assurance and technical requirements of contracted food service operations.

(a) Appropriate senior food service personnel will be assigned ACOR duties for all food service contracts.

(b) The Procurement Contracting Officer (PCO) will appoint CORs and ACORs.

(2) Assigns food service subject matter experts to serve as QAEs and ensures formal school training is provided.

(3) Directs contract quality assurance, utilizing the approved QASP, and provides results and required operational data to the COR.

(4) Supports HQMC (LFS-4), PCO, and COR in contract administration.

(5) Conducts liaison, when appropriate, with the ACOR and contractor management representatives to resolve local issues. If the matter cannot be resolved, engages the COR for further assistance.

(6) Assigns prisoner mess attendants and supervision for prisoners in designated contractor operated mess halls supporting Brig operations, where applicable.

h. Activity Commanders Receiving MPMC/1105 Subsistence Field Allotments and OPTARs

(1) Prepares timely submissions of annual, quarterly, and periodic subsistence budgets and updates to HQMC (LFS-4), via message or as directed.

(2) Ensures the accuracy, completeness, timeliness and documentary support during execution of the MPMC/1105 subsistence funds to ensure an overobligation does not occur.

(3) Submits requests for increased MPMC/1105 subsistence funding for garrison mess hall feeding, expeditionary feeding (to include individual ration allocation increases), and Food Service Contract modifications to HQMC (LFS-4) prior to execution of required funding.

(4) Prepares timely submissions of quarterly subsistence reports to HQMC (LFS-4).

(5) Reports changes of quantities of operational rations designated as war reserve requirements, to include prepositioned stocks, and MEF safety levels to HQMC (LFS-4).

(6) Reports onhand quantities of training stocks to support contingency feeding to HQMC (LFS-4).

i. Operating Force/Unit Commanders

(1) Contractor Managed Mess Halls

(a) Assigns a senior Staff Noncommissioned Officer (SNCO) Marine food service specialist (MOS 3381) in designated M&MA to coordinate with the contract mess hall manager for accomplishment of the feeding mission. Senior SNCO's shall assign and supervisor Marine food service specialists in the performance of designated tasks (cooking, baking, and fast food functions).

(b) Assigns Marine food service specialists (MOS 3381) in designated M&MA contractor-operated mess halls. Ensures staffing levels are maintained per written agreement or additional guidance provided by the MEF and retains administrative and operational control of those Marine food service specialists assigned to accomplish the feeding mission.

(c) Coordinates with the MSC FSO to notify the installation commander 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, and prepared individual ration enhancement requirements with the ACOR.

(e) 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.

(f) Identifies changing needs and requirements to the ACOR.

(g) Provides customer comments to the ACOR regarding contractor performance.

(h) Makes periodic, visits to mess halls where their Marines and Sailors subsist in order to ensure the food served is of adequate quality and quantity.

(i) Facilitates and fosters contractor communication by inviting the mess hall manager to attend regular staff meetings.

(2) Operating Force/Unit Commanders supporting Military Managed Mess Halls

(a) Assigns a senior (SNCO) Marine food service specialist (MOS 3381) in designated mess halls to coordinate and assist the mess hall manager in accomplishment of the feeding mission.

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

(c) Coordinates with ACOR and mess hall manager for all unit field meals, special feeding, and prepared MRE 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 where their Marines and Sailors subsist in order to ensure the food served is of adequate quality and quantity.

7. Evaluating Food Service

a. Food Service Officers and technicians shall perform routine visits of food service operations to observe the efficiency and effectiveness of the operation.

b. For contract operations, QASP includes checklists to evaluate performance requirements per the contract required services.

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

## Chapter 2

### Food Service Personnel Responsibilities, Qualifications, and Duties

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. With the outsourcing of CONUS Marine Corps mess hall services, there are two types of garrison mess hall operations.

a. Military Managed Mess Hall Operations. The installation commander gives the commanding officer (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 installation commander and is responsible for supervising food service activities.

b. Contractor Managed Mess Hall Operations. The installation commander has operational control of each mess hall. The FSO functions as a special staff officer for the installation commander and is responsible for managing and supervising food service activities.

3. Food Service System. The installation commander is responsible for the Food Service and Subsistence Program for garrison mess halls. Financial responsibility for the food service system is vested in the installation commander by the Marine Corps Manual. This responsibility cannot be delegated to a subordinate commander.

a. Consolidated Food Service System

(1) When two or more mess halls are aboard the same installation, a consolidated food service system will be established. A consolidated food service system performs the overall food service and subsistence management to include accounting and reporting functions for all mess halls within the system.

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

b. Individual Food Service System

(1) When one mess hall is aboard an installation, an individual food service system will be established. The individual system performs the overall food service and subsistence management to include accounting/reporting functions.

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

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

5. FSO Responsibilities. When an FSO (MOS 3302) is not assigned to an activity the senior food service Marine (MOS 3381) or federal civilian employee will perform the FSO duties.

a. Advises the commander on matters pertaining to the Installation Food Service and Subsistence Program.

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

c. Monitors food service operations, military and contractor, to include Master Labor Contracts (MLC) as stated in established policies and procedures.

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

e. Plans, budgets for, and requisitions subsistence, supplies, equipment, and furnishings.

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

g. 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.

h. Maintains food service personnel training information to ensure the required MOS and professional military education training requirements are completed.

i. Conducts surveys of food, equipment, and personnel and submits recommendations of the results to the commander.

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

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

l. Conducts frequent staff visits to mess halls to ensure that food service operations are complying with food service orders and directives.

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

n. Conducts appropriate surveys of individual food preferences and advises the subsistence vendor representative of the need, acceptability, and desirability of subsistence items.

o. 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.

p. Interprets and disseminates food service information.

- q. Oversees O&MMC funds to units for expendable items and supplies.
- r. Initiates corrective action, when needed, pertaining to the receipt, storage, preparation, and serving of food.
- s. Coordinates and advises the facilities maintenance officer regarding the functional layout of equipment for all sustainment, restoration, and modernization programs and equipment replacement.
- t. Ensures that all QAE personnel have attended formal schools training or an approved training course in quality assurance surveillance.
- u. Supervises the activities of the installation's food service office collection agent for funds collected from the sale of meals.
- v. Conducts liaison with the HQMC Director, Food Service and Subsistence Program (LFS-4), the contracting officer, and senior contractor representatives to resolve contract issues.
- w. Conducts contract quality assurance, utilizing the Quality Assurance Surveillance Plan (QASP), documents results and required operational data for the HQMC Director, Food Service and Subsistence Program (LFS-4).
- x. Conducts liaison and participates in on-going meetings with the senior contractor representatives to resolve contract issues.
- y. Monitors and ensures the financial stability of food service operations and the food service system and takes corrective measures when necessary.
- z. Prepares timely reports for submission to HQMC (LFS-4).
- aa. Computes the Total BDFA and other allowance methodologies.
- ab. For Marine Corps Bases, Okinawa, Japan, the FSO:
  - (1) Budgets for the replacement, maintenance, and repair of Class 2 food service equipment such as walk-in refrigerators and freezers built within the structure of the DOD Dependents Schools.
  - (2) Supervises and ensures the Cook Chill centralized food production facility is operating in accordance with guidelines mandated in references (r) and (ac).
- ac. Ensures an energy conservation program is implemented at each operational mess hall per reference (v).

6. Food Management Team (FMT) Mission and Responsibilities

- a. The FMT provides the CMC (LFS-4) with direct representation by assessing and reporting the effectiveness of those processes, policies, and procedures that have an impact on food service readiness. Their goal is to emphasize conformity with Marine Corps standards, enhance food service readiness capability, achieve economy, and increase overall management effectiveness.



b. The CMC (LFS-4) manages the FMT program, provides personnel authorizations, and assigns personnel to carry out the FMT program. Each team consist of commissioned and SNCO (E-6 and above), and an Army Veterinary Tech Specialist. Team members must have extensive technical knowledge and practical experience in specific and required functions of food service operations.

c. Mission. The mission of the FMT is to:

(1) Support garrison operations by:

(a) Assessing the effectiveness of mess hall operations, installation food service programs, and food service training.

1. Review mess management practices to include personnel, facilities, equipment, subsistence, quality assurance, customer comments, and other resources.

2. Review the performance of contractor and Government responsibilities at installations with food service contracts.

3. Review food service training plans to ensure a comprehensive program is instituted.

(b) Enhance the readiness of installation food service and subsistence programs.

(2) Support field feeding operations by:

(a) Assessing the effectiveness of unit field feeding operations, field food service programs, and mission dependant food service training.

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 field food service and subsistence programs.

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

(4) Provide technical, managerial, and training assistance tailored to the needs of the visited activity in all areas related to the Marine Corps food service and subsistence programs.

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

(6) Provide amplifying guidance for Marine Corps food service directives and technical publications.

(7) Assist with the implementation of new Marine Corps food service and subsistence program initiatives.

(8) Obtain feedback at the conclusion of each FMT visit to improve future management assistance.

d. FMT Objectives. The FMT objectives are to:

(1) Apprise the CMC (LFS-4), commanders, and food service officers on the effectiveness of their Installation or field food service program.

(2) Identify significant deficiencies and trend areas that impede mission accomplishment or adversely affect service-member participation in feeding programs.

(3) Provide a written summary of findings and recommended corrective action.

(4) Provide recommendations to the CMC (LFS-4) to resolve issues beyond the control of commanders and food service officers.

(5) Recommend to the CMC (LFS-4) additional assistance to those installations or field activities with specific areas of concern or problems.

(6) Validate the effectiveness of standard Marine Corps policies and procedures; provide suggestions for improvement to the CMC (LFS-4).

(7) Ensure all personnel understand and are aware of their specific roles and responsibilities, and to provide training in all aspects of food service.

e. FMT Visits

(1) FMT visits are coordinated through the CMC (LFS-4). Generally, the FMT will be scheduled to make visits annually based on Marine Corps priorities and financial constraints.

(2) An annual message will be published for each FMT scheduled visit by the CMC (LFS-4). The message will identify the dates of the FMT visits. This schedule will be modified only upon approval of the CMC (LFS-4). Commanders requiring specific areas of assistance during the FMT visit will identify the requirements to CMC (LFS-4) 10 days prior to each FMT visit for scheduling considerations.

(3) The CMC (LFS-4) will send a letter identifying specific dates and expectations to the commands scheduled for a FMT visit 20 days prior to the FMT scheduled evaluation. It is requested that commanders provide maximum participation for the training provided during these visits. If unusual circumstances occur and rescheduling is required, units desiring to reschedule will submit a request to reschedule to the CMC (LFS-4).

(4) Special requests from commanders desiring an assistance visit by FMTs for other than regularly scheduled visits must request this assistance to the CMC (LFS-4). This request will indicate the unit or mess hall, specific area of assistance or training required, and the length of the visit desired. During funding constraints, requesting units may be required to provide adequate funding for the FMT team TAD (travel, per diem, and incidental expenses) to perform an assistance visit.

(5) The FMT OIC will attend an in brief if desired by the Commanding Officer or the designated representative, and food service officers.

f. FMT Visit Assessment

(1) The assessment will entail reviewing organizational processes for the purpose of determining the general pattern of operations and whether deficiencies exist within the methods of management. FMTs are to determine whether the organization is performing effectively and efficiently by reviewing all facets of food service management and training that is inherent to the organization being analyzed.

(2) For installations with contractor managed mess halls with operational control and oversight of garrison mess halls is the installation commander's responsibility, the FMT OIC will attend the FMT out brief with the Installation Commander or designated representative and the FSO. The out brief will focus on significant findings and recommendations of corrective action for the installation food service program. A report of corrective action is required to be submitted within 30 days from the out brief to the CMC (LFS-4) noting the action taken to correct the significant findings noted on the summary of observation.

(3) The FMT OIC will attend the FMT out brief with FSO's and CO's with operational control of mess halls. The brief will detail significant findings and recommendations of corrective action for the mess hall evaluated.

(4) A report detailing all discrepancies noted during the FMT visit aboard the installation will be provided to the FSO, food technician, mess hall manager, contracting officer representative, applicable contractor personnel, and CO with operational control of mess halls. This report will be retained in accordance with administrative retention procedures.

(5) When visiting operational units, the FMT OIC will attend the FMT out brief with the FSO and unit commander. The brief will detail significant findings and recommendations of corrective action for the unit evaluated.

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

8. 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. Basic occupational training is the foundation for subsequent Managed-On-The-Job-Training (MOJT) and unit training.

a. Military Food Service Personnel Training

(1) Commanders assume responsibility for all career progression training beyond the entry-level through the evaluation of Military on the Job training (MOJT) and 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.

(2) Reference (g) establishes core capability Mission Essential Tasks (MET) 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 MOS 3302 and 3381.

(3) FSOs, food service technicians, 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) through (h) to assist in the development, execution, monitoring, and documenting of food service training of the core capability MET.

b. Contractor Personnel Food Service Training

(1) Contractor personnel are required to attend food service training per Marine Corps directives and publications, and their contract.

(2) The cost of all food service training will be at the cost of the contractor, unless specifically stated at Government expense in the contract. Food Service Officers and technicians will ensure this is outlined in all Statements of Work.

## Chapter 3

### Budgeting and Reporting of Military Personnel Marine Corps (MPMC/1105) Subsistence 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 Military Personnel Marine Corps (MPMC) Subsistence in Kind (SIK) funds (Basic Symbol 1105).

b. 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 (in the raw state or prepared) for other purposes than outlined in paragraph c of this chapter is not authorized.

c. Funds provided under this category are to be used specifically for procurement of subsistence in support of the following:

##### (1) Garrison mess halls

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

(b) Meals/meal support prepared in the garrison mess halls for consumption away from the mess hall in accordance with 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 and cold beverage support.
5. Fruit support for hikes.
6. Central Production Facility.

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

(a) Operational Rations: Unitized Group Rations; UGR-H&S, UGR-B or UGR-A. Individual Rations/Packaged Operational Rations (POR); Meals Ready to Eat (MRE) or First Strike Ration (FSR).

(b) Ultra High Temperature (UHT) Milk.

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

(d) Host Nation Support/Messing.

(e) Contracted Field Meals.

2. MPMC/1105 Subsistence Allotments

a. Reference (w) 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 forwarded to the Comptroller of the Navy. Reference (j) provides the Department of the Navy procedures set forth in the reference on command investigation and reporting of actual and apparent administration control of funds violations.

b. Field allotments are authorized for the following activities:

(1) COMMARFORPAC

(a) Suballotments for the procurement of subsistence in support of garrison mess hall operations for Marine Corps Base Hawaii; MCAS Iwakuni; MCB Camp Butler; and Mujuk Korea.

(b) Suballotments for the procurement of operational rations, "A" Ration enhancements, host nation support and contracted meals in support of field feeding.

1. CG I MEF (I MEF Headquarters and subordinate operating force commands).

2. CG III MEF (III MEF Headquarters and subordinate operating force commands).

3. CG MAGTF Training Command, Twentynine Palms (training exercises that are conducted aboard MCAGCC).

4. CO MCB Camp Pendleton (Camp Pendleton, WFTBN/MCRD San Diego).

5. CO MCAS (Yuma).

(2) COMMARFORCOM. Suballotments for the procurement of operational rations, "A" Ration enhancements, host nation support, and contracted meals in support of field feeding:

(a) CG II MEF (II MEF Headquarters and subordinate operating force commands).

(b) CO MCB Camp Lejeune.

(3) CO MCB Quantio for the procurement of operational rations and "A" Ration enhancements.

(4) CG MCRD Parris Island for the procurement of operational rations (and "A" Ration enhancements).

(5) CG MARSOC for the procurement of operational rations (and "A" Ration enhancements).

c. MPMC/1105 Subsistence Funds will be provided to MARFORCOM, MARFORPAC, MCB Quantico, and MCRD Parris Island on a NAVCOMPT 372. Commands do not require a signed copy of the NAVCOMPT 372 to distribute funds, they can suballot funds in the Standard Accounting Budget and Reporting System (SABRS) to the dollar value identified on the CMC (LFS-4) funding message upon receipt.

d. OPTARs are authorized for the following activities for procurement of MREs in support of training. OPTAR holders shall submit annual budget requirements to HQMC (LFS-4) and obtain authorization prior to placing requisitions with DSCP:

(1) MCSFBN Norfolk.

(2) EWTGLANT.

(3) EWTGPAC.

3. Memorandum Records. Both field allotment holders and Headquarters-held activities operating under an OPTAR should maintain memorandum records per reference (i). Frequent communications will be maintained between the official accounting office and fund administrator (food service officer/technician) to maintain financial stability. Coordination between accounting offices, DSCP, DLA and food service offices should be effected in an effort to identify and reconcile any significant differences in obligations. These records will be retained per reference (y) SSIC 10110.1.

4. Department of Defense Activity Address Codes (DODAAC)

a. A DODAAC is a unique six-position, alphanumeric code assigned to identify a specific unit, activity, or organization for various administrative and resource management functions; such as supply, procurement, personnel, and transportation support.

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 accurately. A DODAAC is very often referred to as a "ship to" address. DSCP will not deliver operational rations to a delivery site or "A" Rations to garrison mess halls that are not an established DODAAC in the Defense Automatic Addressing System (DAAS) Center.

c. Units requiring establishment of a new DODAAC will request to COMMARCORLOGCOM, Data Management Section, Albany, GA. Requests for assignment of a new DODAAC will include complete type address codes (TAC) for; (TAC) 1 (mailing); TAC 2 (shipping); and TAC 3 (billing). In addition, for overseas activities, the TAC 2 address must include the Air Terminal Identifier, Break Bulk Point, and Port Designator (commonly referred to as ATI, BBP, and PD, respectively), which can be obtained from the military transportation office supporting the activity.

d. Changes to fund codes or the DODAAC requires the STORES Military Standard Requisition and Issue Procedures (MILSTRIP) information to be changed by DSCP (Systems and Technology Branch) and a copy of the modified MILSTRIP information to be sent to item managers; e.g., DSCP prime vendor, DSCP operational rations, DSO, and the vendors to ensure orders are received and accurate billing occurs.

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

a. Fund Code. CMC (LFS-4) will publish, via message, a listing of fund codes to be used for the procurement of subsistence.

b. Subsistence Ordering Procedures. DLA STORES is the mandatory automated method of ordering subsistence. The automated food management system will automatically create document numbers and will no longer be provided by the HQMC (LFS-4) for ordering subsistence. During deployments, when a DSCP vendor is not available or loss of connectivity with the automated food management system occurs, commands are authorized to open purchase subsistence within their budgeted funding level. This process should be the exception, not the norm. Subsistence purchases procured using MILSTRIP requests will cite the following information.

(1) Field Allotment holders will use fund codes stated in appropriate message and cite the procuring command DODAAC.

(2) Headquarters Held Allotment holders will use fund codes stated in appropriate message.

6. Contractor Managed CONUS Garrison Mess Hall Operations Responsibilities

a. The funding for the contractor managed CONUS mess hall operations is managed as a Headquarters-Held Allotment. Invoice payments will be certified and executed for payment by the COR as outlined in the contract administration plan.

b. Requests for modification that requires additional funding must be submitted to HQMC (LFS-4) and funding approval received from the CMC (P&R) prior to negotiating and executing the contract modification.

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

a. Contracted field meals and host nation support/messing is not a substitute for essential Marine Air Ground Task Force (MAGTF) organic feeding and Combat Service Support (CSS) feeding capabilities. The use of a commanders organic and CSS feeding capability will be the first viable option for field feeding. 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, HQMC (LFS-4) 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 to HQMC (LFS-4) by the CMC (P&R). When contract feeding is approved for funding, the MPMC appropriation will reimburse the contractor at the published USD(C) discount meal rate (i.e., contracted breakfast meal will apply only the discount meal rate for breakfast to the MPMC appropriation, not the entire daily discount meal rate). Commanders requesting contracted field meals will pay the difference between what the MPMC appropriation will reimburse and the cost of the contracted meals, to



include all other associated costs. Exceptions to the cost the MPMC appropriation will reimburse for contracted field meals will be approved by the DC, I&L prior to negotiating and executing the contract.

(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) HQMC (LFS-4) will evaluate the supporting justification and the availability of funding to support this type of feeding; if approved, all other elements of paragraph 7 apply.

c. A copy of each certified invoice for contracted field meals using the MPMC appropriation will be provided by email or fax to HQMC (LFS-4) upon submission to the contracting official for payment for tracking purposes.

8. 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) appropriation.

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

a. The annual, quarterly and monthly budget, in addition to quarterly reporting requirements for field and garrison mess hall feeding, is the responsibility of the field allotment holders or those activities charging under Headquarters Held Allotments.

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

(2) Requirements for exercises conducted aboard the MAGTF Training Command Twentynine Palms, will be provided to the MCAGTF-TC FSO for inclusion in the MAGTF Training Command budget submission.

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 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 food service officer and food technician 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 are to be in official message format. The QSFR format and instructions will be maintained and available on the HQMC (LFS-4) website. This report is EXEMPT from Reports Control according to reference (as), 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) Field allotment holders will use the QSFR and submit their budget and reporting requirements based on the timetable in Figure 3-1. Budget submissions are to be in official message format. Notification of delayed submissions is required in writing to HQMC (LFS-4) 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 HQMC (LFS-4) and approved prior to execution of the funds. Field allotment holders may not exceed the amount authorized in their allotment.

(d) Calculating Ration, Enhancement and Other Costs for the QSFR for Budgeting Requirements.

1. Unitized Rations Dollar Value. Use the average cost of UGR-H&S, UGR-B and UGR-A rations to estimate the dollar value of unitized rations. The average cost is attained by adding the cost of all ration meals and dividing by the number of rations.

2. "A" Ration Enhancements for Unitized Rations Dollar Value. Use the supplemental allowance of 15% of the total cost of unitized rations. Overseas use the supplemental allowance of 25% of the total cost of unitized rations.

3. "A" Ration Enhancements for Individual Rations Dollar Value. Use the supplemental allowance of 8% per box/case of individual rations. Authorized enhancement funding will not exceed total rations consumed during the exercise.

4. Individual Rations. Use the actual box price for the fiscal year in which the purchase will occur. If this price is not available at the time the budget submission is required use the current year box price.

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5. Ultra High Temperature (UHT) Milk. Use the average case cost of the different types (i.e. chocolate, white, lowfat, etc.) of UHT milk.

6. Host Nation Messing/Contract Messing. Estimated cost of bulk food purchases.

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

e. Garrison Mess Hall Feeding Budget and Reporting Requirements for Military Managed Mess Halls

(1) The annual, quarterly and monthly budget, in addition to quarterly reporting requirements for garrison mess hall feeding or operations (contractor or military operated) is the responsibility of field allotment holders and those activities charging under the Headquarters-Held allotment.

(2) The budgeting worksheet format in Figures 3-2 and 3-3 will be used for projecting requirements for garrison mess hall feeding. The budget submissions to HQMC (LFS-4) will use the format found on the HQMC (LFS-4) website. Budget submissions are to be in official message format. This budget format serves as the annual, quarterly, and monthly budget submission format, in addition to the quarterly actual expenditures format. This budget reporting form is in addition to submission of the SOAR (applicable SOAR version is based on the current automated food management system being operated and the type of mess hall category). Budgets and reporting requirements will be submitted based on the timetable in Figure 3-4. All late submissions require justification in writing to HQMC (LFS-4). Subsistence Operational Analysis Report; this report is assigned Report Control Symbol MC-7220-01A (SOAR, Part I) and MC-7220-01B (SOAR, Part II).

(a) Calculating Costs for military managed garrison mess hall operations using the Total Basic Daily Food Allowance (BDFA) (See Figure 3-2).

1. Man-Days Fed. The man-days fed estimate will be based on the actual man-days fed during the current fiscal year and the 4<sup>th</sup> quarter from the previous year, adjusted to reflect known changes to projected levels. When actual man-days fed data is not available, the number of personnel to be fed is estimated based on the actual or projected on board strength less monthly averages for personnel on leave, TAD, or on commuted rations.

2. Total BDFA. Estimate the Total BDFA using an average of the current and previous quarter's Total BDFA.

3. Subtotal BDFA Cost. Multiply the estimated man-days fed by the estimated BDFA.

4. Central Production Facility (CPF) Test Lab (MCB Okinawa Only). Estimate the cost of additional subsistence required for the CPF test lab.

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5. Beverage/Fruit Support. Estimate an average cost for beverage and fruit support per the Regional Garrison Food Service Contract and multiply by the estimated portions to be provided.

6. High Speed Vessel (HSV) Meal Support. Estimate the cost of rations to support the HSV feeding.

7. Contingency MRE (Iwakuni Only). Estimate the cost of contingency MREs.

8. Projected reimbursements from the sale of meals

9. Total Costs = Estimated BDFA x man-days fed plus CPF, HSV, and fruit and beverage support minus projected reimbursable cost from sale of meals.

(b) Calculating Costs for contractor managed garrison mess hall operations. Using Figure 3-3, submit budget and reporting requirements based on the timetable established by the RCOR and RCO in order to meet the HQMC timelines in Figure 3-4. Notification of delayed submissions is required in writing to HQMC (LFS-4) with proper justification.

1. Cost Per Meal. Identified in the contract.

2. Meals Fed. Refers to the target number of meals as documented in the current RGFSC.

3. Subtotal Cost for Meals Fed. Multiply the estimated meals fed by the cost per meal.

4. Extended Hours. The extended hours estimate will be based on documented history for the use of extended hours at each installation. Estimate the quantity of extended hours per contract type (e.g. full food service) and multiply by the cost per extended hour identified in the contract.

5. FPSE Preventative Maintenance. The FPSE Maintenance estimated hours will be based on documented history of repairs, state and age of the equipment, and usage at each installation. Estimate the quantity of labor hours for maintenance and multiply by the cost per hour in the contract.

6. FPSE Repairs. The FPSE Repairs estimated hours and cost of parts will be based on documented history of equipment repairs and parts, state and age of the equipment, and usage at each installation. Estimate the quantity of labor hours for repair and multiply by the cost per hour in the contract. Add the total labor hour cost and the parts cost for the total cost.

7. Beverage Support. The beverage support estimate will be based on documented history of quantities provided to requesting units at each installation and only in those instances authorized by the contract. Estimate the quantity of portions and multiply by the cost per portion in the contract.

8. Fruit Support. The fruit support estimate will be based on documented history of quantities provided to requesting units at each

installation. Estimate the quantity of portions and multiply by the cost per portion in the contract.

9. Paper products. Paper products required to support the fast food and take-out service for each installation. The estimate will be based on documented history of quantities and procurement cost.

10. Other (specify). Enter additional cost for added Contract Line Item Numbers (CLIN) added to the contract.

11. Pending Modifications. The total dollar value of modifications being negotiated or that have been requested for implementation will be considered. For the total dollar value the Government estimate that was submitted to the contracting officer as part of a request for contract modification will be used.

12. Projected increases/decreases in contractor service. When changes in service level are anticipated during the course of a fiscal year (e.g. mess hall closing for renovation, deployments of Marine food service personnel requiring contractor backfills) cost estimates for these changes should be included in the budget submission.

13. Total Costs = Cost per meal x number of meals plus extended hours, FPSE preventative maintenance, FPSE repairs, beverage support, fruit support, paper products, other CLINs, pending modifications, and projected additional expenses.

10. Reporting Mess Hall/Food Service System Operational Deficiencies. When a mess hall is operating at a deficit, the installation commander who manages the MPMC/1105 subsistence funds account will determine when corrective action and/or a written narrative explanation is required. When the installation food service system is operating at a deficit a statement of corrective action taken will be placed in the remarks column of the 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. The mess hall is considered to be operating at a deficit under any of the following conditions:

- a. Exceeding the BDFA.
- b. Cost of feeding is more than 5 percent below the BDFA.
- c. The account is over-expended.
- d. Exceeding the current month's authorized inventory.

11. Reimbursements to the MPMC/1105 Subsistence Account

a. Distribution of Collections From the Sales 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 CONUS garrison mess halls, to include containerized field meals from garrison mess halls, is reimburseable to the HQMC MPMC account. Collections from OCONUS mess halls are credited back to the individual mess hall.

(2) One hundred percent of all collections received from patrons paying the discount meal rate will be credited to the MPMC/1105 appropriation. Local commands will not retain a percentage of collections at the discount meal rate.

(3) 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 publishing the DOD Meal Rates. 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 (RON SIS) towards garrison mess hall replacement of minor property/consumables. 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.

(4) OCONUS military managed garrison mess hall collections for the authorized sale of meals will use the following accounting data:

	Document Number	APPN/SBHD	OBJ	BCN	AAA	TC	PAAN	COST CODE
Kaneohe Bay, HI	M003120*CV%%%%	17*1105.2741	007	00318	067443	3C	M00312	00000000SIKA
MCB Camp Fuji	M674000*CV%%%%	17*1105.2741	007	67400	067400	3C	M67400	00000000SIKB
MCB, Camp Butler	M674000*CV%%%%	17*1105.2741	007	67400	067400	3C	M67400	00000000SIKA
MCAS Iwakuni	M626130*CV%%%%	17*1105.2741	007	62613	067400	3C	M62613	00000000SIKA
MuJuk, Korea	M150170*CV%%%%	17*1105.2741	007	15017	067443	3C	M67025	00000000SIKA

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

	Document Number	APPN/SBHD	OBJ	BCN	AAA	TC	PAAN	COST CODE
CONUS	M954900*CV%%%%	17*1105.2741	007	95490	067443	3C	M95490	XXXXX000SIKA

(a) Asterisk (\*) equals the last digit of the current fiscal year when the funds were collected (FY2007, \* = 7).

(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 2007 would be 1771105.2741 007 95490 067443 3C M95490 67001000SIK00).

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

b. Retained Collections. The annual Naval message will provide 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). Commands are

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authorized to obligate for their SIS collections once funds are recieved 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 halls must be provided to the Comptrollers/FMRO immediatley 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".

c. Distribution of Collections From the Sale of Field Feeding.

Collections, in the form of cash or funding reimbursements, for the sale of operational rations, contracted field meals etc. is reimburseable 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).

12. Correction of Erroneous Appropriation Data

a. If erroneous appropriation data is cited on the reimbursement document, it must be corrected in accordance with DOD Financial Management Regulation (DODFMR), DOD 7000.14, Volume 5. Refer to DOD 7000.14, Volume 5 for guidance on making corrections to erroneously prepared DD 1131.

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.

13. 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 (i). An DD 1131 must be prepared and submitted with all checks to ensure proper credit to the appropriate MPMC appropriation.

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Annual Due Date	Responsible	Submission Requirements	Required Actions
By 1 Aug	Field 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	Field 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 Aug	Those charging against Headquarters-Held allotment	- Field Feeding requirements for each quarter of the upcoming fiscal year.	- Submission of quarterly field feeding estimates for the next fiscal year. - Budget submissions are to be in official message format.
By 1 Sep	Field 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	Field 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 3-1.--Timetable for MPMC/1105 Subsistence Funds Budget  
and Reporting Requirements for Field Feeding



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Annual Due Date	Responsible	Submission Requirements	Required Actions
By 20 Oct	Field Allotment Holders	- Field Feeding Reporting: QSFR for the 4 <sup>th</sup> quarter of the previous fiscal year.	- Field Feeding: Submission of the QSFR for the 4 <sup>th</sup> 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	Field 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	Field Allotment Holders	- Field Feeding Reporting: QSFR for the 1 <sup>st</sup> 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 <sup>st</sup> quarter of the current fiscal year. - Budget submissions are to be in official message format.
By 1 Mar	Field 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 <sup>rd</sup> and 4 <sup>th</sup> quarters for the current fiscal year using the "Procurement" Worksheets (tabs). - Budget submissions are to be in official message format.

Figure 3-1.--Timetable for MPMC/1105 Subsistence Funds Budget and Reporting Requirements for Field Feeding Continued

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

Figure 3-1.--Timetable for MPMC/1105 Subsistence Funds Budget and Reporting Requirements for Field Feeding Continued

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Quarter	1 <sup>st</sup> Qtr Budget	1 <sup>st</sup> Qtr Actual	2d Qtr Budget	2d Qtr Actual	3rd Qtr Budget	3 <sup>rd</sup> Qtr Actual	4 <sup>th</sup> Qtr Budget	4 <sup>th</sup> Qtr Actual	Total Dollar Value of Budget	Total Dollar Value of Actual
1. Man-Days Fed (Quantity)										
2. BDFA (Dollar Value) • BDFA from HQMC + • Bread & Milk + • 3% condiments + • 5% advanced food + • Any supplemental Allowances (specify) • = Total BDFA Value										
3. Subtotal Cost = 1 x 2 (Dollar Value)										
4. CPF Test Lab (Camp Butler only) (Dollar Value)										
5. Beverage and Fruit Support (Dollar Value)										
6. HSV Meal Support (Dollar Value)										
7. Contingency MRE (Iwakuni only) (Dollar Value)										
8. Projected Reimburseables from Sales of Meals (Dollar Value)										
9. Total Budget Requirements: 3+4+5+6+7-8=9										

Justification for Increased Dollar Value by Quarter:

Figure 3-2.--Garrison Subsistence Budget Worksheet Format  
(Military Managed Garrison Mess Halls)

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Quarter	1 <sup>st</sup> Qtr Budget	1 <sup>st</sup> Qtr Actual	2d Qtr Budget	2d Qtr Actual	3rd Qtr Budget	3 <sup>rd</sup> Qtr Actual	4 <sup>th</sup> Qtr Budget	4 <sup>th</sup> Qtr Actual	Total Dollar Value of Budget	Total Dollar Value of Actual
1. Cost Per Meal from contract (Dollar Value)										
2. Number of Meals <u>FROM CONTRACT</u> (Quantity)										
3. Subtotal Cost for Meals Fed = A x B (Dollar Value)										
4. Extended Hours number of hours x hourly rate from contract (Dollar Value)										
5. FPSE Preventative Maintenance from contract (Dollar Value)										
6. FPSE Repairs (Dollar Value)										
7. Beverage Support (Dollar Value)										
8. Fruit Support (Dollar Value)										
9. Paper Products (Dollar Value)										

Figure 3-3.--Garrison Subsistence Budget Worksheet Format  
(Contractor Managed Garrison Mess Halls)

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Quarter	1 <sup>st</sup> Qtr Budget	1 <sup>st</sup> Qtr Actual	2 <sup>d</sup> Qtr Budget	2 <sup>d</sup> Qtr Actual	3 <sup>rd</sup> Qtr Budget	3 <sup>rd</sup> Qtr Actual	4 <sup>th</sup> Qtr Budget	4 <sup>th</sup> Qtr Actual	Total Dollar Value of Budget	Total Dollar Value of Actual
10a. Other (Specify) (Dollar Value)										
10b. Other (Specify) (Dollar Value)										
11. Pending Modifications (Dollar Value)										
12. Projected Additional Expenses (Dollar Value)										
13. Total Dollar Value 3+4+5+6+7+8+9+10+11+ 12 = 13										

Justification for Increased Dollar Value by Quarter

Figure 3-3.--Garrison Subsistence Budget Worksheet Format  
(Contractor Managed Garrison Mess Halls) Continued

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Annual Due Date	Responsible	Submission Requirements	Required Actions
By 1 Aug	Field Allotment Holders and those activities charging under Headquarters-Held Allotments	- 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 (LFS-4) website. - Budget submissions are to be in official message format.
By 1 Aug	Field Allotment Holders and those activities charging under Headquarters-Held Allotments	- 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 (LFS-4) website. - Budget submissions are to be in official message format.
By 1 Sep	Field Allotment Holders and those activities charging under Headquarters-Held Allotments	- 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 (LFS-4) website. - Budget submissions are to be in official message format.
By 20 Sep	Field Allotment Holders and those activities charging under Headquarters-Held Allotments	- 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 (LFS-4) website. - Budget submissions are to be in official message format.

Figure 3-4.--Timetable and Procedures for MPMC Subsistence Funds Budget and Reporting Requirements for Garrison Mess Hall Feeding

9 Jul 2009

Annual Due Date	Responsible	Submission Requirements	Required Actions
By 20 Oct	Field Allotment Holders and those activities charging under Headquarters-Held Allotments	- Garrison Mess Hall Feeding Reporting: SOAR for the 4 <sup>th</sup> quarter SOAR of the previous fiscal year.	- Garrison Mess Hall Feeding: Submission of the completed 4 <sup>th</sup> 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	Field Allotment Holders and those activities charging under Headquarters-Held Allotments	- 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 <sup>nd</sup> , 3 <sup>rd</sup> , and 4 <sup>th</sup> QTR using the format using the format on the HQMC (LFS-4) website. - Budget submissions are to be in official message format.
By 20 Jan	Field Allotment Holders and those activities charging under Headquarters-Held Allotments	- Garrison Mess Hall Feeding Reporting: SOAR for the 1st quarter of the current fiscal year.	- Garrison Mess Hall Feeding: Submission of the completed 1 <sup>st</sup> 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 3-4.--Timetable and Procedures for MPMC Subsistence Funds Budget and Reporting Requirements for Garrison Mess Hall Feeding (Continued)

9 Jul 2009

Annual Due Date	Responsible	Submission Requirements	Required Actions
By 1 Mar	Field Allotment Holders and those activities charging under Headquarters-Held Allotments	- 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 <sup>rd</sup> and 4 <sup>th</sup> quarters for the current fiscal year using the format on the HQMC (LFS-4) website. - Budget submissions are to be in official message format.
By 20 Apr	Field Allotment Holders and those activities charging under Headquarters-Held Allotments	- 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	Field Allotment Holders and those activities charging under Headquarters-Held Allotments	- 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 <sup>th</sup> quarter for the current fiscal year using the format on the HQMC (LFS-4) website. - Budget submissions are to be in official message format.
By 20 Jul	Field Allotment Holders and those activities charging under Headquarters-Held Allotments	- 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 3-4.--Timetable and Procedures for MPMC Subsistence Funds Budget and Reporting Requirements for Garrison Mess Hall Feeding (Continued)



## Chapter 4

### Food Service Contracts

1. General. It is the policy of the Department of Defense that in order to maximize performance, innovation and competition, often at a savings, performance-based strategies for the acquisition of services will be used wherever possible. While not all acquisitions for services can be conducted in a performance-based manner, the vast majority can. Program managers and FSO's will become familiar with the policy and PBSA methodology to implement this strategy when developing future Performance Work Statements (PWS) for food service contracts, per references (k) through (n).

2. Performance Based Services Acquisition (PBSA). PBSA involves acquisition strategies, methods, and techniques that describe and communicate measurable outcomes rather than direct performance processes. It is structured around defining a service requirement in terms of performance objectives and providing contractors the latitude to determine how to meet those objectives. To be considered performance-based, an acquisition should contain, at a minimum, the following elements:

a. PWS. The PWS will describe the requirements in terms of measurable outcomes rather than by means of prescriptive methods. The critical prerequisite to an effective Performance-Based Contract (PBC) is a well defined and clearly written PWS. The statements of work will describe the services in terms of "what" is to be performed.

b. Measurable Performance Standards. These standards are included in a performance requirements summary which sets the performance standard for each measurable service of the contract, defines, where possible, acceptable quality levels, methods of surveillance and percentage of the contract price each service represents to establish the basis of payment for acceptable and unacceptable performance.

c. Remedies. Remedies are procedures that address how to manage performance that does not meet performance standards. While not mandatory, incentives should be used, where appropriate, to encourage performance that will exceed performance standards. Remedies and incentives complement each other.

d. Performance Assessment Plan or Quality Assurance Surveillance Plan. Describes how contractor performance will be measured and assessed against performance standards.

e. Inclusion of Processes or Procedures. In some cases, the inclusion of processes or procedures may be necessary for military-unique requirements. However, processes or procedures should not be specified as a means of controlling the contractor or assuring that the contractor will perform satisfactorily. Those objectives will be met by selecting a capable and responsible contractor.

3. Performance Responsibility. In a PBC, the responsibility is placed on the contractor for assuring quality performance. The contractor's compensation is tied to the achievement of the prescribed outcomes or results. This requires that measurable performance standards, including surveillance plans, be developed to facilitate the assessment of contractor performance. This new form of contract requires clearly stated, results-

oriented, performance criteria and measures. The Government must be able to identify acceptable levels of performance for each of its performance measures. Where a range of performance is desired, the acceptable range must be defined.

4. Contract Administration Plan. The contract administration plan will clearly define the roles and responsibilities for execution and administration, to include the roles and responsibilities of the contracting officer, HQMC (LFS-4), FSO, COR, ACOR and Quality Assurance Evaluators (QAE's).

5. Food Service Contract Types. Contracts supporting garrison mess hall operations may provide the following services:

a. CONUS food service contracts may provide any of the below services or a combination of the services.

(1) Full Food Service (FFS).

(2) Management and Mess Attendant Services (M&MA).

(3) Management and Food Preparation Services (M&FP).

(4) Mess Attendant (MA).

b. OCONUS Master Labor Contractors (MLC) may provide any service with the exception of management. The installation FSO is responsible for the MLC staffing agreements, hiring, and administrative and performance actions.

6. Use of Military Personnel for Mess Attendant Services. Military personnel will not perform mess attendant (housekeeping duties) duties in garrison mess halls. Each installation with a food service contract will develop a written contingency plan to respond to a contract work stoppage or interruption. When a strike or other contractor work stoppage occurs without warning, installation commanders may determine that assigning military personnel as mess attendant(s) is necessary to support their mission. Under such circumstances, to assure minimum interruption of meal service to personnel, the commander may direct the assignment of military personnel as mess attendant(s). Occurrences of this nature will be reported to the CMC (LFS-4) within 24 hours.

7. Contract and Directives Conflict. In cases where food service directives unintentionally conflict with food service contracts, the conflict will be identified to the contracting officer and HQMC (LFS-4) for conflict resolution. Unless the conflict involves Public Law or Executive Order, every attempt will be made to limit placement of undue restrictions on the contractor operating in a performance-based environment.

## Chapter 5

### Personnel Authorized to Subsist in Appropriated Fund Mess Halls

1. 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 watch standers whose duties cause them to miss the regular schedule of meals. 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 entitlement.

#### 2. General Provisions

a. 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.

b. 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.

c. Temporary duty orders shall indicate the per diem status of travelers to assist in determining the appropriate meal charge to be assessed.

d. Civilian and military personnel of a foreign government shall be furnished meals in accordance with specific arrangements made between the U.S. Government and the foreign government. 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.

e. 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.

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

g. 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.

h. Food service contractor and 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.

i. Civilian personnel, other than outlined above when permitted by the installation commander to subsist must be authorized in writing from the

installation commander (and approved via the ACOR for CONUS contracted mess halls). For those specific holidays and occasions outlined below no authorization is required.

j. The subsistence portion of the MPMC/1105 Subsistence Account is congressionally authorized for the purpose of feeding enlisted Marines. Blanket authorizations to feed civilians (i.e. federal employees, retirees, dependents, guest etc.) are unwarranted and are contrary to congressional intent for funding the feeding of Marines. Garrison mess halls are authorized to support civilians, on an exception basis. Installation Commanders are authorized to permit civilian guests to subsist for the Marine Corps Birthday, Navy Birthday, Thanksgiving Day, Christmas Day, New Years Day, installation published family days, military appreciation days, and open-house days.

## Chapter 6

### Personnel Authorized to Subsist at Government Expense and Payment for Meals and Rations

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. DOD Established Meal Rates. Per reference (x), 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 (LFS-4). Applied meal rates include the discount meal rate (food cost only) and standard meal rate (food cost and 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. Figure 6-1 will be used to identify the applicable meal rate and required documentation for proper accounting of meals fed.

#### a. Officers

(1) Charge Required. DOD military officers are not authorized to eat in appropriated fund mess halls without charge.

(2) Discount Meal Rate. Officers, 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 (o).
- (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.

1. Members on JTF operations, under per diem travel orders, generally will have the subsistence portion of their per diem withheld or deducted from their travel reimbursement as payment for meals provided in theater. Such a deduction will preclude a meal deduction from a Marine's pay.

2. Execution of this policy will require units to issue individual travel orders.

(3) Standard Meal Rate. Officers shall be charged the standard meal rate when in any status other than that set forth in paragraph 2a(1)(a) 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 (sections 402 and 404 of reference (x) and reference (ad)).

(2) Conditions for Charge. Enlisted 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.

(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.

a. Members on JTF operations, under per diem travel orders, generally will have the subsistence portion of their per diem withheld or deducted from their travel reimbursement as payment for meals provided in theater. Such a deduction will preclude a meal deduction from a Marine's pay.

b. Execution of this policy will require units to issue individual travel orders.

(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 (i), 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 dependent 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, other than a spouse and dependent children of enlisted members in pay grades E-1 through E-4, shall be charged the standard meal rate.

(4) Standard Meal Rate. Federal civilian employees shall be charged the standard meal rate when in any status other than those set forth in subparagraph 2d(2) above.

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 (37, USC 1011(b)). 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. Others. This category includes military retirees and their dependents and all other individuals not included in subparagraphs 2a through 2d 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.

3. 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 percent 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 daily discount 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.

4. 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 meals and rations. 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.

c. Common Service Feeding is the provision of meals by one military service to enlisted personnel of another service 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.

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

(1) HQMC (LFS-4) will coordinate the reimbursement of specific categories of personnel provided meals under cross service (See Figure 6-1). Identification of these personnel is required on a separate Meal Verification Record, NAVMC Form 10789 and reported separately on the Man-Day Fed Report, NAVMC Form 565-1. This report is EXEMPT from Reports Control according to reference (as), Part IV, paragraph 7.p.

(2) The consolidated quarterly Man-Day Fed Report, NAVMC Form 565-1 submitted with the SOAR (version based on the automated food service system being operated) and QSFR will identify these categories of personnel separately.

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

a. When host commands fund subsistence support (e.g. military retiree groups, local community groups etc.) the cost will be reimbursed from the local O&MMC appropriation. As outlined in Figure 6-1 the commands comptroller will ensure the proper reimbursement documents (DD 1131 or NAVMC Form 2277) charging the local O&MMC account and crediting the MPMC/1105 subsistence appropriation is completed. The mess hall will be provided supporting documentation for this reimbursement from the command to receive credits and identify these meals as cash payment on the Man-Day Fed Report, NAVMC Form 565-1.

b. When individual rations are sold to civilians in a non-field duty status in support of various command functions/celebrations (CAPEX, Jane Wayne Day, tournaments, demonstrations etc) or visiting groups (i.e. boy scouts), they will be sold at the box price listed in the DSCP catalog standard meal rate. If less than a full box of individual rations is required, the appropriate portion box rate will be charged. This also applies to Reserve components when they sell individual rations to civilians for nonappropriated humanitarian/outreach programs. Prior approval is



required from HQMC (LFS-4) for active duty units to sell individual rations to these groups. Reserve units will request approval from the COMMARFORRES vice HQMC (LFS-4).

(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.

(4) When it is determined to be in the best interest of the Government.

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

(1) 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.

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

(3) 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 a friendly foreign country or international organization. This provision of training and subsistence support must be journalized as part of a bona-fide international agreement. Under the agreement, the recipient foreign country will provide, on a reciprocal basis, comparable training and support, within a 12 month period.

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Category of Personnel	Specific Requirements	SIK/ Common Service	Cross Service	Standard Meal Rate	Discount Meal Rate
Marine Corps enlisted members (Active and Reserve) undergoing basic training.	- Undergoing basic training.	X			
Officer Candidates undergoing the Officer's Candidate Course.	- Undergoing the Officer's Candidate Course (OCC).	X			
Marine Corps active duty enlisted members stationed or attached to an installation/unit.	<ul style="list-style-type: none"> <li>- In possession of a DD Form 714 (meal card) or travel orders that identify the individual's subsistence entitlement as SIK (not receiving the meal portion of per diem).</li> <li>- Omission of the SIK entitlement being clearly identified in a member's travel orders is not justification to provide a meal at no cost to an individual. It is the responsibility of the service member's unit to clearly identify this in the member's orders. In the absence of the entitlement being clearly identified in the orders, the member will be charged the standard meal rate.</li> </ul>	X			

Figure 6-1.--Category of Personnel and Applicable Meal Rates and Reimbursement Method

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Category of Personnel	Specific Requirements	SIK/ Common Service	Cross Service	Standard Meal Rate	Discount Meal Rate
Marine Corps Reserve enlisted members stationed or attached to an installation/unit.	<ul style="list-style-type: none"> <li>- In possession of a DD Form 714 (meal card) or travel orders that identify the individual's subsistence entitlement as SIK (not receiving the meal portion of per diem).</li> <li>- Omission of the SIK entitlement being clearly identified in a members travel orders is not justification to provide a meal at no cost to an individual. It is the responsibility of the service member's unit to clearly identify this in the member's orders. In the absence of the entitlement being clearly identified in the orders, the member will be charged the standard meal rate.</li> <li>- No collection for meals is required prior to consumption. A separate NAVMC Form 10789 will be prepared for Marine Corps Reserves enlisted members for subsequent reporting of man-days on the NAVMC Form 565-1, Man-Day Fed Report.</li> </ul>	X			
Army, Navy, Air Force (Active and Reserve) and National Guard enlisted members, stationed or attached to an installation/unit.	<p>In possession of:</p> <ul style="list-style-type: none"> <li>- DD Form 714 (meal card) or travel orders that identify the individual's subsistence entitlement as SIK (not receiving the meal portion of per diem).</li> <li>- Omission of the SIK entitlement being clearly identified in a member's travel orders is not justification to provide a meal at no cost to an individual. It is the responsibility of the service member's unit to clearly identify this in the member's orders. In the absence of the entitlement being clearly identified in the orders, the member will be charged the standard meal rate.</li> </ul>	X			

Figure 6-1.--Category of Personnel and Applicable Meal Rates and Reimbursement Method (Continued)

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Category of Personnel	Specific Requirements	SIK/ Common Service	Cross Service	Standard Meal Rate	Discount Meal Rate
Marine Corps, Army, Navy, Air Force enlisted or officers (Active and Reserve), stationed or attached to an installation.	<ul style="list-style-type: none"> <li>- For meals consumed in a garrison mess hall/recreational meals and box lunches.</li> <li>- Receiving BAS; not in possession of travel orders that identify the individual's subsistence entitlement as SIK.</li> </ul>			X	
Marine Corps, Army, Navy, and Air Force enlisted members and officers (Active and Reserve) under orders for field duty, sea duty, group travel status, EUM, and JTF Operations (other than training at temporary U.S. Installations, or using temporary mess halls).	<ul style="list-style-type: none"> <li>- For meals consumed in a garrison mess hall and meals prepared in a garrison mess hall and consumed outside of the mess hall in support of local field operations/training, and meals provided under orders for field or sea duty.</li> <li>- When enlisted members and officers are identified by their command as payroll deduction for meals provided, no cash collections are required for meals.</li> </ul>				X
Coast Guard enlisted members.	<ul style="list-style-type: none"> <li>- For meals consumed in a garrison mess hall, prepared in a garrison mess hall and consumed outside of the mess hall in support of local field operations/training, and meals provided under field conditions.</li> <li>- In peacetime, the Coast Guard is not under DOD, therefore, food service is cross service.</li> <li>- When under common service no collection for meals is required prior to consumption. A separate NAVMC Form 10789 will be prepared for Coast Guard enlisted members for subsequent reporting of man-days on the NAVMC Form 565-1, Man-Day Fed Report.</li> </ul>		X		

Figure 6-1.--Category of Personnel and Applicable Meal Rates and Reimbursement Method (Continued)

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Category of Personnel	Specific Requirements	SIK/ Common Service	Cross Service	Standard Meal Rate	Discount Meal Rate
Marine Corps, Army, Navy, Air Force enlisted personnel and officers, Federal Civilian Employees who are physically on a U.S. Government aircraft on official duty as a passenger or as a crew member engaged in flight operations.	<ul style="list-style-type: none"> <li>- When provided flight meals.</li> <li>- When enlisted members and officers are identified by their command as payroll deduction for meals provided, no cash collections are required for meals.</li> <li>- Federal Civilian Employee's travel orders must state the member is not receiving the subsistence portion of per diem to not pay for meals.</li> </ul>				<b>X</b>
Civilian and military personnel of foreign Governments.	<ul style="list-style-type: none"> <li>- Civilian and military personnel of a foreign government shall be furnished meals in accordance with specific arrangements made between U.S. Government and the foreign government. The meal rate charged will be on the same basis as U.S. Government personnel of equal grade and rank performing the same duties (i.e. field or garrison duties).</li> </ul>			See specific requirements paragraph	See specific requirements paragraph
Any guest (to include military retirees, command hosted guests, and dependents), except for spouses and children of E1 - E4.	<ul style="list-style-type: none"> <li>- For the Marine Corps Birthday, Navy Birthday, Thanksgiving Day, Christmas Day, published family days, military appreciation days, and open-house days.</li> <li>- Approval Installation Commander required.</li> </ul>			<b>X</b>	

Figure 6-1.--Category of Personnel and Applicable Meal Rates and Reimbursement Method (Continued)

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Category of Personnel	Specific Requirements	SIK/ Common Service	Cross Service	Standard Meal Rate	Discount Meal Rate
Any guest (to include military retirees, command hosted guests, and dependents), except for spouses and children of E1 - E4.	<ul style="list-style-type: none"> <li>- For the Marine Corps Birthday, Navy Birthday, Thanksgiving Day, Christmas Day, published family days, military appreciation days, and open-house days.</li> <li>- Approval Installation Commander required.</li> </ul>			<b>X</b>	
Spouses and children of E1 - E4.	<ul style="list-style-type: none"> <li>- For the Marine Corps Birthday, Navy Birthday, Thanksgiving Day, Christmas Day, published family days, military appreciation days, and open-house days.</li> <li>- No written request/approval required by the installations for these specific occasions.</li> </ul>				<b>X</b>
Personnel evacuated as medical patients by military aircraft.	<ul style="list-style-type: none"> <li>- No specific requirements.</li> </ul>	<b>X</b>			
Service academy cadets, midshipmen, and service academy preparatory school students.	<ul style="list-style-type: none"> <li>- Service academy cadets, midshipmen, and service academy preparatory school students traveling under TAD orders will pay for all meals prior to consumption unless prior payment agreements have been made for reimbursement with the command.</li> </ul>			<b>X</b>	

Figure 6-1.--Category of Personnel and Applicable Meal Rates and Reimbursement Method (Continued)

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Category of Personnel	Specific Requirements	SIK/ Common Service	Cross Service	Standard Meal Rate	Discount Meal Rate
Marine Corps JROTC students.	<ul style="list-style-type: none"> <li>- When host commands do not fund the subsistence support, the cost must be borne by the group or the individuals.</li> <li>- Host commands will identify the groups of these personnel that they support and will reimburse the MPMC/1105 Subsistence Appropriation. The FSO will ensure the proper reimbursement documents (DD 1131 or NAVMC Form 2277) charging the local O&amp;MMC account and crediting the MPMC/1105 Subsistence Appropriation is completed.</li> <li>- No collection for meals is required prior to consumption when reimbursement is provided by the host command. The mess hall will be provided supporting documentation for this reimbursement from the command to receive credits and identify these meals as cash payment on the Man-Day Fed Report, NAVMC Form 565-1.</li> </ul>				X
Other JROTC students.	<ul style="list-style-type: none"> <li>- When host commands do not fund the subsistence support, the cost must be borne by the group or the individuals.</li> <li>- When host commands fund these groups they will reimburse the MPMC/1105 Subsistence Appropriation. The FSO will ensure the proper reimbursement documents (DD 1131 or NAVMC Form 2277) charging the local O&amp;MMC account and crediting the MPMC/1105 Subsistence Appropriation is completed.</li> <li>- No collection for meals is required prior to consumption when reimbursement is provided by the host command. The mess hall will be provided supporting documentation for this reimbursement from the command to receive credits and identify these meals as cash payment on the Man-Day Fed Report, NAVMC Form 565-1.</li> </ul>				X

Figure 6-1.--Category of Personnel and Applicable Meal Rates and Reimbursement Method (Continued)

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Category of Personnel	Specific Requirements	SIK/ Common Service	Cross Service	Standard Meal Rate	Discount Meal Rate
Reserve Officer Training Corps (ROTC) cadets and midshipmen.	<ul style="list-style-type: none"> <li>- Ordered to summer training status and identified by official special orders identifying meals at government expense.</li> <li>- Meals are issued on a common service basis, no collection for meals is required prior to consumption.</li> <li>- A separate NAVMC Form 10789 will be prepared for all ROTC cadets and midshipmen for subsequent reporting of man-days on the NAVMC Form 565-1.</li> </ul>	<b>X</b>			
Ad hoc youth groups.	<ul style="list-style-type: none"> <li>- All other youth groups not considered an organized nonprofit youth group are ad hoc youth groups.</li> <li>- Requires an approved written request from the installation commander.</li> </ul>			<b>X</b>	
Chaperones/Escorts	<ul style="list-style-type: none"> <li>- Chaperones for organized and Ad Hoc Youth groups will pay the standard meal rate.</li> <li>- Requires an approved written request from the installation commander.</li> </ul>			<b>X</b>	
Members of organized nonprofit youth groups sponsored at either the national or local level.	<ul style="list-style-type: none"> <li>- An organized youth group (i.e., civil air patrol, scouting units) has continuity over time, has an established structure (such as officers, advisors), and organization rules. Examples: 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 the local Kiwanis Club members visit an installation, they would be considered an ad hoc group because they are not a formally organized and structured youth group.</li> <li>- Requires an approved written request from the installation commander.</li> </ul>				<b>X</b>

Figure 6-1.--Category of Personnel and Applicable Meal Rates and Reimbursement Method (Continued)



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Category of Personnel	Specific Requirements	SIK/ Common Service	Cross Service	Standard Meal Rate	Discount Meal Rate
Non-DOD personnel who provide emergency/disaster assistance to the Marine Corps aboard a military installation.	<ul style="list-style-type: none"> <li>- Emergency/disaster feeding under these circumstances will be funded through local O&amp;MMC appropriations as an emergent and extraordinary expense. Before initiating such a feeding plan, local commands shall consult with the CMC (RF) to ensure that the situation at hand warrants classification as an emergent and extraordinary expense. When commands fund emergency/disaster feeding they will reimburse the MPMC/1105 Subsistence Appropriation. The FSO will ensure the proper reimbursement documents (DD 1131 or NAVMC FORM 2277) charging the local O&amp;MMC account and crediting the MPMC/1105 Subsistence Appropriation is completed.</li> <li>- No collection for meals is required prior to consumption when reimbursement is provided by the host command. The mess hall will be provided supporting documentation for this reimbursement from the command to receive credits and identify these meals as cash payment on the NAVMC Form 565-1, Man-Day Fed Report.</li> </ul>			X	
Military personnel during disaster/emergency feeding.	<ul style="list-style-type: none"> <li>- The MPMC subsistence account will absorb the cost of emergency/disaster feeding of military personnel under any conditions.</li> </ul>	X			

Figure 6-1.--Category of Personnel and Applicable Meal Rates and Reimbursement Method (Continued)

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Category of Personnel	Specific Requirements	SIK/ Common Service	Cross Service	Standard Meal Rate	Discount Meal Rate
DOD Civilian Personnel and Military Family Members during disaster/emergency feeding.	- These personnel 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. The standard meal rate will apply to all personnel with the exception of family members of E1 - E4.			See specific requirements paragraph	See specific requirements paragraph
Federal civilian employees assigned to the Installation Food Service Office and Contracting Office. Personnel who are responsible for monitoring the food service contract while performing their duties in designated mess halls.	- Must be during the employees work shift. - No approval/written request from the installation commander required.			X	
United Service Organization (USO) personnel.	- USO personnel are authorized to purchase meals from appropriated fund mess halls. - Approval by installation commander required.			X	
Food service civilian contractor and MLC personnel.	- Must be during the employees work shift. - No approval/written request from the installation commander required.			X	
Patients on a military aircraft.	- Personnel will not pay for any meals furnished to them while being evacuated as patients by military aircraft.	X			

Figure 6-1.--Category of Personnel and Applicable Meal Rates and Reimbursement Method (Continued)

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Category of Personnel	Specific Requirements	SIK/ Common Service	Cross Service	Standard Meal Rate	Discount Meal Rate
Non-DOD personnel with subsistence support funded by a host command.	<ul style="list-style-type: none"> <li>- Appropriated funds cannot be used to pay or subsidize subsistence cost for civilian groups extended invitations to visit or work on a Marine Corps installation unless authorized by prior written agreement (i.e. MOU, LOA). Under such written agreements, the cost of subsistence will be borne by the host commands local O&amp;MMC appropriation. The FSO will ensure the proper reimbursement documents (DD 1131 or NAVMC FORM 2277) charging the local O&amp;MMC account and crediting the MPMC/1105 Subsistence Appropriation is completed.</li> <li>- No collection for meals is required prior to consumption when reimbursement is provided by the command. The mess hall will be provided supporting documentation for this reimbursement from the command to receive credits and identify these meals as cash payment on the Man-Day Fed Report, NAVMC Form 565-1.</li> <li>- Requires an approved written request from the installation commander.</li> </ul>			X	
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.	<ul style="list-style-type: none"> <li>- Per DOD Directive 1330.5 these personnel are authorized to purchase meals from appropriated fund mess halls.</li> <li>- No approval/written request from the installation commander required.</li> </ul>				X

Figure 6-1.--Category of Personnel and Applicable Meal Rates and Reimbursement Method (Continued)

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Category of Personnel	Specific Requirements	SIK/ Common Service	Cross Service	Standard Meal Rate	Discount Meal Rate
Enlisted personnel or officers in confinement.	<ul style="list-style-type: none"> <li>- Meals will be reimbursed through payroll deduction when personnel are confined, no cash collection is required.</li> <li>- When prisoners are being transported and not subsisted at a brig mess hall a separate NAVMC Form 10789 will be prepared for subsequent reporting of man-days on the NAVMC Form 565-1. Enter in the "Other" type of personnel category on the Man-Day Fed Report.</li> </ul>	<b>X</b>			
Civilians participating in Marine Corps sponsored field exercises, or in essential unit messing.	<ul style="list-style-type: none"> <li>- These personnel are treated the same as officers on field duty.</li> <li>- Requires an approved written request from the installation commander for meals provided from the mess hall. See Chapter 9 for specific requirements when providing civilians individual rations.</li> </ul>				<b>X</b>
Civilians in a non-field duty status, in support of various command functions/celebrations (CAPEX, Jane Wayne Day, tournaments, demonstration etc.)	<ul style="list-style-type: none"> <li>- Meals will be reimbursed at the standard meal rate.</li> <li>- Requires an approved written request from the installation commander for meals provided from the mess hall. See Chapter 6 for specific requirements when providing civilians individual rations.</li> </ul>			<b>X</b>	
Civilians groups (boy scouts, girl scouts etc) provided individual rations.	<ul style="list-style-type: none"> <li>- Meals will be reimbursed at the standard meal rate.</li> <li>- Requires an approved written request from the installation commander for meals provided from the mess hall. See Chapter 6 for specific requirements when providing civilians individual rations.</li> </ul>			<b>X</b>	

Figure 6-1.--Category of Personnel and Applicable Meal Rates and Reimbursement Method (Continued)

## Chapter 7

### 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).

b. Marine Corps Reserve enlisted personnel in a training status are identified by a CAC and travel orders.

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.

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

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

a. Personnel identified as cross service in Figure 6-1 will not make payment for meals at the time of consumption.

b. Personnel identified as payroll deduction based on travel orders or in a unit request (e.g. containerized field meals) will not make payment for meals at the time of consumption.

4. Accounting for Personnel Fed in Garrison Mess Halls

a. Meal Verification Supervisor. Military personnel assigned as meal verification supervisors will be appointed in writing. (See Figure 7-1). Food service contract employee's assignment as meal verification supervisors will be outlined in the applicable food service contract. Meal signature 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.

(1) The NAVMC 10789, Meal Verification Record (See Figure 7-2) 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.

(2) Figure 7-3 outlines the responsibilities of the meal verification supervisor, mess hall manager/designated representative, and the mess hall officer/designated representative for use and completion of the meal verification record.

b. Cashier. Military personnel assigned as cashiers will be appointed in writing (See Figure 7-4). Food service contract employee's assignment as a cashier will be outlined in the applicable food service contract. Cashiers

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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.

(1) The Form NAVMC 10298, Cash Meal Payment Sheet (See Figure 7-5) is used as the basic record for collecting and accounting for cash received from the sale of meals. It is a controlled serialized document that must be stored in a safe.

(2) The mess hall cashier(s) will be located near the mess hall line entrances, with a conspicuous sign displayed near this position to inform personnel not entitled to eat at government expense to pay for all meals consumed. This sign will list the current meal rates for each meal. While performing cash collection the mess hall cashier will not be engaged in any other duties.

(3) Figure 7-6 outlines the responsibilities of the mess hall manager/designated representative, cashier, mess hall and installation food service office collection agents, and details procedures for handling and completing cash meal payment sheets.

5. Combined Cashier and Meal Verification Supervisor Duties. The duties of mess hall cashier and meal verification supervisor may be combined for those mess halls actually feeding less than 150 man-days daily or a small category mess hall supporting an authorized complement of less than 300 members per day. The installation commander will make the determination when it is in the best interest of the Government to combine the duties under all other circumstances. The consolidation of duties must not compromise in any way the collection, safekeeping, and accounting for public funds.

6. 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 Statement of Work (SOW) 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 food service officer to collect mess hall funds from mess halls, account for these funds, and deposit them with 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. Appointment letters will be prepared as shown in figure 7-7. 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 for 6 months after term of appointment. Revocation of appointment will be in writing.

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(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) Maintain a control logbook 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.

(b) Issue cash meal payment sheets in sequential serial number order to designated personnel.

(c) Ensure the correct standard and discount published meal rates for each meal are provided to mess hall managers. (See Figure 6-1 for the categories of personnel that pay the standard and discount meal rate and the specific requirements)

(d) Maintain the original copy of the cash meal payment sheet upon turn in from the mess hall manager/designated representative per reference (y).

(e) 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 (y).

(f) Review shortages in cash collections and loss of cash collection forms for proper justification and required action. Ensure proper notification of the FSO immediately.

(g) The collections from the sale of meals will be deposited per reference (n) (See volume 5, Chapter 5 of reference (i)). 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 maintained per reference (y). 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 mess hall manager/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 7-8). For contractor managed mess halls these duties will be outlined in the contract.

(2) At no time will the amount collected exceed \$500. Prior to this occurring the mess hall collection agent will ensure monies are turned into the installation food service office collection agent.

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(3) Each mess hall will be equipped with an adequate safe in which cash meal payment sheets and mess hall funds will be stored. To be adequate, the safe must contain separate compartments which can be locked independently of each other. Each safe and compartment used for the storage of funds must contain a dial-type, built-in, independent combination, locking device which ensures access is limited to one person. Key-type or pull-off type locks does 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 that place 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 applicable contract.

(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.

(4) Suitable metal cash boxes will be provided for the mess hall cashiers to be used while making collections.

(5) For military managed mess halls when cash meal payment sheets are lost, the commander with operational control will submit a statement regarding the loss to the installation commander. The original of the statement, with the installation commander's endorsement thereon, will be filed with the installation food service office collection agent's records.

(6) For military managed mess halls when funds to support the cash meal payment sheets from the sale of meals are missing or lost, an investigation will be conducted per MCO P4400.150. A copy of any report of investigation involving missing or lost monies from the sale of meals will be filed with the installation food service office collection agent's records per reference (y), to document the loss of serialized forms.

(7) For contractor managed mess halls when cash meal payment sheets are lost the contractor will reimburse the government for the maximum quantity of signature lines that could have been completed on each cash meal payment sheet. Reimbursement per signature line will be at the highest meal rate or as stipulated in the contract. A copy of the reimbursement document will be filed with the installation food service office collection agent's records to document the loss of serialized forms and maintained per reference (y).

(8) For contractor managed mess halls, when 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. A copy of the reimbursement document will be filed with the installation food service office collection agent's records to document the loss of funds and maintained per reference (y).

(9) Man-day fed credits can be claimed for only the number of meals that equate to the cash turned-in to the installation food service office



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collection agent. Credits for funds lost or stolen in the mess hall prior to turn-in to the installation food service office collection agent 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 when required. Instructions pertaining to the use, preparation, and processing of vouchers are contained in reference (i). 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.

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

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.

b. The meal signature supervisor 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 of the group, unit, or formation will:

(1) Provide supporting documentation for block signatures. The documentation will be a list with each individuals name and unit.

(2) The person in charge of the group, unit, or formation will complete a block signature for the meals provided at government expense. The block signature will be made on form NAVMC 10789 by the responsible individual receiving the meals. For example, "I acknowledge receipt of 10 (must be numerical) meals this date which are for ten (must be spelled out) individuals who are entitled to SIK."

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

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.

a. 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.

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

(2) For personnel that are identified as payroll deduction the documentation will be a list with each last four digits of their SSN 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.

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

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

(1) Complete a block signature for the meals provided at government expense and the meals identified as payroll deduction. The block signatures will be made on form NAVMC 10789 by the responsible individual receiving the meals. For example, "I acknowledge receipt of 10 (must be numerical) meals this date which are for ten (must be spelled out) individuals who are entitled to SIK."

(2) For those meals that require cash payment the procedures outlined in figure 7-6 apply.

9. 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 Form NAVMC 565-1, 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, 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. When cash collection is required, the procedures outlined in paragraph 6 and figure 7-6, should be followed.

10. Accounting for Meals Provided During Emergency/Disaster Feeding

a. Non-DOD Civilian Personnel. As a matter of basic federal appropriation law the Congress of the United States has not made any MPMC/1105 subsistence funding or O&MMC funds available to feed Non-DOD Civilians who are victims of emergencies and disasters. Should some disaster or emergency occur, commanders are authorized to come to the aid of Non-DOD Civilians and provide some temporary relief with the resources at their disposal (e.g. labor, equipment, food, water). It is permissible for a commander to accept payment for the food and meals. However, any money received should be turned over to the disbursing officer and deposited in the miscellaneous receipts of the U. S. Treasury in order to avoid the charge that the Marine Corps is improperly augmenting our MPMC appropriation. It is important to note that this relief should only be "temporary" in nature

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because whether the victims pay for the food or not, there would be no direct "reimbursement" to MPMC or O&MMC appropriations. Additionally, commands are not authorized to store rations procured with appropriated funds for the purpose of supporting Non-DOD civilians during emergencies or disasters.

(1) Contingency planning and funding for disaster relief should be planned and funded through the National Guard and or the Federal Emergency Management Agency (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 preparation 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 circumstances. For those military personnel not being provided meals at Government expense an appropriate payroll deduction should be made at the conclusion of the emergency/disaster. These personnel will sign in on a meal verification record and provide their last four digits of their SSN and unit. Headcount data will be reflected on the Man-Day Fed Report.

c. DOD Civilian Personnel 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. The applicable meal rate categories are listed in Chapter 6, Figure 6-1. Every effort must be made to obtain reimbursement for all meals provided. Shortfalls resulting from non-collection will be reimbursed from the local O&MMC appropriation.

(See (LETTERHEAD))

\_\_\_\_\_  
(Date)

From: (Commanding Officer with Operational Control)

To: (Appointee)

Subj: ASSIGNMENT OF DUTIES AS MEAL VERIFICATION SUPERVISOR

Ref: (a) MCO 10110.14M

Encl: (1) Meal Verification Supervisor Duties

1. Per reference (a\_, you are assigned the following duties as Meal Verification Supervisor for mess hall number \_\_\_\_\_. Your effective date of appointment is \_(Date)\_ to \_(Date)\_.

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

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

4. You will receive instructions and be guided in the performance of your duties by the mess hall manager. Your post is standing in the immediate area of sign-in counters so as to identify personnel that are authorized to subsist in the mess hall.

5. You will comply with the directions identified for the Meal Verification Supervisor in enclosure (1), figure 7-2.

\_\_\_\_\_  
(Signature)

Copy to:

Appointee

Individual Relieved

Mess hall \_\_\_\_\_

Figure 7-1.--Sample Meal Verification Supervisor Appointment  
Letter

**MEAL VERIFICATION RECORD (10110)**  
**NAVMC 10789 (REV. 01-05) (EF)** SN: 0109-LF-132-8500  
 (Previous editions will not be used)

DATE: \_\_\_\_\_

<b>TYPE OF MEAL</b> <i>(Check applicable box)</i>					
<input type="checkbox"/> BREAKFAST	<input type="checkbox"/> LUNCH	<input type="checkbox"/> DINNER	<input type="checkbox"/> BRUNCH	<input type="checkbox"/> NIGHT MEAL	<input type="checkbox"/> OTHER <i>(Specify)</i>
<b>CATEGORY OF PERSONNEL</b> <i>(Check applicable box)</i>					
<input type="checkbox"/> MARCORP-REGULAR	<input type="checkbox"/> ARMY-REGULAR	<input type="checkbox"/> COAST GUARD	<input type="checkbox"/> ROTC <i>(Specify Service)</i>	<input type="checkbox"/> OTHER <i>(Specify)</i>	
<input type="checkbox"/> MARCORP-RESERVE	<input type="checkbox"/> ARMY-RESERVE	<input type="checkbox"/> NATIONAL GUARD <i>(Specify Service)</i>	<input type="checkbox"/> FOREIGN <i>(Specify)</i>		
<input type="checkbox"/> NAVY-REGULAR	<input type="checkbox"/> AIR FORCE-REGULAR	<input type="checkbox"/> CADETS <i>(Specify Service)</i>	<input type="checkbox"/> OFFICER PAYROLL CHECKAGE <i>(Specify)</i>		
<input type="checkbox"/> NAVY-RESERVE	<input type="checkbox"/> AIR FORCE-RESERVE				

  

MEAL CARD NUMBER	COMMAND OR UNIT	MEAL CARD NUMBER	COMMAND OR UNIT
1.		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 7-2.--Sample NAVMC 10789 Meal Verification Record  
(Front Page)

NAVMC 10789 (REV. 01-05) (BACK)

TYPE OF MEAL		CATEGORY OF PERSONNEL	
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.

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

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

\_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_

Figure 7-2.--Sample NAVMC 10789 Meal Verification Record  
(Back Page)

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**Use and Completion of the Form NAVMC 10789, Meal Verification Record**

1. The information in this figure will be used in conjunction with chapter 7 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. (See Figure 7-2, Form NAVMC 10789, Meal Verification Record):

b. Prepare each meal verification record in black ink using the following instructions:

(1) Complete the front of the each meal verification record.

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

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

(c) Category of Personnel. Check the applicable category of personnel.

(2) Complete the back of each meal verification record.

(a) Type of Meal. 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. 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 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. (See Figure 6-1 for the categories of personnel and specific requirements identified for SIK/Common Service)

(1) Print their meal card number in the meal card number space.

(2) Print the abbreviated title of the individual's command or unit in the applicable space.

d. 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. (See Figure 6-1 for the categories of personnel and specific requirements identified for cross service)

(1) Print the last four digits of their SSN in the meal card number space.

Figure 7-3.--Use and Completion of the Form NAVMC 10789, Meal Verification Record

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**Instructions for the Use and Completion of the Form NAVMC 10789, Meal  
Verification Record Continued**

(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. (See Figure 6-1 for the categories of personnel and specific requirements identified for payroll deduction)

(1) Print the last four digits of their SSN 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 regular and Marine Corps Reserve), there will be a block signature for each category of personnel. 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.

(4) Present the meal verification records to the mess hall manager.

Figure 7-3.--Instructions for the Use and Completion of the Form NAVMC  
10789, Meal Verification Record (Continued)



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**Instructions for the Use and Completion of the Form NAVMC 10789, Meal  
Verification Record Continued**

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).

(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).

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.

5. Military Managed Mess Halls. The officer designated to certify the Form NAVMC 565-1, 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 QAE will certify the Form NAVMC 565-1, Man-Day Fed Report.

7. All completed meal verification records will be attached to the copy of the daily Form NAVMC 565-1, Man-Day Fed Report for the calendar day involved.

Figure 7-3.--Instructions for the Use and Completion of the Form NAVMC  
10789, Meal Verification (Continued)

(LETTERHEAD)

(Date)

From: (Commanding Officer Having Operational Control of the Mess hall)  
To: (Appointee)

Subj: CASHIER (PRIMARY/ALTERNATE); APPOINTMENT OF

Ref: (a) MCO 10110.14M

Encl: (1) Cashier Duties

1. Per the instructions contained in reference (a), you are hereby appointed as Mess hall Cashier (Primary-Alternate) for mess hall No. \_\_\_\_\_. Your effective date of this appointment is \_\_\_\_\_. You will relieve \_\_\_\_\_, whose appointment is revoked by this appointing Order, a copy of which will be provided to the individual relieved. Appointment to this position is under the supervision of the mess hall collection agent.

a. Duties. You are to collect all funds derived from the sale of meals. All signatures will be recorded legibly on the Form NAVMC 10298, Cash Meal Payment Sheet issued to you by the mess hall collection agent. Prior to performing the functions of cashier, you are directed to thoroughly familiarize yourself with the current instructions and procedures applicable to this position as contained in reference (a) and enclosure (1) as may be given to you by the mess hall collection agent. In the execution of these duties, you will not engage yourself in any other duties while collecting funds derived from the sale of meals.

b. Safeguarding of Funds. You will be provided a safe for your exclusive use (for public funds) which will be accessible only to you. The combination of the safe will be known only to you and will not be communicated to or placed in the custody of anyone else. The public funds entrusted to you will not be intermingled with other funds, nor will classified material be stored in the safe provided for the safekeeping of public funds.

c. Limitations. You are authorized to have in your possession public funds for the sale of meals not in excess of \$\_\_\_\_. Cash collections from the sale of meals will be turned in to the mess hall collection agent with supporting Cash Meal Payment Sheets on a regular basis. If adequate safekeeping facilities are not available, or the amount of collections exceed \$\_\_\_\_, the mess hall collection agent should be notified immediately.

2. You will turn over all funds collected from the sale of meals with the supporting cash meal payment sheets, to the mess hall collection agent at least once each working day or whenever the collections exceed \$\_\_\_\_\_.

3. You will indicate, by endorsement hereto, your acceptance of this position and agree to hold yourself accountable to the Government of the United States for all public funds received. This appointment may be revoked at any time. Revocation will be in writing, addressed to you, and will show the effective date.

(Signature)

Figure 7-4.--Sample Cashier Appointment Letter

-----  
FIRST ENDORSEMENT on

\_\_\_\_\_  
(Date)

From: (Appointee)  
To: (Commanding Officer Having Operational Control of the Mess hall)

Subj: MESS HALL CASHIER (PRIMARY/ALTERNATE); APPOINTMENT OF

1. I accept the appointment as Mess hall Cashier (Primary/Alternate) for Mess hall No. \_\_\_\_\_, and I agree to hold myself accountable to the United States for all public funds received. I have read and understand this appointment and all responsibilities contained therein.

\_\_\_\_\_  
(Signature)

Copy to:  
Appointee (Original)  
Individual Relieved  
Mess Hall Collection Agent  
File (Retained for 6 months)for 6 months after term of appointment.  
Revocation of appointment will be in writing.

Figure 7-4.--Sample Cashier Appointment Letter (Continued)

CASH MEAL PAYMENT SHEET (10110)  
NAVMC 10298 (REV. 5-84) (Previous editions will be used)  
SN: 0000-00-0003-3302 U/I PADS OF 50 2-PART SETS

[illegible]

Figure 7-5.--Sample NAVMC 10298 Cash Meal Payment Sheet

**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 7 to outline the responsibility for the use and completion of Form NAVMC 10298, Cash Meal Payment Sheet by the designated contractor representative, cashier, and mess hall and installation FSO collection agent

2. Designated Contractor Representative/Mess Hall Collection Agent will:

a. Maintain a control logbook 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, 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. (See Figure 6-1 for the categories of personnel that pay the standard and discount meal rate and the specific requirements)

d. Notify the cashier of the monetary limits that can not 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.

(1) For military personnel that are appointed as cashiers a change fund (maximum \$25) will be provided from the previous collections. Funds are not authorized to be drawn from the disbursing officer for use as a change fund in mess halls.

(2) For contractor operated mess halls the change fund is provided by and the responsibility of the contractor.

g. Complete the following blocks on the cash meal payment sheet prior to issuing to the cashier for collections.

(1) Block 1. Dining Facility No. - Enter the mess hall building number.

(2) Block 2. Serving Date - Enter the date of the meal being served for which monies are being collected.

Figure 7-6.--Instructions for Use and Completion of the Form NAVMC 10298,  
Cash Meal Payment Sheet

(3) Block 3. Meal Charges - Enter the meal rates (standard and discount) published in the 10110 Bulletin for each meal being served on the day issued.

(4) Block 4. Surcharges - This block is not applicable and will remain blank.

h. Complete the following blocks on the cash meal payment sheet when the cash meal payment sheets and monies are collected from the cashiers.

(1) Block 12. Flight Galley - 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)

(2) Block 20. Signature designated contractor representative/mess hall collection agent - Sign their name legibly when monies are verified and collected.

(3) Block 21. Date - The designated contractor representative/mess hall collection agent - Enter the date when monies were verified and collected from the cashier.

(4) Block 22. Accumulated - 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.

(5) Block 23. Surcharge - This block is not applicable and will remain blank.

(6) Block 24. Flight Galley - 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.

(7) Block 25. Food Cost - 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.

(8) Block 26. Surcharge - This block is not applicable and will remain blank.

(9) Block 27. Cash Overages (PLUS)/Shortages (MINUS). Record shortages as well as overages and indicate by a plus or minus sign. Overages in cash received from the sale of mess hall meals will be turned in to the installation food service office collection agent.

Figure 7-6.--Instructions for Use and Completion of the Form NAVMC 10298,  
Cash Meal Payment Sheet (Continued)

**Instructions for Use and Completion of the Form NAVMC 10298, Cash Meal  
Payment Sheet Continued**

(a) When a cash shortage is recorded, that was not noted at the time of turn-in from a cashier, the designated contractor representative/mess hall collection agent will provide a written statement and attach to the cash meal payment sheet.

(b) The installation food service office collection agent will review the written statement and the cash meal payment sheet.

(10) Block 28. Total - Enter the total dollar value of blocks 25 and 27.

i. Designated contractor representative/mess hall collection agent will turn over all mess hall funds collected with the completed supporting cash meal payment sheets to the installation food service office 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 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.

(1) Block 5. Grade - Abbreviate their grade, civilians will enter "CIV" as the grade.

(2) Block 6. Legible Signature - Legibly sign their first name, middle initial, and last name.

(3) Block 7. On Per Diem Yes - This block will be checked by the person if they are on travel orders and drawing the subsistence portion of per diem.

(4) Block 8. Food Cost - Enter the meal rate being paid. (See Figure 6-1 for personnel that pay the discount meal rate)

(5) Block 9. Surcharge - This block is not applicable and will remain blank.

Figure 7-6.--Instructions for Use and Completion of the Form NAVMC 10298,  
Cash Meal Payment Sheet (Continued)

**Instructions for Use and Completion of the Form NAVMC 10298, Cash Meal  
Payment Sheet Continued**

d. Complete the following on the cash meal payment sheet at the conclusion of each meal or day:

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

(2) Block 10. Daily Recapitulation - For the "Food Cost" columns 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 in the children under column 12.

(3) Block 11. Surcharge - This block is not applicable and will remain blank.

(4) Block 13. Food Cost - 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).

(5) Block 14. Surcharge - This block is not applicable and will remain blank.

(6) Block 15. Cash Overages (PLUS)/Shortages (MINUS). 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.

(a) 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.

(b) 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.

(c) Shortages of funds, not attributed to loss of funds and not requiring an investigation, will not result in loss of ration credit.

(7) Block 16. Total - Enter the total dollar value of blocks 13 and 15.

(8) Block 17. Amount collected and turned in - Enter the total dollar value of monies turned in to the designated contractor representative/mess hall collection agent.

Figure 7-6.--Instructions for Use and Completion of the Form NAVMC 10298,  
Cash Meal Payment Sheet (Continued)



**Instructions for Use and Completion of the Form NAVMC 10298, Cash Meal  
Payment Sheet Continued**

(9) Block 18. Cashier's signature - Cashier signs name legibly.

(10) Block 19. Date - Cashier enters the date the monies were turned in to the designated contractor representative/mess hall collection agent.

e. 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/Designated Contractor Representative/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. Complete the following on each cash meal payment sheet:

a. Block 29. Collection Agent Signature - Collection agent will sign their name legibly.

b. Block 30. Date - The collection agent will enter the date the monies were received from the mess hall manager/designated representative.

Figure 7-6.--Instructions for Use and Completion of the Form NAVMC 10298,  
Cash Meal Payment Sheet (Continued)

(LETTERHEAD)

(Date)

From: (Installation Commander)  
To: (Appointee)

Subj: INSTALLATION FOOD SERVICE OFFICE COLLECTION AGENT  
(PRIMARY/ALTERNATE); APPOINTMENT OF

Ref: (a) DODFMR 7000.14-R  
(b) MCO P10110.14M  
(c) SECNAV M-5210.1, SSIC 4061.1

Encl: (1) Cash Meal Payment Sheet Instructions

1. Per references (a) and (b), you are appointed as the Installation Food Service Office Collection Agent (Primary/Alternate). Your effective date of appointment is \_\_\_\_\_. You will relieve \_\_\_\_\_ whose appointment is revoked by this appointing Order, a copy of which will be provided to the individual relieved. Appointment to this position is under the supervision of the Food Service Officer.

a. Duties

(1) You will collect all mess halls funds and supporting documents from the mess hall collection agent and designated contractor representative. You will not accept another position involving the handling of public funds. Prior to performing the functions of Collection Agent (Primary/Alternate) for this command, you are directed to thoroughly familiarize yourself with the current instructions and procedures applicable to this position as contained in references (a) thru (c).

(2) You will requisition from the source of supply, provide security for, and issue Cash Meal Payment Sheets to the appropriate mess hall collection agent and designated contractor representatives. You will collect, account for, and deposit all mess halls funds with the disbursing officer. You will prepare the proper accounting forms, submit them for signature to the proper officer, and forward them to the officer responsible for submitting the SOAR.

b. Limitations. You will collect all mess hall funds and supporting documents from the mess hall collection agent(s) and designated contractor representatives on a daily basis or whenever the public funds in their possession exceed \$500. The place of collection is at the \_\_\_\_\_ between the hours of \_\_\_\_\_ on \_\_\_\_\_. Should collection of public funds be required on weekends, you will make yourself available or ensure appropriate supplementary instructions are issued to the mess hall collection agent and designated contractor representative.

Figure 7-7.--Sample Installation Food Service Collection Agent Appointment  
Letter

c. Safeguarding of Funds. You will be provided a safe that will be accessible only to you. The combination to the safe will be known only to you and will not be communicated to or placed in the custody of anyone else. The public funds entrusted to you will not be intermingled with other funds, nor will classified material be stored in the safe provided you for the safekeeping of public funds.

d. Disposition of Proceeds. The proceeds from the sale of meals will be deposited per reference (a). For each turn in you will prepare a Standard Form DD 1131 to document the turn-in. At the end of each accounting period, a DD 1131 will be prepared to reflect a total of all collections turned over to the disbursing officer or designated financial institution. A legible copy of the form will be included with the original and duplicate copies of the SOAR. One copy will be retained by the collection agent to support his/her records.

2. You will indicate endorsement hereto, your acceptance of this position and agree to hold yourself accountable to the Government of the United States for all public funds received. This appointment may be revoked at any time. Revocation will be in writing, addressed to you, and will show the effective date.

3. This letter of appointment, with endorsement, will be maintained in the permanent files of this Command to show successive holders (revocation) of this position and will be retained per reference (c).

\_\_\_\_\_  
(Signature)

-----  
(LETTERHEAD)

\_\_\_\_\_  
(Date)

FIRST ENDORSEMENT on

From: (Appointee)  
To: (Installation Commander)

1. I have read and understand the instructions and procedures contained in the references which apply to receipting for, handling, and turn in of public funds.

2. I hereby accept this appointment as Installation Food Service Office Collection Agent (Primary/Alternate), and I agree to hold myself accountable

Figure 7-7.--Sample Installation Food Service Collection Agent Appointment  
Letter (Continued)

to the Government of the United States for all public funds received. I further state that adequate security for safekeeping of cash, cash meal payment sheets, and other records is accessible to me.

\_\_\_\_\_  
(Signature)

Copy to:  
Appointee (Original)  
Food Service Officer (Signed Copy)  
Individual Relieved  
File (Retained for 2 years)

Figure 7-7.--Sample Installation Food Service Collection Agent Appointment  
Letter (Continued)

(Date)

From: (Commanding Officer with Operation Control of the Mess Hall)  
To: (Appointee)

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

Ref: (a) DODFMR 7000.14-R  
(b) MCO P10110.14M  
(c) SECNAV M-5210.1, SSIC 4061.1

Encl: (1) Cash Meal Payment Sheet Instructions

1. Per references (a) and (b), you are appointed as Mess Hall \_\_\_\_\_ Collection Agent (Primary/Alternate). Your effective date of appointment is \_\_\_\_\_. You will relieve \_\_\_\_\_ whose appointment is revoked by this appointing Order, a copy of which will be provided to the individual relieved. Appointment to this position is under the supervision of the Mess Hall Officer.

a. Duties

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

(2) You will account for and handle Cash Meal Payment Sheets as government serialized forms. You will collect, account for, and turn in all mess hall funds to the installation food service office collection agent(s).

b. Limitations. You will collect all mess hall funds and supporting documents from the cashiers on a daily basis or whenever the public funds in their possession exceed their limitation. Should collection of public funds be required on weekends, you will make yourself available or ensure appropriate supplementary instructions are issued to the cashiers.

c. Safeguarding of Funds. You will be provided a safe that will be accessible only to you. The combination to the safe will be known only to you and will not be communicated to or placed in the custody of anyone else. The public funds entrusted to you will not be intermingled with other funds, nor will classified material be stored in the safe provided you for the safekeeping of public funds.

d. Disposition of Proceeds. For each turn in you will provide the cash meal payment sheets to document the turn-in. The original copy will be retained by the installation food service office collection agent to support his/her records. The green copy will be placed in the mess hall daily folder.

2. You will indicate endorsement hereto, your acceptance of this position and agree to hold yourself accountable to the Government of the United States for all public funds received. This appointment may be revoked at any time. Revocation will be in writing, addressed to you, and will show the effective date.

Figure 7-8.--Sample Mess Hall Collection Agent Appointment Letter

3. This letter of appointment, with endorsement, will be maintained in the permanent files of this Command to show successive holders (revocation) of this position and will be retained per reference (c).

\_\_\_\_\_  
(Signature)

-----  
\_\_\_\_\_  
(Date)

FIRST ENDORSEMENT on

From: (Appointee)  
To: (Commanding Officer with Operational Control)

1. I have read and understand the instructions and procedures contained in the references which apply to receipting for, handling, and turn in of public funds.

2. I hereby accept this appointment as Mess Hall Collection Agent (Primary/Alternate), and I agree to hold myself accountable to the Government of the United States for all public funds received. I further state that adequate security for safekeeping of cash, cash meal payment sheets, and other records is accessible to me.

\_\_\_\_\_  
(Signature)

Copy to:  
Appointee (Original)  
Mess Hall Officer  
Installation FSO Collection Agent  
Individual Relieved  
File (Retained for 2 years)

Figure 7-8.--Sample Mess Hall Collection Agent Appointment Letter (Continued)

## Chapter 8

### Garrison Mess Hall Subsistence Inventory Management

1. Mess Hall Inventory Levels. The total monetary value of subsistence items, both perishable and semi-perishable, maintained in the mess hall shall not exceed 8 percent (CONUS) and 10 percent (OCONUS) of the maximum allowable monetary credits for a single mess hall or the consolidated food service system for each quarter for which a SOAR is being submitted. Waivers to increase the maximum inventory level must be requested and approved by HQMC (LFS-4); justification will be included in the request that states the unusual circumstances that call for percentage increase.

2. Subsistence Adjustments Inventory Tolerance Level. When the total cumulative losses and gains to the mess hall subsistence inventory equals 1 percent 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). The Mess hall officer may approve adjustments to the inventory. Inventory adjustment totals exceeding 1 percent must be approved by the installation commander.

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 in accordance with standard policies for document retention. A copy of the letter will be forwarded to the base or installation FSO.

(1) When the cumulative variance to the mess hall subsistence inventory equals 1 percent or less of stores consumed for the accounting period. The letter of adjustment will be addressed to the mess hall officer.

(2) When the cumulative variance to the mess hall subsistence inventory is greater than 1 percent of stores consumed for the accounting period. The letter of adjustment will be addressed to the installation commander.

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, and investigation may be deemed necessary.

### 3. Source of Subsistence Supplies

a. Authorized subsistence supplies will be requisitioned from the Defense Supply Center Philadelphia (DSCP). This source of supply is expected to stock a complete range and level of subsistence support for standard stock items. Frequent substitutions or NIS status will be reported to HQMC (LFS-4).

b. When Marine Corps installations or units procure subsistence directly from the Navy, Army, or Air Force, the installation/unit commander will establish an Inter-service Support Agreement (ISSA) between the Marine Corps and the supporting activity. Subsistence supplies obtained from other than Marine Corps sources will be accounted for per the procedures outlined in this chapter where applicable. The only exceptions authorized will be those

which are specified or required in the support agreement or by the supporting activity.

c. Food items will not be purchased from other commercial sources if listed in the DSCP Catalog. 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."

d. Installations may also purchase in the open market when all of the following conditions exist:

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

(2) An appropriate substitute is not available within inventory or from another mess hall.

e. A request must be forwarded to the CMC (LFS-4) with complete justification for the local procurement of subsistence items on a continuing basis.

f. Subsistence items authorized for mess hall use will be procured per federal and military or commercial specifications. The Federal Supply Catalog (FSC), FSC Group 89, subsistence, provides descriptions and procurement data.

g. Non food items (i.e., napkins, paper products, charcoal and charcoal lighter, ice, bottled water, etc.) will be procured with the commands O&MMC funds. Procurement of these items with the MPMC/1105 subsistence appropriation is not authorized.

#### 4. Requisitioning and Issuing Requirements

a. Subsistence will be requisitioned using the automated food management forecasting programs and 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 mess hall, 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 mess halls is the responsibility of the mess hall manager, food service officer, and commanding officer with operational control of the mess hall.

#### 5. Receipt of Subsistence

a. Receipt of food items at a Marine Corps installation can be anticipated by vendor contracts, required delivery dates requested on requisitions, or by other indications that deliveries will be made on specified dates. Commanders will establish local procedures for determining when deliveries are to be coordinated with veterinarian department representatives so that appropriate inspections for quality can be accomplished. Adequate storage space will be made available prior to



receipt. Delivery of food items will be direct to the mess hall from the vendor.

b. Subsistence items will be carefully inventoried and inspected. The quantity received at the mess hall 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 actually received. Overages from contractors will not be accepted unless approved by the FSO. When contracts require a specific grade, type, or quality of food products, only the specified items will be accepted upon delivery. Food items will not be accepted if deviations or substitutions have been made, even if offered at reduced price, unless approved by the FSO and properly annotated.

6. Unitized Ration Components Remaining from Field Exercises/Training for Use in Garrison Mess Halls. Residual components (i.e. sugar, flour, bread mixes) 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 an Army Food Inspector prior to use in garrison mess halls. The mess hall will keep a copy of the certification from the Army Food 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.

## Chapter 9

### 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 3 of this Order is not authorized.

#### 2. Recreational Event Meals

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

(1) Formally published command military field meets. Military field meets must be sponsored at the company level or higher. The field meet will 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.

(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 7 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 the JAG manual in order to determine the value and fiscal liability. When there is a difference in excess of 10 percent of the meals requested on the unit support request and the actual headcount as reflected on the headcount forms, a report of survey will be accomplished according to Chapter 18 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 7 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 without cost only to those security guards actually performing sentry duty in an outdoor environment, who are exposed to the elements for an extended period of time. Because varying conditions preclude a precise definition of the term "extended period", the installation commander must make sure that this authority is not abused. Military police assigned to law enforcement or indoor supervisory functions are not included. The FSO is required to periodically review the amounts of beverages issued to security guards and to advise the installation commander of apparent abuses.

b. Beverage support of guard personnel will not jeopardize the financial operation of the unit's mess hall.

c. The beverage to support security guards will be from leftovers from regular meals of the unit's mess hall. Ration credits for this support is not authorized.

6. Fruit Support for Conditioning Hikes

a. Fruit support is authorized for all military personnel performing conditioning hikes at recruit and training commands (TECOM) and other commands approved by HQMC (LFS-4). FSO's will publish strict guidance for commands authorized to request this support, understanding that there are no monetary credits.

b. Requesting units will submit a standard request to the FSO in a timely manner to ensure adequate time for processing/validation and delivery to the designated mess hall manager prior to the event. The ACOR will provide this request to the designated mess hall manager per contract requirement.

7. Hot and Cold Beverage Support During Extreme Climatic Conditions

a. Hot and cold beverage support is authorized for all military personnel performing strenuous activity during extreme climatic conditions. FSO's will publish strict guidance to commanders for requesting this support based on the guidance in reference (b).

b. Requesting units will submit a standard request to the FSO/ACOR in a timely manner to ensure adequate time for processing/validation and delivery to the designated mess hall manager prior to the event. The FSO/ACOR will provide this request to the designated mess hall manager per local SOP and contract requirement.

8. Two Meal Concept. Under this concept, breakfast/brunch or supper (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.

9. Operation of Fast Food/Carryout Service

a. The objectives of the program are 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 program has several key features:

(1) Offers a variety of menu choices.

(2) Provides high preference fast foods to create customer satisfaction.

(3) Offers prepackaged food selections to improve service rates and facilitates progressive cookery methods.

c. Extends the meal hours of the mess hall to attract new customers.

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

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

f. 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 provides specific design, concept, and equipment specifications.

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

h. Disposables. Fast food feeding requires the use of disposables, which are packaging items necessary for serving of fast food. The cost of these disposables can be excessive and wise financial management is needed. Increases in O&MMC funding will require sound budgeting considerations as well as proper awareness by food service personnel to reduce unnecessary waste. FSO's will include fast food/carryout packaging in their annual O&MMC budget submissions when not included in a food service contract cost.

Chapter 10

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 consolidated and individual 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 DSCP and includes the surcharge paid to DSCP. The results of this partial computation are furnished to CMC (LFS-4) from DSCP for review and dissemination prior to the accounting period for which it is applicable. The partial BDFA is provided by message to the required activities. Once established, the partial BDFA will not be changed except for the correction of errors or adjustment necessitated by the late receipt of price change notices. This correction will only be made by HQMC (LFS-4) and announced by message.

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 from HQMC (LFS-4) the following steps will be taken to complete the 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% Lowfat Milk	Pint	136.664
2% Lowfat Milk	Pint	63.336

(2) If commands only purchase one type of milk vice both 1% and 2% they are authorized to utilize the type of milk purchased in these calculations. If 1% milk is purchased the following calculations apply:

<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% Lowfat Milk	Pint	200.000

(3) In the above example, 200 pints of a single type of milk represents the combination of 136.664 pints of 1% milk and 63.336 pints of 2%

milk. The same calculation applies for those commands purchasing only 2% milk. The total quantity of milk must not exceed 200 pints per 100.

(4) Additional allowances totaling 8% will be applied to offset the cost associated with condiments (3%). LFS-4 may authorize an additional (5%) for pre-packaged food items. This provision would be addressed in the quarterly BDFA message.

(5) Apply any applicable authorized increases.

(6) Once completely calculated, the quarterly Total BDFA will not be changed unless directed by HQMC (LFS-4).

c. Food service officers/technicians will closely monitor the prices of fresh produce and other seasonal items to determine if higher prices are having an adverse affect on the overall cost to feed. A request for a tolerance allowance for unexpected price increases will be submitted to the CMC (LFS-4) for consideration. All requests will be submitted with supporting documentation justifying the increased cost prior to the quarter the increases are anticipated to effect.

### 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 percent 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 percent for each Holiday meal served.

(2) Low volume mess halls. An allowance of 15 percent for mess halls feeding an average (6-month time period) of less than 100 man-days per day or supporting an authorized complement of less than 150 man-days per day is authorized.

b. A separate NAVMC Form 565-1 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.

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 percent below the BDFA. Reporting a cost to feed below the standard must be fully justified in the SOAR.

## Chapter 11

### 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 will be 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 will continue to be supported by the Navy Marine Corps Intranet (NMCI) Contract. HQMC (LFS-4) will continue to be responsible for maintaining the automated food management system software and providing version upgrades.

3. Training. 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 Food Management Teams during scheduled visits. Request for Food Management Team assistance during non-scheduled visits must be requested and approved by HQMC (LFS-4) (Reference Chapter 2 paragraph 6e(4) of this Order).

4. Automated Food Management System Operations. The use of the automated food management system standard operating procedures (SOP) and Training/User Guide is mandatory.

a. The current version and updates to the SOP will be maintained at the HQMC (LFS-4) website. The SOP contains policy, responsibilities, maintenance, retention/deletion of information, and specific instructions pertaining to system functionality. HQMC 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 will be available online.

## Chapter 12

### Major General W.P.T. Hill Memorial Awards Program for Food Service Excellence

1. General. The Major General W.P.T. Hill Memorial Awards Program for Food Service Excellence is a means to recognize those Marine Corps 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 Duty Garrison mess halls, Active Duty field mess, Reserve field mess, and Marine 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 full food service garrison mess hall (all contractor operations).

(3) Best Active field mess (field food service operation which is an organic element of and provides food service to Operating Forces in the field). Only T/E food service equipment and Unitized Group Ration "B" with "A" Ration enhancement items shall be used.

c. Nominations. The following commands shall submit nominations to the Commandant of the Marine Corps (CMC) (LFS-4) 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. Commanders are to specify the category; i.e., military/contractor operated garrison mess hall, field mess or best full food service garrison mess hall. The Commander, U.S. Marine Corps Forces Pacific is authorized two nominations in the field mess category due to the organizational structure of Marine Forces Pacific. The Commanders, Marine Corps Installations West and Marine Corps Installations East are authorized two nominations each in the full food service garrison mess hall category due to the quantity of full food service mess halls within the scope of their regions. All other activities/commands are authorized one nomination in the appropriate categories as indicated below (nomination deadline will be provided under separate cover).

(1) Commander, U.S. Marine Corps Forces Pacific, Camp H. M. Smith, Hawaii. 1/

(2) Commander, U.S. Marine Corps Forces Atlantic, Norfolk, Virginia. 1/



(3) Commander, U.S. Marine Corps Forces Korea, Yongsan, Korea. 1/

(4) Commander, Marine Corps Installations West (includes mess halls within the scope of the West Coast Regional Food Service Contract). 2/3/

(5) Commanding General, Marine Corps Base Camp S.D. Butler (includes mess halls operating under the consolidated food service program). 2/

(6) Commander, Marine Corps Installations East (includes mess halls within the scope of the East Coast Regional Food service Contract). 2/3/

(7) Commanding General, Marine Corps Base Hawaii, Kaneohe Bay, Hawaii. 2/

(8) Commanding Officer, Marine Corps Air Station Iwakuni, Japan. 2/

NOTE: 1/ Best Active field mess.

2/ Best military/contractor operated garrison mess hall.

3/ Best full food service garrison mess hall.

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) CONUS Garrison Mess Halls. Cognizant commanders will select the most outstanding garrison mess hall within their activity using the existing evaluation procedures. Nominations will be submitted to the Commanders of Marine Corps Installations East and Marine Corps Installations West, who maintain regional oversight of the Regional Garrison Food Service Contract (dates will be published via CMC message) A regional technical group will submit two nominations for the best full food service garrison mess hall category and one nomination for the best military/contractor operated garrison mess hall category to represent the East and West coasts (see paragraph 4 below).

(c) OCONUS Garrison Mess Halls. Cognizant commanders will select the most outstanding garrison mess hall within their activities using the existing evaluation procedures.

(2) Phase II. Marine Forces Commanders will submit nominations to CMC (LFS-4) (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 food service officer/representative, mess hall manager and the senior military representative (applicable to the CONUS Management and Mess Attendant Mess Halls 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 CMC.

4. CONUS Regional Technical Review Group Rules and Procedures

a. Regional Technical Review Board

(1) Food Service Officer, Marine Corps Installations West/Marine Corps Installations East will serve as the chairpersons.

(2) Food Service Officer, I Marine Expeditionary Force (MEF)/ II MEF.

(3) Food Service Officer, Technician, West/East Coast commands.

(4) Food Management Team Member from the East/West Coast. A food team representative cannot serve as a group member assigned to the Major General W.P.T. Hill Awards Evaluation Team.

(5) Regional Contracting Officer Representative, East and West Coast.

(6) Contracting Representatives, East and West Coast.

b. Nomination packages provided to the Regional Review Board will consist of the following:

(1) Current Preventive Medicine Unit Inspection.

(2) The most recent Food Management Team evaluation report.

(3) Current Technical Inspection Reports.

(4) Current Regional Contracting Officer Representative Synopsis of contractor performance, to include customer comments/complaints information.

(5) 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.

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

(7) Name, rank, and phone number of the Commanding general/officer, installation food service officer/representative, mess hall manager, and the senior military representative (applicable to contractor managed mess halls supported by military food service personnel only).

5. 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 three nominations for final evaluation to the Commandant of the Marine Corps (CMC) (LFS-4).

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

a. HQMC (LFS-4) will designate an individual on their staff to act as the program manager for organizing evaluation and conference events. Food team members will assist the program manager in planning and execution of the events.

b. The evaluation team for the active garrison mess halls and field mess will be comprised of one Field Grade Food Service Officer (MOS 3302), one Master Gunnery Sergeant (Food Technician, MOS 3381), and one civilian food service industry representative.

c. The evaluation team for the Reserve field mess will be comprised of one Company Grade Food Service Officer (MOS 3302), one Master Gunnery Sergeant (Food Technician, MOS 3381), and one civilian food service industry representative.

d. The senior enlisted member of each team will draft the evaluation schedule for approval by HQMC (LFS-4), and coordinate all travel and billeting for the evaluation team. The Reserve evaluation schedule will be coordinated with COMMARFORRES prior to approval by HQMC (LFS-4).

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 overseas and CONUS travel.

(c) Intra-Theater travel OCONUS via Common-User Airlift, AMC organic and OSA Aircraft is authorized.

(d) The civilian food service industry representative is under HQMC International Travel Orders and has a VIP Equivalent Status.

(e) Visited commands are requested to coordinate adequate billeting with the program manager and senior enlisted member of the evaluation team.

(f) 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 HQMC (LFS-4).

(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 funding agency.

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

a. All food service experts are encouraged to attend to enhance their professional development and 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. Upon announcement of the winning commands by the CMC, the unit mess officer and mess manager of the first place winning active and Reserve field mess, two senior military representatives of the first place military/contractor operated garrison mess hall, and designated Contractor representatives of the full food service garrison mess hall, will be guests at the annual awards ceremony.

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

(1) HQMC (LFS-4) will fund the travel to the annual conference for the active duty evaluation team members.

(2) HQMC (LFS-4) 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 HQMC 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 the funding agency.

(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.

8. Attendees. All attendees desiring confirmed room reservations must contact the HQMC (LFS-4) Major General W.P.T. Hill Memorial Awards program manager. Rooms reserved are limited and room reservations made individually will not be guaranteed.

## Chapter 13

### 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 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.

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 CMC (LSF-4) by 30 September each year. 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 3 month period of April through June.

c. Determine the total headcount for breakfast, lunch and dinner for the 3 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 3 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 ( $m^2$ ).

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  $m^2$ . If divided by 15 or 1.39  $m^2$  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.

#### 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 CMC (LFS-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) Economics 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 CMC (LSF-4) and approval by Total Force Structure (TFS), MCCDC.

(5) Date notification was issued to the Contracting Officer 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 and contractor owned (with contractor concurrence) 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 CMC (LSF-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. Contractor owned subsistence reimbursement shall be negotiated by the respective Contracting Officer per the applicable contract.

(c) After disposition of all subsistence supplies on hand, the quarterly SOAR submission to the CMC (LSF-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 CMC (LSF-4). For scheduled temporary closures installation commanders will provide the information 60 days prior to facility closure to CMC (LSF-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 Contracting Officer 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 CMC (LSF-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 CMC (LFS-4).

b. Installation/activity commanders wishing to activate a permanent mess hall will forward the request to the CMC (LFS-4) 120 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 14

### Marine Corps Facilities and HQMC Garrison Property Programs

1. Scope. Mess halls will be designed to assure the latest state-of-the-art equipment, a pleasant dining environment with decor consistent with that found in 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 CMC (LF) provides management of the facilities and equipment programs.

a. It is imperative that food service officers, food technicians, and contracting officer representatives familiarize themselves with the installation, HQMC Facilities Sustainment, Restoration and Modernization (FSRM), military construction, 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. Food service officers, food technicians, and contracting officer representatives should meet routinely with facilities maintenance personnel to discuss facility and equipment concerns, and pending and future improvements and projects.

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 (ae) presents facility operation, programming, and sustainability information to guide the design and construction criteria for all Department of Defense (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) MCO 4450.10, Storage and Warehousing Equipment Modernization Planning and Programming. Reference (af) establishes planning and programming procedures for storage and warehouse equipment modernization.

(3) MCO P10150.1, Garrison Property Policy Manual. Reference (p) prescribes the policy and procedures governing the acquisition, management, and control of garrison property. The information contained in this Manual reflects the current policy in effect to achieve the DOD objective to improve property management.

(4) MCO P11000.5, Real Property Facilities Manual. Reference (ag) provides policy for construction programs that must receive congressional approval in both an authorization and an appropriation law.

(5) MCO P11000.12, Facilities Planning and Programming System. Reference (ah) provides policy and guidance for the preparation, submission,



review, approval, and reporting of facilities projects at Marine Corps installations.

(6) MCO P7100.8, Field Budget Guidance Manual. Reference (ai) provides additional policy on funding of equipment installation projects.

## 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 (ag). 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 (ah).

(b) A military construction (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 Facilities Sustainment, Restoration, and Modernization. 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 Food Preparation and Serving Equipment (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 (ag).

(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 per reference (ag).

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

(3) The UFC Manual will be used as 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. Food

service officers, food technicians, and contracting officer representatives should review their long-range equipment records and equipment maintenance records prior to submission of requirements for the following programs.

(1) The Whole Room Concept Mess Hall (WRC-MH) is included in the WRC Program and includes the replacement of furniture and furnishings in Marine Corps mess halls. The WRC-MH will allocate WRC funding for cyclic (every 6 years) replacement of mess hall furniture and furnishings. Mess hall furnishings are items in the food preparation, galley and dining areas, which supplement the mess hall, but are not used for the preparation and serving of food. These items include drapes, signs, pictures, display cases, artificial plants, etc. Mess hall furniture is property used in the mess hall, to include chairs, tables, booths, partitions etc. This program will provide the opportunity for mess halls to completely replace the mess hall furnishings and furniture, vice piece meal replacement. WRC program funds are provided to designated regional contract offices for appropriate procurement action.

(2) The Food Preparation and Serving Equipment (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, removable hoods/vents, hand washing stations, etc. FPSE program funds are provided to the command via the appropriate comptroller office for procurement action.

(3) The Command Support Equipment-Procurement Marine Corps (CSE-PMC) 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. Requirements costing less than \$250,000 must be funded locally as part of local O&MMC program. CSE-PMC Program funds are provided to the command via the appropriate comptroller office for procurement action.

(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. Warehousing modernization funds are provided to the command via the appropriate comptroller office for procurement action.

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 HQMC (LFS-1) from each activity commander by the first business day of June each year for the upcoming and next fiscal year. Budget formats can be found on the HQMC (Special Programs (Garrison Property (LFS-1))) website.

## Chapter 15

### Equipment Classification and Acquisition

#### 1. 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 (ADP) 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.

#### 2. Equipment Identification and Specifications

a. The Defense Logistics Information Service's (DLIS) 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 National Stock Numbers (NSN) used by the Department Of Defense 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 National Stock Number (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 (ENACs), 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 (DIDs), and other documents used in the Defense Standardization Program, 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, Commercial Item Descriptions, 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 (ASSIST) Standardization Document Management Database.

### 3. Sources of Supply for Garrison Equipment and Supplies

a. Equipment requisitions are prepared per Marine Corps directives. Food Service Officers 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.

b. Requisitions for food service equipment require assistance from the local contracting officer for procurement. References (k) and (p) 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 (FPI).
- (4) Procurement List of Blind and Other Severely Handicapped Products.
- (5) General Services Administration (GSA) catalogs and DSCP 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 part 208, subpart 208.4 of reference (ab).

(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. The Federal Acquisition Regulation provides the requirement relating to other than full and open competition.

(b) In addition, furnish the following information 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.
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.

#### 4. 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 (q). 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.

#### 5. Life Expectancy and Replacement of Food Service Equipment

a. Figure 15-1 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 reparable if the cost of the repair does not exceed 65 percent 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.

6. 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 15-2. This form may be reproduced locally on 8-1/2 by 11 inch paper or maintained per reference (y) SSIC 4061.1b.

7. 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 (y) SSIC 10110.1b.

b. The responsible officer (military or civilian contractor) of the equipment 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 National Stock Number (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 15-3. 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 food service officer prior to use.



e. The appointed responsible officer 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 or ACOR.

(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 or ACOR.

(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. When this service is performed by a civilian contractor, one copy of the MERR will be forwarded to the contracting officer and contracting officer's representative.

(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.

8. 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 food service officer as a reference to assist the activity responsible for ordering replacement parts and maintained per reference (y) SSIC 4061.1b.

(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 (y) SSIC 4061.1b.

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. Training will be documented and maintained on file within each mess hall per reference (y) SSIC 1510.3 for enlisted personnel and SSIC 1520.1 for officers.

## 9. Food Service Equipment Maintenance

a. Maintenance and repair of food service equipment is an installation facilities responsibility and may be accomplished in-service or through a maintenance and repair contract.

b. Government facilities maintenance personnel perform work on food service equipment is provided in two categories-scheduled and unscheduled.

(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 facilities maintenance office.

c. Food service equipment repairs and maintenance may be outsourced to a contractor through the Facilities Maintenance Office or FSO. 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 CMC (LFS-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 statement of work 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 statement of work, budgetary requirements, monitoring and surveillance of the contractor's performance. Facilities maintenance personnel should assist in the preparation of the statement of work for these contracts.

d. 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.

#### 10. 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 DSCP Prime Vendor (PV) Program meet this standard. When dispensers are authorized for use by the installation food service officer by other sources than DSCP PVs they will meet the requirements of MIL-D-43738.

b. Carbon dioxide for use in the dispensers is chargeable to local command O&MMC funds; the syrup is chargeable to the MPMC Subsistence account.

11. Bulk Cereal and Condiment Dispensers. The use of bulk cereal and condiment dispensers will be approved by the installation FSO. These dispensers will meet the required military specifications and standards for use in mess halls.

12. Contractor Installed Equipment

a. Equipment installed by civilian food service contractors 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.

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 15-1.--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 15-1.--Food Service Equipment Life Expectancy (Continued)

[illegible]

Figure 15-2.--FSO Long Range Equipment Procurement and Replacement Program

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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 Fd Svc Sgt/Mgt	Signature and Date:		Verified for accuracy by responsible food service officer:			Signature and Date:	

Figure 15-3.--Mess Hall Equipment Replacement Record



## Chapter 16

### Food Service Supplies and Organizational Clothing

#### 1. Mess Hall Supplies

a. Commanders will budget for and provide mess hall and food service operating supplies, administrative supplies, and equipment. Food Service Officers/technicians, and contracting officer representatives will coordinate the execution of the funds provided by the commander for this purpose.

b. Commanders will provide only the government furnished supplies and equipment required by the contract for civilian contractor operated mess halls. Utilizing O&MMC funds to purchase contractor furnished supplies or equipment outlined in a contract is not authorized.

c. Recreation funds, 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 (aj) 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 16-1 is the minimum requirement for each mess hall. The reserve shown in figure 16-1 is based on usage data for a 6-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 (ak). Organizational clothing and equipment are those individual clothing items on the unit's allowance list that are purchased using local O&MMC funds and issued to Marines on a temporary basis to accomplish assigned duties. The Marine is accountable for organizational clothing, and will return it upon reassignment.

b. Food Service Specialists (MOS 3381) assigned to enlisted mess halls will be issued the following clothing:

(1) Three shirts, polyester/cotton, w/quarter length sleeve.

(2) Three trousers, polyester/cotton.

(3) Three aprons, polyester/cotton.

(4) Two standard government provided nametags.

(5) At the commanders' discretion, two pair of organizational issue safety boots may be issued.

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c. Metal/plastic insignia of grade will be worn on the collar of the organizational shirt by food service personnel in the same manner as prescribed for the utility uniform.

d. Organizational clothing will not be marked with the owners name as required for standard uniform clothing.

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. These items will be carried on the command property records while in use and will be charged out on a signed receipt form. The receipt will be filed with mess hall records until such time as the clothing is returned to stock. Frequent checks are to be made to ensure that records are current and that clothing is being returned as personnel are relieved from duty. 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. The Installation Food Service Officer may approve clothing of any color or pattern as long as prescribed standards are maintained.

i. 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.

#### 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 Contracting Officer 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 that duties include working in refrigerated/freezer spaces, exterior receiving of subsistence and sanitation, and in close proximity to entrances will be provided additional clothing from the civilian 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 civilian contractor.

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<u>ITEM</u>	<u>NSN</u>	<u>Required in Service per Person</u>	<u>RESERVE</u>	<u>TOTAL REQUIREMENT</u>
Plate ,Eating 9"	xxxx-xx-xxx-xxxx	1	0.15	1.15
Plate, Dessert, Salad, 6-2/4"	xxxx-xx-xxx-xxxx	1.25	0.25	1.5
Dish, Eating, 5-1/2"	xxxx-xx-xxx-xxxx	1	0.2	1.2
Bowl, Vegetable, 4-9/10"	xxxx-xx-xxx-xxxx	2	0.3	2.3
Cup, Coffee, 10-1/2 oz	xxxx-xx-xxx-xxxx	.75	0.2	0.95
Bowl, Soup, 5-5/8"	xxxx-xx-xxx-xxxx	.40	0.1	0.5
Tumbler, Glass, 10-oz	xxxx-xx-xxx-xxxx	1.25	0.25	1.25
Tray, Fiberglass, 14" X 18"	xxxx-xx-xxx-xxxx	1	0.005	1.005
Fork, Table	xxxx-xx-xxx-xxxx	1	0.2	1.2
Knife, Table	xxxx-xx-xxx-xxxx	1	0.2	1.2
Spoon, Table	xxxx-xx-xxx-xxxx	.40	0.1	0.5
Spoon , Tea	xxxx-xx-xxx-xxxx	1	0.2	1.2

Figure 16-1.--Dinnerware and Tableware Requirements

Chapter 17

Inspection of Subsistence Supplies and Unsatisfactory and Hazardous  
Subsistence Reporting

1. Inspection of Subsistence Supplies

a. References (al) and (am) 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 by installations.

(2) Implements reference (aa) 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.

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 Technician with written recommendations for disposition of unfit subsistence.

(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.

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c. FSOs 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, 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 marked and controlled (that is, designated area in mess hall or specific warehouse location).

(9) Food service personnel are the only persons to examine and handle subsistence from the time of receipt to the time customers are served. They are also the only persons who maintain daily contact with mess hall patrons. As a result, high standards of food service become their responsibility. The maintenance of high food service standards is dependent on receipt of good raw food materials.

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 Unsatisfactory Material Report is assigned Report Control Symbol DD 10110-06.

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. Installation Product Quality Evaluation Program (IPQEP)

a. Each installation food service program will implement the Installation Product Quality Evaluation Program as part of their food service program and quality assurance program. This program is a consumer level product evaluation of commercial products that are purchased under the prime vendor program. The objective of the program is to ensure that a very high level of product performance is maintained by verifying that the products receipted perform during preparation, serving, and are of satisfactory quality level. Additional objectives of the IPQEP are to ensure that there is no economic fraud, product misrepresentation, or unauthorized product

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substitution occurring. The program utilizes auditing techniques and a dual approach of item selection and product verification that combines or harmonizes the expertise of DSCP personnel, food service managers and operators, and veterinary inspection personnel in the evaluation of products. The product evaluations are performed at minimal frequencies required to safeguard the Government's interests.

b. The Product Quality Evaluation Manager assigned manages the program and will randomly select two items to eight items per installation per month for evaluation. Installation Food Service Officers/Technicians can select additional items if desired and will coordinate the performance of the program at the installation. Veterinary food inspection personnel will conduct the technical inspections. Product inspections will be performed on-site at the mess halls with minimal interruption of mess hall activities. Detailed program procedures shall be part of the installation food service program.

### 3. DSCP Nonhazardous 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 Food Service Officer/Technician will determine if same day redelivery/replacement of the discrepant product is required to fill the (short term) food service requirements or if the discrepant 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. These redeliveries of discrepant product will be coordinated with the DSCP item manager and will be counted as the no charge emergency orders and can be made on an unlimited basis.

c. When products are rejected at time of receipt for medical inspection reasons, the veterinary food service personnel will be contacted and a Veterinary Inspector's inspection report will be completed and faxed to DSCP-HFVN (DSN: 444-3684 or 215-737-3684) with a copy of the corresponding invoice. Activities shall maintain these reports per reference (y) SSIC 10110.2.

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 discrepant 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 Supply Center Philadelphia. Attn.: DSCP-HS (CDCFP), 700 Robbins Avenue, Philadelphia, PA. 19111. In order to be credited for any discrepancy detected after receipt; documentation has to be forwarded to DSCP; 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 (y) SSIC 10110.2.

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e. When products are rejected after receipt for medical inspection reasons, veterinary food service personnel will be contacted, a Veterinary Inspector's inspection report will be completed, and shall be attached to the SF 364 and mailed to DSCP-HS(CDCFP). Activities shall maintain these reports per reference (y) SSIC 10110.2.

f. In order to ensure that a very high level of product quality 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 DSCP account representative using the procedures outlined in the installation SOP. Each installation shall maintain the following information:

(1) Weekly summary report for delivery discrepancies, or compiled daily reports of quality assurance actions and cataloging discrepancies pertaining to both performance and service, shall be maintained for each destination summarizing late deliveries, rejections, short shipments, missing items, incorrect items, service discrepancies, unsatisfactorily performing items, cataloging discrepancies, etc. The food service office shall compile and fax to DSCP-HFVN at least weekly. It is important to note that product turnover is quite rapid in the commercial sector and reporting discrepancies in a timely manner will facilitate corrective actions. The intent of this summary report is not to duplicate any reporting efforts. This is merely to provide an avenue of consistent data communication to enhance problem resolution. In those instances where problems are documented and faxed to the DSCP account manager, summary reports are not necessary. Activities shall maintain these reports per reference (y) SSIC 10110.2.

(2) For those activities that are supported by U.S. Army Veterinary Inspectors, the FSO or Food Technician may elect to electronically transmit a weekly summary report of delivery discrepancies to DSCP. This report will be forwarded to DSCP-HFVN through the automated prime vendor data management system. Activities shall maintain these reports per reference (y) SSIC 10110.2.

#### 4. Non-DSCP Nonhazardous Unsatisfactory Subsistence

a. When Non-DSCP unsatisfactory subsistence 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 discrepant product. Payment for the unsatisfactory subsistence will be handled by the FSO, contracting official and the vendor.

b. When unsatisfactory products are rejected at time of receipt or after receipt confirmation for medical inspection reasons, a copy of the Veterinary Inspector's inspection report shall be provided to the FSO or Food Technician and contracting official for coordination and corrective action with the vendor.

#### 5. DOD Hazardous Food and Nonprescription Drug Recall System

a. Headquarters, DLA, through its primary level field activity, DSCP, will act as the sole agent for DOD to coordinate all food recalls which involve hazardous, tampered, or suspected tampering that involve the

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Services. The DSCP, Directorate of Subsistence, Product Services Office, (DSCP-HS) 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 authorized food inspection or medical personnel will be contacted. In addition, all food items which are found that may require a hazardous recall will be reported to DSCP-HSQ to the CSO via priority message which is to contain, as a minimum, the following:

- (1) Specific description of hazardous item, and NSN/LSN, if applicable.
- (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).
- (7) Date material received at using activity.
- (8) Amount received and amount in stock.
- (9) Description of hazardous condition.
- (10) 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.
- (11) Laboratories to which samples have been submitted for test/analysis, date shipped, and mode of shipment.
- (12) Laboratory test/analysis results when available.
- (13) Where necessary, send samples to nearest laboratory with a request to furnish DPSC-ST with one copy of results on a priority basis.
- (14) Retain copies of ALFOODACT messages per reference (y) SSIC 1011.2.

c. Upon notification, FSOs and contracting officer representatives 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 will be requested to assist in all of these matters involving food recalls.

- (1) Notify parent commands of the hazardous items, when applicable.
- (2) Identify hazardous items in inventory.



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(3) Retain hazardous food items in a hold status until final disposition instructions have been received from DSCP.

d. Notify the Commander, DSCP, ATTN: DSCP-HSQ 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 CMC (LFS-4) and the PMA. Installations shall maintain these records per reference (y) SSIC 10110.2. CMC (LFS-4) shall maintain these records per reference (y) SSIC 4061.2.

e. Reference (an) provides specific guidance for handling hazardous food. ALFOODACT Messages are published via Naval message and can also be found at the Defense Supply Center website.

## Chapter 18

### Surveys and Investigations

#### 1. General Information

a. A survey is the procedure by which subsistence that is damaged, obsolete, deteriorated or otherwise unfit for consumption is adjusted from the records. This procedure provides for a review of the condition of the subsistence, a determination of the cause of the existing condition, and a recommendation for disposition of the material. The survey document and approval when required, provides authorization to adjust the inventory account on which the subsistence is carried.

b. The survey procedures outlined herein apply only to the disposition of food items. If negligence or intentional misconduct is suspected in particular cases an investigation should be conducted according to the JAG Manual.

#### 2. Surveys Without Formal Investigation

a. Food items accounted for may be expended without investigation when:

(1) The loss, damage, or destruction is not the result of negligence or willful misconduct. This determination shall be made by the installation commander prior to instituting survey procedures.

(2) A veterinary/medical officer's assessment, to include disposition instructions has been completed and on file.

b. When all conditions outlined above are met, the FSO (contractor managed mess halls) or the mess hall officer (military managed mess halls) may approve adjustments to the physical inventory.

3. Survey Procedures. If any of the conditions outlined in paragraph 2 are not met, the FSO (contractor managed mess halls) or the mess hall officer (military managed mess halls) will initiate a request for a survey to the installation commander via the appropriate chain of command. The request shall contain a copy of the veterinary/medical officer's recommendations. (Contact Veterinary Services for disposition instructions) The following information will also be included in each request:

- a. Name of the items(s).
- b. National Stock Number.
- c. Quantity (total pounds/cans/units, etc.).
- d. Total cost per line item.
- e. Grand total.
- f. Date of receipt.
- g. Vendor from which received.

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h. Pertinent data for evaluating the cause of the loss. Examples of such data include packing methods, storage conditions (including holding temperatures for chill and freeze items), and conditions upon receipt.

4. Action by the Installation Commander. The installation commander may approve or disapprove any request for survey. If approval is given, the endorsement reflecting approval also serves as authority for the mess hall to adjust their subsistence inventory account.

5. Accountability

a. The request for survey and a copy of the approval endorsement will be retained on file in the mess hall and with the FSO's copy of the SOAR.

b. Authorized adjustments (price adjustments, inventory price adjustments and/or surveys) will be reported on the SOAR.

6. Investigations Definition and Purpose

a. An investigation is the procedure by which a commanding officer determines the facts surrounding the damage, loss, destruction, or theft of subsistence or supplies. This investigation will be conducted as outlined per reference (ao).

b. An investigation also provides:

(1) A determination of the current condition of lost, damaged, or stolen material.

(2) Recommendations for the disposition, retention, and further accountability of subsistence inventory or supplies.

(3) A determination of the individuals responsible for the present condition of the subsistence.

7. When an Investigation is Required. An investigation on losses will be conducted into the circumstances surrounding the loss, damage, or destruction of food items belonging to or charged to the Marine Corps when:

a. The cause of the condition is unknown.

b. The total value of the subsistence to be expended exceeds 1 percent of the total stores consumed at time of the investigation (previous ending inventory plus supplies received to date during the quarter minus surveys, sales, turn-ins, and current ending inventory) and the cause for the adjustments can not be substantiated.

c. Responsibility for the food items may be placed on one or more individuals.

d. Whenever the commander deems appropriate.

8. Request for an Investigation. In situations pertaining to paragraph 7 of this chapter, the officer administering or exercising custody over the subsistence supplies will submit a request for an investigation by letter within 5 calendar days to the installation commander, via the chain of

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command. Based on the situation, the installation commander will determine if an investigation is warranted and approve the request.

9. Notification Procedures. The CMC (LFS-4) must be notified by message or electronic mail within 48 hours following any losses requiring investigation. This notification is for accounting purposes. The notice must indicate whether authorization was given by the installation commander to adjust the subsistence from the inventory records. Notice to CMC (LFS-4) will include the total monetary value of the subsistence, its nomenclature, and the quantity of items being investigated. This notification requirement does not relieve the command of the requirement for conducting the investigation.

10. Conduct of the Investigation

a. By means of an appointing order signed by the installation commander, an investigating officer will be selected to conduct the formal investigation. The investigating officer will conduct the investigation per reference (ao). Upon completion of the investigation, the investigating officer will submit a report in the format prescribed per reference (ao) to the installation commander with a copy forwarded to the CMC (LFS-4). This report is EXEMPT from report control and does not require a report control symbol. This report is EXEMPT from Reports Control according to reference (as), Part IV, paragraph 7.n.

b. The following additional information should be included in the report:

(1) An opinion as to the cause of loss or damage. If the cause cannot be determined, the investigating officer will substantiate why cause cannot be determined.

(2) A recommendation regarding personal responsibility for the loss or damage.

(3) A recommendation as to the disposition of the food items, when required.

11. Credit for Losses. Credit for the total monetary value of food items whose loss is being investigated will be documented on the SOAR for the applicable accounting period.

12. Maintain on File. These records will be maintained on file per reference (y) SSIC 10110.2

## Chapter 19

### Food Safety

#### 1. General Information

a. Food safety is imperative and requires adherence to proper handling, preparation, and serving techniques, per references (r) and (s). 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 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 references (r).

c. Preventive Medicine Authority (PMA) will inspect mess halls and production facilities in all phases of food safety per reference (r) 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 (y) SSIC 10110.1b.

d. Navy environmental and preventive medicine units 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 (r) and (s). These publications shall be used as references in all food service contracts.

#### 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 (r).

(1) Contracted food service employee health screenings will be performed as outlined in the applicable contract.

(2) 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 (r) 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 (r) and (s).

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b. Training requirements specified in this order and references (r) and (s) shall be included in written contract agreements for contractor employees. Training records shall be maintained per reference (y) SSIC 1510.3 for enlisted personnel, SSIC 1520.1 for Officers and SSIC 12410.14 for Civilian personnel.

(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 (CPR/ANSI) accredited program/examination.

(a) PIC Training. PICs shall receive certification as a Food Safety Instructor within 30 days of assignment as the PIC.

(b) Training certification is valid for 5 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 4 hours of food safety training within the first 30 days of assignment or employment.

(b) All personnel working in a mess hall, production facility or performing a food service-related task shall receive an additional 4 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 the SECNAVINST 4061.1 series. 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 cognizant regional Navy Environmental Preventive Medicine Unit (NAVENPVNTMEDU).

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.

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(2) Approval by the cognizant regional NAVENPVNTMEDU, to teach the Food Safety Manager's/Supervisor's Course (CANTRAC Course B-322-2101), is on a case-by-case basis.

b. Food Employee Training. Food 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 PMU, 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) Marine Corps Food Management Team 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 (r) and (s). 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 (r) provides the explanations for the FSO to determine the risk categorization for their installation mess halls. The person in charge 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 hazard analysis critical control point (HACCP) principles, and the requirements of reference (r), 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.

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(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 (r).

(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 (r) 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 (r) 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.



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(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 Preventive Medicine Authority (PMA) will provide surveillance inspections, based on reference (r) 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 cognizant regional NAVENPVNTMEDU.

## Chapter 20

### Nutritional Standards

1. General Information. Eating well prepares the body to be healthy and physically fit. The goal is to optimize nutritional status so personnel will be in the best shape possible to meet the physical and mental demands of training and conditions encountered in the field.

2. DOD Nutrition Committee. The Assistant Secretary of Defense for Health Affairs or their designee chairs the DOD Nutrition Committee and provides recommendations to the Director of Defense Research and Engineering (DDR&E). 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. The committee performs the following as outlined in reference (t):

a. Develops and coordinates proposed nutrition policy to support a healthy and fit force and enhance combat rations and feeding.

b. Identifies and recommends nutrition research priorities to the DOD Combat Feeding Research and Engineering Program (CFREP).

c. Applies scientific consensus from nutrition-related research to DOD policies that affect nutrition standards and food service, combat feeding, weight management, and physical fitness.

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 and industry capabilities. The CFREP shall consider the following:

(1) Established Government sanitary standards and good manufacturing practices and strictly enforce them 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 Dietary Reference Intakes 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.

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b. The CFREP establishes the Combat Feeding Research and Engineering Board (CFREB), which is chaired by the Office of the Director, Defense Research and Engineering.

(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 (JSN) proposals for review and prioritization for combat feeding R&E needs for operational rations and field food service equipment for review by the CFREB.

4. The Surgeon General, Department of the Army (TSG, DA). The TSG, DA exercises DOD responsibility for Nutritional Standards and Education and is responsible for establishing and publishing the nutritional standards for meals served to military personnel subsisting in garrison and under field conditions. Reference (b) outlines the responsibilities for nutritional standards and education for the Services. Each of the Services have the responsibilities to establish policy, implement mechanisms to ensure menus meet nutritional standards, and ensure that contract statements of work 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 (ARIEM) 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 nutritionists, 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. The CMC (LFS-4) may submit written requests for consideration 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. The Operational Rations Business Unit, DSCP is responsible for developing and implementing a master strategy for the integration of the U.S. food industry into the operational ration program.

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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.

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, Natick documents a product description, any specific requirements, and a menu cycle; and passes the requirement to the DSCP 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 (b) establishes nutritional standards, termed "military dietary reference intakes" (MDRIs), 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 education policy. These nutrition standards apply to Marine Corps garrison and expeditionary feeding. Compliance with reference (b) is required for all food service operations, whether provided by government sources or through contractor support.

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 diets formed of a variety of foods from diverse food groups, such diets will likely be adequate in all other nutrients for which neither Dietary Reference Intakes (DRIs) nor MDRIs are currently established.

a. 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.

b. Certain conditions have special nutrition requirements not covered in this Order or reference (b) (for example, when military members operate in protective clothing for prolonged periods of time). These conditions require identification to HQMC (LFS-4) for consultation with the Navy Bureau of Medicine & Surgery (BUMED) and/or the Surgeon General, Department of the Army (TSG, DA).

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c. 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.

#### 10. Basic Nutrients

a. Nutrition is the food you eat and how the body uses it. Food is made up of different nutrients needed for growth and health. Each nutrient has a specific use by the body.

b. There are six basic nutrients:

(1) Three of these nutrients provide energy: carbohydrates, fats, and protein.

(2) Vitamins and minerals are needed, but in a small amount; they provide no energy.

(3) 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 consumed. 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, sex, 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 calculation of the nutrient composition of "A" Ration recipes and menus.

#### 12. Nutritional Standards for "A" Ration Menu Planning

a. FSOs will ensure menus are nutritionally adequate and meet the MDRI's outlined in reference (b). The MDRI's will be met, when averaged, over a 5-to-10 day consecutive menu. The MDRI's 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 Food Guide Pyramid. The Dietary Guidelines for Americans and Food Guide Pyramid can be found at the USDA website.

(1) Menus will be developed with 30 percent or less of total calories from fat.

(2) Saturated fat should be limited to 10 percent of total calories and cholesterol should be limited to no more than 300 milligrams (mg)/day.

b. The energy allowances shown in reference (b) 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 MDRI's are subject to adjustment (e.g. physical activity, environmental factors) as outlined in the reference.

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(1) Menus will be planned to meet the energy allowances for moderate activity, 3250 kilocalories for men and 2300 kilocalories for women per day.

(2) Exception of recruit mess halls. Menus for recruit mess hall will be planned to meet the energy allowances for heavy activity in reference (b), 3950 kilocalories for men and 2700 kilocalories for women per day.

c. In support of military weight control programs, each mess hall will offer reduced calorie menu selections for a diet of 1,500 to 1,600 calories a day, reflecting the guidelines of the USDA Food Guide Pyramid. Reduced calorie menus must be approved by LFS-4 or the local Navy dietitian. When approved by a local Navy dietitian, a copy of the review/approval shall be forwarded to LFS-4. Implementation procedures and exceptions to policy for reduced calorie selections for menus will be approved by HQMC (LFS-4).

d. The FSO will consult and coordinate with the local Navy dietitian to perform the following:

(1) Establish and implement mechanisms to ensure menus meet the nutritional standards in reference (b).

(2) Incorporate policies in local directives to ensure that adjustment to planned menus meets nutritional standards.

(3) Ensure the incorporation of healthy foods in food programs.

(4) Ensure that healthy foods are appealing and convenient.

(5) Incorporate reduced calorie selections in menus.

(6) Provide food service personnel with knowledge and skills necessary for menu planning and food preparation that will maximize the nutritional value of foods.

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 *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 (DASH) Eating Plan.

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b. Weight Management

(1) To maintain body weight in a healthy range, balance calories from foods and beverages with calories expended.

(2) To prevent gradual weight gain over time, make small decreases in food and beverage calories and increase physical activity.

c. Physical Activity

(1) Engage in regular physical activity and reduce sedentary activities to promote health, psychological well-being, and a healthy body weight.

(2) Achieve physical fitness by including cardiovascular conditioning, stretching exercises for flexibility, and resistance exercises or calisthenics for muscle strength and endurance.

d. Food Groups to Encourage

(1) Consume a sufficient amount of fruits and vegetables while staying within energy needs.

(2) Choose a variety of fruits and vegetables each day. In particular, select from all five vegetable subgroups (dark green, orange, legumes, starchy vegetables, and other vegetables) several times a week.

(3) Consume three or more ounce-equivalents of whole-grain products per day, with the rest of the recommended grains coming from enriched or whole-grain products. In general, at least half the grains should come from whole grains.

e. Fats

(1) Consume less than 10 percent of calories from saturated fatty acids and less than 300 mg/day of cholesterol, and keep *trans* fatty acid consumption as low as possible.

(2) Keep total fat intake between 20 to 35 percent of calories, with most fats coming from sources of polyunsaturated and monounsaturated fatty acids, such as fish, nuts, and vegetable oils.

(3) When selecting and preparing meat, poultry, dry beans, and milk or milk products, make choices that are lean, low-fat, or fat-free.

(4) Limit intake of fats and oils high in saturated and/or *trans* fatty acids, and choose products low in such fats and oils.

f. Carbohydrates

(1) Choose fiber-rich fruits, vegetables, and whole grains often.

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(2) Choose and prepare foods and beverages with little added sugars or caloric sweeteners, such as amounts suggested by the USDA Food Guide.

(3) Reduce the incidence of dental cavities by practicing good oral hygiene, while consuming fewer foods containing sugar and starch.

g. Sodium and Potassium

(1) Consume less than 2,300 mg (approximately 1 tsp of salt) of sodium per day.

(2) Choose and prepare foods with little salt. At the same time, consume potassium-rich foods, such as fruits and vegetables.

h. Food Safety. Use proper handling, preparation, and serving techniques per references (r) and (s).

14. USDA Food Guide Pyramid. Provides 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.

15. Nutritional Standards for Operational Rations (NSOR). Operational rations consist of unitized group rations and individual 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.

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. Total calories from fat will not exceed 35 percent of calories for these rations.

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 troops are required to subsist for short periods carrying minimal weight. Restricted rations will not be consumed for more than 10 consecutive days. Nutritional standards for restricted rations are outlined in reference (b).

(2) The NSOR do not apply to survival rations. Survival rations are strictly for short-term emergencies.



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c. Some operational rations are designed for special situations. These rations provide for the increased nutritional requirements imposed by exposure to extreme environments.

d. Basic nutrient information on all rations is available at the Defense Supply Center Philadelphia (DSCP) website.

## Chapter 21

### 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 (b), fiscal constraints, the availability and prices of food items listed in the Prime Vendor catalogs, reference (z), 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 established BDFA or price per meal 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 appetite.

d. Equipment and storage facilities affect the choice 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 allow for esthetic menus and will avoid repetition.

f. There are variations in meal attendance from day to day and meal to meal which affect the number of portions prepared. Headcount and post meal acceptability history information will be maintained to identify how many people were served each menu item for each meal. Estimates of future attendance are based on post meal history acceptability information and experience. Factors such as weather, proximity to payday, leave trends, and deployments must be taken into account when predicting attendance.

3. Menu Planning Tools. The objective of routine 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 for menu development outlined in reference (b).

c. The current BDFA or price per meal.

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d. The Dietary Guidelines for Americans published by the USDA and U.S. Department of Health and Human Services and the USDA Food Guide Pyramid (see chapter 21 of this Order).

e. Customer satisfaction and preference survey data with demographic and trend information.

f. The AFRS which contains approximately 1,700 standardized recipes.

g. Local recipes approved by HQMC (LFS-4) or the installation FSO.

h. Manufacturer's recipes.

i. The weekly Prime Vendor catalogs provide the items available for ordering and the current price.

j. Expertise and recommendations from the local Navy dietitian.

4. Menu Standards. The following minimum menu standards were developed as the baseline for FSOs to provide acceptable, nutritious and well merchandised meals. These standards are not intended to restrict the FSO's 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 figures 22-1 through 22-8. These figures provide the minimum menu standards to incorporate in installation master menus for mess halls. Exceptions and additions to the master menu are outlined below.

(1) FSOs may modify the minimum menu standards 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) FSOs may modify the minimum menu standards when equipment and mess hall design do not accommodate the scope of menu items identified in the minimum menu standards.

(3) FSOs may modify the minimum menu standards 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 will meet the MDRIs in reference (b) (See chapter 21 of this Order).

c. Menu combinations offered at each meal will provide variety and contrast in texture, flavor, color, and be within the prescribed BDFA or price per meal.

d. Frequency charts will be developed for entrees, vegetables, starches, sandwiches (fast food line), and pastry/desserts to avoid repetition.

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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 quality products.

f. A breakfast fitness bar will be offered daily in addition to the standard breakfast menu. This self-serve fitness bar menu will be developed and incorporated in the master menu to offer the patron an alternative to the standard breakfast while lowering sodium, fat, and cholesterol.

(1) The breakfast fitness bar will be offered for breakfast/brunch meals.

(2) The fitness bar may be reduced due to equipment constraints on weekends when the fitness bar and salad bar is offered at the same time.

g. FSOs should incorporate self-serve specialty bars (e.g. pasta bar, taco bar, potato bar, ice cream bar etc.) 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.

h. 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.

i. The standard menus for breakfast and fast food lunch and dinner meals will be offered during the breakfast/brunch meal.

j. Box lunches 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.

k. 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.

l. Installation Commanders may authorize commands to modify standard menus to provide special meals (i.e., African American Heritage, French American, Hispanic American Heritage) if desired. Special meal menus will be developed and incorporated into the cyclic master menu.

m. 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. The FSO will develop menus for midnight rations 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.

n. 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.

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o. 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.

p. Power Outage Menu. FSOs will incorporate a standard power outage menu in the master menu in the event of a scheduled power outage.

q. Hot/Cold Beverage Support and Fruit Support. FSOs will incorporate a standard hot/cold beverage support and fruit support menu in the master menu to support these requests.

r. Restricted Diets. The FSO may deviate from the master menu for the purpose of meeting the requirements for restricted diets in accordance with the applicable SECNAVINST for brig prisoners.

s. The process for approval for master menu changes and format and requirements for requesting support (i.e. box lunches, fruit support etc), will be outlined in the master menu and local policy directives.

t. 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. CALORIE RESTRICTED MENUS. Per reference (b), reduced calorie menus shall provide 1,500-1,600 calories per day. Mess halls serving populations with high energy speed 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 the local Navy RD and a copy of the menu and the approval must be submitted to LFS-4 prior to implementing the 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. Accompaniments to a menu item should be written alongside or directly underneath it.

b. Potatoes and potato substitutes are selected to complement the main dish. They are included on the menu draft as the second step in menu planning. Variety is essential in choosing potatoes and potato substitutes.

c. Fresh, canned, and frozen forms of vegetables should be used. Eye appeal, color, and texture of a menu are due largely to the selection of vegetables and salads.

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 week's menu must be carefully planned to provide an equal distribution of cakes, pies, cookies etc.

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.

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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. 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.

a. Posted menus will include the calories for each main entree, starches, vegetables, and sandwiches. Other items can be listed generically, such as assorted desserts, salad bar, etc.

b. Calorie, Grams Fat, MG Cholesterol and MG Sodium 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. Menu Planning Board. For installations covered by a regional food service contract, menu planning is conducted at the enterprise level based on input received from annual regional menu planning board meetings conducted by the regional contract FSO, RCOR, and the contractor. For other installations, a menu planning board will be established at each installation operating within an individual or consolidated food service system. Installation menu planning boards will meet at least annually. Special meetings may be called by the chairperson when matters requiring board action cannot be deferred until the next scheduled meeting.

a. The main purpose of the menu planning board is to review and provide recommendations for improvement of the proposed cyclic master menu. It is the function of the menu planning board to establish a master menu to meet the needs of the command and the desires of the patrons.

b. The board will consist of both voting and nonvoting members. The membership will be composed of the following voting members:

(1) The installation FSO will function as the chairperson and appoint a nonvoting attendee to act as recorder at all meetings. The FSO will:

(a) Ensure that a record, reflecting the minutes and actions of the board, is prepared and maintained per reference (y) SSIC 10110.1b and distribute a copy to voting members.

(b) Distribute copies of the proposed master menu to all voting and nonvoting attendees 30 days prior to the meeting to allow sufficient time for attendees to familiarize themselves with its contents.

(c) Perform a cost analysis of the master menu as adjusted by the board to ensure that it does not exceed the monetary value of the BDFA or price per meal.

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(d) Perform a nutritional analysis of the master menu as adjusted by the board for review by the dietitian to ensure the menu meets nutritional standards outlined in reference (b).

(2) The local Navy dietitian will attend each meeting to ensure the master menu, as revised, meets the nutritional requirements outlined in reference (b). The dietitian will:

(a) Review the nutritional analysis and provide recommendations to ensure menus meet the nutritional standards in reference (b).

(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.

(3) The Installation Food Technician 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 installation 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.

(d) Provide availability and cost information of food items required to support the proposed master menu.

c. Mandatory non-voting members of the board are as follows:

(1) Mess officers, food technicians, and mess hall managers.

(2) Contractor management for contractor operated mess halls.

(3) Food service officers/food technicians from all tenant commands.

(4) Representatives from satellite activities/units and other military services (Army, Navy, Air Force, etc.) being supported in the mess halls.

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d. Optional non-voting members are as follows:

(1) Enlisted representatives from each unit being supported. Membership will consist of personnel who subsist in the mess hall on a regular basis and are entitled to subsistence in kind.

(2) Sergeants major and first sergeants.

9. New Recipes

a. Local Recipes. HQMC (LFS-4) and installation FSOs are responsible for the addition, deletion, or modification of local recipes. These recipes will be analyzed for cost and nutrition and tested at the requesting mess hall prior to incorporating in the installation master menu for mess hall use. The test will include an installation 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 must first be evaluated by a taste panel at either the East or West Coast Hub. The respective FSO/RCOR will submit panel results and recommendations HQMC program office for final decision. Only the Program Office can approve recipes.



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

Figure 21-1.--Standard Breakfast and Breakfast/Brunch Menu

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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"><li>1. Breakfast and breakfast/brunch meals will be served daily.</li><li>2. 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.</li><li>3. Pork or turkey sausage or bacon may be served for the breakfast meals.</li><li>4. Ground turkey fat content will not exceed 10%.<ol style="list-style-type: none"><li>a. Ground turkey may be substituted for ground beef, provided the use of ground turkey is supported with an AFRS recipe.</li><li>b. Customer acceptability will be a primary factor in determining when it is appropriate to substitute ground turkey.</li></ol></li><li>5. Ground beef fat content will not exceed 15%.</li></ol>	

Figure 21-1.--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 and cookie, bar or pudding will be provided. The same desserts will be served for lunch and dinner meals
<p>1. An appropriate sauce or gravy will be offered separately as an accompaniment to an entrée.</p> <p>2. 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.</p> <p>3. 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.</p> <p>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.</p> <p>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.</p> <p>6. Not more than one starchy vegetable (corn, lima beans, peas) will be served per meal.</p> <p>7. If a fried vegetable is served, the second vegetable option will be prepared without extra sauces.</p> <p>8. Whole grain starches such as Brown Rice, white whole wheat pasta will be incorporated as appropriate.</p> <p>9. One side dish will be a healthier option containing &lt; 5 grams fat.</p> <p>10. One vegetable will be a healthier option containins &lt; 5 grams fat.</p> <p>11. One entrée selection will be a healthier option containing not more than than 15g fat per serving).</p>	

Figure 21-2.--Standard Lunch, Dinner, Holiday and Special Meals Menu

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STANDARD LUNCH, DINNER, HOLIDAY, AND SPECIAL MEALS MENU STANDARD CONTINUED	
MENU ITEM	MINIMUM STANDARD
12.	Ground turkey fat content will not exceed 10%. 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 15%.
14.	Beef patty fat content will not exceed 20%.
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.

Figure 21-2.--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
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

Figure 21-3.--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"> <li>1. At least one soup will be offered daily. <ol style="list-style-type: none"> <li>a. A different type of soup will be served for the second meal when two soups are offered on the day's menu.</li> <li>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.</li> </ol> </li> <li>2. One entrée selection will be a healthier option containing less than 15 g fat per serving.</li> <li>3. Ground turkey fat content will not exceed 10%. <ol style="list-style-type: none"> <li>a. Ground turkey may be substituted for ground beef, provided the use of ground turkey is supported with an AFRS recipe.</li> <li>b. Customer acceptability will be a primary factor in determining when it is appropriate to substitute ground turkey.</li> </ol> </li> <li>4. Ground beef fat content will not exceed 15%.</li> <li>5. Beef patty fat content will not exceed 20%.</li> <li>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.</li> <li>7. Speciality sandwich must be a healthier option containing &lt; 15 grams fat.</li> <li>8. One side dish/starch must be a healthier option containing &lt;5 grams fat.</li> </ol>	

Figure 21-3.--Standard Fast Food/Condiment Menu (Continued)

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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

Figure 21-4.--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

Figure 21-4.--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

Figure 21-4.--Standard Beverage and Self Serve Condiment Menu (Continued)

STANDARD SALAD BAR MENU	
MENU ITEM	MINIMUM STANDARD
Fresh Fruit	Two types available for lunch and dinner meals
Tossed Salad	Available for every breakfast/brunch, lunch and dinner meal. Toss salad will consist of a mixture of greens including at least one dark green leafy vegetable. Plain iceberg lettuce will not be used for a Tossed Salad.
Tomatoes	Available for every breakfast/brunch, lunch and dinner meal
Cucumbers	Available for every breakfast/brunch, lunch and dinner meal
Carrots	Available for every breakfast/brunch, lunch and dinner meal
Celery	Available for every breakfast/brunch, lunch and dinner meal
Peppers, Sweet	Available for every breakfast/brunch, lunch and dinner meal
Onions	Available for every breakfast/brunch, lunch and dinner meal
Broccoli	Available for every breakfast/brunch, lunch and dinner meal
Cauliflower	Available for every breakfast/brunch, lunch and dinner meal
Eggs, Hard Cooked	Available for every breakfast/brunch, lunch and dinner meal
Cheddar Cheese	Available for every breakfast/brunch, lunch and dinner meal
Olives, Ripe	Available for every breakfast/brunch, lunch and dinner meal
Olives, Green	Available for every breakfast/brunch, lunch and dinner meal
Jalapeno Peppers	Available for every breakfast/brunch, lunch and dinner meal
Beets	Available for every breakfast/brunch, lunch and dinner meal
Dill Pickles	Available for every breakfast/brunch, lunch and dinner meal
Bacon Bits	Available for every breakfast/brunch, lunch and dinner meal

Figure 21-5.--Standard Salad Bar Menu

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STANDARD SALAD BAR MENU	
MENU ITEM	MINIMUM STANDARD
Assorted Crackers	Available for every breakfast/brunch, lunch and dinner meal
Croutons	Available for every breakfast/brunch, lunch and dinner meal
Cottage Cheese, Low Fat or Fat Free	Available for every breakfast/brunch, lunch and dinner meal
Dressing	Three types of dressing available for every breakfast/brunch, lunch and dinner meal
Dressing, Low Fat or Fat Free	One type of dressing available for every breakfast/brunch, lunch and dinner meal
Fruit Flavored Jell-O	One type of Jell-O will be available for every breakfast/brunch, lunch and dinner meal
Specialty Salads	Two types of specialty salads will be available for every breakfast/brunch, lunch, and dinner meal. When possible, reduced fat mayonnaise/salad dressing will be used when preparing specialty salads.

Figure 21-5.--Standard Salad Bar Menu (Continued)

STANDARD RECREATIONAL MENU	
MENU ITEM	MINIMUM STANDARD
Barbequed Spareribs/Chicken	Choice of one of these 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.
Potato Salad	Provide for each recreational meal
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

Figure 21-6.--Standard Recreational Menu

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STANDARD RECREATIONAL MENU	
MENU ITEM	MINIMUM STANDARD
Pickle Relish, Individual	Provide for each recreational meal
Hot Sauce, Individual	Provide for each recreational meal
Salt, Individual	Provide for each recreational meal
Pepper, Individual	Provide for each recreational meal
Potato Chips	Provide for each recreational meal

Figure 21-6.--Standard Recreational Menu (Continued)

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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
Plastic Ware Set	Knife, fork, spoon, and napkin set

Figure 21-7.--Standard Breakfast Box Lunch Menu

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STANDARD LUNCH/DINNER BOX LUNCH MENU	
MENU ITEM	MINIMUM STANDARD
Sandwich	Provide one 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
Plastic Ware Set	Knife, fork, spoon, and napkin set

Figure 21-8.--Standard Lunch/Dinner Box Lunch Menu

## Chapter 22

### 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. As logistics is a national and service responsibility, so is food service and Class I. Class I in the joint arena is considered an area of common item support (CIS). Accordingly, responsibility for supply of Class I after D+60 is normally assigned as an Army mission.

a. The U.S. Army's theater Class I supply procedures are addressed in references (ap) and (aq).

b. Reference (ar) provides detailed guidance for commanders, FSOs, food technicians, mess managers, and food service Marines. It describes the Marine Corps food service 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 unitized group ration 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 Unitized Group Ration - B (UGR-B) and Unitized Group Ration - Heat and Serve (UGR-H&S). For menu planning and generating unit requirements, an individual ration does not constitute a hot meal. The inclusion of two unitized group ration 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 unitized group ration meals 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 (CE). The MEF headquarters group (MHG) will provide organic food service personnel and equipment capability to the MEF CE.

b. Ground Combat Element (GCE). The food service section of the battalion/regiment will provide organic food service personnel and equipment capability within the GCE.



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c. Aviation Combat Element (ACE). The food service section of the Marine wing support squadron (MWSS) will provide organic food service personnel and equipment capability to the ACE.

d. Logistics Combat Element (LCE). The food service company of the LCE will provide organic food service personnel and equipment capability to the LCE.

(1) In addition, the LCE will be prepared to support the GCE and CE when feeding requirements are extended beyond the supported unit's organic capability. When tasked, the LCE will provide a food service capability commensurate with the mission requirement.

(a) Typical concept of support centers on, but is not limited to, the employment of either the FFSS/EFK 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 will be forwarded to the MEF for MEF wide sourcing.

(2) The LCE rations platoon will provide Class I support to the LCE, CE, GCE, and ACE.

5. Operation Plan (OPPLAN). Proper budgeting, planning, coordination, and management are essential to successfully provide food service and subsistence support, which is adequate, for 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. FSOs at the MEF G-4 and MSC subordinate command level serve as the subject matter expert to the commander regarding the recommended operational feed plan.

a. Operation plans for training exercises will consist of the ration mix in Figure 24-1. This ration mix is based on the duration of exercise.

(1) The use of 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 and lack of proper consideration can have a detrimental effect on the unit.

(2) Unitized group ration 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 24-2. The feed plan will consist of using individual rations initially and, as the theater matures, progressing to a meal selection of unitized group rations 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.

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(1) Medical units' deployment plans must include unitized group rations - B (UGR-B) augmented with the medical diet field feeding supplement. MRE's are authorized for patients in hospitals only in emergency situations when other rations are not available.

(2) Individual rations will not be the sole ration for more than 21 days. Hot meals will be incorporated when the situation permits for forward deployed forces.

(3) Not all types of Class I may be available in each area of operations (AO). The AO Class I manager must determine the rations to be moved forward 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 FFSS/EFK. Base camp feeding can be employed in combat or training, depending on the mission. 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 table of organization (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 five categories; food and beverage containers; Tray Ration Heating System (TRHS); Enhanced TRHS; Expeditionary Field Kitchen (EFK), and the Field Food Service System (FFSS). 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 the MCRP 4-11.8; Marine Corps Field Feeding Program.

a. Field Food Service System (FFSS). The FFSS is configured within three 8 by 8 by 20-foot shelters that meet ISO container dimensions. The FFSS is a combination of the Marine rapid deployment kitchen (MRDK), which is configured within two shelters and the field sanitation unit (FSU) within one shelter. The FFSS is capable of preparing 850 meals during a 4-hour period (excluding set-up time) twice daily.

(1) Operational Characteristics. The FFSS will be used to support designated elements of the MAGTF with two hot meals daily. The commander can use the FFSS in expeditionary operations to provide meals that enhance unit morale, performance, and health while meeting nutritional standards identified by the US Navy Bureau of Medicine and Surgery. Meals may be served from the FFSS at the preparation site or placed in insulated food containers for remote feeding.

(2) Power Requirements. The FFSS requires an external generator or electrical power source to provide electrical power for all operations. The FFSS is powered by two 100 kilowatt (kW) 60 Hz or three 60 kW 60 Hz generators typically employed for operational scenarios, as well as conventional. An electric power distribution buss duct was fielded separately from the FFSS. The buss duct enables the system to be powered by

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either of the 100kW generators, and refrigeration units can be used with the addition of a third 100 kW generator. Additionally, the buss duct enables the system to be powered by three 60kW generators. The maximum electrical requirements for the FFSS is 198 kw when 100 percent of the equipment is in use at the same time (MRDK (2 containers) 144 kW; FSU Subsystem (1 container) 54 kW). This does not include refrigeration units external to the FFSS.

(3) Employment. The FFSS requires transportation, container handling vehicles and equipment, water capability of 1,200 gallons per 850 personnel per meal, generator support, refrigeration units, general purpose tents, food and beverage containers, and gray water disposal containers. Each system will be provided with a pump (SL-3) to push gray water beyond 50 feet or into a gray water storage container/engineered leach field.

(4) Transportation. The FFSS is transportable by land and sea. When configured for transportation, the FFSS complies with Department of Transportation guidelines and regulations related to container safety and handling, as well as commercial handling regulations pertaining to ISO containers. The FFSS is rail transportable without damage or degradation to the system.

(a) Rail Transportability. The system is rail transportable in CONUS and NATO countries without restrictions. When loaded on a 50-inch (127-centimeter) high rail car, the FFSS has a dimensional profile within the Association of American Railroads outline diagram and the Gabarit International de Chargement as specified in MIL-STD-1366, Interface Standard for Transportability Criteria.

(b) Marine Transportability. The FFSS is Marine transportable per MIL-STD-1366 and withstands, without damage, the shock, rolling (not to exceed 15°), and pitching (not to exceed 10°) normally experienced on the deck or in the hold of a cargo vessel.

(c) Ground Transportability. The Marine Corps' wheeled medium and heavy tactical transportation fleet can transport the FFSS. The FFSS is transportable over primary and secondary roads, as well as cross-country terrain. The FFSS allows for movement and handling by container-handling vehicles, and other commercial apparatus designed to accommodate the weight and dimensions of the configured system.

b. Expeditionary Field Kitchen (EFK). The EFK will provide an intermediate expeditionary feeding capability between the TRHS/E-TRHS and the FFSS. It provides a more mobile capability at forward positions than is currently possible. The EFK has been designed to use the Airtronic burner in an effort to reduce maintenance and support requirements by utilizing an interchangeable burner concept throughout the Marine Corps field food service family of equipment.

c. Tray Ration Heating System (TRHS). The TRHS is comprised of a tray ration heater and associated collateral and support equipment. The TRHS is capable of preparing 250 UGR-H&S rations per meal in remote areas or 500 meals in a ration day with replenishment. The purpose of the TRHS is to bridge the gap from the use of MREs to the operational field mess. The TRHS consists of a stainless steel hot-water tank and a multifuel, airtronic burner that operates from an external fuel source (5-gallon can).

(1) When installed on a tactical vehicle the TRHS uses vehicular electrical power. If the TRHS is not mounted on a tactical vehicle it can be plugged into any 120 VAC, 60 Hz source. It is designed to operate effectively in cold weather down to -25°F. The TRHS can be fully installed on a tactical vehicle without material handling equipment. Easily installed, ratchet-operated tie down straps secure the TRHS as well as the collateral equipment.

(2) Each TRHS is equipped with support items including serving tables, serving utensils, insulated beverage containers, side-loading pan carriers, can opener, and a rain cover kit. When the HMMWV cargo carrier arrives at the feeding location, serving tables and equipment are deployed, and a serving line is established. Hot tray packs are taken from the heater or side-loading pan carriers, opened, and served.

d. Enhanced Tray Ration Heating System (E-TRHS). The primary difference between it and the existing TRHS is a refrigerated shipping container and the addition of two Range Outfit, Field, Gasoline, Model M59 retrofitted with airtronic burners. This will increase the GCE and CE organic capability and provide the T/E to prepare a wider variety of unitized group rations. The E-TRHS will contain two M59 field ranges. This field range is portable and can be adapted to many different cooking configurations. One field range outfit may be used to cook for up to 50 people. Each field range comes with pots, pans, and cooking and serving utensils. One accessory kit is authorized for every two ranges. The M59 field range can be used to bake, roast, boil, grill, and deep-fat fry foods by putting the burner unit in the correct position. The range may also be used as a hot line or steam table.

8. Maintenance. Maintenance will be performed on field food service equipment in accordance with equipment Technical Manuals and MIMMS Field Procedures Manual.

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. A pre-expended bin of minor replacement parts can be approved by the Commanding Officer.

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.

9. Budgeting and Reporting Responsibilities. Budgeting and reporting responsibilities are outlined in chapter 3 of this Order. There is no established BDFA for field feeding. Force Commanders will compute a cost per meal based on the operational ration mix for training exercises.

10. 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.

a. Man-Day Fed Report (NAVMC 565-1) with supporting documentation (See figures 24-3 and 24-4).

b. Stock Record and Inventory Control Card (Form NAVMC 708) (See figures 24-4 and 24-5).

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- c. Cook's Worksheet (Form NAVMC 36) (See figure 24-6).
- d. Recipes (unitized group rations requiring preparation of the component items contain recipes within each module)
- e. QFSR (See chapter 3).

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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 (Brkt/Din)
	UGR-B	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 (Brkt/Din)
	UGR-B	NA	Day 2 - 30	1 Meal (Lunch)
	UGR-B	FFSS/EFK	Day 31 - Completion	2 Meals (Brkt/Din)
	MRE	NA	Day 31 - Completion	1 Meal (Lunch)

Figure 22-1.--Food Service Operational Planning for Training Exercises

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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 MRE	TRHS E-TRHS NA	Day 21 +  Day 21 +	2 Meals (Brkt/Din) 1 Meal (Lunch)
Day 21 + - 30% of personnel	UGR-B MRE	FFSS/EFK  NA	Day 21 +  Day 21 +	2 Meals (Brkt/Din) 1 Meal (Lunch)

Figure 22-2.--Food Service Operational Planning for Deployment

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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 (See Chapter 7).

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 7 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.

Figure 22-3--Instructions for Completion of the Man-Day Fed Report (NAVMC 565-1)



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(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).

j. Number 10. The date the meals were fed. When preparing a consolidated Man-Day Fed Report, enter the 'from' and 'to' dates in 10.

k. The unit commander having operational control or designated representative with 'by direction' authority will sign certifying the accuracy of the man-day fed report.

Figure 22-3--Instructions for Completion of the Man-Day Fed Report (NAVMC 565-1) (Continued)

MAN-DAY FED REPORT (10110)  
NAVMC 565-1 (REV 5-83) (12-73 EDITION WILL BE USED UNTIL STOCKS ARE EXHAUSTED)  
SN: 0000-00-000-7813 USE PAGES OF 100

REPORTING ACTIVITY

1 TYPE OF REPORT 2 ☒ DAILY ☐ MONTHLY DATE 3

4 TYPE OF PERSONNEL	5 BREAKFAST MEALS		5 LUNCH MEALS		5 DINNER MEALS		BRUNCH		NIGHT MEALS		6 TOTAL MEALS BY TYPE OF PERSONNEL
	5	5	5	5	5	5	5	5	5	5	
MARINE CORPS											(1)
RESERVE											(2)
NAVY											(3)
RESERVE											(4)
ARMY											(5)
RESERVE											(6)
AIR FORCE											(7)
RESERVE											(8)
COAST GUARD											(9)
RESERVE											(10)
NATIONAL GUARD (Specify Service)											(11)
GADGETS (Specify Service)											(12)
ROTC (Specify Service)											(13)
FOREIGN (Specify)											(14)
OFFICER											(15)
PAYROLL											(16)
CHECKAGE											(17)
CASH MEAL PAYMENT											(18)
OTHER (Specify)											(19)
7 TOTAL MEALS											8
9 TOTAL MAN-DAYS (FEDERAL TOTALS OF TIME IN MILITARY BY AFFILIABLE PERCENTAGE)											

I certify that the total number of man-day credits for 19 is correct.

10 11 USMC, COMMANDING

Figure 22-4.--Sample Man-Day Fed Report (NAVMC 565-1)

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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, 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. National Stock Number (NSN) or Local Stock Number (LSN) (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.)

Figure 22-5.--Instructions for Completion of Stock Record and Inventory Control Card (NAVMC 708 Card)

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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 of inventory or item losses or gains for nonexpendable items will be accomplished by the use of correspondence clearly stating the reason for the adjustment. All adjustment documents will be approved by either the mess officer or the commanding officer having operational control, 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.

Figure 22-5.--Instructions for Completion of Stock Record and Inventory Control Card (NAVMC 708 Card) (Continued)

Figure 22-6.--Sample Stock Record and Inventory Control Card (NAVMC 708 Card)

