



# UNITED STATES MARINE CORPS

MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION  
P.O. BOX 19001  
PARRIS ISLAND, SOUTH CAROLINA 29905-9001

DepO 10110.34A

FSD

chl

MAY - 8 2003

DEPOT ORDER 10110.34A w/ch 1, 2

From: Commanding General  
To: Distribution List

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Subj: STANDING OPERATING PROCEDURES FOR REQUISITIONING PACKAGED  
OPERATIONAL RATIONS

Encl: (1) Sample Request for Stoppage of ComRats/Checkage of Pay for  
MRE Issue  
(2) Sample DD Form 1348-1 for Receiving of MREs  
(3) Sample DD Form 1348-1 for Turn-in of MREs

1. Purpose. To publish and establish Standing Operating Procedures  
(SOP) for the requisitioning of Packaged Operational Rations (PORs)  
aboard the Depot.

2. Requisitioning and Delivery Procedures

a. The RTR Logistics Chief will provide a weekly training  
schedule for Meals-Ready-to-Eat (MRE) requirements to the Operations  
Chief, Depot Food Service (DFS) via hand-delivery by requesting unit's  
representative or fax copy to DSN 335-3386. The RTR Logistics Chief  
will coordinate pick-up and delivery of MREs for Basic Warrior  
Training (BWT) and the "Crucible." chl

b. When the delivery date is a holiday, delivery will be made on  
the previous working day.

3. Receiving Procedures

a. Prior to receiving MREs, each unit will be responsible for  
submitting a request for stoppage of ComRats/checkage of pay for all  
personnel in receipt of ComRats/BAS to DCAC with a copy to the Food  
Service Office. The request will provide personnel name, SSN, and the  
period that the stoppage/checkage will be in effect to ensure that an  
entry on the unit diary is made. Enclosure (1) is an example of  
subject request.

b. The requesting unit will ensure the unit's representative is  
at building 295 (Depot Food Service Warehouse) to sign for and take  
possession of the requested rations. A Food Service Office

DepO 10110.34A  
8 May 03

representative will have all required paperwork to support the requirements identified by the E-mail request. The unit representative will ensure all information on paperwork is correct. When all information has been confirmed, the unit representative will, sign DD Form 1348-1, enclosure (2), and bring a current Alpha roster for all personnel receiving MREs.

4. Turn-In Procedures. All unopened cases must be turned in to Depot Food Service upon completion of the field exercise and/or emergency issue. The following procedures apply:

a. Contact the Food Service Operations Chief at DSN: 335-3570 or fax: 335-3386 to coordinate return date and time.

b. Bring all unopened cases to the Food Service Warehouse, Building 295, at the designated return date and time for turn-in. Food Service personnel will then complete the DD Form 1348-1 (see enclosure (3)) and will provide a copy as a receipt for the turn-in.

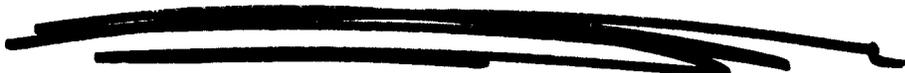
\*5. Emergency Procedures. During emergency situations (hurricane/tornado evacuations, etc.), on order, Depot Food Service will deliver MREs to the respective Battalions. The Food Service Office will deliver MREs to Evacuation Assembly Centers (EACs) and other locations as needed. The delivery sites will be coordinated with the Food Service Office during Hurricane Condition III. A unit representative will be at the designated delivery site to sign for the emergency issue. See paragraph 4 of this Order for procedures regarding the return of PORs issued during emergency conditions

6. Action

a. Commanding Officers will ensure that the provisions of this Order are disseminated, strictly followed and that requests for PORs are submitted and confirmed in a timely manner.

b. Assistant Chief of Staff, G-4 will provide necessary vehicle support and material handling equipment for delivery and loading/unloading of PORs.

c. Director, Supply and Services will provide services outlined in this Order.

  
J. VALENTIN  
Chief of Staff

DISTRIBUTION: A plus DFS (5)



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MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION  
PO BOX 19001  
PARRIS ISLAND, SOUTH CAROLINA 29905-9001

DepO 10110.34A Ch 1  
FSO

20 MAY 2004

DEPOT ORDER 10110.34A Ch 1

From: Commanding General  
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR REQUISITIONING PACKAGED  
OPERATIONAL RATIONS

1. Purpose. To direct pen changes to the basic Order.
2. Action
  - a. Promulgation page, originator's code line, change "DFS" to read "FSO."
  - b. Throughout the entire Order change "Subsistence Chief" to read "Operations Chief."
3. Filing Instructions. File this Change transmittal immediately behind the signature page of the basic Order.

  
J. VALENTIN  
Chief of Staff

DISTRIBUTION: A



## UNITED STATES MARINE CORPS

MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION  
PO BOX 19001  
PARRIS ISLAND, SOUTH CAROLINA 29905-9001

DepO 10110.34A Ch 2

FSO

05 JUL 2005

DEPOT ORDER 10110.34A Ch 2

From: Commanding General  
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR REQUISITIONING PACKAGED  
OPERATIONAL RATIONS

Encl: (1) New page replacement to DepO 10110.34A

1. Purpose. To issue a page replacement to the basic Order.
2. Action. Remove page 2 of the basic Order and replace with corresponding page contained in the enclosure.
3. Change Notation. The change to this Order is denoted by an asterisk (\*) symbol.
4. Filing Instructions. File this Change transmittal immediately behind the signature page of the basic Order.

  
J. VALENTIN  
Chief of Staff

DISTRIBUTION: A

08 MAY 2003

UNITED STATES MARINE CORPS  
\_\_\_\_ COMPANY  
\_\_\_\_ Recruit Training Battalion  
Recruit Training Regiment  
Marine Corps Recruit Depot  
Parris Island, South Carolina 29905-\_\_\_\_

7200  
S4  
(date)

From: Commanding Officer, \_\_\_\_ Company  
To: Commanding General, MCRD/ERR (Attn: DCAC)  
Via: Commanding Officer, \_\_\_\_\_ Recruit Training Battalion, RTR

Subj: REQUEST FOR STOPPAGE OF COMRATS/CHECKAGE OF PAY FOR MRE  
ISSUE

Ref: (a) MCO 10110.40B

Encl: (1) Roster of Personnel Receiving MRE Issue

1. Request that stoppage of ComRats/Checkage of Pay be conducted on the personnel listed in the enclosure, for \_\_\_\_\_ day(s). The personnel listed received \_\_\_\_\_ MREs each. The issue of MREs is in support of the \_\_\_\_\_.
2. Request that this copy be annotated, with the Unit Diary #, and returned to \_\_\_\_ RTBN, S-1.
3. Point of contact is \_\_\_\_\_ at extension \_\_\_\_\_.

Copy to:  
\_\_\_\_ RTBN, S-1  
Depot Food Service

Unit Diary # \_\_\_\_\_

ENCLOSURE (1)

08 MAY 2003

SAMPLE DD FORM 1348-1 FOR RECEIVING OF MRES

UNIT		RI FROM		M & S		STOCK NUMBER										QUANTITY		DOCUMENT NUMBER										SUPPLEMENTARY ADDRESS		FUND		DISTRIBUTION		PROJECT		PRIORITY		REQ'D DEL DATE		ADVISE		RI		UNIT PRICE	
6K						8970001491094										100		M32000 7044 M249																											
SHIP FROM SUSTENANCE WAREHOUSE												SHIP TO 2nd Bn												MARK FOR		PROJECT										TOTAL PRICE									
REHOUSE LOCATION												TYPE OF CARGO		UNIT PACK		UNIT WEIGHT		UNIT CUBE		UFC		NMFC		FREIGHT RATE		DOCUMENT DATE		MAT COND		QUANTITY		TOTAL PRICE													
												G		H		I		J		K		L		M		N		O		P		Q		R		S									
SUBSTITUTE DATA (ITEM ORIGINALLY REQUESTED)												FREIGHT CLASSIFICATION NOMENCLATURE																																	
												U																																	
												ITEM NOMENCLATURE																																	
												X MRE'S																																	
SELECTED BY AND DATE				TYPE OF CONTAINER(S)				TOTAL WEIGHT				RECEIVED BY AND DATE				INSPECTED BY AND DATE																													
970214												Ralph E Jones 970214																																	
JOHN A LEJEUNE												RALPH E JONES																																	
PACKED BY AND DATE				NO. OF CONTAINERS				TOTAL CUBE				WAREHOUSED BY AND DATE				WAREHOUSE LOCATION																													
MARKS																																													
LOT# 4153																																													
4088																																													
FIRST DESTINATION ADDRESS												DATE SHIPPED																																	
TRANSPORTATION CHARGEABLE TO												14 BILLING, AWB, OR RECEIVER'S SIGNATURE (AND DATE)														15 RECEIVER'S DOCUMENT NUMBER																			

J Form 1348-1, JUL 91  
NO 102-LF-013-7500

PREVIOUS EDITION MAY BE USED

DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

ENCLOSURE (2)

08 MAY 2003

SAMPLE DD FORM 1348-1 FOR TURN-IN OF MRES

3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
PI FROM	U AS	FSC	STOCK NUMBER	NIN	ADD	QUANTITY	UNIT OF ISSUE	REQUISITIONER	DATE	SERIAL	SUFFIX	SUPPLEMENTARY ADDRESS	FUND	DISTRIBUTION	PROJECT	PRIORITY	REQ'D DEL DATE	ADVISE	PI	UNIT PRICE	DOLLARS	CTS																																																							
			8970001491094			ML 100		M32000	7044	T249																																																																			

ED FROM	SHIP TO	MARK FOR	PROJECT	TOTAL PRICE
Bn	SUBSISTENCE WAREHOUSE			DOLLARS CTS

HOUSE LOCATION	TYPE OF CARGO	UNIT PACK	UNIT WEIGHT	UNIT CUBE	UFC	N MFC	FREIGHT RATE	DOCUMENT DATE	MAT COND	QUANTITY
	G	H	I	J	K	L	M	N	O	P
								7044	A	100

ITEM DATA (ITEM ORIGINALLY REQUESTED)	FREIGHT CLASSIFICATION NOMENCLATURE
	U

ITEM NOMENCLATURE
MRE'S

SELECTED BY AND DATE	970214	TYPE OF CONTAINER(S)	TOTAL WEIGHT	RECEIVED BY AND DATE	970214	INSPECTED BY AND DATE
RALPH E JONES		2	3	JOHN A LEJEUNE		
PACKED BY AND DATE		NO. OF CONTAINERS	TOTAL CUBE	WAREHOUSED BY AND DATE		WAREHOUSE LOCATION
		5	6	7		10

KS	DD	EE
T# 4153		
4088		
ESTIMATION ADDRESS	DATE SHIPPED	
	12	FF
TRANSPORTATION CHARGEABLE TO	14 BILLING, AWB, OR RECEIVER'S SIGNATURE (AND DATE)	15 RECEIVER'S DOCUMENT NUMBER
		GG

1348-1 JUL 81 PREVIOUS EDITION MAY BE USED DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT  
2-LP-013-7500

ENCLOSURE (3)