



UNITED STATES MARINE CORPS

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

DepO P10110.5J
FSO
07 MAY 2001

DEPOT ORDER P10110.5J w/chl

From: Commanding General
To: Distribution List

Subj: STANDING OPERATING PROCEDURES (SOP), MCRD, PARRIS ISLAND,
CONSOLIDATED FOOD SERVICE PROGRAM (SHORT TITLE: SOP FOR
FOOD SERVICE PROGRAM)

Ref: (a) MCO P10110.14L
(b) MCO P10110.42A
(c) MCO P4400.150D
(d) MCO 10110.34E
(e) NAVMED P5010.1 (NOTAL)
(f) NAVMC 1101 (NOTAL)
(g) DepO 10110
(h) DepO 10110.10A
(i) UM-4400.14 (NOTAL)
(j) CMC MSG R100133Z NOV 97

Encl: (1) LOCATOR SHEET

Report Required: Subsistence Operational Analysis (Report Control
Symbol MC-7220-01A), par. 1004.10

1. Purpose. To promulgate Standing Operating Procedures (SOP) for the administration and management of the consolidated food service program within the Marine Corps Recruit Depot, Parris Island, in accordance with the references.

2. Cancellation. DepO P10110.5H.

3. Summary of Revision. This Manual has undergone significant changes and should be reviewed in its entirety.

4. Recommendation. Recommendations concerning the contents of this SOP are invited. Such recommendations will be forwarded to the Commanding General (Attn: AC/S, SAS (FSO)), via the appropriate chain of command.

5. Action. Commanding officers and unit commanders exercising operational control of mess halls will ensure compliance with the contents of this Manual.

07 MAY 2001

6. Certification. Reviewed and approved this date.

A handwritten signature in black ink, appearing to read 'S. W. Wagner', is written over the printed name and title.

S. W. WAGNER
Chief of Staff

DISTRIBUTION: D less S/S plus AC/S, O&T (2); AC/S, I&L (1); PAO (1);
AC/S, SAS (1); AC/S, MCCS (SPEC SVC) (1); DIR., BRMED (10); FSO (15)



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IN REPLY REFER TO:

DepO P10110.5J Ch 1
FSO
04 JUN 2002

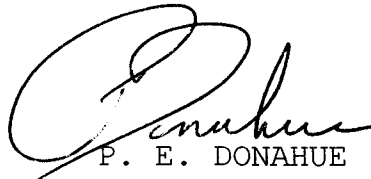
DEPOPT ORDER P10110.5J Ch 1

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Encl: (1) New page inserts to DepO P10110.5J of 7 May 2001

1. Purpose. To transmit new page inserts to the basic Order.
2. Action. Remove Appendix C of the basic Order and replace with the corresponding pages contained in the enclosure.
3. Filing Instructions. File this Change transmittal immediately behind the signature page of the basic Order.


P. E. DONAHUE
Chief of Staff

DISTRIBUTION: A

DepO P10110.5J
07 MAY 2001

LOCATOR SHEET

Subj: STANDING OPERATING PROCEDURES (SOP), MCRD, PARRIS ISLAND,
CONSOLIDATED FOOD SERVICE PROGRAM (SHORT TITLE: SOP FOR
FOOD SERVICE PROGRAM)

Location: _____
(Indicate location(s) of copy(ies) of this Manual).

ENCLOSURE (1)

SOP FOR FOOD SERVICE PROGRAM

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporating Change
1	4 Jun 02	6 Jun 02	J. Loto

SOP FOR FOOD SERVICE PROGRAM

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SOP FOR FOOD SERVICE PROGRAM

CHAPTER 1

ORGANIZATION

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SOP FOR FOOD SERVICE PROGRAM

CHAPTER 1

ORGANIZATION

1000. CONTROL. Administrative control of the consolidated food service system is exercised by the Commanding General, Marine Corps Recruit Depot/Eastern Recruiting Region, through the AC/S, SAS (Food Service Officer (FSO)). Operational control of individual mess halls is exercised by the respective battalion commanders.

1001. MISSION. The purpose of the consolidated food service program is to assist the Commanding General in the process of making United States Marines; this is accomplished through the Depot FSO, via AC/S, SAS, by managing food service personnel, equipment, subsistence and other food service resources needed to prepare and serve quality meals to recruits and other authorized patrons of appropriated fund food service facilities. The consolidated food service program will function under the general staff cognizance of the AC/S, SAS, and will provide technical assistance to commanding officers with operational control of mess halls aboard Marine Corps Recruit Depot, Parris Island.

1002. OPERATIONAL CONTROL OF MESS HALLS. Operational control is delegated by the Commanding General to the commanding officers of the following organizations. The below listed mess halls are identified by command and the number of the building occupied:

<u>OPERATIONAL CONTROL</u>	<u>BATTALION</u>	<u>MESS HALL</u>
Commanding Officer	1STR TBN	# 590
Commanding Officer	2DR TBN	# 600
Commanding Officer	3DR TBN	# 410
Commanding Officer	4TH R TBN	# 926
Commanding Officer	WFTBN	# 769
Commanding Officer	HQSVCBN	# 149

1003. MESS HALL DEFINED. In this Manual the term "mess hall" is used in lieu of appropriated fund food service activity, government mess, general mess, dining facility, and all other similar terms.

1004. DUTIES AND RESPONSIBILITIES

1. Commanding General, MCRD/ERR, Parris Island. The Commanding General is responsible to the Commandant of the Marine Corps for the proper and judicious administration of the food service program aboard MCRD, Parris Island. Responsibilities include the following:

a. Appointing an FSO, MOS 3302, as a special staff officer who recommends action and interprets policies and directives that concern appropriated fund food service matters within the command.

b. Ensuring the policies, standards, and criteria of the food service and subsistence program are maintained per MCO 10110.34E.

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

d. Publishing command directives for accomplishing program objectives.

e. Making maximum use of technical assistance available from the CMC (LFS-4).

f. Programming for new construction, alteration, maintenance, and repairs of food service facilities.

g. Determining the conditions under which officer and civilian personnel are authorized to subsist in appropriated fund mess halls on a cash basis.

h. Verifying the adequacy of the menus being served to ensure that required subsistence items are available, and ensuring that accounting procedures as prescribed in MCO P10110.14L are followed.

i. Approving the establishment of appropriated fund mess halls on the installation, to include isolated sites.

j. Establishing procedures to ensure that officers, civilians, and enlisted personnel receiving per diem or basic

allowance for subsistence reimburse the government for all meals consumed, to include box lunches and other rations.

k. Budgeting and obtaining new and replacement food service equipment.

l. Establishing a program that recognizes outstanding food service personnel and operations.

m. Promoting a comprehensive nutrition program for all mess halls on the installation.

n. Ensuring that the policy and procedures for the collection of meal rates are consistently applied throughout the installation.

o. Reviewing and signing the Subsistence Operational Analysis Report (SOAR), report control symbol MC-7220-01A, required by CMC (LFS-4).

2. Assistant Chief of Staff, Supply and Services. The AC/S, SAS, exercises staff cognizance of the day-to-day operation of Depot mess halls. The AC/S, SAS, is the administrator for Operations and Maintenance Marine Corps (O&MMC) funds. These funds are allotted by Headquarters, Marine Corps (HQMC), for food service supplies and all operation and maintenance of Marine Corps minor expendable and collateral equipment funds allotted to MCRD, Parris Island, for mess hall use. The AC/S, SAS, will ensure that the support and guidance essential to an active and efficient food service program are provided for by the food service division.

3. Commanding Officers with Operational Control of Mess Halls

a. Will assign in writing a unit mess officer for the detailed supervision of the mess hall (a copy of the appointment letter will be forwarded to the AC/S, SAS (FSO), within 10 days from day of appointment).

b. Ensures the mess hall is operated in accordance with MCO P10110.14L and this Manual.

c. Ensures that the mess hall is maintained in a sanitary condition at all times, in accordance with the NAVMED P5010, Manual of Naval Preventive Medicine, Chapter 1, and the provisions as set forth in this Manual.

- d. Designates the hours for serving of all meals commensurate with the needs of the command.
- e. Establishes procedures to provide a duty section for after hours emergency/special feeding requirements.
- f. Ensures that accurate Meal Verification Records (NAVMC form 10789) are maintained, signatures are recorded properly and that the Man-Day Fed Report (Form NAVMC 10565-1) is prepared accurately and is submitted in accordance with this Manual.
- g. Instructs the Officer of the Day (OOD) to visit the mess hall during the serving of all meals to maintain proper decorum and to enforce uniform regulations. He/she should inspect for quality and quantity of chow.
- h. Provides the Food Service Operations Officer (FSOO) with a copy of orders assigning and relieving responsible officers for the mess hall sub-account. An example of the letter of assignment is provided in figure 1-1.
- i. Restricts the use of garrison type food service equipment to the operation of the mess hall, in accordance with MCO P10110.14L.
- j. Is responsible for the financial management of the mess hall under their operational control.
- k. Ensures that the mess hall officers/managers attend meetings scheduled by the Director, Food Service Division.

1005. FOOD SERVICE OFFICER (FSO)

1. The FSO is a special staff officer on the Commanding General's staff and is responsible for the supervision and management of the Depot Food Service Program, maintaining and supervising the accounting records for funds allocated to the food service program, and keeping the Commanding General (via the AC/S, SAS) advised on all aspects of food service operations aboard the Depot. In addition to these general duties, the FSO will:

- a. Make periodic staff assist visits and conduct technical inspections for the purpose of evaluation of mess halls. The result of each technical inspection will be reported to the Commanding General, via the AC/S, SAS, and to the Commanding Officer

having operational control.

b. Provide effective mission-oriented training programs for all food service personnel. The FSO and mess officers must take an aggressive role in training program management to make sure that all food service personnel are qualified in their assigned jobs and capable of meeting mission requirements.

c. Make recommendations to the Director, Depot Consolidated Administration Center (DCAC) for the assignment or transfer of food service personnel within the Depot. (Sponsorship will be the responsibility of the command (i.e., RTR, HQSVCBN, and WFTBN), to which the Marine is to be assigned.)

2. Depot Subsistence Officer. The FSO is responsible for the performance of the Depot Subsistence Officer to the AC/S, SAS. His responsibilities will include but not be limited to:

a. Receiving, editing, and forwarding requisitions for subsistence supplies submitted by the unit mess officers.

b. Ensuring receiving stores do not exceed the monetary value of credits due during the accounting period.

c. Ensuring the inventory levels of subsistence stores (non-perishable and perishable) in the consolidated food service system and the individual mess halls do not exceed 20% of the accumulated monetary credits for that quarter.

d. Establishing systematic methods for determining subsistence and supply requirements and submitting requisitions as appropriate. Ensuring that these requisitions are carefully screened and are based on rations fed, acceptability factors, and master menu requirements.

3. The FSO is also the liaison officer for CG, MCRD, with the Defense Commissary Agency (DeCA), Parris Island, via the AC/S, SAS.

4. The FSO also provides liaison between the Depot and the Veterinarian Branch. In this capacity the FSO will:

a. Ensure random samples are conducted on subsistence received.

b. Ensure the Veterinarian Branch performs surveys for mess halls for damaged subsistence.

1006. FOOD SERVICE OPERATIONS OFFICER (FSOO)

1. The FSOO will be guided in the performance of his/her duties by the Director, Food Service Division, in accordance with the instructions contained in MCO P10110.14L and as follows:
2. Provide data as required by the AC/S, Comptroller, in the preparation of the budget for O&MMC funds.
3. Maintain the master quarterly Daily Cost Analysis (DCA) financial status for the consolidated food service program and a separate DCA financial status report for each mess hall within the consolidated food service system.
4. Supervise the activities of the Food Service Cash Collection Agent.
5. Maintain a record of all subsistence issues and inventories to and from the mess halls.
6. Receive, edit, approve, and forward requisitions for subsistence supplies submitted by unit mess officers.
7. Screen requisitions for mess hall property against authorized allowance.
8. Receive, edit, and consolidate the daily man-day fed for inclusion with the Subsistence Operational Analysis Report (SOAR).
9. Prepare the SOAR for garrison feeding.
10. Prepare the SOAR for the Director, Food Service Division and the AC/S, SAS, to sign prior to the 15th day of the first month following the end of the quarter.
11. Assist mess hall personnel by:
 - a. Developing and determining requirements for expendable items and supplies.
 - b. Developing and determining requirements for the equipment replacement program.
 - c. Preparing and forwarding reports on operating or design deficiencies of equipment.

12. Perform the FSO's duties when the FSO is on leave, TAD, etc.

1007. FOOD SERVICE TECHNICIAN

1. As the senior enlisted Marine assigned to the food service division, the Food Service Technician performs the duties and tasks assigned by the FSO and other such duties as are necessary to maintain an active and progressive food service program. Specific duties for this billet are as follows:

a. Establish and maintain communication between the FSO and the individual mess hall managers.

b. Provide technical guidance and assistance to the mess hall managers. Monitor mess hall accounts to identify potential problems with mess hall operations.

c. Supervise the day-to-day operation of the administrative section of the food service program and ensure that guard mail, messages, and other pertinent matters relevant to food service are picked up daily. Review administrative products prior to submission to FSO.

d. Establish and maintain liaison with both the cognizant Preventive Medicine Authority and the veterinarian.

e. Assist the FSO in the promulgation of orders and directives necessary to provide guidance to mess hall managers.

f. Monitor the food service Mission Oriented Training (MOT) program to ensure all food service personnel are qualified in their assigned jobs and capable of meeting mission requirements.

g. Research and develop the master menu.

h. Track and identify manpower requirements monthly, by assignment.

1008. UNIT MESS OFFICER

1. The unit mess officer is responsible to his/her commanding officer for operational control and the proper administration, management, and operation of the mess hall.

2. The unit mess officer will be guided in the performance of his/her duties by the instructions contained in MCO P10110.14L, this SOP, the Mess Officers Guide Book and as directed by the commanding officer.

1009. MESS HALL MANAGER

1. The mess hall manager is the senior enlisted Marine in the mess hall.

2. The mess hall manager is responsible to the unit mess officer for the overall operation and control of the mess hall, is in charge of the details of the mess hall operations, and may delegate specific tasks and duties to others.

3. Mess hall managers will be guided in the performance of their duties by the instructions contained in MCO P10110.14L, this SOP, and as directed by the commanding officer and the unit mess officer. Some of his/her duties are:

a. Supervising and coordinating the activities of the chief food service specialists and other mess hall personnel.

b. Maintaining the records and reports generated by Marine Corps Food Management Information System (MCFMIS) required of the mess hall.

c. Taking inventory of food and equipment.

d. Estimating the daily needs of the mess hall and assisting the unit mess officer with requisitioning food and equipment.

e. Keeping the mess hall, its equipment, and surrounding area in a good state of police at all times.

f. Checking equipment, reporting shortages and defects, and recommending necessary repairs.

g. Supervising the preparation, cooking, and serving of food.

h. Maintaining a training program for all personnel working in the mess hall through MCI courses, college courses, and Marine Corps PME.

- i. Replacing all shortages indicated on minor property reports.
- j. Taking steps to ensure the proper utilization of food and elimination of waste.
- k. Preparing the PROGUIDE, listing the food items to be served, MENQUA/RECQUA recipes to be followed, and the number of portions to be prepared for the day's menu.
- l. Training personnel for future positions of responsibility in the mess hall by active job rotation, and making recommendations for promotions.
- m. Inspecting the mess hall and personnel daily to ensure a high state of sanitation.
- n. Supervising the unit collection agent.
- o. Maintaining order in the mess hall.
- p. Ensuring all personnel attend classes for the handling of recruits (non-DI class), CPR, and sanitation training.

1010. CHIEF FOOD SERVICE SPECIALIST. The chief food service specialist (a SNCO when staffing permits) on watch is responsible to the mess hall manager for the operation of the galley and the activities of all food service specialists and the chief mess attendant. The chief food service specialist will not leave the mess hall without the express permission of the mess hall manager.

1011. FOOD SERVICE SPECIALIST (Cook). All cooks on watch are responsible to the chief cook for the preparation of food, performance of duties assigned, personal conduct, and compliance with NAVMED P5010. Cooks on watch will remain in the immediate vicinity of their place of duty, leaving the area only with the express permission of the chief food service specialist.

1012. CHIEF MESS ATTENDANT. The tour for the chief mess attendant is as directed by the mess hall manager. The chief mess attendant is responsible for the actions of the mess attendants during the meal and supervising them in the upkeep of the facility. The chief mess attendant ensures the area is in a high state of cleanliness within

the guidelines of the NAVMED P5010 and the further guidance provided by the technical inspection checklist. During the chief mess attendant's tour of duty the mess hall attendants will remain in the mess hall, leaving the area only with the express permission of the chief cook on watch.

1013. MASTER MENU AND MENU PLANNING BOARD

1. The Depot Master Menu is published biannually as a depot bulletin (10110 series). It is designed to provide a highly nutritious and quality meal that offers variety and excellent eye appeal within a specified cost known as the Basic Daily Food Allowance (BDFA). It will be reviewed and updated biannually by the depot Master Menu Planning Board.

2. The Depot Master Menu Board will be convened by the FSO one time a year. Membership will include:

- a. FSO
- b. FSOO
- c. Food Service Technician
- d. All mess officers
- e. All mess hall managers
- f. A dietitian from Beaufort Naval Hospital
- g. A Direct Stock Support Control (DSSC) representative

h. At least two representatives from each command who are not directly affiliated with the mess hall.

3. Voting members are:

- a. FSO
- b. FSOO
- c. Dietitian

4. Diet Restrictions. Instructions for diet-restricted menus

are designated by the dietitian. Guidance for diet-restricted menus is contained in the master menu.

1014. THREE WATCH SYSTEM

1. The three-watch system is designed to enhance operational efficiency and limit long workdays. Commanding officers with operational control of a mess hall will try to maintain a three-watch system. The commanding officer will establish watch hours to meet the operational tempo.

2. The noon-to-noon three-watch system is recommended. At 1100 the oncoming watch should serve the meal, back the serving line, and start any early preparations required for the evening meal. The off-going watch should continue the progressive cooking of the noon meal and start galley cleanup. The watches should not switch until the noon meal is served and the cleanup is completed to the satisfaction of the oncoming watch.

SOP FOR FOOD SERVICE PROGRAM

HEADING

10110
S-4
date

From: Commanding Officer
To: Master Sergeant Franklin David George, 111 11 1111/0000,
Second Recruit Training Battalion, Recruit Training Regiment

Subj: APPOINTMENT OF RESPONSIBLE OFFICER

Ref: (a) MCO P10110.14L
(b) UM 4400-15_
(c) DepO P10110.5H

1. In accordance with the references you are hereby appointed as Responsible Officer for Mess hall (#), Sub-account (#) of this activity vice . The effective date of this appointment is date. You will perform your duties as outlined in the references.

2. You will conduct a joint physical inventory of all plant account and organic properties with the previous responsible officer. When you are satisfied that all properties are accounted for, you will sign the original CMR at Battalion Supply.

3. If you are not completely satisfied with the accountability of subject plant account and organic properties, or other matters coming to your attention, you will immediately report those noted discrepancies to the Commanding Officer for corrective action as he/she may deem necessary. Any discrepancies will be indicated and submitted with your letter of acceptance. You will indicate by endorsement hereto your acceptance of this position.

Signature

Figure 1-1. --Sample Format of Appointment of Responsible Officer.

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CHAPTER 2

FOOD SERVICE PROCEDURES

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SOP FOR FOOD SERVICE PROGRAM

CHAPTER 2

FOOD SERVICE PROCEDURES

2000. PUBLICATIONS. The following orders and memorandums will be used as references in operating the enlisted mess halls and will be displayed for technical inspections:

- | | |
|--|--|
| 1. MCO P10110.14L | Food Service Subsistence Management Manual. |
| 2. MCO P10110.17C | Marine Corps Nutrition and Menu Planning Manual. |
| 3. MCO P10110.25C | Standard "B" Ration for the Armed Forces. |
| 4. MCO P10110.34E | Subsistence Program. |
| 5. MCO P10110.42A | Armed Forces Recipe Service. |
| 6. MCO P10110.43D | Armed Forces Recipe Index. |
| 7. NAVMED P5010.1 | Manual of Naval Preventive Medicine. |
| 8. NAVSUP Publication 421 | Food Service Operations. |
| 9. Depot Order P10110.5H | Food Service Standing Operating Procedures. |
| 10. Depot Bulletin 10110 | Master Menu. |
| 11. CMC MSG 220133Z Jun 93 | Policies and Procedures for Operating the Marine Corps Food Management Information System. |
| 12. CMC MSG 100133Z NOV 97 | Marine Corps Food Management Information System. |
| 13. All depot food service memorandums that are in effect. | |

2001. USE OF STANDARD FORMS AND MCFMIS. Standard forms will be used

along with the implementation of programs of MCFMIS, in the operation of the mess hall as outlined in this chapter. MCO P10110.14L, CMC MSG 220133Z Jun 93 and CMC MSG 100133Z NOV 97 requires the use of these forms and programs. Amplifying instructions regarding their proper use are available at the Food Service Office.

2002. MESS HALL INSPECTIONS. The following paragraphs establish standards for mess hall inspections.

1. Technical Inspections. Technical inspections are conducted semiannually. Liaison will be made with commanding officers prior to and at the conclusion of each inspection. Discrepancies will be discussed in detail and recommended remedial action provided. An inspection report will be prepared and submitted to the commanding officer.

2. Sanitation Inspections. The Beaufort Naval Hospital Preventive Medicine Authority (PMA) will conduct unannounced inspections on a monthly basis at each mess hall. A written sanitation inspection report will be given to the inspected mess hall, with a copy forwarded to the depot FSO.

a. The Sanitary Compliance Score (SCS) is a percentage of the total possible points.

b. Correction of the discrepancies must be accomplished within the following periods:

(1) When the SCS is 85 or more, all item discrepancies up to and including four defect points must be corrected as soon as possible but, in any event, by the time of the next inspection;

(2) When the SCS is 84 or below, all discrepancies must be corrected within seven days. If for some practical reason they cannot be corrected in that time, the appropriate food service manager, civilian supervisor, or club/mess manager must submit a written report to the commanding officer with a copy to the medical officer or medical department representative explaining the reason for the delay;

(3) When the SCS is less than 70, the medical officer or MDR must notify the commanding officer immediately and recommend that the facility cease food service until reinspection determines that the significant unsanitary conditions have been eliminated;

(4) Regardless of the SCS, immediate action must be taken to correct all violations assigned five or more defect points. In addition, the appropriate food service manager, civilian supervisor, or club/mess manager must submit a written report to the commanding officer within seven days of the inspection, with copies to the cognizant medical officer and food service office explaining what actions have been taken to correct these discrepancies.

2003. STAFF ASSISTANCE/COURTESY VISITS. Official unannounced staff assistance visits will be conducted by the Depot Food Service Office staff. These visits (no less than one per month) will be conducted during a selected meal period. A rating will be assigned and points awarded. A copy of findings will be left with the mess hall manager to brief the mess officer and commanding officer.

2004. ASSIGNMENT OF MESS ATTENDANTS

1. Recruit mess attendants will be assigned by the CO, RTR. The mess hall plays an important role in maintaining troop welfare and morale; assigned personnel must be in good physical and mental health, well groomed, and fit for duty. Individuals awaiting disciplinary action, administrative discharge, or who have less than 30 days remaining on active duty will not be assigned to duty as mess attendants. Commanders will ensure:

a. Any permanent personnel assigned to duty as mess attendants receive a medical examination within four days of reporting for duty. A copy of the examination will be maintained at the mess hall for a period of 30 days. (Recruit mess attendants are exempt.)

b. Sufficient turnover time is provided for the training of newly assigned mess attendants. Mess attendants will not be relieved for other training, duty, etc., during their assignment as mess hall attendants.

c. No food service personnel of MOS 3381 or 3361 will be assigned to duty as mess attendant.

2005. MANPOWER ROSTER REPORT. Each mess hall manager will submit a monthly personnel roster of all food service personnel no later than the first working day of each month. The personnel roster will be prepared in duplicate, with the duplicate copy retained in the unit's

records. An example of the monthly manpower roster is provided in figure 2-1.

2006. MARINE CORPS FOOD MANAGEMENT INFORMATION SYSTEM (MCFMIS)

1. MCFMIS. MCFMIS is a Marine Corps Class I System that standardizes and automates procedures for requisitioning, storing, preparing, serving, and accounting for subsistence supplies. The use of MCFMIS in garrison mess halls is mandatory. Until MCFMIS is officially fielded for combat capability, manual accountability will be used for field and tactical operations. The MCFMIS users guide, which is a part of the MCFMIS program package, provides detailed guidance for use of the system and is the source for detailed operational instruction.

2. Maintenance/Replacement of Hardware/Software. Commands are responsible for maintenance and replacement of MCFMIS hardware. Therefore, commands must ensure appropriate budgeting for future upgrades and maintenance costs takes place. HQMC will continue to be responsible for maintaining MCFMIS software and will inform commands of the appropriate type of hardware to procure. Liaison must be made with HQMC prior to the procurement of any MCFMIS hardware to ensure that the proper equipment is used. Once replacement of hardware is made, FSO/managers are responsible for providing copies of procurement documents to HQMC (LFS) within seven days of receipt of hardware. Data will contain a description of the hardware specifications to include brand name, model number, and serial number for each piece of replaced hardware.

a. Diskettes. Commands will be responsible for procurement/replacement of diskettes used with MCFMIS. Mess halls will use double sided, high-density 3.5 diskettes.

b. Maintenance. A copy of the MCFMIS maintenance support plan has been provided to each mess hall. MCFMIS computer systems should be maintained in accordance with the maintenance support plan, which includes:

(1) Monthly cleaning of "A" drive with a commercially available drive cleaning kit.

(2) Monthly cleaning of dust and bits of paper from printers.

(3) Monthly wiping of exterior of all hardware (monitor, computer, printer, and modem) with a damp non-abrasive cloth or paper towel.

(4) SCANDISK and DEFRAG maintenance programs found in windows should be run weekly.

3. Training. Managers will ensure that all users receive adequate training on MCFMIS. It is mandatory that, in addition to MCFMIS operators, all food service officers and food technicians obtain training in the use of MCFMIS. This training will help them when conducting technical inspections.

4. Access to MCFMIS. Access will be by appointment, in writing, and signed by the mess officer. A copy of this appointment will be maintained on file and made available for quarterly inspections.

5. MCFMIS Usage at the Mess Hall Level. The following are steps, which will be followed on a daily basis:

a. Ordering. Mess halls will run the ordering programs in the following sequence: COUNT, ORDGUIDE, ORDENTRY, ORDPO, FASTRCV, RCVRPT. The COUNT program utilizes forecasted feeding. The ORDGUIDE program will generate a suggested order, which can then be tailored in the ORDENTRY program. ORDPO will print a copy of the order, which can be used to double check that entries in STORES were made correctly. The mess hall manager will notify Food Service of any discrepancies between ORDPO and the STORES order report. FASTRCV updates the computer inventory to incorporate receipts. Once the receipt is entered, RCVRPT should be run to check that the total amounts match the invoices from the vendor, as well as the receipt column on the DCANAMH and FOODCOST printout.

b. Issuing. PICKLIST and ISSUEMAN are the two main programs that replace the SIRs.

(1) PICKLIST - The PICKLIST is to be utilized as a breakout sheet prior to the meal. It must be screened by the chief cook for any adjustments, and then used as a SIR during and after the meal by storeroom personnel. The PISCKLIST should be printed by production area as follows:

GALLEY - 1 breakfast, 1 lunch, 1 dinner.

FAST FOOD - 1 breakfast, 1 lunch through dinner.

BEVERAGE SELF SERVE - 1 breakfast through dinner.

VEGETABLE PREP - 1 breakfast, 1 lunch through dinner.

BOX LUNCH - 1 breakfast through dinner.

SPECIALTY BAR - 1 lunch.

BAKERY - 1 breakfast through dinner.

The picklists should be placed in a 6-way folder by production area and used by the chief cook and storeroom personnel for all issues and returns.

(2) ISSUEMAN - all PICKLISTS must be entered in ISSUEMAN and updated. An issue report must be printed and checked against the PICKLIST, and then the issue column on the DCA and FOODCOST reports.

NOTE: Changes made to FASTRCV and ISSUEMAN are reflected on the DCANAMH printout on the system date they are changed, not on the history date that is being corrected.

c. Forecasting Menus. The REALCNT program needs to be used to store Post Meal History data. This gives you the capability to project more accurate counts for future menus. It also provides the ability to view menu over production costs in the PREFRPT printout.

d. Production Guide. A PROGUIDE should be printed for the following menus:

MAINLINE - 1 breakfast, 1 lunch, 1 dinner, printed 3 days in advance using meat log.

FAST FOOD - 1 standard breakfast posted, 1 standard lunch through dinner posted.

BEVERAGE SELF SERVE - 1 standard breakfast through dinner posted.

SALAD BAR - 1 standard breakfast posted, 1 standard lunch through dinner posted.

BOX LUNCH - 1 standard for each with weekday posted.

SPECIALTY BAR - 1 standard for each with weekday posted.

BAKERY - 1 breakfast, 1 lunch through dinner.

Those areas that can utilize a standard PROGUIDE posted for the area can post the standard PROGUIDE with the forecasts on the wall, or in a folder in the area it is used.

e. MENQUA/RECOUA. Once recipes automatic quantification is set in RECMAN, MENQUA will print all recipe conversions needed to prepare products on the menu. RECOUA can be used to print conversions individually.

f. PREPREP. The PREPREP printout will be used as the produce requirement worksheet (chop sheet). The program will be utilized to print all advance preparation of vegetables required for the day from the data in INGMAN and on PROGUIDES, etc. It should also be used as a meat log book to keep a record of the three-day advance breakout of meat for thawing purposes. The meat logbook will also be used in conjunction with the CALCSERV program to prepare PROGUIDES reflecting the correct portions to be prepared.

g. DCA. An INVCOST (current inventory dollar valuation report) and the DCANAMH report must be printed at the end of the day's work. The computer date should not be rolled forward until the ending inventory figures on both reports match within \$.10 cents. A "SAVECOST" backup disk set must be made every day work is done. DCA, head count information, and inventory history must be sent to the FSO via modem or diskette daily.

h. MANDAYS are entered in the MDFEDMAN program. If MANDAYS are changed for any reason after the initial entry, you must rerun the DCA to incorporate the change, then re-send the "HEADCOUNT" and DCA information to the FSO. Call the Food Service office immediately if problems arise. It's much easier to fix a problem on the day it occurred instead of a week or month later.

6. Minimum Daily Program Schedule for MCFMIS. The following programs must be run daily at the mess hall:

- a. RCVDATAM - Receive data from Depot Food Service.
- b. INGBUILD - Sort any new ingredients received.
- c. RECBUILD - Sort any new recipes received.
- d. COSTUPD - Update any new prices sent. Must say "yes" to sub-assembly recipes.
- e. MENMAN - Tailor menus to reflect what will be served.
- f. PREDICT - Calculate future headcount by using past REALCOUNT data.
- g. COUNT - Input future headcount.
- h. ORDGUIDE - Calculate subsistence requirements. Correct data must be input in the MENMAN, COUNT, and REALCNT programs prior

to running this program. The user should say "yes" to par levels, accounting for on hand inventory, inventory to be received, inventory to be used, automatically creating orders, process subassembly recipes, and calculated order amounts of zero.

i. ORDENTRY - Final input of requisitions (orders). All orders must be screened by the mess hall manager prior to being updated in this program. Orders must be updated and INGREDIENT HISTORY selected in SNDDATAM in order for Food Service to pick them up in RXTX.

j. ORDPO - Prints updated orders. Must be printed and checked against the STORES order report. Discrepancies must be reported to Food Service immediately.

k. PREREP - Vegetable and meat per meal requirements.

l. CALCSERV - Calculate portions to prepare from amount of ingredient used.

m. PROGUIDE - Menu for the meal printed by production area.

n. MENQUA/REQUA - Calculation/conversion of recipe.

o. PICKLIST - List of ingredients to be used. Should be printed by production area. This report must be filed in the daily folder.

p. REALCOUNT - Post meal history data (acceptability factors) should be cycle forwarded.

q. PREFRPT - Compares projected and forecasted acceptability factors. Will also indicate cost of overproduction. Should be printed daily after REALCOUNT data is input.

r. FASTRCV - Posting of all daily bills. Should be checked against the receive report and the Food Cost report.

s. RCVRPT - Print out of bills posted. Should be checked against the Food Cost report, true bills, and the DCA. This report should be filed in the daily folder.

t. INVTRANS - (When required) To post IMT's. Should be checked against the Food Cost report and signed IMT paperwork. This printout should be filed in the daily folder.

- u. ISSUEMAN - Drop and RTS ingredients listed on the PICKLIST. Should be checked against the issue report and the Food Cost report.
- v. ISSUERPT - Printout of data posted in ISSUEMAN. Should be checked against the PICKLIST, Food Cost report, and the DCA. This report should be filed in the daily folder.
- w. MDFEDMAN - Input headcount, cash meal payment data. The DCA must be run from the beginning of the month after any changes are made in this program.
- x. MDFEDMH - Printout of Man-Day Fed. Must be signed by the Mess Hall Officer and filed in the daily folder.
- y. DCA - Calculates monetary status of all Man-Days, receipts, issues, transfers, and adjustments. Must be run at the completion of each days work and checked against all Man-Days, receipts, issues, transfers, adjustments, and INVCOST for any discrepancies. The DCA must be rerun from the beginning of the quarter when any changes are made. This report should be filed in the daily folder.
- z. INVCOST - List total inventory with dollar value. Must be checked against the DCA to the total inventory value of the INVCOST matches the ending inventory value of the DCA within \$0.10. This report should be filed in the daily folder.
- aa. FOODCOST - Report of all receipts, issues, transfers, and FASTINV adjustments listed by vendor and group. Should be checked against all transactions for the day and against all true bills upon receipt. This report should be filed in the daily folder.
- bb. PHYSRPT - (As needed) Worksheet for recording physical inventory taken.
- cc. FASTINV - (As needed) Adjust inventory to actual amount on hand. Printout must filed and procedure noted in MCFMIS logbook.
- dd. SNDCLNM - Clean out old data already sent to Food Service.
- ee. SNDDATAM - Select the data to be sent to Food Service. The headcount and DCA data must be sent from the beginning of the current month each day and the ingredient history for the date the

orders due were completed. Any day's ingredient history not previously included such as Fridays, Saturdays, and Sundays should also be selected to send.

ff. RXTX - Set the computer to exchange data with Depot Food Service. Done each workday at 300 and 0715 on Mondays.

gg. CYCLE - (As needed) Copy menus forward to future dates.

hh. ISSUPURGE - (As needed) Delete old issue data. Should be ran at the end of each month. Say "yes" to renumber transactions.

ii. ORDERPURGE - (As needed) Delete old order data. Should be ran at the end of the quarter once all bills have been reconciled with Food Service. Say "no" to transactions and "yes" to reset on order amounts.

jj. MENPURGE - (As needed) Delete old menu data. Should be ran at the end of the quarter. Note: All specialty menus should not be deleted.

kk. HISTPURGE - (As needed) Delete old REALCOUNT data. Should be ran at the end of the quarter.

ll. TRANSPURGE - (As needed) Delete old IMT's. Should be ran at the end of the quarter.

NOTE: BEFORE COMPLETING ISSUEMAN OR OTHER DAILY WORK, ALL PROGRAMS AND REPORTS MUST BE CROSSCHECKED WITH EACH OTHER, I.E. RCVRPT AGAINST BILLS RECEIVED, ISSUERPT/RCVRPT/MDFEDMH/INVCOST ALL AGAINST THE DCA AND FOODCOST. AFTER ALL DOCUMENTS HAVE BEEN CROSSCHECKED FOR CORRECTNESS MAKE A SAVECOST, LOGOUT AND INTO THE NEXT WORKING DAY.

7. The following applies to all previously used forms:

a. NAVMC Requisition Forms. All subsistence requirements will be submitted via modem using the "INGREDIENT" history programs of MCFMIS. "NO ORDER" ingredient numbers will be submitted for all vendor items when requirements are NOT needed (i.e., bread, milk produce, etc.).

b. Cook's Worksheet. Mess halls will use the PROGUIDE program of MCFMIS. Mess officer/manager signatures are no longer required.

c. NAVMC Form 708. All inventory tracking will be maintained in the MCFMIS ingredient history file.

d. Subsistence Issue Receipt. Mess halls will use the PICKLIST and ISSUEMAN programs of MCFMIS for subsistence issues.

e. Produce Requirement Sheet. Mess halls will use the PREPRREP program of MCFMIS for produce requirement sheets and meat break outs.

f. Product Sheet. Mess halls will use the MENQUA/RECQUA to produce all recipe conversions.

g. Financial Status. Only the DCA program of MCFMIS will be required. The previous financial status form will no longer be required.

h. Daily Cost Analysis. The DCA will be printed daily and sent via modem to the Food Service Office using the DCA function of MCFMIS.

i. The Meal Verification Record (NAVMC Form 10789). NAVMC form 10789 will continue to be the primary means for recording personnel authorized to subsist at government expense. The implementation of MCFMIS offers no replacement for this form at this time.

j. Cash Meal Payment Sheet (NAVMC Form 10298). NAVMC form 10298 will continue to be the primary means of accounting for meals sold in the mess hall. The implementation of MCFMIS offers no replacement for this form at this time.

8. The retention of MCFMIS generated reports is outlined in paragraph 2024. All previously utilized forms depicted in paragraphs 7a through 7j above will be retained in accordance with MCO P10110.14L.

9. The following security measures must be taken to ensure that only authorized users have access to MCFMIS hardware and software:

a. All system keyboards and MCFMIS data diskettes will be locked in file cabinets. Local password protection will be installed on each computer to ensure only authorized personnel have access to the system and data.

b. Only those personnel appointed in writing by the mess hall officer will be authorized access to MCFMIS hardware and software.

An example of the letter of authorization is provided in figure 2-2. A copy of this appointment will be maintained on file and made available for inspections.

c. All personnel authorized to receive and issue subsistence items from the storeroom will be appointed in writing by the mess officer. An example of the letter of authorization is provided in figure 2-3. A copy of this appointment will be retained on file at the Food Service Office.

10. All mess halls will incorporate the following diskette backup procedures to ensure records are maintained and to prevent the possible loss of valuable accounting data:

a. Mess halls will SAVECOST each day's transactions immediately after the data has been entered and before any other work is done on the new log in date. Seven set-up diskette sets will be used for this purpose, with each diskette set marked to indicate the day of the week. Diskettes will be recycled every seven days corresponding to each day of the week.

b. Each mess hall will submit "SAVECOST" diskettes to the Food Service Office on a monthly basis. The Food Service Office will keep these disks until the next cycle. At that time they will be returned to the mess hall to input information and then returned to the Food Service Office. The purpose of this procedure is to ensure that the Food Service Office always has the necessary information in case the mess hall computer becomes defective.

c. If disks are used to exchange MCFMIS data between the Food Service Office and the mess halls, all disks with the prior day's information must be received no later than 0730 the following morning.

d. All changes to receipts, ingredients, or prices sent via modem from the Food Service Office will be documented by sequence numbered MCFMIS memorandums to ensure receipt by mess halls. Mess Hall Managers should contact the Food Service MCFMIS coordinator immediately upon discovery that changes were not received. All MCFMIS memorandums will be kept filed until directed to discard. When calling discrepancies to the Food Service Office please use ING numbers, prices, container size, and NSN.

e. Each mess hall will maintain a logbook of all data sent to and data received from the Food Service Office.

11. MCFMIS mess hall end-of-the-quarter inventory procedures are as follows:

- a. Complete all work for the last day of the quarter. Run a DCA and INVCOST to ensure DCA ending inventory and INVCOST match.
- b. Run PHYSRPT for all storage locations, ingredients, and vendors.
- c. Conduct the inventory.
- d. Make a list of all adjustments and adjust them properly in the FASTINV program.
- e. Complete a letter of adjustment as required. Use the INVENTORY FILE UPDATE printout as the supporting document.
- f. Run another DCA and another INVCOST.
- g. Match the ending inventories and file both forms together.
- h. Once everything matches, run two SAVECOSTs.
- i. After all the work for the end of the quarter inventory is complete, advance the system date to the first of the month.
- j. Run DCA and INVCOST.
- k. Match the ending inventories.

NOTE: The detailed INVCOST end of the quarter SAVECOST must be sent to the FSO and kept on file at the mess hall.

12. <u>RETENTION OF MCFMIS REPORTS</u>	<u>HARD COPY</u>	<u>TAPE RETENTION</u>
a. Cash Meal Payment Sheets	x	4 months
b. Man-Day Fed Report	x	4 months
c. Meal Verification Records	x	4 months
d. Daily Cost Analysis	x	4 months
e. PROGUIDE	x	3 days

f.	PICKLIST	x	4 months
g.	ISSUEMAN	x	4 months
h.	MENQUA	x	3 days
i.	PREPREP	x	3 days
j.	FOODCOST	x	4 months
k.	End of the Quarter Inventory	x	4 months
l.	REALCNT	x	4 months
m.	Letter of Adjustment	x	4 months
n.	Receipts	x	4 months
o.	Access Appointment Letter	x	6 months
p.	RCVRPTS	x	4 months
q.	True Bills	x	4 months

2007. MESS HALL INVENTORY

1. It is the responsibility of each Mess Hall Officer and Mess Hall Manager to account for all subsistence items issued to that mess hall. If MCFMIS is down, an alternate method of accounting for subsistence will be implemented immediately (i.e. 708 cards).
2. In accordance with MCO P10110.14L, the Mess Hall Officer and Mess Hall Manager are required to inventory all subsistence items on hand in the mess hall after the last issue on the last day of each quarter. Inventories will be submitted to the FS00 no later than two working days after the end of each quarter.
3. A letter of adjustment for all subsistence item inventory changes will be prepared quarterly, at a minimum, for approval prior to adjustment of INVCOST. An example letter of adjustment is provided in figure 2-4. A copy of all letters of adjustment (quarterly inventory, reason of survey) will be kept on file at the mess hall.
4. A subsistence inventory tolerance level is authorized if the

total losses and gains to the mess hall subsistence inventory equals one percent or less of the stores consumed (previous ending inventory, plus supplies received, minus all surveys, sales, turn ins, and the current ending inventory). The commanding officer may authorize the mess officer to approve adjustments to the inventory under the following conditions:

a. This authorization must be in writing (i.e., incorporated into the mess officer's appointing order or separate authorization letter).

b. When conditions of research are satisfied that adjustments were not caused by individual negligence or abuse (e.g., improper storage, preparation, or improper thawing).

c. All adjustments not in accordance with the above criteria will be forwarded to the commanding officer for appropriate action.

5. A letter of adjustment in memorandum form from the mess officer will be placed on file listing all items, to include NSN, unit, unit cost, unit increased or decreased, and the total amount that is to be adjusted.

2008. BOX LUNCHES (NON-FLIGHT). Every effort should be made to arrange schedules or workload so that personnel can partake of a hot meal at the mess hall. The box lunch (non-flight) is for personnel that cannot possibly be fed a hot meal in the mess hall because of the nature of their official duties. Requests for box lunches will be submitted to the mess hall from which the meals are to be picked up. An example of a request for box lunches is provided in figure 2-5. Menus to be served are contained in the current DepBul 10110, Depot Master Menu. The following information must be listed on the outside package of all box lunches:

Date and time of preparation

Time to be consumed by

Preparer

1. Time Limitation. Personnel must prepare box lunches as close as possible to pick up time. Prepared box lunches must be kept refrigerated until issued and must be consumed within three hours after the time of preparation.

2. Preparation Precautions. The following precautions will be used in preparing box lunches:

a. Sandwiches will not be prepared with hot meats or other hot ingredients.

b. Sandwich ingredients will be kept under refrigeration until ready to use.

c. Sandwich fillers made with mayonnaise or salad dressing such as chicken, ham, egg salad, etc., and cream or custard filled cookies or cakes will not be used because of possible bacteria growth during transport.

3. Credit Taken. Credit taken for box lunches (non-flight) will be obtained by using the appropriate conversion factors outlined in MCO P10110.14L.

2009. RECREATIONAL EVENTS. The use of government subsistence and/or the facility and its staff to support unit picnics or parties is not authorized. Official recreational events such as military field meets, family day, open house, and military appreciation day may be supported by serving a meal and are authorized when:

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

2. The meal replaces the normal lunch or dinner meal. The menu should equal the BDFA value of the meal and is procured from an authorized source.

3. The subsistence items furnished will be limited to picnic type rations as specified in the current DepBul 10110, Depot Master Menu.

4. The mess hall is provided all essential data such as date, time, location, subsistence support required, and a breakdown by category of personnel to be supported, to include officers, enlisted personnel, and guests.

5. Signature head count procedures are established and followed, to include the collection of applicable food cost.

6. Upon approval by the Commanding General, family members/guests of military personnel may be authorized to consume food at command sponsored recreational events. Request for approval will be submitted to the Commanding General (Attn: AC/S, SAS). At a minimum, the request will specify the date and time the event is to occur and contain an estimated number of family members/guests to attend. Applicable meal rates will apply.

7. Paper plates, napkins, tableware, etc., will not be provided by the mess halls. Such items may be purchased with funds available, by request, through the Depot Morale, Welfare and Recreation fund, unit Marine Corps Community Services (MCCS) fund, or at the requester's own expense. An example of the request for MCCS funds is provided in figure 2-6.

8. The individual who receipts for recreational rations will be required to sign a receipt for all mess hall equipment issued (i.e., pots, pans, spoons). Upon return of the mess hall equipment, the receipt will be returned.

9. Commanding officers/officers-in-charge (OIC) will designate a representative to collect and turn over to the mess hall cashier all money collected from personnel on commuted rations and guests attending the recreational event.

10. Request for recreational rations will be submitted to the commanding officer not less than five working days prior to the day of the event. An example of the request for unit recreational event rations is provided in figure 2-7.

11. The collection of the proper charges and the meal verification record, NAVMC form 10789, will be turned into the mess hall manager 24 hours prior to consumption of the meal.

12. Any entries made on the cash meal payment sheet, NAVMC form 10298, for more than one individual will be supported by names recorded on a letter or lined tablet paper and attached to the cash meal payment sheet.

2010. COFFEE MESS. Neither coffee grounds, prepared coffee, sugar, cream, pastry or other subsistence items, nor mess hall supplies or equipment, will be utilized for private coffee messes.

2011. OFFICIAL COMMAND FUNCTIONS. Local MCCS funding will support non-appropriated command functions such as recruit graduation and family day. The support will be in the form of refreshments such as coffee, tea, fruit drink, and pastry products. The support will not involve mess hall personnel, equipment, subsistence, or paper products.

2012. INTER MESS TRANSFER OF SUBSISTENCE ITEMS

1. Intermess transfer (IMT) of subsistence from one mess hall to another is authorized when needed, but should be kept to a minimum. Overuse of the IMT is an indication of poor ordering practices and will be reported as such during inspections. This is not a management tool, which should be practiced or taken for granted. Its purpose is:

a. To permit the contents of one case to be drawn by one facility and be divided among two or more facilities.

b. To adjust inventories of slow moving items.

c. To assist a facility "caught short" by unexpected increases in personnel requirements.

2. Conversely, over-reliance on intermess transfers because of inaccurate planning, lack of foresight, or carelessness will seriously detract from the effectiveness of both the IMT and mess hall management in general.

3. Use of the inter-mess transfer must be promptly followed by proper documentation to the Food Service Operations Officer with the following procedure:

a. The selling Mess Hall Manager is responsible for:

(1) Ensuring that the proper transfer documents, MCFMIS generated forms (INVTRANS) are prepared (Ingredient Transfer Amounts).

(2) Ensuring that the documents/reference number includes mess hall name the transfer is to, the ingredients, amounts issued, and total costs. The individual who issued and the individual who received must sign the form.

(3) The Food Service Office will be called for assignment of an authorization (IMT) number before transfer data is input. If transfer is after hours or on weekends the date and the mess hall sold to will be the document/reference number until the issuing mess hall contacts Food Service by 0900 the next workday.

(4) Delivering the signed INVTRANS document to the Food Service Office the same day of transaction or the first working day after the weekend or holiday.

b. The receiving Mess Hall Manager is responsible for:

(1) Ensuring that the proper transfer documents, MCFMIS generated forms (INVTRANS) are prepared (Ingredient Transfer Amounts).

(2) Ensuring that the documents/reference number includes mess hall name the transfer is from, the ingredients, amounts issued, and total costs. The individual who issued and the individual who received must sign the form.

(3) Delivering the INVTRANS document to the Food Service Office the same day of transaction or the first working day after the weekend or holiday.

2013. REQUISITIONING PROCEDURES

1. REALCOUNT. It is important to record the post meal history data in the REALCOUNT program for all menus. Ensure an accurate count is input and cycled forward to the next menu date on all items, thus narrowing the margin of error on the ORDGUIDE.

2. COUNT. Forecasted counts and acceptability factors must be entered in the COUNT program.

3. Order Guide (ORDGUIDE). The ORDGUIDE will generate a suggested order, which can then be tailored in the ORDENTRY program.

4. Order Report (ORDRPT). The ORDRPT will print a copy of the order, which can be used to double check that entries were made correctly before the order is closed and cannot be changed. This report must be checked against the STORES order report to ensure that the orders were received correctly at Food Service.

5. Fast Receive (FASTRCV). The FASTRCV updates the computer inventory to incorporate receipts.
6. Receive Report (RCVRPT). Once the receipt is entered, RCVRPT should be run to check that the total amounts match the invoices from the vendor and the STORES receipt report as well as the receipt column on the DCANMH printout and FOODCOST report.
7. Send Data Mess Hall (SNDDATAM). All subsistence requirements will be submitted via modem using the "INGREDIENT history" program by selecting the day prior to the date the orders were completed. If no order is being submitted, as requirements are not needed, a "NO ORDER" ingredient number will be submitted for all vendor items.

*The data sent should also include any days not selected previously such as Fridays, Saturdays, and Sundays.
8. Ready to Transmit (RXTX). All information will be transmitted to food service by modem. In order for food service to receive information "RXTX" will be sent at 1300 daily weekdays and 0730 on Mondays. This is needed for information to be processed to STORES.
9. In the event an emergency should arise, arrangements can be made to receive subsistence items by contacting the Food Service Office.

2014. ISSUING AND BILLING PROCEDURES

1. The Mess Hall Manager or his designated representative will inventory all delivered items to ensure that weights and/or quantities of subsistence items are correct and received in satisfactory condition. After quantities and condition are inspected and found to be satisfactory and acceptable, the appropriate billing purchase document is signed.
 - a. Each mess hall retains one copy of the delivery document, which plainly states the quantity of items delivered. The document will be submitted to the Food Service Office for billing to each mess hall. Mess halls will post bills in FASTRCV the same day of receipt, and a receipt report will be printed.
 - b. A STORES receipt report (TRUE BILL) will be generated at Food Service and sent to the mess hall. It is the mess halls responsibility to check the TRUE BILLS against the RCVRPT.

2. Authorization to Sign for Subsistence Items. The mess hall officer will assign personnel authorized to sign for subsistence items delivered to the mess hall in writing. This authorization will be forwarded to the FSO within one work day of the assignment. This authorization will be completed whenever personnel authorized to sign for subsistence items change.

2015. REQUISITION SCHEDULE. Requisition/delivery schedules for all mess halls are published in food service memorandums. Changes to the schedule for all mess halls will be coordinated with the Food Service Operations Officer; who in turn will publish alternative dates.

2016. SURVEY/INVESTIGATION OF SUBSISTENCE ITEMS. The procedures for survey and investigation of subsistence items are as follows:

1. Surveys. The survey is the means by which subsistence that has been damaged, become obsolete, or deteriorated and become useless is accounted for on the records. This procedure provides for a review of the condition of the subsistence, a determination of the cause of the existing condition, and a recommendation for disposition of the material. The survey document provides authorization to adjust the records on which the subsistence is carried.

2. General Information. The survey procedures outlined herein apply only to the disposition of food items. These procedures will apply in the majority of instances. If negligence or intentional misconduct is suspected in particular cases an investigation should be conducted per the guidelines set forth in this chapter.

3. Surveys Without Formal Investigation. Food items accounted for below the DSSC activity level may be expended without investigation when:

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

b. The total value of the subsistence to be expended equals one percent or less of the total stores consumed (previous ending inventory plus supplies received during the month minus surveys, sales, turn in, and current ending inventory).

c. The amount of the lost subsistence is less than \$1000.

Repetitive entries of the same item for purposes of circumventing the maximum dollar limitation are not permitted. Report the losses on line 4a and/or line 8 of the SOAR for the applicable accounting period.

d. The total loss is not for a single line item.

4. Survey Procedures

a. When all conditions outlined in paragraph 3 are met, the mess officer or the responsible officer may approve adjustments to the inventory.

b. If any of the conditions outlined in paragraph 11201 of MCO P10110.14L are not met, the mess officer or responsible officer will initiate a request for a survey by letter to the installation commander via the appropriate chain of command. The request will contain a copy of the veterinary/medical officer's recommendations. A copy of these recommendations must be kept on file with the installation's copy of the SOAR. The following information will also be included in each request:

- (1) Name of the article(s)
- (2) Quantity (total pounds/cans/units, etc.)
- (3) Total cost per line item
- (4) Grand total
- (5) Date of pack (National Stock Number)
- (6) Date of receipt
- (7) Activity received from
- (8) Contract data (contract number, lot number, and contractor
- (9) Pertinent data for evaluating the cause of the loss

Examples of such data include packing methods, storage conditions -- including holding temperatures for chill and freeze items--and conditions on receipt.

NOTE: Contract and receiving data need not be included in the

request for a survey covering single cans or less than case lots of any one article.

5. Action by the Installation Commander. The installation commander or his designated representative may approve or disapprove any request for survey. If approval is given, the endorsement reflecting approval also serves as authority for the officer administering the subsistence stores and/or the unit mess officer to adjust their accounts.

6. Accountability. The request for survey and a copy of the installation commander's endorsement will be retained on file with the installation's copy of the SOAR.

7. Investigations Definition and Purpose. An investigation is the procedure by which a commanding officer determines the facts surrounding the damage, loss, destruction, or theft of subsistence. The investigation also provides:

a. A determination of the current condition of lost, damaged, or stolen material.

b. Recommendations for the disposition, retention, and further accountability of such supplies.

c. A determination of the individual(s) responsible for the present condition of the subsistence.

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

a. The cause of the condition is unknown;

b. The value of the food items exceeds \$1,000 (gains plus losses);

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

d. Whenever the commander deems appropriate;

9. Request for an Investigation. In situations covered by paragraph 2, preceding, the officer administering or exercising custody over subsistence supplies will submit a request for an investigation by

letter to the battalion commander, via the chain of command.

10. Notification Procedures. HQMC must be notified by message within 24 hours following any losses requiring investigation. This notification is for accounting purposes. The notice must indicate whether authorization was given by the installation commander to drop the subsistence from the records. The notice to HQMC will also 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.

11. Conduct of the Investigation. By means of an appointing order signed by the installation commander, an investigating officer will be selected to conduct the investigation. The investigating officer will conduct the investigation per Chapter 6 and paragraph 0909 of the JAG Manual. Upon completion of the investigation, the investigating officer will submit a report in the format prescribed in paragraph 0608 of the JAG Manual to the installation commander, with a copy forwarded to CMC (LFS-4). The following additional information should be included in the report:

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

b. A recommendation regarding personal responsibility for the loss or damage.

c. A recommendation as to the disposition of the food items. This recommendation will include the estimated salvage value of the food items. The investigating officer will consider the practicality of salvaging the food items as well as the possibility of sale of the items. A recommendation for the destruction of food items because of their unsanitary or dangerous condition will prescribe the method of destruction.

12. Credit for Losses. Credit for the total monetary value of food items whose loss is being investigated will be taken on the SOAR (line 4a and/or line 8) submitted to CMC (LFS-4) for the applicable accounting period.

2017. MESS HALL CLOSURES. Periodically it becomes necessary to temporarily close a mess hall in order to conduct facility

maintenance, install equipment, or to upgrade capability. The following procedures will be followed by commanders having operational control of a mess hall during temporary closures:

1. Subsistence Procedures

<u>Period of Closure</u>	<u>Action Required</u>
1-5 days	a & b
6-20 days	a - c
21-30 days	a - d
excess of 30 days	a - e

a. Review on hand stocks of dairy, fresh produce, and bread products. Considering quantity, date of receipt, expiration date (milk products only) and physical condition of each product, determine which products, if any, should be intermess transferred (IMT'd) to other mess halls in order to reduce the possibility of unnecessary spoilage and monetary loss.

b. Upon notification of closure, determine which, if any, subsistence requisitions require cancellation as soon as possible.

c. Make all attempts to IMT all fresh produce, dairy, and bread products to other mess halls aboard the Depot. Contact the Depot FSO if assistance is required. All of these products will be removed from the closed mess hall.

d. All perishables (frozen included) will be IMT'd.

e. All subsistence supplies will be IMT'd.

NOTE 1: In order to reduce the possibility of excessive subsistence inventories and over expenditures on mess halls receiving IMT'd items as a result of foreseen closures, the mess hall manager/officer of the mess hall being closed will coordinate menu changes/modifications with the FSO. When a mess hall's closure overlaps from one month to the next and subsistence supplies are on hand, monthly inventories will be conducted in accordance with paragraph 2007 of this Manual.

NOTE 2: During periods of temporary closures, when perishable subsistence supplies remain at the closed facility, the command will ensure temperature readings of refrigerated/freezer spaces are taken at a minimum of three times daily (i.e., 0700, 1200, and 1630). Any irregularities in the temperature range will be reported immediately.

Normally this responsibility rests with the mess hall personnel; however, this responsibility may be included in the special instructions for the battalion OOD. Temperature readings and time will be documented on the temperature charts, located in the vicinity of each refrigerated/freezer space. Figure 6-1 applies.

2. Facilities/Equipment (excess of 30 days only)

a. All mess halls must be completely cleaned prior to closing. All storage racks must be pulled to the center of rooms to allow for air drying and spraying. Refrigeration units will be left open and all electricity will be shut off at the main power source.

b. The unit responsible officer (mess officer) will contact the FSOO to schedule a joint inventory of all plant account property and minor property. Upon the completion of the inventory, the responsible officer will receipt for all property on an equipment card.

c. All minor food service property will be inventoried and copies forwarded to the FSO. All keys to the mess hall will be turned into the S-4 officer.

d. All plant account and minor food service property will remain in the closed mess hall. Nothing is to be removed without the approval of the FSO.

e. The above requirements must be documented within ten days after closing.

2018. DAILY FOOD COST ANALYSIS REPORT. A food cost analysis report will be prepared by the mess hall manager daily. The daily food cost analysis report, MCFMIS, will be submitted to the FSO by modem on that day's transaction. The DCA is a one-line entry of the day's status. An example of the DCA report is provided in figure 2-8. Completion of the DCS report is as follows:

1. Mess hall number. Self-explanatory.
2. Date. Date food cost analysis applies.
3. Basic Daily Food Allowance (BDFA). BDFA authorized by the FSO.
4. Man-days fed. Man-days for one day.

5. Credits. Cumulative credits.
6. Beginning inventory. Dollar value of beginning inventory for a day.
7. Receipts. Dollar value for FASTRCV for a day.
8. Surveys/Inter Mess Hall Transfer(IMT). Dollar value of IMTs and surveys for a day.
9. Issues. Dollar value of ISSUEMAN program for a day.
10. Adjustments. Dollar value for FASTINV.
11. Ending inventory. Daily value of ending inventory.
12. Financial status. Receipts plus or minus IMTs/surveys minus issues plus or minus adjustments minus credits.
13. Cost to feed. Issues divided by daily man-days.
14. Inventory percentage. Ending inventory divided by credits.

2019. MEALS READY TO EAT (MRE). Standing operating procedures (SOP) for the requisitioning of Meals Ready to Eat (MRE) aboard the Depot and the Marine Corps Air Station, Beaufort.

1. Requisitioning and Delivery Procedures

a. The RTR logistics chief will provide a weekly training schedule for MRE requirements to the FSO, via e-mail. Delivery of MREs for Basic Warrior Training (BWT) will be at 1300 on Monday at the bivouac site at Page Field. Each recruit gets five MREs for BWT, one for the Monday noon meal and two per day for Tuesday and Wednesday. Delivery of MREs for the Crucible are two and a half MREs per recruit. Delivery of MREs for the Crucible will be on Tuesday at 1300 at the designated barracks. Company count on deck will be taken from that day's morning report. Special arrangements can be made for alternate delivery dates and/or times by contacting the subsistence chief at extension 3338. An example of the authorization to request and receive POR, FBT and BSS is provided in figure 2-9.

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

2. Receiving Procedures

a. Prior to receiving MREs, each unit will be responsible for submitting a request to DCAC (with a copy to the Food Service Office) for stoppage of comrats/checkage of pay for all personnel in receipt of COMRATS/BAS. 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. An example of the request for stoppage is provided in figure 2-10.

b. The requesting unit will ensure the unit representative is at the delivery site at the predetermined location/time to sign for and take possession of requested rations. A Food Service Office representative will have all required paperwork to support the requirements identified by the e-mail request. The unit representative will ensure all paperwork is correct. When all information has been confirmed, the unit representative will sign DD form 1348-1 and, using a block signature, sign NAVMC form 10789 (meal verification record) for all personnel receiving MREs.

3. Turn In Procedures. All meals not consumed must be turned in to Food Service upon completion of the field exercise. The following procedures apply:

a. Contact the Food Service subsistence chief via e-mail (SUBSISTENCECHIEF@DSSC@MCRD PISC) or telephone (ext. 3338) to get a return time and date.

b. Bring all meals that are not consumed to the Food Service warehouse at the designated return date and time. Food Service personnel will then complete DD form 1348-1 and will provide a copy as a receipt for the turn in. All meals consumed must be reported to Food Service on a POR monthly usage report. An example of the POR monthly usage report is provided in figure 2-11.

2020. FOOD SERVICE MEMORANDUMS. In order to maintain a flow of information between the FSO and each mess hall, the Depot Food Service is authorized to publish food service memorandums. Each food service memorandum will be serialized at the beginning of each year, i.e., 1-98, 2-98, etc. Distribution will be annotated in the lower left corner of the memorandum.

2021. REMOVAL OF FOOD FROM MESS HALL. No one, military or civilian,

will remove food (cooked, uncooked, edible, or inedible) from the mess halls except for take-out meals, box lunches, whole fresh fruit, or when authorized in writing.

2022. DATING OF SUBSISTENCE ITEMS. All perishable and non perishable subsistence items received in the mess hall will be dated upon receipt to ensure proper rotation of first-in/first-out, as required by NAVMED P-5010, chapter 1.

2023. DOUBLE RATIONS. The serving of double rations is authorized only by the medical department.

2024. RETENTION OF REPORTS. Retention periods for food service related reports, records, and forms are as follows:

1. Two Years. SOAR (NAVMC form 10369) and related papers.
2. One Year
 - a. Meal Card Verification Report.
 - b. Cash Verification Audits.
3. Six Months
 - a. Appointment letters of unit collection agents, primary and alternates, mess hall cashiers, and verification officers for public funds after term of assignment.
 - b. Letters of survey and unfitness (HSC form 404).
4. Four Months
 - a. Cash Meal Payment Sheet (NAVMC form 10298).
 - b. Meal Verification Record (NAVMC form 10789).
 - c. Letter of Adjustment for INVCOST.
 - d. Assignment of Meal Verification Supervisors.

2025. BODY FLUID REPLACEMENT SPORTS DRINKS. Authorization has been granted for the use of a fluid replacement drink during periods of training.

1. The three areas of training where fluid replacement drinks will be used are:

- a. Basic Warrior Training (BWT).
- b. Rifle Range Training.
- c. Crucible.

2. There are five fluid replacement drinks:

- a. Lemon Lime Sports Drink
- b. Orange Sports Drink
- c. Fruit Punch Sports Drink
- d. Winter sport Sports Drink (used during Cold SOP)
- e. Hot Cocoa

3. Sports drinks are available during meal periods. Recruits are encouraged to consume the sports drink during meal periods prior to and during physical training or drill.

4. Mess Halls may make available to their commands insulated coolers of ice water during physical training or drill periods.

5. Quality control of hot/cold "wets" (sports drink, winter sports drink, broths and cocoa) are the responsibility of the mess hall providing hot/cold wets support. Therefore, only food service specialists will prepare the hot/cold wets for consumption.

SOP FOR FOOD SERVICE PROGRAM

HEADING

10110
CODE
date

From: Commanding Officer
To: (Appointee)

Subj: AUTHORIZATION FOR ACCESS TO MARINE CORPS FOOD MANAGEMENT
INFORMATION SYSTEM (MCFMIS) HARDWARE AND SOFTWARE

1. The below listed personnel are authorized access to MCFMIS
hardware and software for Mess hall #_____.

NAME	RANK	SSN	SIGNATURE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

MESS OFFICER

1. I have read and understand the responsibilities of appointment to
this position and accept all orders and responsibilities which apply.

Signature

Figure 2-2.--Sample Format of Access to MCFMIS.

SOP FOR FOOD SERVICE PROGRAM

HEADING

10110
CODE
date

From: Mess Hall Manager
To: Depot Food Service Operations Officer

Subj: AUTHORIZATION TO RECEIPT AND ISSUE SUBSISTENCE ITEMS

1. The below listed personnel are authorized to receipt for and issue subsistence items for Mess hall #_____.

NAME	RANK	SSN	SIGNATURE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

MANAGER SIGNATURE

Figure 2-3.--Sample Format of Letter of Authorization to Issue Subsistence Items.

SOP FOR FOOD SERVICE PROGRAM

HEADING

10110
CODE
date

From: Commanding Officer
To: Mess Officer/Commanding Officer

Subj: REQUEST FOR ADJUSTMENT OF MCFMIS INVENTORY LEVELS

Ref: (a) DepO P10110.5H
(b) MCO P10110.14L
(c) CMC msg 2201322Z Jun 93

Encl: (1) Inventory File Update

1. In accordance with the references, it is requested that permission be granted to adjust the MCFMIS inventory stock levels noted below. Adjustments reconcile the physical inventories with the MCFMIS inventory levels.

2. The following items need to be decreased.

ING #	NSN	ITEM	QTY	U/I	U/P	U/T
0000	0000-00-000-0000	_____	000	_____	\$0.00	\$0.00

						TOTAL DECREASE \$ 0.00

3. The following items need to be increased.

ING #	NSN	ITEM	QTY	U/I	U/P	U/T
0000	0000-00-000-0000	_____	000	_____	\$0.00	\$0.00

						TOTAL INCREASE \$ 0.00

4. The total monetary adjustment is \$00.00 (both increase and decrease are added together to give the total adjustment). (If dollar value of both totaled together is \$1,000.00 or greater, it must be approved by the commanding officer for adjustment.)

Figure 2-4.--Sample Format of Letter of Adjustment

SOP FOR FOOD SERVICE PROGRAM

5. This adjustment is due to (state reason(s)).

Signature

Copy to: Depot FSO

Figure 2-4.--Sample Format of Letter of Adjustment-Continued

SOP FOR FOOD SERVICE PROGRAM

HEADING

10110
CODE
date

From: Officer in Charge/Section Head
To: Commanding Officer, (unit with control of mess hall)

Subj: REQUEST FOR BOX LUNCHES

Ref: (a) DepO P10110.5H

1. In accordance with the reference, it is requested that the below listed personnel be provided box lunches on date/time.

Name	Rank	Meal Card
------	------	-----------

2. The above personnel are entitled to subsist at government expense. Personnel not authorized to subsist at government expense will reimburse the government at the current food cost.

3. The above requested rations will be consumed in place of the (breakfast/lunch/dinner) meal.

4. The box lunches will be consumed within 3 hours after the preparation time.

Signature

Figure 2-5.--Sample Format of Box Lunch Request.

SOP FOR FOOD SERVICE PROGRAM

HEADING

10110
CODE
date

From: Commanding Officer
To: Commanding General, Marine Corps Recruit/Eastern
Recruiting Region (AC/S, MCCS), Parris Island
Via: Commanding Officer, Recruit Training Regiment, Marine
Corps Recruit Depot, Parris Island

Subj: REQUEST FOR MCCS FUNDS (RECRUIT FUNDS)

1. It is requested that the (unit name) mess hall be issued a portion of its MCCS funds in the sum of \$125.00. These funds will be used for family day and graduation. The funds will be spent on coffee, juice, and cookies for graduates and their families.
2. Please make the check payable to the Depot Commissary.
3. It is requested that the funds be made available on (date) . Family day will be held on (date) . Graduation will be held on (date) .
4. Point of contact is Cpl Soliz at extension 3772.

Signature

Figure 2-6.--Sample format of Request for MCCS Funds.

SOP FOR FOOD SERVICE PROGRAM

HEADING

10110
CODE
date

From: Officer in Charge/Section Head
To: Mess Hall Manager, (unit with control of mess hall)
Via: S-4 Officer, (unit with control of mess hall)

Subj: REQUEST FOR RATIONS FOR UNIT RECREATIONAL EVENT

Ref: (a) MCO P10110.14L
(b) DepO P10110.5H

1. In accordance with the references, it is requested that rations be provided this unit for an organized recreational event being conducted on (date) (time) at (location).

2. There will be a total of _____ personnel attending. The breakdown of personnel is as follows:

	NUMBER	DISCOUNTED MEAL RATE	FULL MEAL RATE	TOTAL
OFFICER	_____	_____	_____	_____
ENLISTED ON COMRATS	_____	_____	_____	_____
ENLISTED W/MEAL CARD	_____	_____	_____	_____
AUTHORIZED GUEST	_____	_____	_____	_____

3. The rations will be picked up at (time) on (date) by (name).

Signature

Figure 2-7.--Sample Format of Request for Unit Recreation
Event Rations.

SOP FOR FOOD SERVICE PROGRAM

THIS REPORT CAN BE FOUND AT THE DEPOT FOOD SERVICE OFFICE, IT CAN NOT
BE DESIGNED TO LOAD ON THE K:\FORMS

Figure 2-8.--Sample Format of DCA.

SOP FOR FOOD SERVICE PROGRAM

HEADING

10110
CODE
date

From: Commanding Officer
To: Commanding General, Marine Corps Recruit Depot/Eastern
Recruiting Region, (Attn: FSO)
Via: Commanding Officer, (of unit if required in chain of command)
Subj: AUTHORIZATION TO REQUEST AND RECEIVE PACKAGED OPERATIONAL
RATIONS (POR), FUEL BARS TRIOXANE (FBT), AND BREAD SHELF
STABLE (BSS)

1. The below listed Marine(s) are authorized to request packaged
operational rations (POR), Fuel Bars Trioxane (FBT), and Bread Shelf
Stable (BSS).

NAME	RANK	SSN	SIGNATURE
_____	_____	_____	_____
_____	_____	_____	_____

2. The below listed Marine(s) are authorized to receive packaged
operational rations (POR), Fuel Bars Trioxane (FBT), and Bread Shelf
Stable (BSS).

NAME	RANK	SSN	SIGNATURE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SIGNATURE

Figure 2-9.--Sample Format of Authorization to Request and Receive
POR, FBT and BSS.

SOP FOR FOOD SERVICE PROGRAM

HEADING

7200
CODE
date

From: Commanding Officer, ___ Company
To: Commanding General, MCRD (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) Personnel roster receiving MRE issue

1. Per the reference, request the stoppage of COMRATS/checkage of pay be conducted on the personnel listed in the enclosure, for one day. The personnel listed received three MREs each. The issue of MREs is in support of the Crucible.

2. Request that the annotated copy, with the Unit Diary #, be returned to ___(BN)___ S-1.

3. Point of contact is ___(name)___ at extension ____.

signature

Copy to :
(BN) (S-1)
Depot Food Service

Unit Diary # _____

Figure 2-10.--Sample Format Request for Stoppage of Comrats/Checkage
of Pay for MRE Issue.