



UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION
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STATION ORDER 10110.6L Ch 1

From: Commanding Officer
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR THE FOOD SERVICE DIVISION
(SHORT TITLE: SOP FOR FOOD SERVICE)

Encl: (1) New page inserts to StaO 10110.6L

1. Purpose. To transmit new page inserts and direct pen changes and to the basic Order.

2. Action

a. Remove Chapter 2 from the subject Order and replace with the corresponding chapter contained herein.

b. Remove Chapter 4 from the subject Order and replace with the corresponding chapter contained herein.

c. Insert Appendix A contained herein.

d. Delete "1st LAAM Bn" in paragraph 4 of the signature page.

e. Page 1-6, paragraph 1009, delete the last sentence.

f. Page 1-8, delete paragraph 1016.5 in its entirety.

g. Page 5-3, paragraph 5002.1, delete "and surcharges for meals" from the second to the last sentence.

h. Page 5-3, paragraph 5002.3, delete "and surcharges" from the second to the last sentence.

3. Filing Instructions. File this change transmittal immediately following the signature page of the basic Order.


C. J. TURNER

DISTRIBUTION: B

SOP FOR FOOD SERVICE
CHAPTER 2
FOOD SERVICE PROCEDURES

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SOP FOR FOOD SERVICE

CHAPTER 2

FOOD SERVICE PROCEDURES

2000. MASTER MENU. The Master Menu published by this Command will be adhered to in the operation of the Mess Hall. Changes to the menu must receive prior approval from the FSO. All food prepared in the Mess Hall will be prepared per reference (f), except the recipes contained in reference (i), which may be used in the preparation of "B" rations.

2001. UTILIZATION OF STANDARD FORMS. Standard requisitioning, food production and control forms will be utilized in the operation of the mess facility as outlined below:

1. Production Guide (PROGUIDE). The order of the day for containing guidance for Food Service personnel in the preparation and serving of meals in the Mess Hall.
2. Daily Cost Analysis (DCA). To be prepared and used to indicate financial stability of the facility. The financial status will be reconciled with food service daily and on the last working day of each month.
3. Pick List (PICKLIST). To be used for issuing subsistence items from the storeroom to the galley preparation area.
4. Inventory Ingredient History (INREV). To be used to record subsistence items received and issued by the Subsistence Supply Clerk.
5. Recipe Quantification (RECQUA). This document is intended to be used as an official planning form for the individual cook in the preparation of a product. This document shall be utilized and, when completed, will be retained with the Cook's Worksheet.
6. Pre-Preparation Worksheet (PREPREP). This document will be used by the Chief Cook to alert the vegetable preparation room for the vegetable requirements of the galley for any given day.

2002. INTERNAL CONTROL OF SUBSISTENCE ITEMS IN THE MESS HALL. The procedures outlined in this Order will be adhered to in order to provide positive internal control for subsistence items in a uniform manner.

2003. SAFEKEEPING OF SUBSISTENCE SUPPLIES. The safekeeping of subsistence supplies which have been delivered for use in a Mess Hall is

the responsibility of the installation commander. The Mess Hall Manager is responsible for the safekeeping of all subsistence supplies.

2004. REPORTS OF INVESTIGATION. When subsistence supplies (issued to the FSO/Mess Hall Officer) are lost, damaged or destroyed, these supplies will be reported as set forth in reference (a).

2005. ROTATION OF SUBSISTENCE ITEMS. All subsistence items received at the Mess Hall will be dated as received. Delivery copies of requisitions will be utilized as supporting documents. Dates received will be entered on the container with grease pencil or felt tip pen in order to be legible and easily identified. The date will be marked on the label side of the container; in the event that no label is entered on a container, the dates will be marked on the side of the container, facing the aisle. Additionally, the case weight as noted on delivery copies of produce will be entered on produce containers and this entry will be circled. The date received will be entered as month, day and year, i.e., 7/13/80. Stores are to be rotated; oldest stock received by the Mess Hall will be used first, unless deterioration of the contents require immediate use to prevent loss to the Government in which event the FSO will be notified.

2006. RECREATIONAL MEALS. Requests for prepared food for authorized recreational events will be submitted to the CO having operational control of the Mess Hall for approval/disapproval. Subsistence support is only authorized for official recreational events such as military field meets (Major Command Level), family days, open house and military appreciation days. The meal must replace a normal lunch or dinner meal. All essential data must be provided to the Mess Hall five working days prior to the event. Personnel receiving recreational meals are not entitled to subsist at the Mess Hall during the meal that the recreational rations are replacing. Signature headcount procedures must be established and followed to include the collection of applicable food cost(s).

2007. BAG LUNCHES

1. Instructions. The bag lunch menu is included for use in preparing a standard suitable lunch for personnel that cannot possibly be fed a hot meal in the Mess Hall because of the nature of the performance of their official duties. The bag lunch method of feeding is the least desirable method of subsisting a person and creates an additional burden on the Mess Hall. Approval for personnel to draw bag lunches must be thoroughly investigated to ensure that the individual cannot possibly attend a hot meal in the Mess Hall.

2. The bag lunch will replace a meal and will not be served as a supplement/addition to the regular meal.

a. Requests for bag lunches must be submitted on the standard station form for bag lunches, available at the Mess Hall. Bag lunches will only be issued to personnel authorized to SIK or personnel on ComRats that have paid the appropriate meal rate.

b. Bag lunch requests are required to be in the Mess Hall Managers Office no later than 1200, 72 hours prior to pick up date. Requests for Saturday, Sunday and Monday must be submitted by 1200 the preceding Friday. Units who are deploying and requesting bag lunches should submit requests to the Mess Hall Manager no later than five working days prior to departure.

c. A certification will be made on the meal signature record by the person picking up bag lunches.

(1) Menu. The bag lunch menu will be prepared, as authorized by the MCAS, Yuma Master Menu.

(2) Time Limitations. Personnel must prepare bag lunches as close as possible to pickup time. Prepared bag lunches must be kept refrigerated until issued and must be consumed within three hours after removal from refrigeration.

(3) Preparation Precautions. The following precautions will be used in preparing bag lunches:

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

(b) Sandwich ingredients will be kept under refrigeration until actual use.

(c) Sandwich fillers made with a mayonnaise or salad dressing such as chicken salad, ham salad, and egg salad, etc., and cream or custard filled cookies or cakes, will not be used.

(d) Reference (a) contains guidance regarding sanitary precautions in the handling of sandwich type meals.

(4) Credit Taken. Credit taken for bag lunches will be obtained by using the appropriate conversion factor for the meal the bag lunch replaces.

2008. NIGHT MEALS. Night meal operations are to accommodate only personnel who, because of duties (i.e., night/mid crews), will miss one of the regularly scheduled meals served at the Mess Hall. Night

meals are normally served Sunday through Thursday. Special requests for weekends (Friday and Saturday) should be addressed to the FSO 72 hours in advance. To ensure cost effectiveness, night meals for Friday and Saturday will normally be bag meals.

2009. EMERGENCY/SPECIAL FEEDING. Commanding Officer having operational control of the Mess Hall is the approving authority for after hours emergency/special feeding requirements.

2010. FLIGHT RATIONS. Entitlement to flight rations is based on the status of the person requiring the ration.

1. The following categories of personnel are required to pay cash for flight rations (rates to be charged are contained in reference (a)):

- a. All officers of the United States Government.
- b. Civilian and military personnel of foreign governments.
- c. Enlisted personnel receiving basic allowance for subsistence.
- d. Dependents of military and civilian Federal Government employees.
- e. Aviation Cadets.
- f. Civilian Federal Government employees, including those under contract.

2. The following categories of personnel are entitled to flight rations at government expense:

- a. Enlisted personnel of the uniformed services traveling under individual or group orders.
- b. Enlisted personnel not receiving ComRats or other monetary subsistence allowance.

3. The types of flight rations and cost limitations placed on flight ration components are contained in reference (a), paragraph 1041.

4. The flight ration request, issue and receipt form illustrated in reference (a) (figure 1-5), will be used as the authority to issue flight rations.

5. The Cash Meal Payment Sheet (NAVMC Form 10298) will be used to record all meals sold on a cash basis. A daily record will be maintained by the FSO of the number of flight rations issued or sold.

2011. FIELD FEEDING. Meals served in the field will be prepared, and served by personnel having the MOS (3381/3361).

2012. SALES OF MEALS TO OTHER PERSONNEL

1. Marine Corps Junior Reserve Officers Training Corps (MCJROTC). MCJROTC units from various high schools conduct annual orientation visits at different commands each year. Reference (a) requires the host activity to budget and pay for the subsistence support provided to these units. The FSO is tasked with the reporting for subsistence support rendered to subject groups. To ensure proper reporting and reimbursement of N4 (SIK) funds, the following reporting procedures will be utilized by CO's required to feed MCJROTC units. Junior cadets from other Armed Forces must pay for all meals consumed.

a. Group signature procedures are authorized for MCJROTC units. MCJROTC units will be fed in-kind and reported as MCJROTC (specify school on the Man-Day Fed Reports).

b. All chaperones and accompanying staff personnel will pay the appropriate food cost(s).

2. Midshipmen, Naval Reserve Officer Training Corps. Subsistence items or meals, either "A" or "B" rations, expended in support of Naval Reserve Officer Training Cadets (NROTC) Midshipmen are authorized on a reimbursable basis only. Reimbursement is effected by one or two methods; either through transfer of appropriation at Headquarters Marine Corps level or cash payment, depending on the status of duty described in subparagraph 2a or 2b below. The following guidance is provided relative to the feeding of NROTC units.

a. Midshipmen from NROTC units attending training will be fed-in-kind by the organization to which they are assigned. Reimbursement of N4 (SIK) funds expended on this category of NROTC units is effected between services at the Headquarters Marine Corps level and the following reporting procedures peculiar to NROTC units qualifying as "Summer Training Units" will be as follows:

(1) A separate Meal Signature Record (NAVMC Form 10789) must be utilized to record the names of midshipmen fed for each meal.

(2) The total number fed each day must be recorded in the appropriate NROTC block of the Man Day Fed Report (NAVMC Form 565-1) and submitted to the Head, Food Service by the organization providing subject support.

(3) Based on the dates provided by documents described in subparagraphs 2a (1) and (2) above, the FSO will prepare the Voucher for Disbursement and/or Collections (NAVCOMPT Form 2277) for transfer of funds between appropriations, listing the accumulation of all meals ("A" or "B" rations) provided to NROTC units on summer training to effect reimbursement of N4 (SIK) funds. This voucher will be included in the Command's monthly submission of the Subsistence Operational Analysis Report.

b. In addition to the summer training category, this Command will host Midshipmen from NROTC on orientation visits. NROTC Midshipmen on orientation visits will be required to pay for each meal ("A" or "B" ration) consumed.

c. Active duty personnel and escort officers are subject to the appropriate food cost(s).

3. National Guard Units (Reserves). For National Guard Units hosted by this Command the following accounting and reporting procedures will be used to record subsistence support.

a. All officers are subject to pay the appropriate food cost(s).

b. National Guard enlisted reserves will be fed-in-kind and reported for in the appropriate column of the Man Day Fed Report, specifying the subject unit for each day supported. Mess Hall management will prepare a certificate, stating meals provided with the appropriate meal price which must be signed by the senior member of the unit. This certificate will be forwarded to the FSO at the completion of each unit's visit. This certificate will be the basis for collection of charges against each visiting unit by means of NAVMC Form 2777.

4. Foreign Military and Civilian Personnel

a. All foreign military who subsist in Marine Corps Enlisted Mess Halls must either pay cash for their meals or have authority written into their Invitational Travel Orders (ITO) for meals to be provided on a reimbursable basis.

b. There are two types of foreign military trainees, "Grant Aid" and "Foreign Military Sales."

(1) Grant Aid trainees are normally funded at no cost to the individual. This is usually specified in their orders by a provision authorizing living allowances chargeable to a specific appropriation. If appropriation data is not provided the trainee must pay for meals consumed. Meals provided by specific agreement on the ITO, which gives appropriation data, will be reported on a separate Man Day Fed Report with a copy of the ITO.

(2) Foreign Military Sales (trainees) normally pay for their meals at time of consumption. Their orders will specify either "all cost will be borne by their government" or "all cost incident to subsistence will be borne by the individual". Appropriation data is not provided.

c. Foreign enlisted personnel attached for training will be reported on a separate Man Day Fed Report using the space provided for other "specify".

d. Officers and civilian foreign personnel attached for training may subsist in the Enlisted Mess Hall when authorized by the activity commander.

(1) Subject officers and civilians are required to pay cash for meals consumed.

(2) Appropriate food cost(s) are applicable.

2013. PRODUCTION GUIDE (MCFMIS)

1. Purpose. The Production Guide is designed to be used in every Marine Corps Mess Hall as official plans of the day for the preparation and serving of food. They also provide supervisory personnel with accurate data for managing of the Mess Hall.

2. Preparation

a. Mess Hall Manager. Ensures a separate Production Guide is prepared for each meal served, such as breakfast, lunch, dinner, night meal, in-flight meal, bag lunch, recreational meal, etc.

b. Chief Cook. The Chief Cook completes all blank items on the Production Guide, such as cook who will prepare the product, the actual amount of portions prepared, how many portions served, how many portions leftover and their disposition.

c. MCFMIS Clerk. Responsible to the Mess Hall Manager for the input of required information in preparing the Production Guide.

3. Item

a. Date. Enter the date the Production Guide was prepared by the MCFMIS clerk.

b. Day and Date. Enter the day and date the Production Guide will be utilized.

c. Meal. Enter the actual meal the Production Guide will be used for, such as breakfast, lunch, dinner, midrats.

d. Area. Enter the production area the guide will be utilized, such as galley, vegetable prep, fast food, etc.

e. Prepared By. Enter the name of the individual responsible for the preparation of each item.

f. Recipe Number. Enter the recipe number that corresponds with the Marine Corps Food Management Information System. (MCFMIS).

g. Description. Enter the product name that requires preparation.

h. Master Reference. Enter the recipe number that corresponds to the Armed Forces Recipe Service.

i. Portion. Enter the serving size for each product.

j. Forecast. Enter the ESTIMATED number of portions to prepare for each product.

k. Prepared. Enter the ACTUAL number of portions prepared for each product.

l. Served. Enter the number of portions prepared for each product.

m. Remarks. Enter the disposition of leftovers and any other pertinent information for each product.

2014. CANNON AIR DEFENSE COMPLEX

1. Operation. The Cannon Air Defense Complex mess site, located in the Exchange complex, will serve the lunch meal Monday-Friday 1030-1330. Meal hours can be adjusted to accommodate "desert" hours with advance liaison between the respective S-4's and the FSO. Adjustments will also be made to accommodate differences in holiday routines/long weekends.

2. Menu. The lunch meal will consist of both main line entrees and snack line type items per the Station Master Menu. Specific items and quantities are to be determined by the Mess Hall Manager.

3. Staffing. The FSO will assign a minimum of two 3381 personnel to operate the mess site. Additional personnel will be assigned on an as needed basis by the Station Food Technician. Mess attendant staffing will be accomplished by the assignment of military personnel from MACS-7. Assignment will be per paragraph 1021 of this Order. At a minimum, four personnel will be assigned to include a meal verification supervisor/cashier.

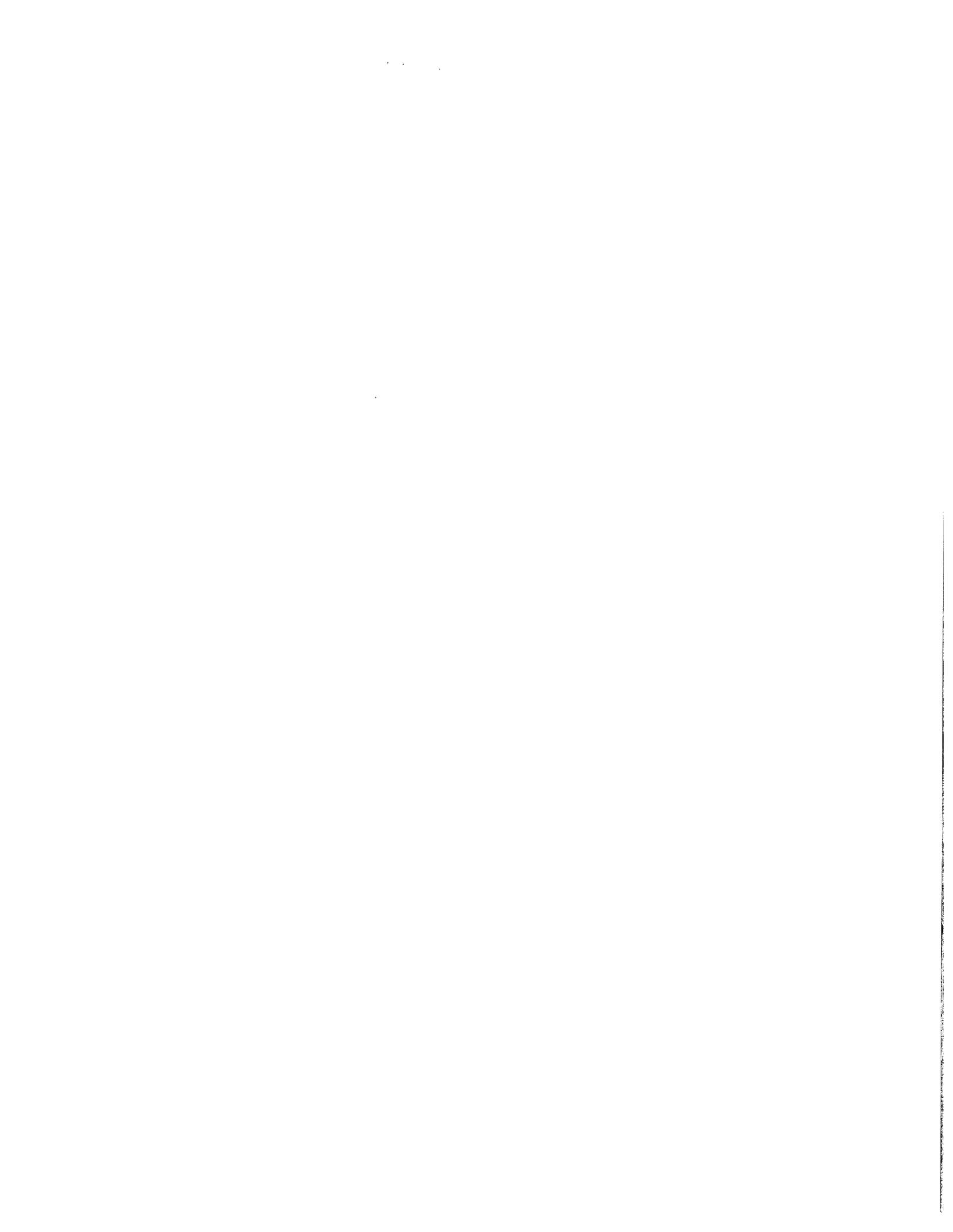
4. Maintenance. All maintenance requirements will be accomplished by the Facilities Management Department coordinated through the Station Food Service Technician.

SOP FOR FOOD SERVICE

CHAPTER 4

SALE OF MEALS FROM THE MESS HALL

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SOP FOR FOOD SERVICE

CHAPTER 4

SALE OF MEALS FROM THE MESS HALL

4000. AUTHORIZATION. Regulations authorizing the sale of meals from the Mess Hall are contained in Chapter 3, Part D of reference (a).

4001. JUSTIFICATION. The sale of meals from the Mess Hall may be authorized as shows below. Unless otherwise exempted in this Order the following conditions must be met to justify the sale of meals:

1. The primary purpose of the Enlisted Mess Hall (to subsist enlisted personnel entitled to rations in kind) will not be jeopardized.
2. There must be no other adequate messing facilities available.
3. The sale of meals must be a necessity, not a convenience.
4. The sale of meals may not be approved for consumption in a place other than the Enlisted Mess Hall or a section thereof set aside for officers and civilians, in the field during field exercises or maneuvers and authorized recreational events.
5. Meals sold will be as prescribed in the Mess Hall menu, without the substitution or addition of food items except in the case of authorized recreational events.
6. The authority for the sale of meals must be in writing and will include the conditions of authorization.
7. No increase in resources will be made available to provide for the sale of meals.

4002. AUTHORITY. The installation commander may authorize, under the conditions set forth in paragraph 4001 of this Order, the sale of meals to officers and civilian employees of the Armed Forces and to civilian employees of private contractors who are performing work at a Marine Corps activity and for reasons specified below:

1. Special Occasions. The installation commander may authorize, per paragraphs 4002.1 and 4002.7 of this Order, the sale of meals to officers and civilians who are visiting the activity in connection with inspections, surveys, entertainment, special events, orientation or other public relations programs. Requests for such authority will be submitted in writing by the sponsoring unit to the CO (Attn: S-4), specifying the group and the length of time the group desires to purchase meals from the Mess Hall. It is essential that the sponsoring

unit maintain close liaison with the Mess Hall supporting the visitors. Special occasions do not justify a special menu."

2. Sale of Meals. On the Marine Corps Birthday, Thanksgiving Day, Christmas Day and New Year's Day the installation commander may authorize the sale of holiday meals to bona fide guests of personnel authorized to subsist in the Mess Hall. Officers and their dependents may be authorized to eat the holiday meal in the Mess Hall on these days at the discretion of the installation commander. Guidance contained in reference (a) applies, including dependents of officers and enlisted personnel on ComRats. Food charges will apply for holiday and special meals. In order to provide adequate information for management and to preclude financial loss to the Mess Hall, it is essential that feeding dependents and guests does not interfere with the regular scheduled feeding of authorized personnel.

3. Enlisted Personnel on ComRats. Enlisted personnel on ComRats may partake of any meals desired. Food costs are applicable.

4. Civilian and Military Personnel of Foreign Governments. Civilian and military personnel of foreign governments will be furnished meals per specific agreements made between the U. S. Government for personnel of equal grades being fed under the same conditions.

4003. PRICES TO BE CHARGED. Food charges for meals sold from the Mess Hall will be those listed in the current Marine Corps Bulletin (10110 series). All meals will be sold on a cash basis. Collection will be made prior to the consumption or in advance of each meal. Exceptions to these provisions will be approved only by the CO.

4004. FLIGHT/COFFEE RATIONS

1. Entitlement to Flight Rations is based on the status of the person requiring the ration. Each request must be accompanied with a flight number to identify the craft being serviced.

2. Ingredients for Coffee Ration will be sold at cost and accounted for on a separate Cash Meal Payment Sheet (NAVMC form 10298).

a. A separate Subsistence Issue Receipt will be maintained for an item issued from storage.

b. Cost of food item will be deducted for the Mess Hall's total storage consumed at the end of the month. This amount will be reported on line 12 of the Subsistence Operational Analysis Report.

c. The quantity value and cost of coffee, sugar and cream will be recorded on a Certificate of Issue, prepared for the issuance of items utilized for flight meals. The total cost will be recorded as shown in paragraphs 1043.2/3/4/5 of reference (a).

4005. RELATIVES AND GUESTS. The installation commander may request the sale of meals to relatives and guests of military personnel authorized to subsist in the Mess Hall, when such sales reflect realistic advantages in the form of good will, morale or better public relations. The appropriate food charges apply. Judicious use of this authorization must be exercised.

4006. EMERGENCY FEEDING. The CO having operational control of mess facilities may authorize, to the extent of their capabilities under emergency feeding conditions, the sale of meals to personnel not entitled to subsist at Government expense. Appropriate food cost for meals consumed during a natural disaster, i.e., tornadoes, hurricanes, earthquakes, etc. will be charged.

4007. FEEDING OF CERTAIN DEPENDENTS. The problems and expenses of temporarily lodging and feeding a family while in a transient status incident to Permanent Change of Station (PCS) orders or while in a temporary duty status while en-route to a duty station are recognized. As a step toward partially alleviating these problems and expenses, these procedures have been established.

1. The installation commander may provide meals to properly identified military personnel and their dependents in the Enlisted Mess Hall (military identification card and military orders). Meals will be paid for by the military sponsor at the rates prescribed in a MC Bulletin (10110 series).

2. Meals are served at the following times:

<u>MEALS</u>	<u>DAY</u>	<u>TIME</u>
Breakfast	Monday-Friday	0530-0730
Lunch	Monday-Friday	1100-1300
Dinner	Monday-Friday	1530-1730
Midrats/Take Out	Sunday-Thursday	2300-0045
Fast Food Line	Monday-Friday	0530-1800
Breakfast/Brunch	Saturday-Sunday-Holidays	0800-1100
Dinner/Brunch	Saturday-Sunday-Holidays	1500-1700

3. Commanding Officers shall:

a. Advise all personnel reporting to their respective units of the existence of these procedures.

b. Provide Meal Cards (DD Form 714) to those personnel authorized to subsist at government expense. The authorization for this identification card may not exceed 30 days. Requests for extension of this authority in excess of 30 days must be submitted to the CO (Attn: S-4).

4. Military personnel utilizing this program:

a. Shall use a copy of their orders when reporting in after normal duty hours, on weekends and on holidays.

b. Shall ensure proper conduct, decorum and appropriate standards of dress by their dependents.

SOP FOR FOOD SERVICE

APPENDIX A

LIST OF REFERENCES

1. MCO P10110.14L (Food Service Standing Operating Procedures). Provides the regulations, policies, responsibilities, restrictions and procedures on food service and subsistence management within the Marine Corps.
2. NAVMED P5010, Chapter 1 (Manual of Naval Preventive Medicine). Establishes the requirements and regulations for maintaining proper sanitary procedures for the Enlisted Mess Hall.
3. MCO 10110.21F (Inspections of Subsistence Supplies and Services).
4. MCO P10110.43C (Armed Forces Recipe Index).
5. NAVSUP 421 (U. S. Navy Regulations Art. 119.1).
6. MCO P10110.45 (Veterinary Surveillance Inspection of Subsistence).
7. MCO 10110.25C (Standard "B" Ration for the Armed Forces).
8. MCO P10110.34E (USMC Food Service and Subsistence Program).
9. MCO P5320.5E (Personnel Requirement Criteria Manual).
10. MCO P10110.47 (Basic Allowance for Subsistence (BAS)).
11. StaO 10110.17B (Issue and Control of Meal Cards).