UNITED STATES MARINES CORPS
MARINE CORPS AIR STATION
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3EA5
08 JUL 1996

STATION ORDER P10110.6L

From: Commanding Officer
To: Distribution List

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

Ref: (a) MCO P10110.14L
(b) MCO P10110.34E
(c) NAVMED P5010
(d) MCO 10110.21F
(e) MCO P5320.5E
(f) MCO P10110.43D
(g) NAVSUP 421
(h) MCO 10110.45
(i) MCO 10110.25C
(j) MCO P10110.47
(k) StaBul 10110
(l) StaO 10110.17B

Encl: (1) LOCATOR SHEET

Reports Required: I. Subsistence Operational Analysis Report (Report Control Symbol CMC (LFS), par. 3003
II. Man Day Fed Report (Report None), par. 6003

1. Purpose. To publish the SOP for the administration of the Enlisted Mess Hall at Marine Corps Air Station (MCAS) Yuma, per references (a) through (l).

2. Cancellation. StaO P10110.6K

3. Action. All commanders and department/section heads are directed to bring the contents of this Order to the attention of all personnel under their Command.

4. Concurrence. The Commanding Officers of MAG-13, 1st LAAM Bn, MACS-7, MWSS-371, VMFT-401, MAWTS-1, and CSSD-16 concur in and make this Directive applicable to their respective Commands.

5. Certification. Reviewed and approved this date.

A. M. TORRANCE
By direction

DISTRIBUTION: B plus 3EA5 (5)

LOCATOR SHEET

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

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

SOP FOR FOOD SERVICE

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Entering Change

SOP FOR FOOD SERVICE

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SOP FOR FOOD SERVICE

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SOP FOR FOOD SERVICE

CHAPTER 1

GENERAL INFORMATION

1000. SCOPE. The Food Service Program at MCAS Yuma is administered by the Commanding Officer (CO), MCAS Yuma, through the Station S-4 Officer and the Food Service Officer (FSO). This SOP includes direct guidance and reference to other directives which, when applied, will ensure proper Mess Hall operation.

1001. CONTROL AND ADMINISTRATION OF THE FOOD SERVICE PROGRAM. The Food Service Program is administered through the individual food service system by the FSO, MCAS Yuma, per the contents of this Order and references (a) through (l). The responsibilities of each CO operating a Mess Hall are contained in paragraph 1004.4 of reference (a). COs operating Mess Halls are encouraged to publish local SOP's which adopt the contents of reference (a) as applicable to their respective Commands.

1002. RESPONSIBILITY OF THE INSTALLATION COMMANDER

1. Ensures the policies, standards and criteria of the Food Service and Subsistence Program is maintained per references (a) and (b).

2. Exercises command supervision, financial responsibility and management control of food service functions as stated in reference (a).

3. S-4 Officer, MCAS Yuma. The S-4 Officer exercises staff cognizance over the Food Service program and apprises the Installation Commander of the status of the program.

4. FSO. The FSO serves as a special staff officer under the S-4 Officer and is responsible for the day-to-day supervision and management of the Food Service Program. The FSO is the fund administrator for the N3 and N4 accounts and maintains all accounting documents pertaining to funds allocated to the food service program. At this installation the FSO will perform the duties of the FSO, the Food Service Operations Officer and the Mess Hall Officer. A list of these responsibilities are contained in Chapter 2 of reference (a).

5. Food Service Technician. As the senior enlisted member assigned to the Food Service Organization, the Food Service Technician is responsible for:

a. Establishing and maintaining a link of communication between the FSO and Mess Hall Manager.

b. Providing technical guidance on all Mess Hall matters.

c. Coordinating day-to-day operation of the administrative functions of the Food Service Office.

d. Establishing and maintaining liaison between Preventive Medicine Unit and Food Service.

e. Scheduling unannounced visits to the Mess Hall and provide guidance, as required, to rectify noted discrepancies.

1003. FOOD ALLOWANCE DEFINITIONS

1. Daily Food Allowance (DFA). An authorized quantity of nutritionally adequate food for the subsistence of one man for one day.

2. Basic Daily Food Allowance (BDFA). A prescribed quantity of food, defined by components and monetary value, which is required to provide a nutritionally adequate diet for one person for one day. It is no part of the pay of the service member, but it is a limited allowance prescribed by the Government. The monetary value of the BDFA is computed monthly and authorized to Commanders having operational control as the maximum allowance to feed one person for one day. (Provide for no more than three meals daily.)

3. Supplemental Food Allowance. Any mess hall that maintains an actual average daily weighted ration count of less than 100 supported by auditable data is authorized a supplemental food allowance not to exceed 15% of the current BDFA. (This supplement does not apply when using the 25% supplement authorized in paragraph 4500.3 of reference (a)).

4. Special Food Allowance (SFA). A SFA is prescribed by CMC by components, quantity or monetary value, to support operational missions or other special feeding such as flight or field feeding. Requests for SFA must be fully justified and submitted through the chain of command.

1004. RATION DEFINITIONS

1. Commuted Ration. A prescribed monetary value that is paid to authorized enlisted members in lieu of subsistence at government expense. This is also referred to as Basic Allowance for Subsistence (BAS).

2. Ration In Kind. A person provided prepared food items in garrison/field at Government expense.

3. Flight Meals. Those meals furnished to personnel engaged in flight operations, including all passengers aboard a military aircraft.

4. Field Ration. Any ration furnished to personnel engaged in maneuvers, field exercises or combat situations.

5. "A" Ration. Rations designed for large group feeding in garrison or the field. The "A" ration is composed mainly of fresh or fresh frozen (highly perishable) subsistence items. Food preparation facilities and refrigerated storage spaces are a requirement when this ration is utilized for feeding.

6. "B" Ration. "B" rations consist of approximately 100 semi-perishable items, mainly canned and dehydrated, which do not require refrigeration.

7. Packaged Operational Ration. Rations designed for individual or small group feeding when the tactical situation is so unstable that cooking facilities cannot be used. The packaged operational ration used by the Marine Corps is the Meal Ready to Eat (MRE). This meal is designed for use in individual units as one meal. Each meal supplies one third of the minimum daily nutrient requirements; therefore, any combination of three will give a nutritionally complete DFA.

1005. PERSONNEL STAFFING. The FSO will act as a consultant to the Military Personnel Office relative to assignment of 3300 personnel.

1006. MISSION. Mission of the FSO/Food Service Technician is to establish and provide management control over the Individual Food Service System relative to: Master menu, subsistence requirements, financial control of N3 and N4 funds, food service equipment and facility requirements/improvements.

1007. FOOD SERVICE MENU PLANNING BOARD.

1. The food service menu planning board will be established and consists of the FSO, Subsistence Officer, Food Service Technician, Mess Hall Manager, dietitian from the Medical Department and a Veterinary Officer. Personnel entitled to Subsistence-in-Kind (SIK) are encouraged to attend to provide patron comments and preferences.

2. It is the function of the menu planning board to establish a master menu to meet the needs of the command and the desires of the patrons. All menus must remain within the authorized monetary value of the BDFA. Also, the functions of the board are to assure that the quality of subsistence items available for issue are satisfactory and that the items are suitable for their intended use.

1008. APPEARANCE AND GROOMING OF PERSONNEL. Personnel engaged in the preparation and serving of foods will be neatly attired in appropriate food service uniforms. All uniform clothing will be maintained in a neat, clean manner. The proper uniform items and grooming standards are as follows:

1. Jacket and trousers or appropriate worker's occupational clothing.

2. Belt.

3. Boots.

4. Clean shaven.

5. Regulation haircut.

6. Finger nails cut short and kept clean.

7. Hair nets/covers.

8. Clean undergarments.

1009. OFFICER OF THE DAY (OOD). At least one meal served in the Mess Hall will be attended by an Officer of the Day or Staff Non-Commissioned Officer (SNCO) detailed by the organizational commander responsible for operation of the Mess Hall, per references (a) and (c). The OOD will make a log entry regarding the quantity, quality, appearance and service of the food, as well as appearance of the personnel respective work areas and dining areas. Regulations governing the sampling of food in a Mess Hall by duty officers authorizes surcharge exemption.

1010. SECURITY OF THE ENLISTED MESS HALL. The Food Service Technician will establish procedures for the positive control of all keys used to secure storage spaces in the facility. The key control procedures must be on a signature basis. When the building is secured, keys are to be kept by the duty chief cook.

1011. BILLETING. Space in a building designed as a mess facility will not be utilized as billeting space (living quarters) for personnel unless specifically authorized in writing by the installation commander.

1012. GARBAGE/TRASH RECEPTACLES. Garbage/Trash receptacles will not be positioned around the dining area or in view of patron personnel unless absolutely essential and all alternate solutions have been exhausted. Garbage/trash receptacles will be positioned in the scullery, out of sight of diners. A partition with a shelf and pass through type window shall be employed. Diners shall place trays with soiled dinnerware/silverware on the shelf, whereupon food service attendants will process and remove leftover food particles and trash from dinnerware prior to placing items in the dish washing machine. Under no conditions will garbage receptacles containing garbage remain inside the facility overnight.

1013. FOOD SERVICE PERSONNEL PHYSICAL EXAMINATIONS. All food handlers, except food service attendants, shall be examined by the Station Surgeon or his representative for communicable and other diseases before being assigned to such duties. Food service attendants will be given a medical examination prior to assumption of duties and as deemed necessary for the remainder of their food handling assignment. A copy of examinations will be retained in the Mess Hall files during the attendant's tour of duty.

1014. MONTHLY PERSONNEL ROSTER. FSO will submit a monthly personnel roster of all food service personnel to the Station S-4 Officer having operational control of the Mess Hall, either assigned to the Mess Hall or to any other section within the organization. The personnel roster will be prepared in duplicate, with the duplicate copy retained in the Mess Hall files for a period of one month. The personnel roster will be submitted no later than the third working day of each month.

1015. COMMUTED RATIONS

1. Authority. Reference (a) provides that, subject to the permission of CO's and approval of the organizational Commander responsible for the operation of the Enlisted Mess Hall, enlisted personnel on permanent, temporary or temporary additional duty, at a station where an Enlisted Mess Hall is maintained, may make an application to have their Commuted Rations (ComRats) at the applicable daily rate. The application for an allowance to subsist separately is not to be authorized solely on the basis of marital status, dependency, location of the member's residence (except when occupying Government leased quarters), pay grade or as an extra incentive or compensation on the basis of the member's assignment to specialized duties (such as band, recruiting, chauffeur). Each application is considered on its own merit.

2. Policy for Messing Separately. The following categories of Marines are authorized to mess seperately:

a. Gunnery sergeants and above.

b. Staff sergeants and below (except basic trainees) who are residing with dependents.

c. Marines granted permission to reside in commercial quarters off base/station when government quarters are not available.

d. Marines who require special diets that are beyond the capabilities of the government for the duration of the period specified by competent medical authority.

e. Marines with a conflict between the diet provided by the government mess and that required by their religious practices may request permission to mess separately (BAS/ComRats). Such requests must be endorsed by the local chaplain prior to final approval by the commanding officer.

f. Once granted ComRats, personnel will not subsist in the Mess Hall except when in a duty status or when authorized by the CO, MCAS Yuma.

3. Special/Hardship Cases. Commanders forwarding requests for ComRats citing hardship or special needs are required to fully justify the request. As a guideline, the following information is provided:

a. Personnel living in the barracks will not normally receive ComRats. This includes personnel required to maintain a rack in the barracks who are living off base by their own choice.

b. Enlisted personnel with diet restrictions will not be allowed ComRats solely for that reason. Per reference (a), "Individuals whose dietary restrictions are so rigid, normally would be in a hospital or patient status. If on active duty, their return to duty would be by medical board or by profile classification and their assignment would be limited to the point that appropriate diets would be available."

1016. OFFICIAL COMMAND FUNCTIONS. Sale of prepared subsistence items for official command functions; for example, Change of Command, Retirement Ceremonies, Marine Corps Birthday, etc.

1. Subsistence can be sold to support official command functions only when no other procurement source is available to the command.

2. Items will not be purchased and/or paid for with appropriated funds. Payment will be in the form of cash or checks only.

3. Installation Commander will approve in writing, request for sales prior to date of consumption.

4. The cost of such items will be for the raw ingredient cost plus 196% of that cost. For example, $10.00 (raw ingredient cost) plus $19.60 (196% of $10.00) equals $29.60 (total cost of prepared item).

5. The surcharge portion of the cost will offset operation expenses and will be credited to the local O&MMC Food Service account.

1017. STANDARDS OF DRESS. The standards of dress and conduct set forth in reference (a) apply equally to persons partaking of meals within the Mess Hall or who enter the Mess Hall to converse with patrons or for other reasons. In order to ensure a minimum standard of neatness, the following types of clothing will not be worn in the Mess Hall.

1. Shower shoes.

2. Shorts made from cut-off trousers, unless properly hemmed and of Bermuda-type length.

3. Tank tops and T-shirts which do not properly cover the arm pits or other type undershirts.

4. Athletic attire.

1018. STANDARDS OF CONDUCT

1. The basic philosophy for the Mess Hall patrons must be "respect your neighbors."

2. Profanity, abusive language and yelling are inappropriate at all times.

3. When a person or patron of the Mess Hall violates these standards, the incident will be reported to the Staff Duty Officer of the Day.

1019. PATRON INDOCTRINATION PROGRAM. Organizational commanders will establish a patron indoctrination program to ensure that personnel supported by the Mess Hall understand the elements of the food service program, especially food conservation, supply discipline and financial constraints. The FSO will provide technical information and assistance as requested.

1020. SUGGESTION BOXES. Every effort will be made, including solicitation of ideas, constructive criticism and recommendations from all Mess Hall patrons at mainside and CADC. Of the several means available for communi- cation between Marines and the Food Service Department, the most convenient is the suggestion box. The following procedures apply to control and utilization of the suggestion box:

1. The suggestion box is to be installed in a conspicuous location in the Mess Hall near the main entrance or exit, convenient for all personnel to deposit completed forms. Blank forms and pencils will be provided near the suggestion box.

2. Patrons should be encouraged to utilize the suggestion box program for the submission of ideas, constructive criticism and recommendations, or to acknowledge outstanding acts or contributions by individual food service personnel.

3. Procedures will be established whereby:

a. The suggestion box is properly secured at all times with the exception of a small space in which to deposit the completed forms.

b. The deposited forms will be collected daily by the Mess Hall Manager or individual designated by the installation Commander having operational control of the facility.

c. Each suggestion form will be actively reviewed and passed to the FSO for possible implementation, if practical.

1021. MESS HALL ATTENDANT STAFFING

1. Civilian Attendants. The Station Enlisted Mess Hall is currently staffed with civilian attendants under contract with the U. S. Government. In the event of mobilization or natural disaster, the Mess Hall attendant staffing may revert to military personnel, either partially or in full.

2. Military Attendants. The installation commander will ensure that the Mess Hall is staffed with sufficient personnel to maintain a high state of sanitation and operational readiness. Food Service attendants will be assigned per reference (e). The following criteria will be followed relative to personal qualifications for assignment to mess duty.

a. No disciplinary/discharge action pending.

b. Conduct and proficiency marks above 3.9.

c. No deferred sentences.

d. No chronic UCMJ offenders.

e. Must be relieved of all regular duties including any off duty requirements which would require departure from the Mess Hall.

3. Tenant Units. Tenant units and/or organizations being supported by a Mess Hall will provide mess attendant support commensurate with the one per 25 persons authorized to subsist-in-kind upon request from the organizational Commander having operational control of the Mess Hall.

1022. MESS HALL HOURS OF OPERATION

1. The following meal hours will be adhered to by the Enlisted Mess Hall:

	MEALS		HOURS
Weekdays	Early Breakfast		0430-0500
	Breakfast		0530-0730
	Lunch		1100-1300
	Dinner		1530-1730
	Fast Food	Breakfast	0530-1030
		Lunch	1030-1400
		Dinner	1500-1800
Weekends & Holidays	Breakfast/Brunch		0800-1100
	Dinner		1500-1730
Sunday-Thursday	MIDRATS		2300-0045

2. Department Heads or COs of tenant organizations will ensure a maximum effort is made to subsist the enlisted personnel of their Commands during these hours. Emergencies or other special occasions will be addressed to the FSO.

1023. FOOD SERVICE INCENTIVE (CHEF OF THE QUARTER). Every quarter Food Service Specialists (MOS 3381) are nominated by the Food Service Staff to compete at the Commander, Marine Corps Air Bases, Western Area (COMCABWEST) level. The competition is sponsored by the Food Service Department at El Toro, CA. All nominees will be thoroughly screened as to knowledge of military occupational skills, military presence, etc.

1024. MOBILIZATION PLAN. In the event the Command is mobilized due to an act of war, civil disturbance etc., all Food Service personnel will report to the Enlisted Mess Hall and wait for further instructions from higher authority.

1025. NATURAL DISASTER/EMERGENCY FEEDING. The following plan should be implemented as soon as an emergency or a disaster, whether man made or natural occurs, or when the Command, state or federal authorities declare an emergency.

1. All food service personnel should report to the Enlisted Mess Hall, Building #710. If reporting is not possible and telephone lines are still in operation, call and report to the Food Service Department by phone as soon as possible.

2. Initial feeding of military/civilian personnel and their dependents aboard the installation during disaster/emergencies will consist of a sandwich meal.

3. In a disaster/emergency situation, the installation commander has an inherent authority to take appropriate action to secure the health and safety of military/civilian personnel and their dependents and other persons located on base.

SOP FOR FOOD SERVICE

CHAPTER 2

FOOD SERVICE PROCEDURES

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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 Qauntification (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 extablished and followed to include the collection of applicable food cost(s) and surcharge(s). Only military personnel attending military field meets are surcharge exempt.

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 will be 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 (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 and surcharges.

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. NROTC units or orientation visits are exempt from paying surcharges.

c. Active duty personnel and escort officers are subject to the appropriate food cost and applicable surcharges for each meal consumed.

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 the appropriate food cost and surcharges.

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 and surcharges 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 1st LAAM Bn and 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 3

PROCEDURES FOR REQUISITIONING, ISSUING, BILLING, AND REPORTING OF SUBSISTENCE ITEMS

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CHAPTER 3

PROCEDURES FOR REQUISITIONING, ISSUING, BILLING, AND REPORTING OF SUBSISTENCE ITEMS

3000. REQUISITIONING PROCEDURES. Requisitioning procedures for all subsistence items for MCAS Yuma individual food service system will be per the following instructions:

1. Nonperishable Subsistence

a. Nonperishable subsistence items will be requisitioned on the Inventory, Requisition and Issue Record (Order Entry) (ORDENTRY) Pick ups will be made on Friday. Nonperishable subsistence are issued as required (i.e., can, LB, BH, Bag).

b. In the event an emergency should arise, arrangements can be made for issues by contacting the MCAS, Subsistence Issue Point Officer. The Mess Hall should schedule delivery of dry stores in the morning in order that the afternoon may be devoted to replenishing stocks on the floor at the warehouse.

2. Perishable Subsistence. Meat items are picked up by Mess Halls under the supervision of the Subsistence Issue Point Clerk on Tuesday and Thursday of each week.

a. Frozen Meats. Meat items are requisitioned on the ORDENTRY and submitted to the Subsistence Issue Point Clerk. Meat, poultry and seafood that require thawing before preparation will be requisitioned to ensure that pick up is accomplished at least three days prior to consumption date.

b. Miscellaneous. This category includes cheese, eggs, fresh yeast, shortening, horseradish, topping and individual catsup, mustard, salad dressing, syrup, jams and jellies. The subsistence items are requisitioned on ORDENTRY and submitted to the Subsistence Warehouse Foreman. These items are picked up by the Mess Hall on Tuesday of each week.

c. Frozen Fruits, Fruit Juices and Frozen Vegetables. This category includes all the above items stocked in the cold storage facility. These subsistence items are requisitioned on the ORDENTRY and submitted to the Subsistence Issue Warehouse. These items are picked up by the Mess Hall on Tuesday of each week.

d. Fresh Produce. This category includes all fresh fruits and vegetables. These items will be requisitioned on ORDENTRY and submitted to the Subsistence Issue Clerk.

e. Dairy Products. Dairy products (cottage cheese, butter, sour cream) are requisitioned on ORDENTRY and are submitted to the Subsistence Issue Clerk., cottage cheese is ordered by two pound containers and sour cream by five pound containers and delivered on Tuesday, Thursday and Friday of each week.

f. Ice Cream and Sherbert. Ice cream and sherbert products are requisitioned on ORDENTRY and submitted to the Subsistence Issue Clerk. Ice cream flavors available and classification of quantities will be published on the same document. Deliveries will be made on Wednesday.

g. Bread and Bread-Like Items. Bread is requisitioned on a local form and submitted directly to the bread delivery man on Tuesday, Thursday and Saturday each week. Bread codes, specific ordering weights and speciality items are stated on the requisition form.

h. Carbonated Beverage Syrup. Carbonated beverages are requisitioned by six gallon containers. These items are written on a local form and are delivered on Tuesday directly from the bottling company representative.

i. CO2 Gas. CO2 for carbonated machines are requisitioned from the bottling company and are issued in 50 pound cylinders.

j. Milk and Fruit Flavored Drinks. Milk (white 1%, 2% and chocolate 2%) is requisitioned in 6 gallon containers. Milk (individual 1/2 pint 1%) is requisitioned by individual container. Yogurt is requisitioned by 5 pound container. Fruit favored drinks are requisistioned by the pint container.

3001. ISSUING AND BILLING PROCEDURES. Issuing and billing procedures will be per the following instructions:

1. The Mess Hall manager or his designated representative is to acknowledge delivery requisitions in order to ensure that weights and/or quantities of subsistence items are received in satisfactory condition. After quantities and conditions are acknowledged to be satisfactory and acceptable, the appropriate form or commercial vendor purchase document is signed. The Mess Hall retains one copy of the delivery requisition which plainly states quantity of items delivered. This copy is to be priced, extended, posted on the estimated financial status and filed in the Mess Hall. It is also to be reconciled with the true bill when received and adjustments made, as required. The duplicate copies of the printout sheet and the form are forwarded to each Mess Hall as the official billing documents and should be verified with the delivery copy on file in the Mess Hall and posted on the true financial status. Any discrepancies noted should be resolved with the Subsistence Issue Point Officer immediately.

2. Perishable and Nonperishable Subsistence. Perishable and nonperishable subsistence items are received by the Mess Hall as follows:

a. Dairy Products, Bread and Rolls. Dairy products, bread and rolls are vendor delivered to the Mess Hall.

(1) Milk, cottage cheese and sour cream are delivered on Tuesday and Friday.

(2) Ice cream is delivered on Wednesday.

(3) Bread and rolls are delivered on Tuesday, Thursday and Saturday. Mess Hall supervisory personnel should verify packaging code dates and quantities of all vendor delivered products prior to signing delivery form acknowledging receipt. These code dates are published periodically by food service memorandum.

3. Special Note. All subsistence items will be requisitioned, issued, billed and inventoried by the unit shown on the quarterly price list (i.e., can, package, pound, dozen, etc). The units noted on delivery requisitions are to be entered on mess hall Fast Order Receive (FASTREV).

4. Holiday Schedules. Special instructions will be published by separate correspondence covering subsistence issues during holiday periods.

5. Emergency Issues. Special or emergency issues for perishable subsistence can be made anytime during working hours by approval of the FSO. Approval must be stamped on the requisition prior to submitting to Issue Point. For emergency issues after normal working hours or on weekends contact the FSO or Food Service Technician. The home telephone numbers may be located in the recall roster or local telephone directory.

3002. REQUISITION SCHEDULE. The following condensed requisition schedule provides a ready reference for the Mess Hall. Changes to the schedule will be made only to accommodate holidays, subsistence inventories and other disruptive occurrences, at which time the Food Service Office will publish alternate dates.

1. Requisitioning Cycle for Non-perishable Subsistence is on Friday, using ORDENTRY.

2. Requisitioning Cycle for Dairy Products (American Cheese,Eggs, Butter Prints/Patties, etc.)

DIN FAC	SUBMIT REQUISITION TO ISSUE POINT BY	DELIVERY DATE	CONSUMPTION DATE
#710	0900 MONDAY	TUESDAY	WED THRU TUES

3. Requisition Cycle for Ice Cream.

DIN FAC	SUBMIT REQUISITION TO ISSUE POINT BY	DELIVERY DATE	CONSUMPTION DATE
#710	0900 MONDAY	TUESDAY	WED THRU TUES

4. Requisitioning Cycle for produce, fresh and frozen fruits, vegetables,

DIN FAC	SUBMIT REQUISITION TO ISSUE POINT BY	DELIVERY DATE	CONSUMPTION DATE
#710	MONDAY (PRODUCE)	TUESDAY	WED-THURS
	FRIDAY (PRODUCE)	THURSDAY	FRI-TUES
	MONDAY (FRZN FV)	TUESDAY	WED-TUES
	MONDAY (MISC)	TUESDAY	WED-TUES

5. Requisitioning Cycle for meat

DIN FAC	SUBMIT REQUISITION TO ISSUE POINT BY	DELIVERY DATE	CONSUMPTION DATE
#710	0900 MONDAY	TUESDAY	SAT-FRI

6. Requisitioning Cycle for Bread and Bread-like items:

DIN FAC	SUBMIT TO REPRESENTATIVE BY	DELIVERY DATE	CONSUMPTION DATE
#710	0800 MONDAY	THURSDAY	FRI-SAT
	0800 TUESDAY	FRIDAY	SUN-TUES
	0800 THURSDAY	SATURDAY	WED-THUR

DIN FAC	SUBMIT TO REPRESENTATIVE BY	DELIVERY DATE	CONSUMPTION DATE
#710	0800 MONDAY	TUESDAY	WED-FRI
	0800 THURSDAY	FRIDAY	SAT-TUES

3003. REPORTING INVENTORIES OF SUBSISTENCE ITEMS IN THE MESS HALL

1. On the last day of the month, after the required subsistence items have been issued to the Mess Hall for the preparation of the evening meal, the FSO will assign a senior staff NCO to inventory all subsistence items on hand in the Mess Hall. The FSO will ensure the results of the inventory are recorded in red ink on the stock record cards maintained in the Mess Hall.

2. The FSO will ensure that the results of the inventory are posted on Inventory Validation and the quantity of each subsistence item is recorded on the PICKLIST. These original forms will be signed and used to complete the Subsistence Operational Analysis Report, submitted to HQMC (Code LFS-4) by this Command.

a. Entries on PICKLIST forms must be for the same unit of issue as shown on the INVAL . Items such as flour, listed by bag, must be shown as bags and not pounds.

b. Entries on inventory forms must be entered to the nearest whole unit, and not fractions.

3. Station Food Service will receive a copy of the subsistence inventory for record purposes. The total monetary value of the subsistence inventory, both perishable and non-perishable items, will not exceed 20 percent of the maximum allowable monetary credits for the month concerned.

4. A Letter of Adjustment of Mess Hall (Inventory Validation) (INVAL) will be used as an inventory gain/loss adjustment voucher for any adjustments of INVALS maintained in the Mess Hall for subsistence items. The INVAL will be adjusted in each Mess Hall at the end of the calendar month or when directed to do so as a result of inspections or other authority. Adjustments will be made to acccurately reflect physical stock on hand.

a. Each inventory adjustment increase or decrease in the balance of stock on hand as a result of taking a regular scheduled inventory, must be approved by the FSO. Any discrepancy between quantity of stock on hand and the accountable balance shown on the INVAL must be briefly explained in the letter of adjustment.

b. A Letter of Adjustment will also be used to record losses of subsistence items when unavoidably lost, stolen or destroyed. Such losses must contain, or be accompanied by, a complete explanatory letter stating what action is being taken. Veterinary inspections and recommendations for survey will substantiate a letter of adjustment.

SOP FOR FOOD SERVICE

CHAPTER 4

SALE OF MEALS FROM THE MESS HALL

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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 prescribed 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. Charges and surcharges 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. Enlisted personnel in a TAD status receiving subsistence per diem will pay the appropriate surcharge in addition to food costs.

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. Charges/surcharges 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. APPLICATION OF SURCHARGES. Surcharges are prescribed to reimburse the government for overhead expense incurred in the preparation and serving of food to personnel not entitled to rations at Government expense. The availability/non-availability of messing facilities is not the deciding factor.

1. Youth Groups. Members of organized nonprofit youth groups permitted to eat in the Mess Hall will pay the same rate as paid by enlisted personnel in a ComRats status. Officers of the Armed Forces on active duty or active duty for training, while serving in an official position with an organized nonprofit youth group, will be required to pay the current rates for officers and authorized civilians not receiving a per diem allowance.

2. Surcharges Not Applicable. The annual Appropriation Act states that surcharges will be charged for all meals sold to officers and civilians except under unusual or extraordinary circumstances. Surcharges are not applicable to officers and civilians who are under orders for any of the following circumstances:

a. In combat areas as designated by the Military Services.

b. On mass troop movements.

c. Being fed during catastrophes.

d. Participating in the unit deployment program and receiving "flat rate per diem" in a field duty status.

e. Possessing command authority as determined by unit T/O or directly representing a command by written order.

3. Other personnel who are exempt from the surcharge while serving in an official capacity are:

a. The Installation Commander who exercises financial control over the Food Service Program.

b. All officers having command authority or their direct representatives who consume a meal to determine the quality and quantity of food served (i.e., Officer of the Day).

c. The Station S-4 Officer and FSO in the performance of their duties.

d. Red Cross personnel.

4. Civilians, other than Red Cross or Food Service personnel, must obtain written authorization from the CO, MCAS Yuma prior to subsisting in the Mess Hall. Personnel that may qualify for the exemption are:

a. Spouses and dependent children of Enlisted members in pay grades E-1 through E-4.

b. Organized nonprofit youth groups sponsored at either the national or local level and operating under a charter.

c. Installation fire fighters while in a duty status.

4005. 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).

4006. 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 charges and surcharges apply. Judicious use of this authorization must be exercised.

4007. 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. Surcharges are not applicable under declared emergency feeding conditions. Appropriate cost for meals consumed during a natural disaster, i.e., tornadoes, hurricanes, earthquakes, etc. will be charged.

4008. 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:

MEALS	DAY	TIME
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

CHAPTER 5

CONTROL OF MESS HALL FUNDS

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CHAPTER 5

CONTROL OF MESS HALL FUNDS

5000. APPOINTMENT AND CONTROL PROCEDURES. The appointment of collection agents, control and safekeeping of Mess Hall funds will be per the provisions set fourth in Chapter 1, Volume IV of the NAVCOMPT Manual and Chapter 4 of reference (a).

1. The CO will appoint an Activity Collection Agent and an Alternate to act under the supervision of the FSO.

2. The installation commander will issue such supplementary instructions on control and safekeeping of funds as deemed necessary, including appointments of unit Authorized Mess Hall Custodians and Mess Hall Cashiers. The appointments will be in writing. A copy of each appointment will be provided to the FSO for record purposes.

5001. CHANGE FUND. A change fund (maximum $25) from previous collections may be used for making change. Neither the unit Authorized Custodians nor the Mess Hall Cashier is authorized to draw funds from a disbursing office for use as a change fund in the Mess Hall.

5002. COLLECTION OF MESS HALL FUNDS

1. Location of Mess Hall Cashier. The Mess Hall Cashier will be located near the Mess Hall entrances, a conspicuous sign displayed near this position will inform personnel not entitled to eat at Government expense to pay for all meals consumed. This sign will list the current charges and surcharges for meals. It will also state that personnel in a per diem status are responsible for notifying the Mess Hall Cashier.

2. Issue. The Activity Collection Agent will obtain cash meal payment sheets (NAVMC Form 10298) from the Supply Officer. The Activity Collection Agent will issue the forms to the unit Mess Hall Custodian by serial numbers for collection of funds from the sale of meals in the Enlisted Mess Hall. A record of such issues will be maintained by the Activity Collection Agent.

3. Preparation of Cash Meal Payment Sheets. The Mess Hall cashier will collect and account for money from the sale of meals on the cash payment sheet (NAVMC Form 10298). The Mess Hall Cashier is responsible to the unit Authorized Mess Hall Custodian for assuring that the cash meal payment sheet is correct, that correct charges and surcharges are collected and the amount of money collected agrees with the amount recorded on the cash payments sheets. If an error is made during collection, the error will be lined through and initialed by the Mess Hall Cashier and the payee.

4. Simultaneous Collections. When collections are to be made simultaneously by the Mess Hall cashier, alternate Mess Hall cashier and temporary Mess Hall cashier, the authorized custodian will issue a NAVMC form 10298 to the alternate and temporary Mess Hall cashiers. As soon as practicable after collection for these meals have been completed, the alternate and temporary cashiers will return the

NAVMC form 10298, together with the funds collected, to the Authorized Custodian. After verifying the amount of money collected with the amount recorded on the NAVMC form 10298, the Authorized custodian will sign them as proof of receipt.

5. Receipt from Mess Hall Cashier. The Mess Hall Cashier will turn over all Mess Hall funds collected, exclusive of the change fund authorized, to the custodian at least once each working day and/or whenever the collection exceeds $200.00 during any period. The unit Authorized Mess Hall Custodian will verify the cash with the supporting NAVMC form 10298 and will issue a cash receipt to the Mess Hall Cashier. This receipt will be retained by the Mess Hall Cashier for 30 days.

5003. SAFEKEEPING OF MESS HALL FUNDS

1. Each Mess Hall will be equipped with an adequate safe in which cash meal payment sheets and Mess Hall funds will be stored. To be adequate, the safe must contain at least two separate compartments which can be locked independently of each other. One of these compartments will be used to store funds in the custody of the unit Authorized Mess Hall Custodian and the other will be used to store funds in the custody of the Mess Hall Cashier. Each safe and compartment used for storage of funds must contain a dial-type, built-in, independent combination, locking device which ensures access is limited to one person.

2. The Mess Hall Cashier and their Alternate will verify the contents of the Mess Hall Cashier's compartment in the presence of the unit Authorized Mess Hall Custodian, prior to relieving each other of the duty as cashier.

3. Suitable metal cash boxes will be used while making collections and will be provided for by the unit Mess Hall Custodian.

4. The unit Mess Hall Custodians will turn over funds (excluding weekends and holidays) with supporting cash meal payment sheet in proper numerical sequence to the Activity Collection Agent. All funds must be turned over prior to accumulation of $500.00 unless authorized in writing by the CO to exceed said amount. The Activity Collection Agent will receipt for the money on the original and duplicate cash meal payment sheet. Original copies of the cash meal payment sheet will be retained by the Activity Collection Agent, and the signed duplicate (green) copy will be filed by each unit Mess Custodian concerned. Funds collected from the sale of meals, with supporting cash meal payment sheet (NAVMC Form 10298) will be turned into the Mess Hall Custodian, frequency of collection will depend on amount of funds collected. In the event of an emergency, funds may be turned in to the Activity Collection Agent at Building #710.

5. The Activity Collection Agent will turn in all funds to First Interstate Bank on DD form 215 directed by Disbursing Officer and per paragraph 42083.b. of reference (a).

6. The unit Authorized Mess Hall Custodian and his Alternate will verify the contents of the safe prior to relieving each other of the duty as unit Authorized Mess Hall Custodian.

5004. LOSS OF NAVMC FORMS 10298. If blank NAVMC forms 10298's are lost, the unit FSO will submit a statement regarding the loss to the CO. The original of this statement, with the CO's endorsement thereon, will be filed with the Activity Collection Agent's records. If a NAVMC form 10298 that contains a record of collections is lost, the FSO will submit a statement to be used as a replacement of the NAVMC form 10298 to the CO. This statement, with the CO's endorsement thereon, will be filed with the Collection Agent's Records. Funds involved will be handled on a regular turn-in basis.

5005. LOSS OF MESS HALL FUNDS

1. Investigation Required. If Mess Hall funds are missing or lost, an investigation will be conducted per MCO P4400.150. A copy of any report of investigation involving lost Mess Hall funds will be filed with the collection agents records to support the adjustment to the NAVMC form 10298.

2. Final Action. Reports of investigations held in conjunction with shortages of funds derived from the sale of meals in a Mess Hall will be submitted to the Commandant of the Marine Corps (LFS-4) by the FSO for final action, Report Symbol MC-7220-14 has been assigned to this report.

5006. QUARTERLY AUDIT OF RECORDS OF INSTALLATION COLLECTION AGENT. An officer will be appointed by the CO to conduct an audit of the cash meal payment sheets maintained by the FSO. This audit will be conducted at the Food Service Office quarterly and will include record of business conducted during the preceding quarter.

5007. AUDIT DUTIES. The Audit Officer will be guided by the provisions of this Order and paragraph 041502-6, Volume IV, Chapter I, Part C of NAVCOMPT Manual.

SOP FOR FOOD SERVICE

CHAPTER 6

ACCOUNTING FOR PERSONNEL FED

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SOP FOR FOOD SERVICE

CHAPTER 6

ACCOUNTING FOR PERSONNEL FED

6000. PURPOSE. When accounting for personnel fed it is essential to accurately record and obtain credit for those personnel subsisting within the food service program. Verification procedures will be used by all Mess Halls to determine the actual number of SIK personnel that are fed at each meal.

6001. MEAL VERIFICATION RECORD. Meal Verification Records will be utilized to record the receipt of a meal by various categories of personnel entitled to subsist at Government expense.

6002. EXEMPTION PROCEDURES

1. It is intended that all personnel entitled to rations in-kind will be required to sign the meal verification record form. Personnel subsisting in the mess hall under the following conditions will not be required to individually sign the meal verification record form:

a. During maneuvers and field exercises when actually subsisted under field messing conditions.

b. During catastrophe feeding.

c. During circumstances when individuals are subsisted at a remote location by meals of box lunches, flight rations or containerized hot meals.

d. During mass troop movements by air, rail or vehicle convoy.

e. While in a confined status.

f. While a patient in a hospital or dispensary.

2. When personnel are subsisted under the exemption conditions, a certification on the meal verification record form will be made by the personnel responsible for feeding the unit, group or formation, such as:

"I acknowledge receipt of _____ meals this date which are for _____
(must be numerical) (must be spelled out)
individuals under my charge and are entitled to subsistence-in-kind."

a. The unit designation will be indicated.

b. The number of people fed will be recorded, i.e., 10, "ten".

c. Any group entry utilizing the above procedures will be supported by a roster of names and social security numbers of personnel consuming said meal.

3. Any organizations having unusual feeding requirements may request written permission to the CO to waive the requirement for each individual to sign the meal verification record form. These requests should contain full justification.

4. Cooks and food service attendants will individually sign the meal verification records.

6003. MAN DAY FED REPORT. The FSO will prepare, in duplicate, a Man Day Fed Report (NAVMC Form 565-1). Information required for completion of this report is derived from, and must be completely supported by, the date contained on the meal verification records and cash meal payment sheets for the date covered by the report. In order to ensure expediency, there is no requirement to type this report. Legible reports, prepared in ink and signed by proper authority are both proper and acceptable. Accuracy in computations is essential.

1. Reservists on active duty for training and Category "K" (six month trainees) will be shown in the Marine Corps Reserve column.

2. A separate Man Day Fed Report will be prepared and submitted for foreign enlisted personnel subsisting in the mess hall. An entry in this block must be justified by an Invitational Travel Orders number. A copy of the orders are to be provided to the FSO.

3. The signed original Man Day Fed Report will be forwarded to the S-4 Officer for verification. The signed duplicate will be returned to the unit mess hall originating the report and retained on file for a period of 90 days, after the end of the reporting period, with the meal verification records.

4. Total Man Day credit reported will be entered in the MCFMIS of each mess hall.

5. The Food Service Office will compile a daily and monthly consolidated Man Day Fed Report in order to meet the requirements of reference (a) for the quarterly Subsistence Operational Analysis Report.

6004. UNIFORM PROCEDURES FOR CONTROL OF MEAL CARDS

1. Purpose. To establish a uniform program for issue, control and verification of meal cards as required by reference (a).

2. Information. Each person entitled to subsist at Government expense must possess a valid Meal Card (DD Form 714). In order to ensure that individuals are entitled to subsist at Government expense, each individual so entitled must present a valid meal card to the Meal Verification Record Supervisor upon entering the mess hall. Subsequent to having been properly identified, each individual is required to enter his/her social security number and unit on the meal verification record.

3. Controls. The CO's responsible for issuing meal cards to individuals will:

a. Obtain Meal Cards (DD Form 714) from the self-service center for issue to individuals within their unit who are authorized to subsist at government expense.

b. Establish administrative control procedures and security for meal cards until issued to authorized personnel; assign personnel in writing to issue meal cards; and maintain a control register for meal cards.

c. Initiate procedures whereby newly joined individuals are issued a meal card immediately upon joining the unit. On weekends/holidays, when it is impractical to issue a meal card immediately to newly joined personnel, an individual may use a copy of their orders as verification that they are a member of the Command until the first working day following the weekend or holiday period.

d. Recover meal cards promptly when an individual's entitlement changes as a result of TAD/PCS orders, leave or authorized to receive ComRats. The authority to grant leave carries the inherent responsibility for recovery of the meal card during the time the individual is being paid to subsist separately and is not entitled to subsist at Government expense. It is essential that written instructions be incorporated in organization/unit administrative procedures to ensure that personnel responsible for recovery of meal cards are aware of current requirements. Upon termination of an individual's authority to subsist at Government expense the meal card shall be recovered, the meal card number shall be cut from the card and affixed to the portion of the central register which is to be closed out. The remaining portion of the meal card shall be destroyed.

e. Establish and maintain a central register for the issue and recovery of meal cards.

f. Serial numbers for meal cards will be assigned per locally established procedures. A specimen signature is required for each individual issued a meal card. Specimen signatures will be recorded in blue/black ink.

g. For further instructions on the administrative procedures for the issue , control and verification of the meal card (DD Form 714) refer to MCO 5512.12.