



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
PSC BOX 8003
CHERRY POINT, NC 28533-0003

AirStaO P10110.1R
SUP
27 Feb 07

AIR STATION ORDER P10110.1R

From: Commanding Officer, Marine Corps Air Station, Cherry Point
To: Distribution List
Subj: STANDING OPERATING PROCEDURES FOR FOOD SERVICE (SHORT TITLE: SOP FOR FOOD SERVICE)
Ref: (a) MCO P10110.14L
(b) MCO 10110.34E
(c) NAVMED P5010
(d) DOD 7000.14-R
(e) UM 4400.15
(f) ASO 7500.5H
(g) ASO P3140.2M
(h) MCO P10110.42A w/CH 1-2
Encl: (1) LOCATOR SHEET

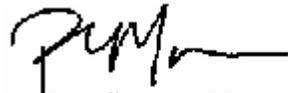
1. Situation. To promulgate the Standing Operating Procedures (SOP) for the Food Service Program in accordance with the references.
2. Cancellation. AirStaO P10110.1P.
3. Mission. The Food Service Program is operated in accordance with this Manual in accordance with the references.
4. Execution. This Manual applies to all personnel assigned to the management or operational control of all the Enlisted Mess Halls of the Consolidated Food Service System, Marine Corps Air Station, Cherry Point. The term referenced herein pertains specifically to the following designees to whom operational control of the Enlisted Mess Halls is assigned: Commanding Officer, Marine Wing Support Squadron-271; 2d Marine Aircraft Wing (Bogue Field Mess Hall 8052) and Director of Supply (MCAS Mess Hall 3451).
5. Administration and Logistics. Submit any suggestions and recommendations concerning this Manual to the Commanding Officer (Attn: Food Service Officer).

AirStaO P10110.1R
27 Feb 07

6. Command and Signal

a. Command. The Manual applies to the Marine Corps Reserve.

b. Signal. This Manual is effective the date signed.



R. C. MANN
By direction

DISTRIBUTION: A



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
POSTAL SERVICE CENTER BOX 8003
CHERRY POINT, NORTH CAROLINA 28533-0003

AirStaO P10110.1R Ch 1
SUP
23 Mar 07

AIR STATION ORDER P10110.1R Ch 1

From: Commanding Officer, Marine Corps Air Station, Cherry Point

To: Distribution List

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

Encl: (1) Revised pages 3-6 and 3-7

1. Situation. To direct pen changes and new page inserts to the basic Manual.

2. Mission. In order to be in compliance with current Station Comptroller policies and procedures, this Change provides distinction between the Food Services Collection Agent and the Comptroller Collection Agent and clarifies quarterly cash verification procedures.

3. Execution

a. Pen change Installation Collection Agent to Food Services Collection Agent in paragraphs 3000.1 and 3004.1.

b. Remove pages 3-6 and 3-7 of the basic Manual and replace with the revised pages contained in the enclosure.

4. Administration and Logistics. File this Change transmittal immediately following the signature page of the basic Manual.

5. Command and Signal

a. Command. This Change is applicable to the Marine Corps Reserve.

b. Signal. This Change is effective the date signed.


R. C. MANN
Acting

DISTRIBUTION: A

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27 Feb 07

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Manual.)

SOP FOR FOOD SERVICE

RECORD OF CHANGES

Log completed changes action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporating Change

SOP FOR FOOD SERVICE

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CHAPTER 1

GENERAL INFORMATION

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SOP FOR FOOD SERVICE

CHAPTER 1

GENERAL INFORMATION

1000. Purpose. This Manual outlines the regulations and procedures for the Food Service and Subsistence Management Program, as outlined in the current edition of reference (a), which includes the procurement, storage, issue, accounting, preparation and serving of all foods within this Command's Consolidated Food Service Program.

1001. Control. The management control of all Enlisted Mess Halls of the Consolidated Food Service System is exercised by the Commanding Officer (CO), Marine Corps Air Station, Cherry Point through the Director of Supply and the Station Food Service Officer (FSO). The operational control of Mess Halls is exercised by the Commanding Officer/Director of the unit/activity head designated to operate the Enlisted Mess Hall.

1002. General Administration. The Commanding Officer, Marine Corps Air Station, Cherry Point and Commanding General, 2d Marine Aircraft Wing designate units/activities to operate each Enlisted Mess Hall and the units that are subsisted in areas assigned to their respective units. Mess Halls are identified by the number of the building occupied.

1. COs/Directors of the following Marine Corps Air Station, Cherry Point activities are assigned operational control of the designated Enlisted Mess Hall.

a. Commanding Officer, Marine Wing Support Squadron-271 (MWSS-271). Enlisted Mess Hall, Bldg 8052, Marine Corps Auxiliary Landing Field, Bogue Field.

b. Director of Supply. Enlisted Mess Hall, Bldg 3451, Marine Corps Air Station, Cherry Point.

2. Each Commanding Officer and designated Director that operates an Enlisted Mess Hall notifies by letter his respective Food Service Officer ten days prior to opening or closing an Enlisted Mess Hall.

1003. RESPONSIBILITY OF THE INSTALLATION COMMANDER

1. Appoints the FSO, Military Occupational Specialty (MOS) 3302, to function as a special staff officer who recommends action and interprets policies and directives that concern food service matters within the command.
2. Ensures the policies, standards, and criteria of the Food Service and Subsistence Program are maintained per reference (b).
3. Ensures full use and proper data security/backup procedures are maintained for the Marine Corps Food Management Information System (MCFMIS) per reference (b) and local established policy. Also ensures that the command has a fully trained Food Service MCFMIS coordinator available for assistance when needed.
4. Exercises command supervision, financial responsibility, and management control of food service functions as stated in this Manual.
5. Publishes command directives for accomplishing program objectives.
6. Makes maximum use of technical assistance available from the Commandant of the Marine Corps (CMC) (LFS-4) and Food Management Teams.
7. Plans for new construction, renovations, maintenance, and repairs of food service facilities.
8. Determines the conditions under which officers, enlisted, and civilians are authorized to subsist in appropriated fund Mess Halls on a reimbursable basis.
9. Verifies the adequacy of the food being served, ensures that required subsistence items are available and that accounting procedures, as prescribed in this Manual, are followed.
10. Approves the establishment or disestablishment of appropriated funded Mess Halls on the installation, including isolated sites and notifies the CMC (LFS-4).

11. Establishes procedures to ensure that officers, enlisted and civilians receiving per diem or basic allowance for subsistence, reimburse the Government for all food and meals consumed and provided by appropriated funded Mess Halls.
12. Budgets for and buys new and/or replacement Food Service equipment and supplies.
13. Establishes a program to recognize outstanding Food Service personnel and operations.
14. Promotes a comprehensive nutritional program for all operational Mess Halls on the installation.
15. Reviews and approves the Subsistence Operational Analysis Report (SOAR) that is forwarded to CMC (LFS-4).
16. Establishes a Patron Education Program and incorporates it into the unit's training cycle (e.g., part of block training evolution).

1004. RESPONSIBILITY OF FOOD SERVICE TRAINING. The FSO is responsible for providing effective mission-oriented training programs for all Food Service personnel. The FSO and Mess Hall Manager(s) take an aggressive role in training and program management (to include appropriate funding requirements) to ensure that all Food Service personnel are qualified in their assigned jobs and capable of meeting mission requirements.

1005. RESPONSIBILITY OF THE FOOD SERVICE OFFICER

1. Reviews and approves the adaptation of the standard Performance Work Statement (PWS) for food service contracts. Sends a copy to the CMC (LFS-4) when approving any policy deviation from the Marine Corps standard PWS.
2. Gives technical aid to the Regional Contracting Officer in reviewing solicitations. Gives technical help to the Regional Contracting Officer in reviewing bids or proposals at the pre-award survey conference.
3. Determines additional requirements to be contracted.

4. With the Regional Contracting Officer, determines the level of quality assurance (QA) a contract needs.
5. Reviews contractor performance periodically. Reviews records and reports prepared by the contractor for accuracy and compliance with contract requirements. Attends contractor progress meetings and performance reviews scheduled by the Regional Contracting Officer.
6. Sends contractor performance records to the Regional Contracting Officer.
7. Informs the Installation Commander of any less than satisfactory contractor performance.
8. Develops PWSs following Marine Corps standards and local requirements.
9. Surveys the performance of contractors and Quality Assurance Evaluators (QAEs) and advises the Regional Contracting Officer. Ensures that QAEs have received adequate training to perform their duties efficiently.
10. Advises the Regional Contracting Officer on functional training requirements of the Food Service QAEs.
11. Nominates qualified QAEs.
12. Checks QAE reports to ensure that the contractor's performance is properly documented.
13. Assists the Regional Contracting Officer in determining the quality assurance evaluation surveillance plan to be used.
14. Ensures that the contract performance requirements are met, checks schedules and job performance of QAEs.
15. Provides meal estimates used for contract pricing and Government estimates of labor hour requirements.
16. Serves as the Subject Matter Expert for the Installation Commander on all food service matters including establishing or dis-establishing facilities or services.

17. Contacts the Wing Food Service Officer regarding all matters pertaining to Wing Units to ensure all food service requirements needed to support the mission of a particular unit are met (e.g., troops training/movement, holiday schedules, block leave, increase/decrease hours of operation).
18. Plans, controls and coordinates with the contractor on government-furnished supplies, equipment and services.
19. Conducts customer surveys. Receives customer suggestions and complaints about all aspects of food service; meets with First Sergeants and Commanders as necessary to reconcile problems.
20. Reviews control procedures and contractor accounting for subsistence-in-kind (SIK) personnel to ensure accuracy.
21. Verifies cash collection forms and deposits made to the Comptroller.
22. Ensures that the necessary regulations, directives and forms are provided to the contractor and that accountable forms provided for the contractor's use are controlled.
23. Coordinates Food Service activities (i.e., scheduling of meal hours) with other tenant commands (Naval Hospital, Defense Distribution Depot, etc.)
24. Prepares operational plans for food service support for contract contingencies, hurricane or disaster preparedness, mobility deployment and other special feeding requirements, including verification of input from the contractor.
25. Develops projects and milestones for the improvement of food service.
26. Coordinates with the proper agencies on plans for food service facilities including renovations and the maintenance of food service facilities and equipment.
27. Prepares budgets for food service equipment and other applicable budget needs as requested by the installation budget office, including verification of input from the contractor.

1006. RESPONSIBILITY OF THE FOOD SERVICE TECHNICIAN/ASSISTANT CONTRACTING OFFICER'S REPRESENTATIVE (ACOR)

1. Food Service Technician Duties

- a. Assumes FSO duties during FSO's absence.
- b. Conducts required semi-annual technical and annual CO inspections of Mess Halls.
- c. Guides and advises the Senior Enlisted Marine Liaison (SEML) and cooks on the performance of their duties.
- d. Establishes, submits, monitors and adjusts annual Food Service Temporary Additional Duty (TAD) requirements.
- e. Establishes, submits, and monitors Food Service MOS requirements with respective commands.
- f. Monitors Fleet Assistance Program (FAP) agreement for personnel assignment propriety.
- g. Coordinates with the Civilian Mess Hall Manager for special feeding requirements.
- h. Coordinates Command VIP visits, tours and briefings of Food Service and Mess Hall functions.
- i. Provides technical expert advice for Mess Hall renovations, repairs and maintenance.
- j. Plans and coordinates weekly physical fitness training for Food Service personnel.
- k. Coordinates invitations to all Commanding Officers and Sergeants Major for the Chef of the Quarter/Chef of the Year events.
- l. Monitors Professional Military Education (PME) requirements for all enlisted ranks, ensuring Food Service personnel have the necessary requirements to attend PME School.

2. ACOR Duties. The ACOR is experienced and technically qualified to ensure that the Government receives the service(s) specified in the contract.

- a. Checks contractor performance using the approved QAE surveillance plan.
- b. Prepares a QAE schedule.
- c. Coordinates the scheduling and contractor response to sanitation inspections conducted by the medical service representative.
- d. Evaluates and documents the contractor's performance.
- e. Notifies the COR of unsatisfactory contractor performance by initiating a Contract Discrepancy Report. Submits all documentation to the Regional Contracting Officer each month.
- f. Accepts services that have been satisfactorily performed by the contractor; notifies the COR for subsequent certification of the contractor's invoices.

1007. DUTIES OF SENIOR ENLISTED MARINE LIAISON (SEML). The SEML is in charge of all Marine cooks in the Mess Hall and constantly supervises the daily operation. The Liaison's minimal duties and responsibilities are listed below:

1. Per MCFMIS, the SEML supervises the Marine cooks to ensure compliance with the current edition of the Recipe Quantifications (RECQUA'S) for all items prepared in the galley.
2. Per the Continuous Patron Education Program, the SEML ensures that the Food Service part of the Welcome-Aboard Package for all new personnel is incorporated into the command training schedule on a semi-annual basis.
3. Inspects all the serving lines throughout the meal periods to determine the quality and quantity of food being served. Inspects the appearance and observes the attitude of Mess Hall personnel; initiates corrective action as required.
4. Ensures proper disposal of all food waste.
5. Based on the amount of manpower required for the various duties in the Mess Hall, the SEML establishes working procedures for the military Food Service personnel.

6. Conducts weekly meetings with Mess Hall personnel to discuss the preparation, cooking and serving of foods, and unresolved problems and methods to improve overall efficiency.
7. Ensures Marine personnel are in compliance with Marine Corps and MOS related training.
8. Conducts a physical fitness program for military personnel working in the Mess Hall.
9. Assigns and schedules workload of all Chief Cooks and trains them in the performance of their duties and responsibilities.
10. Partially supervises the breakfast meal and dinner meal and totally supervises the lunch meal to ensure successful operation.
11. Instructs and trains all Mess Hall personnel and monitors the instructions provided by the Civilian Mess Hall Manager.
12. Makes recommendations for promotions, assignments and training to develop subordinates for future positions.
13. Maintains a cook's daily logbook of significant events that transpire in the Mess Hall.
14. Performs daily inspections of the Mess Hall galley and eating areas for cleanliness.
15. Ensures that the galley, equipment and eating areas are kept sanitary per reference (c).
16. Ensures successful operation of the Mess Hall through aggressive food management, systematic training and energetic and forceful leadership.
17. Ensures subsistence items and food service property are available when required.
18. Ensures all Marine cooks are presently enrolled in Marine Corps Institute (MCI) courses.
19. Develops leadership and confidence in all junior enlisted Marines.

20. Plans, coordinates, and implements the Chef of the Quarter/Year Program.

21. Plans and coordinates physical fitness and training schedules for the Food Service personnel.

1008. DUTIES OF CHIEF COOK. The Senior Enlisted Marine Liaison directs the tour of duty for the Chief Cook. During the tour of duty, the Chief Cook remains in the Mess Hall. The Chief Cook is responsible for the operation of the galley and the activities of all cooks and bakers as follows:

1. Prepares special meals and sandwiches that are directed by the Civilian Mess Hall Manager and the cleanliness of the galley equipment and food preparation.
2. Observes and enforces the rules of personal hygiene and Mess Hall sanitation per reference (c).
3. Musters and inspects all personnel assigned to the oncoming breakfast watch and evening watch.
4. Critiques each product on the serving line and instructs civilian personnel on portion size.
5. Assigns and schedules the workload of galley cooks and trains them in the performance of their duties.
6. Monitors utility conservation in the galley ensuring all gas, electricity, water and steam appliances are turned off when not in use.
7. Ensures proper and economical utilization of food and disposal of waste.
8. Accompanies any Officer of the Day, Staff Duty Officer or Inspecting Officer visiting the Mess Hall in the absence of the Enlisted Mess Hall Manager. Notifies the Enlisted Mess Hall Manager immediately upon the Enlisted Mess Hall Manager's return.

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CHAPTER 2

SALE OF MEALS FROM THE ENLISTED MESS HALL

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SOP FOR FOOD SERVICE

CHAPTER 2

SALE OF MEALS FROM THE ENLISTED MESS HALL

2000. GENERAL. Chapter 4, Section 7 of reference (a) authorizes the sale of meals from the Enlisted Mess Hall to personnel listed below:

1. Guests of Military Personnel. The sale of meals to guests of military personnel is authorized when approved by the Installation Commander.

a. Dependents, relatives, and guests of military members accompanied by their sponsors.

b. Dependents and relatives of military members who are prisoners of war, missing in action or serving a remote tour of duty. An escort is required to accompany these personnel while in the Enlisted Mess Hall.

c. Commanders desiring to sponsor any of the above mentioned groups must submit their request, in writing, to the Commanding Officer, Marine Corps Air Station, Cherry Point, Food Service Officer for approval. Commanders ensure that:

(1) The written requests are submitted at least ten days prior to the date the guests are planning to eat in the Mess Hall.

(2) Group attendance is not more than once a month.

(3) A letter of approval is available at the Enlisted Mess Hall to identify who are attending, how many are attending, and when the event is occurring.

(4) Judicious use of this privilege is exercised so it doesn't jeopardize the primary mission of the Enlisted Mess Hall.

2. Guests at Holidays Meals. For traditional Marine Corps Birthday, Thanksgiving, Christmas and New Year's Day meals, the following are authorized:

a. Active Duty military members and their immediate family.

b. Retired military personnel.

3. Civilian Personnel on Duty

a. Civilian personnel assigned to base food service positions.

b. Food Service Contractor personnel.

c. Civilian installation/base firefighters while on duty.

d. Other Department of Defense (DOD) civilian employees are authorized to purchase meals in the Enlisted Mess Hall when certified by the Installation Commander that other food facilities are not available or adequate. The authorization to allow civilians to eat in Enlisted Mess Halls is intended only for necessity, not convenience.

4. Dependents of Military and DOD Civilian Employees are authorized to eat in the Mess Hall under adverse/emergency conditions, usually due to lack of cooking facilities, sanitary or security reasons that preclude using approved quarters, commercial restaurants or nonappropriated fund food service facilities. Spouses and dependent children in pay grades E1 through E4 pay a discounted cost.

5. Enlisted personnel drawing Basic Allowance for Subsistence (BAS) are permitted to purchase meals at the Enlisted Mess Halls on a reimbursable basis at any time regardless of duty status.

6. All categories of personnel listed herein, when authorized, pay food costs. Exemptions are applied strictly and consistently. Other exemptions are not permitted.

2001. OFFICER PERSONNEL. Officers, other than duty officers, are permitted to purchase meals when their duties require them to be in the organizational area; when there are no other adequate food service establishments; when the sale of such meals is a necessity.

2002. SPECIAL OCCASIONS. The Commanding Officer, Marine Corps Air Station, Cherry Point, authorizes the sale of meals to officers, civilians, and youth groups who are visiting the activity in connection with inspections, surveys, special events, orientations or public relations programs. Requests are submitted to the Commanding Officer, Marine Corps Air Station, Cherry Point (Attn: Director of Supply) at least five working days prior to the occasion and specifies the group, length of time and purpose. Special occasions do not justify a special menu.

2003. RECREATIONAL EVENTS. The use of government subsistence and/or the facility and its staff to support unit picnics or parties is not authorized. Official unit recreational events such as military field meets, Family Day, Open House, and Military Appreciation Day are supported by serving a meal and is authorized only when the meal replaces the normal lunch or dinner meal, the menu equals the Basic Daily Food Allowance (BDFA) value of the meal for which it is served, and subsistence is procured from an authorized source as per reference (a), Chapter 4, paragraph 4504.

2004. BAG LUNCHESES (NONFLIGHT). Bag lunches are authorized for issue to personnel when the nature of their official duties prevent them from returning to the Mess Hall for a regular meal. When bag lunches are used, they are accounted for as regular Mess Hall meals. They are not served in addition to a regular meal. Every effort is taken to arrange schedules or workload so that personnel can partake of a hot meal at the Mess Hall.

2005. EMERGENCY FEEDING. The Commanding Officer, Marine Corps Air Station, Cherry Point may authorize, to the extent of 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.

1. Contingency Plan in Case of Contractor Default or Work Stoppage. When a strike or other contractor work stoppage occurs without warning, the FSO reports the situation to CMC (LFS-4) and requests that Squadron Commanders assign military personnel as mess attendant(s) and/or cashiers. Under such

circumstances, to assure minimum interruption of meal service to personnel, each Squadron provides one Mess Attendant per 30 Marines.

2. Assignment of military personnel is limited to Lance Corporals and below. Noncommissioned Officers are assigned in a supervisory capacity and also as cashiers.

3. All military personnel assigned to mess duty must physically qualify and have a mess physical exam prior to working in the Mess Hall.

4. The SEML assumes the duties of the Mess Hall Manager and is responsible for ordering and receiving food. The Mess Hall Manager is responsible for all personnel assignments.

5. The FSO contacts CMC and requests a Basic Daily Food Allowance (BDFA).

2006. OFFICIAL COMMAND FUNCTIONS. Use of appropriated funds is not authorized to support official command functions (e. g., retirement ceremonies, changes of command, Marine Corps Ball, etc.), in instances when resale activities (clubs, exchanges, commissaries, etc.) are neither available nor adequate to satisfy these requirements.

2007. COFFEE MESSES. Using subsistence items purchased with appropriated funds to support private coffee messes is not authorized.

2008. BASIC ALLOWANCE FOR SUBSISTENCE (BAS). Regulations concerning granting of BAS are contained in reference (a).

2009. GROUP ENTRIES. Group entries are authorized on the Cash Meal Payment Sheet when required for recreational rations or when training groups are served rapidly. When collecting funds from authorized groups, the following procedures apply:

1. The total number of personnel in the group, plus the applicable cost/surcharge, is shown in the signature column and the extended price is shown in the food-cost-surcharge column of the Cash Meal Payment Sheet, NAVMC Form 10298.

2. The original authorization, stating total number of persons in the group authorized to purchase meals, is attached to the original NAVMC Form 10298. The duplicate copy of the authorization is attached to the retained copy (given) at the Enlisted Mess Hall.

2010. NAVY RESERVE OFFICER TRAINING CORPS (NROTC)/RESERVE OFFICER TRAINING CORPS (ROTC). NROTC/ROTC personnel pay a discounted meal rate.

2011. MARINE CORPS JUNIOR RESERVE OFFICER TRAINING CORPS (MCJROTC)/JUNIOR RESERVE OFFICER TRAINING CORPS (JROTC). MCJROTC/JROTC personnel pay a discounted meal rate. Senior Marine Instructors, Marine Instructors and chaperons are required to pay for all meals consumed.

2012. CADETS/MIDSHIPMEN. Meals taken at Naval bases by cadets are billed by host commands to the Commandant of the Marine Corps citing the appropriation data for Operating and Maintenance Marine Corps (O&MMC) funds. A separate Meal Verification Record, NAVMC Form 10789, is prepared for midshipmen and cadets for subsequent reporting of man-days on the Man-Day Fed Report.

2013. CIVILIAN MAINTENANCE PERSONNEL. The Commanding Officer, Marine Corps Air Station, Cherry Point authorizes the sale of meals to civilian maintenance personnel working at Marine Corps Auxiliary Landing Field, Bogue Field. The appropriate charges apply.

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CHAPTER 3

CONTROL OF ENLISTED MESS HALL FUNDS

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SOP FOR FOOD SERVICE

CHAPTER 3

CONTROL OF ENLISTED MESS HALL FUNDS

3000. APPOINTMENT AND CONTROL PROCEDURES. The appointment of Collection Agents and the control and safekeeping of Enlisted Mess Hall funds are per the provisions of Volume V, Chapters II and III, of reference (d) and the current edition of reference (a).

1. The Food Service Officer, Marine Corps Air Station, Cherry Point appoints an installation Collection Agent and an alternate to act under the supervision of the FSO.

2. Unit Commanders/Directors to whom operational control of an Enlisted Mess Hall is delegated, must issue supplemental instructions on safekeeping funds as deemed necessary, including appointment of Unit Authorized Custodians and Enlisted Mess Hall Cashiers.

3001. CHANGE FUND. Cash Meal Payment Sheets (NAVMC Form 10298) from the previous day are retained by the Enlisted Mess Hall to form a change fund not to exceed \$50.00. This does not relieve the individual purchasing the meal of having the correct change.

3002. CHANGE OF SAFE COMBINATION. Per the current edition of reference (e), safe combinations are changed every six months or upon change of agents. Additionally, if field safes are utilized for safekeeping funds, reference (e) requires that they are chained or bolted to the deck.

3003. LOSS OF FUNDS. Where losses or deficiencies of money occur, the Commanding Officer or Director of the organization operating the Enlisted Mess Hall institutes the following action:

1. Makes an immediate report via telephone to the Station Provost Marshal and Food Service Officer, furnishing the site of the loss, amount of funds involved, names of designated Unit Authorized Custodian and Enlisted Mess Hall Cashier involved, and any other pertinent information.

2. Within a period of 72 hours, confirms the above report in writing to the Commanding Officer, Marine Corps Air Station, Cherry Point (Attn: Director of Supply) via command channels, with information copies to the Provost Marshal and Food Service Officer. Includes in the report a brief narrative of circumstances, type of investigation convened, amount of funds missing, the custodian of the missing funds, site of the loss and other pertinent information.

3. The Food Service Collection Agent gives monetary credit to the Enlisted Mess Hall for the amount of cash remaining only; however, the Food Service Collection Agent gives full credit for the ration register forms involved for the purpose of their accountability.

3004. CASH MEAL PAYMENT SHEET (NAVMC Form 10298)

1. Issue. The Installation Collection Agent procures Cash Meal Payment Sheets, NAVMC Form 10298 which replaces the Paid Supernumerary Ration Register, from the Food Service Officer. The agent issues them to the Unit Authorized Custodians of the Enlisted Mess Halls within the Marine Corps Air Station, Cherry Point Food Service System. The installation's Collection Agent/Alternate Collection Agent maintains a record of such issues.

2. Preparation of Cash Meal Payment Sheet. Each Enlisted Mess Hall ensures that Cash Meal Payment Sheets are prepared accordingly:

a. It is important that the information is provided to all Food Service, Supply and Property Control personnel responsible for the sale of meals in the Enlisted Mess Hall.

b. The Cash Meal Payment Sheet is a controlled serialized document that is listed in a control logbook in numerical sequence immediately upon receipt of forms. Logbook format has serial number, issued to, date issued, date returned, amount and received by. A black/blue ballpoint pen is used to record information on the NAVMC Form 10298.

c. The following provides specific guidance to those areas that are not self-explanatory on the NAVMC Form 10298.

(1) Charge. Meal charges and surcharges are completed by the Unit Authorized Custodian prior to each meal and contains applicable charges as prescribed by the current Marine Corps Bulletin (MCBul) in the 10110 series.

(2) Grade. This block is used by patrons to abbreviate their grade, i.e., PFC, Cpl, Capt, etc. Civilians insert "CIV".

(3) Legible Signature. Patrons legibly sign their first name, middle initial and last name.

(4) On Per Diem Yes. This block is used only by patrons who are in a Per Diem status. These patrons check the block and pay the applicable meal rate.

(5) Food Cost. Patrons enter amount paid in food cost columns.

(6) Unsigned Lines. A diagonal line is drawn through all unsigned lines.

(7) Daily Recapitulation. For each category under the food cost column, enter the total number of patrons on the sheet that pay the food cost for their meal.

(8) Accumulated Recapitulation. Add the total figures for each category recorded on the previous day's "Accumulated" recapitulation column to the current "Daily" Recapitulation column. Continue this process to the end of the accounting period.

(9) Flight Galley. When applicable, flight meals are recorded on a separate NAVMC Form 10298. Category of meals reflects quantities. Coffee, cream and sugar reflect quantity and unit price of coffee, (e.g., coffee: five gallons at \$1.85).

(10) Fund Accountability. Record amount collected for food cost. Multiply recapitulation figures by the current rates to determine total money collected.

(11) Cash Overages/Shortages. Record overages as well as shortages and indicate if it is an overage by a "plus" or a shortage by a "minus" sign.

(12) It is permissible to use one NAVMC Form 10298 form for a single day.

d. When this form is used for the sale of Packaged Operational Rations (PORs), a designated cashier and Collection Agent sign and date it in the appropriate spaces. The Supply/Property Officer retains the white (original) copy of NAVMC Form 10298 for input to the POR Requirement/Usage Report. The headquarters of the using unit retains the green copy for six months.

3. Loss of Cash Meal Payment Sheet. Lost meal payment sheets are accounted for in the following manner: if blank meal payment sheets are lost, the unit Commanding Officer/Director having operational control of the Enlisted Mess Hall submits a statement regarding the loss to the Commanding Officer (SUF), Marine Corps Air Station, Cherry Point. The original of this statement is filed with the activity's Collection Agent's records. If meal payment sheets containing record of collections are lost, the unit Commanding Officer/Director having operational control of the Enlisted Mess Hall submits a statement that is used as a replacement meal payment sheet to the Commanding Officer (FSO), Marine Corps Air Station, Cherry Point. This statement, with the Commanding Officer's endorsement, is handled on a regular turn-in basis.

4. Procedures for Turn-in of Funds. Unit Custodians turn in funds by 1130 on Mondays, Wednesdays and Fridays with supporting Cash Meal Payment Sheets in proper numerical sequence to the Comptroller Collection Agent located in Building 3451. All funds are turned in prior to accumulation of over \$500.00. The Comptroller Cash Collection Agent retains and files the signed duplicate (green) copies. The Unit Custodians retain a sheet for their change fund.

5. Deposit with the Comptroller. After the Food Service Collection Agent deposits all cash and checks to the appropriate financial institution, the agent will bring the following documentation to the Station Comptroller: completed DD Form 1131, supporting Deposit Forms and copies of all checks which comprise the deposit. In accordance with all applicable financial regulations, the Comptroller Collection Agent will process the transaction to the Finance Office, Camp Lejeune.

3005. WEEKLY VERIFICATION OF RECORDS OF CASH MEAL PAYMENT SHEET COLLECTION AGENT. During the weekly audit, QAEs verify all special meal requirements and fruit/beverage support using the weekly Meal Verification spreadsheet. The long-term goal is to allow Commands to go to the Marine Liaison and Mess Hall Manager vice the ACOR for routine request approval for items such as box lunches. On the Weekly Verification form box lunches, field chow and recreational meals are included in the total and are also broken out separately for counting/reconciliation purposes.

3006. QUARTERLY VERIFICATION OF RECORDS OF CASH MEAL PAYMENT SHEET COLLECTION AGENT. Quarterly cash verification will be conducted as guided by the provision of Volume V, Chapters II and III of reference (d) and reference (f).

1. All Cash Meal Payment Sheets (NAVMC Form 10298) are verified to ensure that Authorized Custodians are issued the sheets in proper numerical sequence.
2. Each Cash Meal Payment Sheet is verified to ensure that the number of meals listed corresponds with signatures on each sheet, showing current meal charges.
3. When the above steps are completed, total the daily funds collected (as shown by an asterisk on the Cash Meal Payment Sheet) in each account for the respective month or period each Enlisted Mess Hall operates. Compare the totals collected with the NAVCOMPT Form 2277 (Cash Collection Voucher).
4. Verify NAVCOMPT Form 2277. The rations shown on the monthly consolidated Man-Days Fed Report, when divided by the applicable percentages and converted to meals, coincide with the meals shown on the Cash Collection Voucher.
5. Refer questions concerning the verification to the FSO.
6. The verification official submits the results in writing to the Commanding Officer (Attn: Comptroller), Marine Corps Air Station, Cherry Point with one copy of each to the Director of Supply and the Food Service Officer.

3007. AUDITS. Unit Commanders/Directors to whom operational control of an Enlisted Mess Hall is delegated appoint an individual to perform an audit of Public Funds and Man-Day Fed Reports and supervise verification of funds held by Unit Authorized Custodians. Audit findings are forwarded to the FSO by the 10th of the next month.

1. Audit of Funds Held by Unit Authorized Custodian

a. Reviews the Unit Authorized Custodian's Cash Meal Payment sheet logbook to verify the expenditure of each Cash Meal Sheet.

b. Verifies that Cash Meal Payment Sheets are issued in numerical sequence.

c. Determines if the Unit Authorized Custodian and Enlisted Mess Hall Cashiers are appointed in writing.

d. Ensures that Unit Custodians and the Enlisted Mess Hall Cashiers have safes for their own use and that the combinations are changed every six months or upon personnel changes.

e. Reviews the Cash Meal Payment Sheets on hand to determine the amount of cash collected is correct.

3008. RECREATIONAL EVENTS

1. The use of government subsistence, food service facilities and its staff to support unit picnics or parties is not authorized. Official unit recreational events such as military field meets, Family Day, Open House and Military Appreciation Day are supported by serving a meal and are authorized only when:

a. The approval is granted by the Installation Commander or by Commanders with operational control of the Mess Halls.

b. The meal replaces the normal lunch or dinner meal only.

c. The Enlisted Mess Hall is provided all the essential data such as date, time, location, subsistence support required and a breakdown by category of personnel that are supported to include: officers, enlisted personnel, and guests.

2. Commanding Officers desiring meals for organized recreational events must submit their request to the Unit Commander/Director responsible for the operation of the Enlisted Mess Hall in which they normally subsist. The request is provided to the FSO five working days prior to the event to allow for the preparation of the food. It includes a complete list of all food items to be served and the following:

a. Name of Officer or SNCO in charge.

b. A typed roster of the total number of personnel not entitled to subsist at government expense (e.g., commuted rations, officers, or authorized civilians).

c. A typed roster of the total number of personnel authorized to subsist at government expense, to include name, meal card number, social security number, and unit.

d. Date, time, and place the event is held.

3. After approval of the request, the Commanding Officer directs the designated officer or SNCO-in-charge to contact the Military Mess Hall Manager for instructions relative to the handling of funds, signing of the Verification Record, when the food will be available for pick-up and other related matters.

4. Charges are as prescribed for the meal and payment is made prior to pick-up of the meals. Authorized civilians pay food cost. Subsistence-in-kind personnel sign the Meal Verification Record NAVMC Form 10789 which is turned into the Mess Hall the day the food is picked up.

5. Block signatures are not authorized on the Meal Verification Record for recreational events.

6. The subsistence items are limited to picnic-type items, such as cold cuts, frankfurters, hamburgers, potato salad, chicken, etc., and as determined by the Regional Master Menu.

3009. PROCUREMENT OF PREPARED PASTRY AND BEVERAGES FROM THE ENLISTED MESS HALL FOR SUPPORT OF OFFICIAL COMMAND FUNCTIONS. Items of subsistence prepared in the Enlisted Mess Hall are for the primary purpose of subsisting enlisted personnel to subsistence-in-kind. Subsistence funds are not used for support

of official command functions. The Mess Hall is authorized to sell prepared pastry and beverages for authorized Command functions only when resale activities (clubs, exchanges, commissaries, etc.) are neither available nor adequate. These sales are authorized with the understanding that the primary purpose of the Enlisted Mess Hall is not jeopardized and no additional resources (manpower and funds) are made available. The Mess Hall provides one Marine Corps Birthday Cake (Mock Cake) that is utilized for the Station Pageant Ceremony.

3010. UTILIZATION OF ENLISTED MESS HALLS FOR SPECIAL EVENTS.

Mess Halls are not used for special functions (e.g., youth picnics, banquets, etc.). Military functions such as SNCO, NCO Breakfasts and Prayer Breakfasts are allowed. All requests are submitted in writing to the Station Food Tech or SEML, telephone 466-4030/4140. Requests are submitted five working days prior of the event.

3011. SUSTAINED SUBSISTENCE SUPPORT FOR FIELD EXERCISES.

Deploying units requiring subsistence support from the Marine Corps Air Station, Cherry Point Consolidated Food Service System, for a Field Mess, must complete the following requirements:

1. Forward the request for subsistence support to the Commanding Officer, Supply Directorate (Attn: FSO), PSC Box 8018, Cherry Point, NC, 28533-0018, at least 30 days prior to the exercise. The request contains the type of rations required, the number of personnel involved, the dates rations are required with specific meals served on the first and last dates, desired pickup/replenishment times/dates and any special requirements.
2. Utilize the Marine Corps Regional Master Menu unless otherwise directed by the FSO.
3. Submit a request for the appropriate number of Food Service Personnel (normally one for each 75 troops subsisted) to the appropriate personnel office. Unit commanders contact the Unit Mess Chief to assign mess duty personnel.

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4. Direct liaison is authorized with the FSO to facilitate ease in accomplishing all food requirements for field operations.

5. Adhere to subsistence procedures for field operations and deployments as outlined in reference (a) and reference (b).

3012. BEVERAGES FOR SECURITY GUARDS

1. Providing beverages, without cost, to security guards performing sentry duty in an outdoor environment where they are exposed to the elements for an extended period is authorized. Because varying conditions preclude a precise definition of the term "extended period," Commanders must ensure that this authorization is not abused.

2. Beverage support for guard personnel must be monitored to ensure it does not jeopardize the financial operation of the unit Mess Hall.

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CHAPTER 4

CIVILIAN EMPLOYEES

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CHAPTER 4

CIVILIAN EMPLOYEES

4000. PARTIAL FOOD SERVICE AND MESS ATTENDANT SERVICE CONTRACT. The Civilian Mess Hall Manager provides all resources necessary to perform partial food service and mess attendant service at Marine Corps Air Station, Cherry Point, North Carolina, except Government furnished property and services, as specified in the Regional Food Service Contract. The contractor performs to the standards specified in the contract and furnishes all personnel needed to accomplish the work required by the contract. The contractor provides the civilian employees with uniforms, which are worn as outlined by the contract. Contractor personnel must present a neat, clean, and professional appearance.

4001. VEHICLE OPERATORS. Contractor personnel operating privately owned vehicles on the installation must have a valid state license and comply with all orders regarding motor vehicle use. The Provost Marshal is the point of contact for current vehicle requirements.

4002. CONTRACTOR PERSONNEL MEALS. Personnel employed under the contract can purchase meals up to 30 minutes before or after their current shift and while on duty. The rate charged is the current full meal rate.

4003. EMERGENCY MEDICAL TREATMENT. Government furnished medical service is not available to contractor personnel except in emergency on-the-job situations. Government emergency treatment is provided as the first point of medical care. Transfer to non-government facilities is done as soon as possible and as determined by attending medical authorities. The Contractor or Subcontractor is responsible for any charges resulting from treatment of their personnel at the U.S. Naval Hospital Cherry Point.

4004. ACCIDENT/INJURY REPORTING. Immediately after a job-related injury, the contractor prepares a Report of Injury in duplicate and forwards the original and one copy through the ACOR to the Installation Safety Officer.

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CHAPTER 5

GENERAL INSTRUCTIONS FOR THE OPERATION OF
ENLISTED MESS HALL 3451

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CHAPTER 5

GENERAL INSTRUCTIONS FOR THE OPERATION OF
ENLISTED MESS HALL 3451

5000. CONTROL. Operational control of Enlisted Mess Hall 3451 is vested in the Director of Supply, Marine Corps Air Station, Cherry Point.

5001. ORGANIZATION. The Marine Corps Air Station, Cherry Point FSO has direct staff cognizance over all Food Service Department military personnel and matters pertaining to Enlisted Mess Hall 3451. The Contractor has direct staff cognizance of the food service civilian personnel and matters pertaining to the Bogue Field Mess Hall 8052.

5002. CONTROL OF KEYS TO THE ENLISTED MESS HALL. The Enlisted Mess Hall is equipped with a key locker in which all keys are kept. All keys are properly tagged for identification. When securing the building, keys are locked in the key locker. Only the key to the locker and a key to one access door are kept by the Civilian Mess Hall Manager and the Assistant Civilian Mess Hall Manager.

5003. HOURS OF OPERATION

1. MCAS Cherry Point Mess Hall 3451. Personnel are subsisted in the Enlisted Mess Hall as scheduled below, unless the hours are modified by separate directive.

a. Regular Meal Periods

	<u>Weekdays</u>	<u>Saturday/Sunday/Holidays</u>
Breakfast-Regular	0530-0730	0830-1100
Lunch - Early	1030-1045	
Regular	1100-1245	
Dinner - Early	1530-1545	
- Regular	1600-1800	1500-1700

b. Fast Food Line (Monday through Friday only)

Breakfast	0630-0830
Lunch	1100-1300
Dinner	1600-1800

2. Bogue Field Mess Hall 8052

Note: Weekdays (Mon-Fri, excludes holidays observed on Monday or Friday)

Weekend days (Saturday and Sunday, to include Monday and Friday holidays):

<u>Fast Food/Carry-Out</u>	<u>Weekdays/Weekends/Holidays</u>
Breakfast	0700-0800
Lunch	1130-1230
Dinner	1600-1700 M-F only
Breakfast/Brunch	Closed (Bag/Box Meal)
Dinner/Brunch	Closed (Bag/Box Meals)

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CHAPTER 6

INSPECTIONS, AWARDS AND UNIFORMS

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SOP FOR FOOD SERVICE

CHAPTER 6

INSPECTIONS, AWARDS AND UNIFORMS

6000. SCHEDULED TECHNICAL INSPECTIONS. Each Enlisted Mess Hall is inspected not less than semi-annually by the FSO or individuals designated by the FSO. Each Enlisted Mess Hall is notified by separate correspondence of the date for the inspection. A report of the inspection is forwarded to the Commanding Officer/Director having operational control via the appropriate chain of command. The FSO or the designated inspecting personnel forwards a copy of the inspection to the MCAS Cherry Point Inspector. The Inspector provides a debriefing to the Command at the end of the inspection. Each inspection thoroughly covers the following areas:

1. Management.
2. Subsistence Procurement.
3. Administration.
4. Sanitation and Housekeeping.
5. Training.
6. Food Preparation.
7. Facility Maintenance.

6001. INFORMAL STAFF VISITS. Periodically, unannounced informal walk-through visits are made by the FSO and the Senior Food Technician. Any discrepant areas noted are brought to the attention of the Enlisted Mess Hall Manager or the SEML. If serious or continuous problem areas are found, a short written statement of the problem is provided to the activity. In all cases, the Enlisted Mess Hall Officer or the Enlisted Mess Hall Manager is provided an opportunity to rectify the problem. The following rules are enforced:

1. Personal radios or tape recorders are not allowed into the Enlisted Mess Hall.

2. Only authorized food items are taken from the Enlisted Mess Hall (e.g., Fast Food, Bag Lunches).

3. Uniforms and civilian attire for patrons are in conformance with the current MCAS regulations.

6002. AWARDS

1. Chef of the Quarter. Because of the excessive and irregular hours Food Service personnel work in accomplishment of their mission, the Chef of the Quarter award program is established to provide incentive, increase morale and recognize Food Service personnel.

a. The committee/board that votes on this award consists of the SEML and the assistant Marine Liaison. A Chef of the Quarter board is held once each quarter, and a Chef of the Year board is held once each year on a date determined by the FSO. Chief Cooks and the Marine Liaison nominate personnel by letter to the Station Food Service Technician.

b. The board considers nominees based on the information submitted by the SEML to include comments on personal appearance, general knowledge of the food service MOS, military subjects and current events.

c. Chief Cooks and Marine Liaison personnel must submit nomination letters no later than close of business one week prior to the scheduled event. There is a minimum of one nominee per tenant unit aboard MCAS Cherry Point. There is no maximum limit of the number of nominees.

d. The Chef of the Quarter board consists of three phases: a written test, an interview board, and a cook-off. All nominees participate in the first two phases. The nominees who place in the top four positions continue on in the third and final phase.

(1) The written test has 25 Food Service knowledge questions and is administered by the SEML.

(2) The nominees are asked three questions from each board member: one food service MOS question; one military subject question; and one current event question. The attire for nominees is the Food Service uniform.

(3) The cook-off phase is performed on a specific date designated via separate correspondence only after all nominees pass the first two phases. The FSO provides basic support equipment to each participant. The winner is recognized by the Commanding Officer, MCAS Cherry Point as the Chef of the Quarter.

e. The Chef of the Quarter receives:

(1) A trophy.

(2) A Certificate of Commendation from the Commanding Officer, MCAS Cherry Point.

(3) Four-day Special Liberty pass.

f. All runners-up receive a Chef's Medal, a 72-hour Special Liberty pass, and a Meritorious Mast certificate.

2. CHEF OF THE YEAR AWARD. The winners of the Chef of the Quarter awards compete for the Chef of the Year award.

a. In case the winner of any quarter is not available, the runner-up for that quarter competes for the award.

b. The individual selected for the Chef of the Year is presented a Navy Achievement Medal by the Commanding Officer, a special personal trophy and a 96-hour pass.

c. The winner has the opportunity to attend the skills development Culinary Institute of America (C.I.A.), Hyde Park, New York for the period of two weeks if quotas and funds are available.

d. All runners-up receive a Chef's Medal and a 72-hour Special Liberty pass.

6003. UNIFORMS FOR COOKS, BAKERS, AND FOOD SERVICE ATTENDANTS

1. Accountability. Military uniforms for cooks, bakers, and food service attendants are issued directly to individuals. These items are carried on the property records while in use and are charged out on a signed receipt DD Form 1348. The receipt is filed with the Mess Hall records until the clothing is

returned to stock. Frequent checks are made to ensure that records are current and that clothing items are returned as personnel are relieved from duty. Uniforms for all contract personnel are provided and accounted for by the contractor.

2. Quantity. Sufficient occupational clothing items are available to ensure a daily change by food service personnel. The Command provides/purchases one (1) pair of black all-leather steel toe safety boots for all personnel working in the galley. Food service warehouse personnel are provided with regular steel-toe boots. Black all-leather boots are authorized and are worn only with food service occupational clothing. Boots are replaced once a year or as needed.

3. Appearance. Uniforms worn by food service personnel are neat and clean at all times. Food service personnel wear only authorized food service occupational clothing in the performance of their duties.

4. Standard. The basic mandatory requirements for food service clothing are cleanliness and sanitation, not color. Therefore, items of clothing are any color or pattern as long as prescribed standards of cleanliness and sanitation are maintained. Traditionally, white clothing items are preferred since they present a more sanitary appearance to patrons.

5. Liberty. Food service occupational clothing is not authorized as liberty attire. For sanitation purposes, food service occupational clothing is not worn outside of Mess Halls (e.g., barber shop, exchange, post office, etc.).

6. Laundry Costs. Laundry service for military occupational uniforms is budgeted and funded for by the Command. Individual Marines are not required to incur expenses for laundering occupational uniforms. Laundry service for contract personnel is the responsibility of the Contractor.

SOP FOR FOOD SERVICE

CHAPTER 7

STANDARD OPERATING INSTRUCTIONS AND SAFETY PRECAUTIONS

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SOP FOR FOOD SERVICE

CHAPTER 7

STANDING OPERATING INSTRUCTIONS AND SAFETY PRECAUTIONS

7000. STANDING OPERATING INSTRUCTIONS AND SAFETY PRECAUTIONS.

Food service personnel are exposed to many safety hazards in the operation of food service equipment. Stringent safety precautions are taken to eliminate potential hazards. Operating instructions and safety precautions are prominently posted on or near each piece of food service equipment.

7001. SOURCE OF OPERATING INSTRUCTIONS AND SAFETY PRECAUTIONS.

The Food Service Property SNCOIC furnishes, upon request, operating instructions and safety precautions for food service equipment.

7002. BASIC SAFETY MEASURES. The following safety measures are complied with in the day-to-day operation of all Enlisted Mess Halls:

1. Electrical equipment is not cleaned until the electricity is turned off, or the equipment is unplugged.
2. Electrical equipment is not cleaned with a water hose.
3. The appropriate grill cleaner is used for all mirror top grills. Water is not used in cleaning grills.
4. Particular attention is given to the use and storage of poisonous and corrosive materials used in the Enlisted Mess Halls for specific and limited purposes, (e.g. disinfectants and detergents.) Such chemicals and cleaning agents are stored in areas separate from food products and in containers that are clearly labeled. These items are not placed or stored in any type container that contains food.
5. Smoking is not permitted in the Enlisted Mess Hall.
6. Deep fat fryers are not operated when there is heavy smoke in the galley.
7. The ventilating system (hood) is kept free of grease.

8. Thermostats are checked periodically and defective thermostats are secured until repairs are made.

7003. DESTRUCTIVE WEATHER PLAN

1. Prior to 1 May of each year, the FSO directs the review of all personnel assignments for implementing destructive weather preparations and instructs subordinate supervisory personnel concerning duties during destructive weather.

2. Actions to take in preparation of or in response to notification of destructive weather are noted in reference (g).

3. The FSO is assigned the following responsibilities:

a. Preparation for Assumption of Condition of Readiness

(1) Inspects the hurricane gear locker in building 3451 to ensure the contents include five rain suits, eight pairs of wet weather boots, six 9-volt flashlights with six spare batteries, seven helmets (hard hats), four rolls of masking tape, three hammers, two boxes of nails, four axes, thirteen rolls of rope (50 foot long), five water jugs, and 100 sandbags. Submits requisitions for material needed. Ensures the weather locker is complete, and all gear is serviceable and flashlights are in working order.

(2) Assigns subordinate supervisory personnel to check the building for broken windows, torn screens, damaged doors, etc. and makes repairs as required. Ascertains that all loose debris is collected and properly disposed. Ensures that all material and equipment are properly secured.

(3) Ensures that any other precautionary measures are taken.

(4) Ensures that the Food Service Property Chief delivers cots to the Mess Hall for food service personnel on duty.

(5) Advises the Director of Supply when the condition of readiness is completed.

b. Action during Destructive Weather Condition (DWC).

(1) Coordinates procedures contained in reference (g). The ACOR submits a roster to the Emergency Operations Center of all essential Mess Hall personnel who are working. Reports the assumption of readiness to the Destructive Weather Action Officer.

(2) Ensures that emergency subsistence issues are made to replenish food supplies to ensure that an adequate supply is available for all hands if conditions warrant.

(3) Advises the Civilian Mess Hall Manager to transfer all perishable items from the Bogue Field Mess Hall to the Cherry Point Mess Hall in case of a Bogue Field Mess Hall power outage.

(4) Ensures the Food Service Property Chief submits a request for two water buffalos or two water containers. The two water buffalos or two water containers are placed behind the Mess Hall when DWC II is declared.

(5) Establishes a 24-hour duty watch at the onset of DWC II and continue normal Enlisted Mess Hall operations until DWC I is declared.

(6) Provides rations to Atlantic Field for patients from Sea Level hospital in the event of a possible evacuation.

(7) Provides subsistence issues as required immediately after securing from DWC I.

(8) Ensures only essential food service personnel report to work when MCAS Cherry Point goes to DWC I. When possible, watches consist of single (not married) Marine cooks and a single (not married) SNCO. Otherwise, Marines scheduled to work on that day are utilized. The SNCO assigned to the galley is present at all times during destructive weather conditions. The Chief Cook ensures that the on-coming watch personnel know what their duties and responsibilities are. Non-essential Food Service personnel must contact the Severe Weather and Force Protection Information Line to follow up on conditions. The phone number is (252) 466-3093. An alternate telephone number to call is the Emergency Operations Center at (252)466-5216/5217.

(9) Surveys any damages post storm, oversees corrective actions and submits reports to the Director of Supply.

7004. COMBAT RATIONS

1. Upon order from the Destructive Weather Center, combat rations are issued when DWC IV is declared. Food Service personnel pick up Meals, Ready-to-Eat (MREs) from 2d MLG Camp Lejeune. One day of rations (three meals) per Marine/Sailor is held in Bldg 150 (Food Service Warehouse), MCAS Cherry Point.
2. When DWC III is declared, Group Commanders or their representatives from Marine Wing Support Group-27 (MWSG-27), Marine Air Control Group-28 (MACG-28), Marine Aircraft Group-14 (MAG-14), Marine Wing Headquarters Squadron-2 (MWHS-2), Headquarters and Headquarters Squadron (HQHQRON), and the Naval Hospital contact the Emergency Operations Center to request the issuance of MREs per reference (g). MREs are issued to Groups, not individual squadrons, with the exceptions of MWHS-2, HQHQRON, and the Naval Hospital Cherry Point.
3. After receipt of MREs, Groups issue rations to their respective squadrons. The squadrons hold and store MREs in accordance with II MEF regulations until the end of the destructive weather season, normally 30 November. Strict accountability is maintained and a monthly usage report is submitted to the MCAS Cherry Point FSO via the 2d MAW FSO.
4. MREs are consumed by individuals only during DWC I or when weather conditions prevent Mess Hall operations.
5. MREs not consumed by the Groups are to be returned to Bldg 150 no later than 5 December.
6. If a subsequent DWC-IV advisory is issued, units draw sufficient MREs to maintain the required one-day supply.
7. All MREs issued are accounted for using NAVMC Form 10789.
8. Marines/Sailors entitled to Subsistence in Kind (SIK) sign the NAVMC Form 10789 and initial "M" (for Meal Card) to the left of their SSN. Those entitled to BAS initial a "C" (cash) to the left of their Social Security Number on the NAVMC Form 10789 to ensure their pay is checked for the appropriate amount.
9. MREs lost or consumed without proper meal signature records or cash payments are replaced by the responsible units' supply at their expense.

7005. INSTRUCTION OF PERSONNEL. Commanding Officers and Directors responsible for the operation of the Enlisted Mess Hall ensure that adequate instructions are given to all personnel on the proper operating procedures and safety measures used when operating the Enlisted Mess Hall equipment.

7006. FIRE SAFETY. Personnel are assigned to fire stations within the Enlisted Mess Halls or are assigned specific duties in case of a fire. The Chief Cook on each watch is held responsible for the assignment of his personnel. The Chief Cook also ensures his personnel are fully schooled on proper actions to take in case of a fire. In all cases, the following telephone numbers are posted near every telephone in each Enlisted Mess Hall:

1. Fire Department.
2. Ambulance.
3. Halyburton Naval Hospital.
4. Facilities Maintenance.

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APPENDIX A

GLOSSARY OF TERMS

Audit. The systematic examination of records and documents to determine: (1) adequacy and effectiveness of budgeting, accounting, and financial and related policies and procedures; (2) compliance with applicable statutes, regulations, policies and prescribed procedures; (3) reliability, accuracy and completeness of financial and administrative records and reports.

Authorized Custodian. An individual who is appointed in writing by the FSO to collect all funds from the civilian cashier.

Authorized Price Adjustments. A debit or credit (increase or decrease) price adjustment for the difference between the catalog price and the actual price paid for the same item.

Basic Daily Food Allowance (BDFa). A prescribed quantity of food, defined by components or monetary value, which is required to provide a nutritionally adequate diet for one individual for one day. This allowance provides for no more than three meals daily.

Breakfast. The meal served during the morning hours and considered the first meal of the day.

Breakfast Brunch. A meal consisting of food items normally served during breakfast and lunch. Soups, salads, luncheon meats and/or snack line items are available. This combined menu is served during an extended period of time beginning at early or mid-morning and ending shortly after the noon hour.

Budget. A plan of financial operation showing in dollars the estimate of funds needed to carry out the assigned mission or missions over a specified period of time.

Cashier. An individual who is appointed by the Civilian Mess Hall manager to collect all funds derived from the sale of meals to Mess Hall patrons within set limitations. Cashiers maintain custody of public funds and are appointed in writing per reference (d).

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Closing Inventory. The monetary value of the physical inventory of the storeroom account after the last meal of the day that ends the accounting period. After this inventory, purchases, or issues are chargeable to the next accounting period.

Collection Agent. The individual who is appointed to perform duties relating to the collection of official funds for meals. Twice a week or when the amount exceeds \$5,000, the funds are turned into the Comptroller by the collection agent. This position is appointed in writing per reference (d).

Commanding Officer. For the purpose of this SOP, the term "Commanding Officer" applies to the Commander of a company, squadron, battalion, regiment, Marine barracks, post/station or a comparable unit/organization below the general officer level.

Dinner. The meal served during the evening hours and considered the third meal of the day.

Dinner Brunch. A meal consisting of items normally served during lunch and dinner. The meal is served during a serving period of time beginning early afternoon and ending early evening on a day when brunch is served.

Facility. A separate building, structure or other form of real property, including land, which is subject to separate reporting under the DOD real property inventory.

Family Member. A person residing with or under the sponsorship of a military member and entitled to a military ID card even though the military member is a prisoner of war, missing in action or serving in a remote tour of duty.

Field Daily Food Allowance. Subsistence furnished to personnel engaged in field exercises, maneuvers or combat situations. Subsistence is in the form of "A" rations, "B" rations, "T" rations or PORs.

Field Duty. Service by a member when the member is subsisted in a Government Mess or with an organization drawing field rations and during the following times:

(1) The member is under orders with troops operating against the enemy (actual or potential).

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(2) The member is serving with troops on maneuvers, war games, field exercises, or similar types of operations.

Field Feeding. Feeding under field conditions at a location actually situated in the field.

Field Mess. A mess operated in the field using field food service equipment.

Field Kitchen. A kitchen operating in the field for preparing and serving meals using field kitchen equipment.

Fiscal Year (FY). Accounting period beginning on 1 October and ending on 30 September of the following year. The FY is designated by the calendar year in which it ends.

Food. Any raw, cooked, or processed edible substance, beverage ingredient used or intended for use or sale, in whole or part, for human consumption.

Food Cost. The actual cost of bulk food procured by installation Commanders for consumption in garrison and/or field Mess Halls.

Food Cost Rate. The rate paid by personnel required to reimburse the Government for only the food cost portion of meals consumed in an appropriated funded Mess Hall.

Food Service Equipment. All stoves, ranges, hoods, tables, counters, refrigerators, sinks, dishwashing machines, steam tables and similar items, other than utensils, used in the operation of a food service establishment.

Food Service Officer. A designated special staff officer who performs functions prescribed by the Commander in the area of food service.

Full Food Service Contracts. Activities that comprise the full operation of the Mess Hall, including but not limited to requisitioning, receiving, storing, preparing and serving of food. Also included is the performance of related administrative, custodial, and sanitation functions.

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Government-Owned, Contractor-Operated Mess Hall. A Government-owned, contractor-operated food service facility incorporating all elements of operation less those specifically retained as a responsibility of the Government.

Guest. A person other than a family member who is invited and escorted by a military member as authorized by the installation commander and the provisions of this Manual.

Head count. The number of personnel who consume a meal in a Mess Hall, per the Meal Verification Record (NAVMC Form 10789) and the Cash Meal Payment Sheet (NAVMC Form 10298).

Holiday-Meal Rates. The rates charged for Thanksgiving Day and Christmas Day special meals.

Host Nation Feeding (HNF). HNF consists of two types of support: (1) Host Nation Support (HNS) which is a procedure wherein bulk subsistence items are procured from a host nation and prepared by Marine Corps Food Service personnel or (2) Host Nation Messing (HNM) which involves Marine Corps personnel subsisting in a host nation Mess Hall (civilian or military) in which the Marine Corps reimburses the host nation for meals provided (non-contractor support).

Leftovers. Any unserved food remaining at the end of the meal period for which it is prepared.

Lunch. The meal served during midday and considered the second meal of the day.

Maintenance. The recurring day-to-day, periodic or scheduled work required to preserve or restore a facility to such condition that it may effectively be used for its designated purpose. It includes work undertaken to prevent damage to a facility which otherwise would be more costly to restore.

Man-Day. A man-day is the consumption of: breakfast, lunch, and dinner by one person on a day that is authorized a three-meal schedule; or the consumption of breakfast-brunch and dinner-brunch by one person on a day that is authorized a two-meal schedule.

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Man-Day Fed. A man-day fed is a unit/allowance quantified arithmetically by multiplying the actual attendance figures for available meals by the appropriate conversion factor. For example, breakfast attendance is multiplied by 20 percent; both lunch and dinner attendance are multiplied by 40 percent; while breakfast-brunch is multiplied by 45 percent and dinner-brunch is multiplied by 55 percent.

Meal. A specific quantity of food provided to one person during one scheduled serving period.

Meal, Ready-to-Eat (MRE). Packaged meals containing dehydrated and processed ready-to-eat food. The MRE is issued in units or in multiples of three as a complete ration. Each shipping container contains 12 different meals.

Military Personnel Marine Corps (MPMC). This is an annual appropriation that provides for pay, allowances, clothing, and permanent change of station movements.

Night Meal. The meal served during the late evening to early morning hours for watch standers whose duties cause them to miss the regular schedule of meals. The meal credit and reimbursement rate are based on the menu actually served.

Nonappropriated Funds. Funds other than those appropriated by the Congress of the United States which are established by competent authority for the welfare, comfort, and/or recreation of military personnel or civilian employees. Examples are Marine Corps Exchanges, clubs and messes, recreational facilities, and civilian cafeterias.

Nonconsumable Supplies. Non-consumable supplies do not lose their identity in the process of work or in the rendering of service. They include such articles as equipment, utensils, tables, chairs, etc.

Opening Inventory. The monetary value of the physical inventory of the storeroom account at the beginning of an accountable period. This figure is the same as the closing inventory value of the preceding accounting period.

Operational Ration. A ration prescribed for individuals performing operational duty in time of war or other emergencies and composed of semi-perishable items. Operational rations are

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used in peacetime for emergencies, travel or training so that stocks are rotated. "B" rations, "T" rations menus, and flight meals are examples of operational rations.

Operations and Maintenance Marine Corps (O&MMC). This annual appropriation provides funds to finance the cost of operations and maintenance of each Marine Corps installation, exclusive of military personnel costs. It is used to buy from the stock fund, purchase utilities, make open market purchases, and finance temporary additional duty.

Packaged Operational Ration (POR). A ration specially packaged, precooked or prepared for personnel performing operational duty in time of combat or other emergencies and is composed of semi-perishable items. PORs are used in peacetime for emergencies or field training or so that stocks may be rotated. The MRE and RCW are considered to be POR's.

Performance Work Statement (PWS). A document normally prepared by or under the supervision of the chief or Commander of the function involved which describes the work, services and products, the quality standards met and the time of performance or delivery. When incorporated in a solicitation or contract package, the PWS becomes section C (Description and Specifications) of the uniform contract format.

Perishable Food. Any food item subject to deterioration or decay unless maintained under specific storage or serving conditions, such as chilled, refrigerated or frozen temperatures and/or consumed within a specific time frame.

Preparation. The processing of basic ingredients into a finished food item per the procedures outlined in reference (h).

Procurement Marine Corps (PMC). This multi-year appropriation provides for the purchase of major items of equipment classed as investment items and includes such things as hoods, dishwashing machines, water fountains, disposal units, and other items costing in excess of \$5,000.

POR Enhancements. Low cost food items such as beverages, soups and fresh, or canned fruits used during extreme hot or cold weather.

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Products. The finished item resulting from the processing of formulated ingredients, e.g. bread, pies, cookies, salads, and entree items.

Progressive Food Preparation (Batch Cookery). The preparation of food items at selective time intervals during the entire meal period as the food is consumed. The objective is to match the flow of patrons through the serving lines so that freshly prepared high quality food is always provided.

Quality Assurance (QA). Standards established by the Government for purposes of evaluation of the quality of contractor performance and assuring compliance with contract requirements. In food service contracting, "QA" means the same as "inspection."

Quality Assurance Evaluator (QAE). An individual assigned duties of inspecting contractor's performance by the quality assurance provisions of the contract.

Ration Cold Weather (RCW). The Ration Cold Weather is specifically designed for cold climate. This ration is lighter and smaller than a MRE. It provides an entree, snacks, hot beverage mixes, and components that do not freeze. One ration provides a complete daily nutritional requirement of 4,500 calorie for one individual per-day. The RCW is packaged into two plastic pouches with an issue ratio of one ration per individual per day.

Reconstitute. Restoring water to a food that is concentrated by dehydration or freeze-drying.

Requisition. A formal request for supplies or equipment.

Resources. Consists of military and civilian personnel, material on hand and on order and the entitlement to procure or use material, utilities and services as required for performance of the basic mission of the activity and work performed for others.

Responsible Officer. Any individual, either military or civilian, acting in a commanding or supervisory capacity, who is assigned as a responsible officer. Such individuals are responsible for all property issued to them, whether for their own use or for use of those under their control.

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Safety Level. The quantity of material, in addition to the operating level of supply, required to have on-hand to permit continued operations in the event of minor interruption of normal replenishment or unpredictable fluctuations in issue demand.

Special Food Allowance. A special food allowance is a prescribed quantity of food, defined by components, quantity or monetary value, which is required to support operational missions.

Subsistence-in-Kind (SIK). Food furnished to enlisted personnel at Government expense. SIK is also termed rations-in-kind.

Supplemental BAS. The monetary allowance above the current BAS rate provided to personnel drawing BAS, who are required during a given day, to buy at least one meal from a non-Governmental Mess Hall because of their official duties.

Supplemental Food Allowances. A prescribed quantity of food defined by components and monetary value which, due to unusual or extraordinary circumstances, is required in addition to the basic food allowance.

Unit. Any constituted, activated, or organized military element with an assigned unit identification code, whose structure is prescribed by competent authority in a Table of Equipment (T/E) or Table of Organization (T/O). For the purpose of this SOP, a unit may or may not be a part of an organization (parent unit).

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APPENDIX B

ACRONYM LIST

ACOR	Assistant Contracting Officer's Representative
BAS	Basic Allowance for Subsistence
CMC	Commandant of the Marine Corps
CO	Commanding Officer
COR	Contracting Officer's Representative
DOD	Department of Defense
DWC	Destructive Weather Condition
FAP	Fleet Assistance Program
FSO	Food Service Officer
MAGTF	Marine Air-Ground Task Force
MCAS	Marine Corps Air Station
MCB	Marine Corps Base
MCFMIS	Marine Corps Food Management Information System
MCI	Marine Corps Institute
MCIEast	Marine Corps Installations East
MCO	Marine Corps Order
MOS	Military Occupational Specialty
MRE	Meal, Ready-to-Eat
NCO	Noncommissioned Officer

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NROTC	Naval Reserve Officer Training Corps
O&MMC	Operation and Maintenance Marine Corps
O&M	Operation and Maintenance
OCCFLD	Occupational Field
PCS	Permanent Change of Station
PME	Professional Military Education
POR	Packaged Operational Ration
PWS	Performance Work Statement
QA	Quality Assurance
QAE	Quality Assurance Evaluator
ROTC	Reserve Officer Training Corps
SEML	Senior Enlisted Marine Liaison
SIK	Subsistence-In-Kind
SNCO	Staff Noncommissioned Officer
SOAR	Subsistence Operational Analysis Report
SOP	Standard Operating Procedures
TAD	Temporary Additional Duty