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MARINE CORPS INSTALLATIONS PACIFIC-MCB CAMP BUTLER
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MARINE CORPS INSTALLATIONS PACIFIC-MCB CAMP BUTLER ORDER 10110.1A

From: Commanding General
To: Distribution List

Subj: FOOD SERVICE PROGRAM

Ref: (a) MCO 10110.14N
(b) III MEF/MCIPAC-MCBBO 10110.1A
(c) III MEF/MCIPACO MOU of 10 Jun 2015
(d) Tri-Service Food Code
(e) MCFMIS SOP Rev 7
(f) DoDI 1338.10, "Food Service Program," June 5, 1991
(g) NAVMC 3500.35
(h) NAVMC 2733
(i) MCO 4061.1
(j) MCO 10110.49
(k) MCIPAC BUL 10110
(l) DoDI 1400.25, Volume 1412, "Civilian Personnel Management System,"
July 20, 2012
(m) MCIPACO 5512.2 W/CH 1-2
(n) MCO 1650.61
(o) MCO P4400.201
(p) MCO P10150.1
(q) NAVMC Dir 5100.8
(r) SECNAV M-5210.2
(s) DoD 7000.14-R, "Financial Management Regulations", January 2016
(t) MCO 4400.201
(u) JAGINST 5800.7
(v) MCIPAC-MCBBO 7500.2A
(w) MCO P1020.34H
(x) AR 623-3, "Evaluating Reporting System," June 14, 2019
(y) III MEF/MCIPAC-MCBBBUL 3006
(z) MCO 4400.201-Vol 17
(aa) III MEF Destructive Weather Feeding Msg DTG 040556Z Apr 19
(ab) MARADMIN 256/18
(ac) DoD 5500.07, "Joint Ethics Regulation," August 1, 1993

Encl: (1) MCIPAC-MCBBO 10110.1A Food Service Standard Operating Procedures

1. Situation. To promulgate policy for the Marine Corps Installations Pacific-MCB Camp Butler (MCIPAC-MCBB) Food Service Program, per references (a) through (ac).

2. Cancellation. MCIPAC-MCBBBul 4061.

3. Mission. To issue policies and establish procedures for the management, operation, budgeting, and administration of garrison mess halls and subsistence management.

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JAN 21 2021

4. Execution. This revision has been thoroughly reviewed and revised to ensure compliance with this standard operating procedure (SOP) and references (a) through (ac).

a. Commanders having operational control of the garrison mess hall shall take action to ensure compliance with all portions of this manual, relevant to command participation and support of the MCIPAC-MCBB Food Service Program.

b. The MCIPAC-MCBB Food Service Officer is responsible for ensuring the compliance with all portions of this manual, applicable to the administration and management of the MCIPAC-MCBB Food Service Program.

c. All individual food service systems will develop an SOP in accordance with references (a) through (ac) and MCIPAC-MCBBO 7500.2A; this includes MCB Hawaii and Marine Corps Air Station (MCAS) Iwakuni.

d. Commanders who operate an individual food service systems that have not established an SOP in accordance with references (a) through (ac) will be required to conduct mess hall operations utilizing the MCIPAC-MCBB Food Service SOP.

e. Food service technical assistance for Combined Arms Training Center (CATC) Camp Fuji and Camp Mujuk will be provided by the MCIPAC-MCBB Food Service Office.

f. The MCIPAC-MCBB Food Service Office will conduct periodic quality assurance evaluations as per reference (a) for CATC Camp Fuji and Camp Mujuk. MCB Hawaii and MCAS Iwakuni will conduct quality assurance evaluations as per their SOP and reference (a).

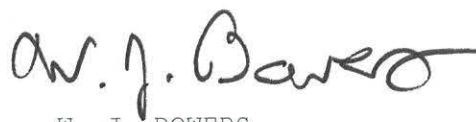
g. The MCIPAC-MCBB Food Service Office will conduct semi-annual Technical Inspections for MCB Hawaii, MCAS Iwakuni, Camp Mujuk, MCAS Futenma, and MCB Butler to ensure compliance with references (a) through (ac), MCIPAC-MCBBO order and local food service SOPs .

5. Administration and Logistics. Recommendations concerning the MCIPAC-MCBB Food Service SOP are invited and should be submitted to the Commanding General, MCIPAC-MCBB (Attn: AC/S G-4, Food Service Office) via the appropriate chain of command.

6. Command and Signal

a. Command. This Order is applicable to members of the United States Armed Forces assigned to MCIPAC-MCBB installation commands and other tenants and activities operating on MCIPAC-MCBB facilities and areas in Japan, Hawaii, Guam, and the Republic of Korea.

b. Signal. The Order is effective the date signed.



W. J. BOWERS

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Chapter 1

Mission and Organization

1. Mission. The mission of the Marine Corps Installations Pacific-MCB Camp Butler (MCIPAC-MCBB) food service program is to provide operating forces and tenant commands with the highest quality of continuous, effective food service support to meet present and future operating force requirements. The MCIPAC-MCBB food service program will accomplish this by ensuring mess hall operations remain viable across the region through efficient resource management. This chapter describes the roles, authority and responsibilities within the MCIPAC-MCBB food service organization as outlined in reference (a).

2. Objectives. MCIPAC-MCBB implements policies, develops regional strategies and plans, prioritizes resources, and provides services, direction, and oversight to all subordinate MCIPAC-MCBB installations, to include Marine Corps Base (MCB) Hawaii, Marine Corps Air Station (MCAS) Iwakuni, Combined Arms Training Center (CATC) Camp Fuji, and Camp Mujuk. The MCIPAC-MCBB Food Service Office is the single, regional authority for accountability of program resources within the pacific area of operations. The primary objective of the MCIPAC-MCBB food service program is to issue policies for subsistence management and the management, operation, fiscal accountability, and administration of garrison mess halls. Program objectives are to:

a. Ensure garrison quality of life for patrons to enable operating force combat readiness.

b. Ensure an effective food service program in time of peace and war.

c. Ensure the efficient and effective use of personnel, supplies, and financial resources while providing the highest standard of food service support under garrison conditions.

d. Provide sufficiently detailed methods, techniques, and standard procedures in food service operations.

e. Define regional and installation command lines of authority.

f. Define roles and responsibilities for program administration and management.

g. Consolidate program management functions.

h. Increase program management effectiveness.

i. Reduce program management redundancy.

j. Optimize staffing assignments and employment.

k. Link subordinate installation requirements to regional program support function performance.

l. Provide an auditable accounting system with standardized procedures for the recovery of established operating and food costs for meals provided to authorized personnel.

m. Provide adequate and efficient food service facilities and equipment capable of offering cafeteria style service with multi-entrée choices (fast food and regular menus).

n. Ensure all objectives in reference (a) are achieved in support of the MCIPAC-MCBB food service program.

3. Definitions

a. Installation. The term "installation" in this Order refers to an office or facility under the authority of the Commanding General (CG), MCIPAC-MCBB.

b. Consolidated Food Service System. A consolidated food service system is defined as a food service organization that manages two or more mess halls under one allotment holder and fund manager. A consolidated food service system is established to perform overall food service and subsistence management functions for all mess halls within the system, to include accounting and reporting functions. A consolidated food service system will have a Food Service Officer (FSO) assigned to provide technical direction and staff surveillance over appropriated food service activities. CATC Camp Fuji and Camp Mujuk will function under the MCIPAC-MCBB consolidated food service system.

c. Individual Food Service System. An individual food service system is defined as a food service organization that manages one or more mess hall aboard the same military installation. An individual food service system will operate under the MCIPAC-MCBB sub-allotment to provide garrison feeding. An individual food service system is established to perform overall food service and subsistence management functions to include accounting and reporting functions via their sub-allotment holder, MCIPAC-MCBB. When a FSO (MOS 3302) is not assigned to an activity operating under an individual food service system, a senior enlisted (MOS 3381) or civilian equivalent may be assigned.

d. Mess Hall. In this Order, the term "mess hall" is used in lieu of an appropriated fund food service activity, government mess, general mess, dining facility, and all other similar terms. Appropriated fund food service activities are contrasted with those operated under non-appropriated funds and referred to as clubs, organized mess, cafeteria, and all other similar terms. All military managed mess halls that operate under the authority of CG MCIPAC-MCBB will be considered Management and Mess Attendant (M&MA) mess halls, Outside the Continental United States (OCONUS).

4. Staffing Requirements for Garrison Mess Halls. The MCIPAC-MCBB food service program enhances operational readiness, from the individual service member to every echelon of the Marine Air Ground Task Force, by operating MCIPAC-MCBB garrison mess halls at each installation. In accordance with Commandant of the Marine Corps (CMC) policy found in reference (a),

operational mess halls must be staffed and operated in accordance with established Marine Corps directives. While in garrison, at a permanent MCIPAC-MCBB installation, operating forces shall operate within the local camp/station mess hall. This includes providing qualified food service Marines to perform mission essential tasks in military managed M&MA garrison mess halls. The staffing of garrison mess halls directly affect the quality of support that the mess hall provides to supported units. Tenant organizations receiving mess hall support shall ensure that sufficient food service Marines are assigned to garrison mess halls for duty involving food service operations, unless deployed as part of a field food service support mission. Additionally, mess hall support may be coordinated between the unit commander and the camp/station commander through Memorandums of Agreement or a local Fleet Assistance Program agreement (i.e., MCAS Iwakuni and MCB Kaneohe Bay). Subordinate MCIPAC-MCBB installations will provide additional food preparation and mess attendant support under a civilian employee contract.

a. III MEF/MCIPAC-MCBB Staffing Agreement. Reference (a) requires that a written agreement be established to ensure sufficient staffing of food service Marines in military managed M&MA garrison mess halls. III Marine Expeditionary Force (MEF) tenant commanders must coordinate with camp/station commanders on the staffing requirements for M&MA mess halls and ensure that mess halls are staffed in accordance with reference (b) of this Order. When operational tempo allows, commanders are encouraged to exceed minimum staffing requirements in support of M&MA mess halls.

(1) Reference (b) publishes policies, procedures and administrative instructions for the operational control of food service Marines assigned to MCIPAC-MCBB garrison mess halls. The contents of reference (b) are applicable to food service Marines assigned to MCIPAC-MCBB installation commands, III MEF, and other tenant activities operating within MCIPAC-MCBB areas in Okinawa, in Japan, in Hawaii, and the Republic of Korea.

(2) Food service Marines assigned to the garrison mess hall shall remain available for recall and immediate deployment with their parent unit. For the purpose of this Order, deployment is considered associated with contingency training and major exercises (i.e., Cobra Gold, Talisman Saber, Sang Yong, Balikatan, and RIMPAC). Immediate notification to the installation food service office is required when staffing levels cannot be maintained. A reduction of full food services at the mess hall may be warranted due to operational commitments or a shortage in manpower. Sufficient notification must allow time to coordinate actions, such as reassignment of contract employees to backfill food service Marines within the current scope of the civilian employee contract in place.

(3) Minimum staffing support requirements will be considered on an annual basis. The MCIPAC-MCBB and III MEF FSOs will conduct a billet validation and reconciliation meeting with appropriate representatives from tenant organizations to validate billet requirements, identify vacancies, and annotate hard-to-fill billets caused by organizational changes to structure or mission tasks. Representatives will consider on-hand and authorized strength, minimum staffing requirements, and the authorized table of organization to support the garrison feeding mission at each MCIPAC-MCBB mess hall.

b. Mess Hall Staffing Support for Unit Deployment Program (UDP). The UDP assists supporting installations throughout the Pacific region by providing forward-deployed rotational forces, while enabling operating forces to train and deploy. Yet, mess hall operations are directly impacted by rotational UDP units. While deployed units are designed to reduce the number of personnel permanently assigned to MCIPAC-MCBB installations; deployed units, typically assigned essential unit messing (EUM), increase food production requirements and the number of personnel fed at the garrison mess hall. Due to operational tempo, MCIPAC-MCBB garrison mess halls are often operating below staffing goals, which severely impacts operational readiness. To achieve optimum staffing goals in MCIPAC-MCBB garrison mess halls, UDP units are to deploy with their organic MOS 3381 strength during all rotations. This not only provides the UDP unit with an organic feeding capability during unit rotation cycle, but is also in keeping with Department of Defense (DoD) directives concerning individual assignments for Marines and the operational requirement for uniform staffing.

5. Organization. Good supervision is synonymous with good management, and is necessary at each level of command to reach the objectives set of the MCIPAC food service program. While the CG MCIPAC-MCBB acts in a regional capacity to administer functional responsibility for MCIPAC-MCBB areas and facilities, there are several levels of support that require assistance from III MEF operational commanders due to non-organic MCIPAC structure.

a. Subordinate MCIPAC-MCBB installations are inextricably linked to III MEF tenant commands. Reference (c) establishes supporting and supported command relationships between the CG III MEF, and the CG MCIPAC-MCBB to support certain installation requirements. Reference (c) enables III MEF operational commanders to serve as "camp/station commanders" to administer MCIPAC-MCBB facilities. Direct liaison is authorized between camp/station commanders and III MEF tenant commands to fulfill the duties of these established relationships.

b. MCIPAC-MCBB mess halls are arrayed across the region, providing forward-based platforms, operationally and tactically, geographically separated from MCIPAC-MCBB. They include:

(1) MCB Hawaii is an individual food service system with adequate personnel to administer the program. There is currently one mess hall and a flight line satellite mess hall that operate under this food service system.

(2) MCAS Iwakuni is an individual food service system with adequate personnel to administer the program. There are currently three mess halls that operate under this food service system.

(3) CATC Camp Fuji receives direct support logistical services from MCBB as well as functional area oversight by MCIPAC-MCBB G-4.

(4) Camp Mujuk is the only Marine Corps installation located in the Republic of South Korea with functional area oversight by MCIPAC-MCBB G-4. Camp Mujuk has a support agreement with the Republic of South Korea and the U.S. Army at Daegu which supplements many of their logistical shortfalls due to structure and equipment deficiencies.

6. Installation Commander. Under the executive power of the CMC, installation commanders are designated to operate garrison food service systems established at permanent Marine Corps installations. Under this designation, installation commanders provide nutritionally balanced meals that optimize performance, improve readiness, and maximize resiliency for Marines authorized to subsist at government expense.

a. Authority. For the purpose of this Order, the specific authority designated by this title is restricted to CG MCIPAC-MCBB.

b. Command Responsibilities. The installation commander is directly responsible to Commander, Marine Corps Installations Command (COMMCICOM) for the operation and administration of all active garrison mess halls operating aboard subordinate MCIPAC-MCBB installations. The CG MCIPAC-MCBB has statutory authority to operate the MCIPAC-MCBB food service program and exercises financial responsibility for the food service program, locally managed by the MCIPAC-MCBB FSO. This financial responsibility shall not be delegated to camp/station commanders although they may be assigned as having operational control of an individual mess hall. The installation commander:

(1) Assures that meals are provided to authorized personnel within the capabilities and availability of existing appropriated fund mess halls. This is applicable to either a consolidated or individual food service system. No authorization is required from the CG MCIPAC-MCBB to subsist officer personnel.

(2) Appoints an FSO, MOS 3302, to function as a special staff officer to provide day-to-day management, recommend action, and interpret policies and directives that concern appropriated food service activities and subsistence program matters.

(3) Exercises command supervision, financial responsibility, and management control of food service functions for military managed food service operations.

(4) Recommends policy or procedural improvements to COMMCICOM.

(5) Provides well-managed, financially stable, quality food service mess halls for all eligible patrons.

(6) Publishes command directives for accomplishing program objectives.

(7) Recommends the disestablishment of appropriated funded mess halls on an installation to include isolated sites and requests approval for the establishment of appropriated funded mess halls to the COMMCICOM.

(8) Authorizes only eligible patrons to subsist in appropriated funded mess halls.

(9) Establishes internal control procedures to ensure that personnel who are not entitled to subsist at the government's expense make payment to the government, prior to meals consumed.

(10) Provides an effective training program, as per references (g) and (i), to ensure food service personnel are qualified in their assigned jobs, attend required MOS schools, perform training per Marine Corps directives, and are capable of meeting mission requirements.

(11) Ensures Food Preparation and Serving Equipment (FPSE) funds allocated by HQMC are assigned dedicated funding streams to support mess hall equipment replacement programs.

(12) Programs for the sustainment, restoration, and modernization of food service facilities. Submits timely maintenance and repair projects for requirements above local authority to COMMCICOM.

(13) Promotes the Fueled to Fight® (F2F®) nutrition program for all mess halls.

(14) Submits reports, per this Order, to ADC, I&L (LF)/COMMCICOM.

7. Camp/Station Commanders. Camp/station commanders are directly responsible to the CG MCIPAC-MCBB for the operation and administration of all garrison mess halls aboard their respective camps/stations. This includes providing qualified and sufficient military personnel to operate military mess halls and perform mission essential tasks for bachelor messing. Additionally, camp/station commanders represent and assist the CG MCIPAC-MCBB in installation command administration (e.g., oversight) and operation.

a. Authority. Installation commander delegates authority to camp/station commanders to execute installation command functions. However, regardless of any such delegations, the CG MCIPAC-MCBB remains responsible for the efficiency of the MCIPAC-MCBB garrison food service program.

(1) III MEF major subordinate element commanders execute delegated authorities when performing duties as camp commander. When camp/station commanders, including the Commanding Officer, MCB Hawaii, exercise delegated authority, III MEF tenant commands operating MCIPAC-MCBB facilities and other areas must comply with instructions issued and tasks assigned pursuant to this delegation. Camp/station commanders also possess direct tasking authority with III MEF tenant commands regarding safety, polices (i.e., general order and welfare), and general facilities maintenance functions.

(2) III MEF operational commanders assigned to the following III MEF operational command billets shall perform additional duties supporting the CG MCIPAC-MCBB as camp/station commanders:

<u>Camp/Station/Base</u>	<u>Operational Control</u>
Kinser	CO, CLR 37, 3d MLG
Futenma	CO, MCAS Futenma
Foster	CO, HQSPT BN, MCIPAC-MCBB
Courtney/McTureous	CO, HQBN, 3d MarDiv
Hansen (III MSB, 12 th MAR)	CO, III MIG
Schwab	CO, 4th Marines, 3d MarDiv
Gonsalves	CO, JWTC, 3d MarDiv
Fuji	CO, CATC Camp Fuji

Mujuk	CO, Camp Mujuk
Iwakuni (Southside, Northside, Flight Line)	CO, MCAS Iwakuni
Kaneohe Bay	CO, HQBN, MCB Kaneohe Bay

b. Responsibilities. Installation commanders give the camp/station commander, with operational control of each mess hall, the authority to carry out the functions and administration of the mess hall. Camp/station commanders exercise roles and responsibilities for MCIPAC-MCBB:

(1) Exercise delegated authority to approve Letters of Authorization for civilians to subsist in appropriated mess halls that fall under their purview and responsibility. Camp/station commanders are not authorized to sub delegate this authority.

(2) Develop internal policies and adopt additional procedures to ensure the efficiency of mess hall operations aboard their individual camp/station.

(3) Ensure the policies, standards, and criteria of the MCIPAC-MCBB food service program are maintained per the guidance contained in this Order.

(4) Establish procedures for after hours, emergency and special feeding requirements, making special exception for force protection and destructive weather considerations. (Work Stoppage Plan)

(5) Designate meal hours that are commensurate with the needs of the command, keeping the frequency of off-hour serving to a minimum. All Marines entitled to subsist should be allowed ample time to consume food in the mess hall, during the applicable meal period. The daily meal routine constitutes the total ration entitlement for Marines entitled to subsist, as well as a dense variety of nourishment. In addition, costs to the employee contract and labor hours must be considered.

(6) Ensure that the mess hall is maintained in a high state of sanitary condition at all times per reference (d).

(7) Ensure that the Headcount Report is accurately prepared and submitted in accordance with chapter 10 of this Order.

(8) Permit the Officer of the Day (OOD) to visit the mess hall during the serving of regular meals in order to maintain proper decorum.

(9) Assign, in writing, a Mess Hall Officer for the detailed supervision of the mess hall. Delegated authority to the Mess Hall Officer appointed must be in writing and maintained at the mess hall.

(10) Assign, in writing, a SNCO Marine food service specialist (MOS 3381) in designated mess halls as the mess hall manager.

(11) Assign Marine food service specialists in designated mess halls to ensure staffing levels are maintained per reference (b).

(12) Coordinate all requirements with the mess hall manager for unit field meals, special feeding, recreational meals, and operational ration enhancement requirements.

(13) Provide mess hall patrons for the annual local Master Menu Planning Board to provide input and preferences. Recommended changes will be addressed at the annual Master Menu Planning Board.

(14) Make periodic visits to mess halls to ascertain patron comments on cleanliness, services and quality.

8. Mess Hall Officer. The Mess Hall Officer is responsible to the commander with operational control over the mess hall. The Mess Hall Officer will ensure proper administration, management, and operation of the mess hall, and will be guided in the performance of his/her duties by the instructions contained in references (a) through (ac), and as directed by the camp/station commander. The Mess Hall Officer may assume delegated authority for activities inherent to command function. Under this authority and in accordance with current directives and mission requirements, the Mess Hall Officer will:

a. Appoint a Marine Corps Food Management Information System (MCFMIS) Operator per CMC guidance contained in reference (e).

b. Appoint a Meal Verification Agent using DD Form 577 to identify and account for personnel authorized to subsist at government expense, and those personnel in a cross service or payroll deduction status.

c. Appoint Cashiers using DD Form 577 to verify personnel entitled to subsist and collect funds for the sale of meals.

d. Ensure the mess hall closes out each quarter within the monetary guidelines established in references (a) and (f).

e. Manage staffing assignments in accordance with personnel support requirements and mission objectives. When necessary, correspond directly with the supporting unit on routine matters pertaining to the food service personnel assigned to that camp/station mess hall.

f. Certify the Headcount Report for the camp/station mess hall, in which appointed administrative responsibility over.

g. When using a manual process to report meal entitlements, verify actual meal count and conversions completed by the Mess Hall Manager or designated representative on the last page of the Meal Verification Record (NAVMC 10789/10298) for each category of personnel.

h. When using a manual process to report meal entitlements, print name and grade and sign on the last Meal Verification Record (NAVMC 10789) for each category of personnel.

i. Approve adjustments to the physical inventory tolerance level when the total cumulative losses and gains to the mess hall subsistence inventory equals 1 percent or less of stores consumed. If the inventory adjustment

totals exceed 1 percent of stores consumed, the installation commander must authorize the adjustment. The Daily Cost Analysis (DCA) of the Meal Plan Allowance (MPA), DCA Detail Report, and Inventory Cost Report will be signed and maintained on file with all authorized adjustments.

j. Monitor control procedures to ensure the safekeeping of subsistence supplies.

k. Ensure that food safety measures in all mess halls under the jurisdiction of the operational commander comply with the provisions in reference (d) and chapter 14 of this Order.

l. Serve as a mandatory non-voting member on the installation master menu board.

m. Provide camp/station commanders with quarterly situational reports on the financial status of the mess hall.

n. Notify camp/station commanders on deficiencies discovered during periodic evaluations. This notification will come as a result of non-compliance to established operating procedures, which may be discovered through the daily communication or by other means.

9. Mess Hall Manager. The Mess Hall Manager is responsible to the commander with operational control of the mess hall. The manager administers the daily mission of the mess hall and manages staffing requirements for all assigned personnel, military and civilian. To enforce and comply with the provisions of this Order, it is required that all newly appointed Mess Hall Managers attend the Civilian Personnel Management for Military Supervisors Course, or that equivalent, designed for supervisors over civilian contractors. This course will be completed within 90 days of appointment as Mess Hall Manager, or first available training event. The Mess Hall Manager will:

a. Coordinate special feeding requirements for unit field meals, special feeding, recreational meals, and operational ration enhancement requirements.

b. Ensure that a Person-in-Charge (PIC) is trained and assigned to supervise food service functions during all hours of mess hall operation.

c. Provide a training platform for food service employees, military and civilian, to sustain skill and aptitude. Managers will ensure Marines assigned to the mess hall maintain proficiency in MOS specific training and readiness requirements.

d. Assign and supervise internal billets to manage and administer mess hall operations (i.e., Training Clerk, Chief Cook, Storeroom, Cook on Watch etc.).

e. Establish and maintain a line of communication with the installation food service office via the installation Food Technician.

f. Conduct an end-of-the-quarter inventory worksheet for electronic record entered into MCFMIS.

g. Ensure the manpower roster is submitted to the installation food service office within the first five days of each month. The personnel roster will be prepared in duplicate with a copy retained on file in the mess hall for a period of one year.

h. Serve as a mandatory non-voting member on the installation master menu board.

i. Maintain communication with civilian supervisors (i.e., Foreman A or B) on all matters pertaining to civilian employee regulations and responsibilities. (Refer to chapter 4)

10. MCIPAC-MCBB Food Service Office. The MCIPAC-MCBB Food Service Office is the sub-allotment recipient for the Military Personnel, Marine Corps (MPMC) 1105 Subsistence-in-Kind (SIK) appropriation. MCICOM/ADC I&L (LF), G-4, Food Service Section provides MPMC 1105 SIK funds through Standard Accounting, Budgeting, and Reporting System (SABRS) via NAVCOMPT 372.

a. Authority. MCIPAC-MCBB FSO is responsible for the daily execution of the MCIPAC-MCBB food service program. The MCIPAC-MCBB FSO serves as primary repository for food service systems at MCIPAC-MCBB subordinate camps, stations and installations. As funds administrator, the MCIPAC-MCBB FSO authorizes sub-allotments for the procurement of subsistence in support of garrison mess hall operations for MCB Camp Butler, MCB Hawaii, MCAS Iwakuni, CATC Camp Fuji and Camp Mujuk, Korea.

b. Responsibilities. The MCIPAC-MCBB Food Service Office provides regional oversight to subordinate MCIPAC-MCBB installations and is responsible for the overall execution and administration of the MCIPAC-MCBB food service program, to include budget administration and program management. The MCIPAC-MCBB Food Service Office:

(1) Oversees and coordinates the development of the MCIPAC-MCBB garrison food service program.

(2) Serves as "regional" Program Manager for food service Common Output Levels of Service (COLS) for MCIPAC-MCBB. Submits quarterly updates on performance levels for the MCIPAC-MCBB food service program to COMMCICOM.

(3) Conducts periodic assessments, evaluations, staff visits, and semi-annual technical inspections of garrison mess halls throughout the pacific region to ensure proper accounting, food preparation, quality of meals served, and the proper use of personnel, facilities and equipment. The results of these inspections will be reported to the installation commander, CG MCIPAC-MCBB. Camp/station commanders having operational control of the mess hall will prepare corrective action reports and forward them to the installation commander.

(4) Conducts liaison with MCICOM, G4 Food Service and Subsistence Section to resolve matters pertaining the MCIPAC-MCBB garrison food service program.

(5) Develops plans, policy, procedures, and methods for the MCIPAC-MCBB food service program.

(6) Maintains master financial status for all Marine Corps garrison mess halls throughout the MCIPAC-MCBB region and financial status records for each.

(7) Budgets for, administers, and executes fiscal responsibility for the MCIPAC-MCBB sub-allotment for MPMC 1105 SIK funds and Operation and Maintenance, Marine Corps (O&MMC) 1106 food service account.

(8) Prepares and submits annual MPMC 1105 SIK budget requirements for MCIPAC-MCBB, to include subordinate food service systems in the pacific region.

(9) Coordinates with the Occupational Field (OccFld) sponsor for MOS 33XX, manpower and personnel staff officers to ensure proper staffing assignments of food service personnel (OccFld 33XX) throughout MCIPAC-MCBB mess halls.

(10) Interprets and disseminates food service information to subordinate MCIPAC-MCBB installations.

(11) Oversees O&MMC funds to subordinate MCIPAC-MCBB installations for expendable items and supplies procured in support of mess hall operations.

(12) Prioritizes competing requirements (among mess halls) commensurate with the level of service that they provide and the impact on the quality of life for the individual Marine. The same intent applies to the requests for construction of new mess halls.

(13) Prepares timely reports and endorsements for submission to MCICOM/ADC I&L LF.

(14) Provides technical assistance and/or direction and subject matter expertise to commanders for food service training of the core capability Mission Essential Tasks (MET), while in the garrison environment.

(15) Monitors the 33XX MOS training program in accordance with reference (g), and ensure qualitative results are achieved, and skill sets maintained in the profession of food services.

(16) Supervises and ensures the centralized cook chill food production facility is operating in accordance with guidelines mandated in reference (d). Computes the total MPA and other allowance methodologies for the centralized facility.

(17) Facilitates local support to the Western Pacific Food Management Team (WPFMT), such as personnel administration, equipment (computers, office furniture, and training aids), administrative supplies, utilities and maintenance of assigned office spaces, to include the assignment and maintenance of vehicles for transportation support, when applicable.

11. Installation Food Service Office. The installation Food Service Office exercises staff cognizance over the day-to-day operation of the local food service system. The installation Food Service Office will administrate the

local O&MMC 1106 food service account for operating expenses. The installation FSO will be assisted by the installation Food Technician to carry out the functions of the local food service system. The installation Food Technician is the senior enlisted Marine who serves under the direction of the installation FSO. The installation FSO and Food Technician will perform duties and other tasks, as may be necessary, to maintain an active and progressive food service system.

a. Authority. For the purpose of this Order, specific authority designated by this title is restricted to the following individuals:

- (1) Food Service Officer, MCIPAC-MCBB
- (2) Food Service Officer, MCAS Iwakuni
- (3) Food Service Officer, MCB Hawaii

b. MCAS Iwakuni and MCB Hawaii are extended this authority based on geographical separation.

c. Responsibilities. The installation Food Service Office is responsible for the administration and management of the local food service system. The installation Food Service Office will:

(1) Budget for, administer, execute, and provide day-to-day fiscal responsibility for the local MPMC 1105 SIK sub-allotment and local O&MMC 1106 food service account for food service supplies, property, and consumables.

(2) Plan, budget for, and requisition subsistence, supplies, equipment and furnishings for local food service system.

(3) Initiate corrective action, when necessary, pertaining to the receipt, storage, preparation, and serving of food.

(4) Provide direct supervision and oversight on food service operations and food service employees, to include military and contract personnel. Influence personnel support requirements in support of staffing goals.

(5) Develop local installation plans, policies, procedures, and basic internal management controls to promote an effective food service system.

(6) Establish a Patron Education Program as part of the welcome aboard brief and the unit's training cycle to orient new joins on mess hall hours, mess hall locations, and the F2F® program.

(7) Incorporate basic internal management controls in plans, guidance, and procedures governing the local food service system.

(8) Conduct frequent staff visits to mess halls to ensure food service operations comply with food service orders and directives. Evaluates food, equipment, mess hall facilities and personnel.

(9) Make periodic, unannounced, visits to garrison mess halls in order to solicit comments from patrons.

(10) Ensure an energy conservation program is implemented at each mess hall, per reference (h).

(11) Ensure Quality Assurance Evaluators (QAEs) are assigned and trained to be efficient in the performance of their duties. QAEs conduct periodic, unannounced inspections of the garrison mess hall.

(12) Establish an annual master menu review board to provide an avenue for food service personnel and patrons to provide recommendations to the installation master menu.

(13) Supervise the implementation of the approved cyclic master menu for mess halls within the local food service system. Survey food acceptability ratings, as necessary, for appropriate revisions to the master menu.

(14) Advise the commander on matters pertaining to the local food service system and core capability mission essential tasks in the garrison mess hall.

(15) Assist commanders in developing, executing, and monitoring food service training for food service personnel.

(16) Coordinate and manage the local food service awards program to recognize food service excellence within the food service system.

(17) Serve as installation Program Manager for food service COLS. Submit quarterly updates on performance levels for the local food service system to the regional Program Manager, MCIPAC-MCBB.

(18) Ensure the financial stability of the local food service system.

(19) Supervise the activities of the installation Cash Collection Agent for funds collected and deposited for the sale of meals.

(20) Establish and maintain liaison between the Preventive Medicine Authority (PMA) and Force Health Protection (FHP) staff in order to accomplish the objectives of the MCIPAC-MCBB food service program.

(21) Monitor government furnished property (FPSE and Expendable Property) and government provided services (facility and utilities) to ensure efficiencies in mess hall operations. Initiate corrective action when necessary.

(22) Coordinate and advise the facilities maintenance office regarding the functional layout of equipment for equipment replacement and other sustainment, restoration, and modernization programs.

(23) Prioritize mess hall infrastructure maintenance that falls within local maintenance and repair authority to sustain an effective operational environment, void of health, safety, and environmental concerns.

(24) Prepare timely reports and endorsements for submission to the installation commander, via MCIPAC-MCBB Food Service Office.

(25) Coordinate the activities of the WPFMT, while aboard the installation.

d. Functions. The installation Food Service Office achieves the objectives of the MCIPAC-MCBB food service program through its internal organization. These inherent responsibilities spread across a range of functional roles.

(1) Operations

(a) Assists command operation of mess halls through the determination of staffing, subsistence support, facility support, and food preparation and serving equipment requirements.

(b) Monitors mess hall operations, such as facility service contracts to support continuous modernization efforts of mess hall facilities.

(c) Ensures preventive and corrective maintenance is performed in compliance with established policies, directives, and procedures.

(d) Manages food service contracts, such as labor contracts for civilian workers hired in support of the installation food service office. Duties includes, but are not limited to the process of hiring, termination, and staffing assignment of contract employees.

(e) Facilitates the local Facilities, Sustainment, Restoration, and Modernization Program in support of the installation food service office in order to develop, prioritize, and program renovation, major repair, minor construction, and equipment installation projects for garrison mess halls.

(f) Administers the local FPSE Program in support of the installation Food Service Office for the purchase of garrison food service equipment, property and supplies. Prioritize mess hall requirements in the distribution of PSE funds.

(g) Administers the local Personnel Support Equipment (PSE) mess hall program in support of the installation food service office for the purchase of mess hall fixtures, furniture and furnishings. Ensures priorities are given to mess hall requirements in the distribution of PSE funds.

(h) Administers the local Command Support Equipment-Procurement Marine Corps (CSE-PMC) Program in support of the installation food service office for the purchase of new and replacement mess hall equipment that exceeds the cost of \$250,000 per item. This equipment must be a complete operating system, such as waste disposal systems, dishwashing machines with carousels, ice distribution systems etc.

(i) Administers the local Warehousing Modernization Program for the installation food service office in support of the purchase of equipment such as automated materiel handling systems, storage aid systems (bin shelving and pallet racks), and preservation, packaging, and packing systems. This includes equipment requirements for mess hall storage spaces and operational ration warehouses.

(2) Property/Supply

(a) Provides guidance on property accountability, acquisition, disposition, and replacement of garrison personal property for the food service program.

(b) Maintains accountability for garrison property, equipment and supplies for the installation food service office.

(c) Conducts inventories upon change of hand receipt holder and initiates adjustments or investigations, as necessary.

(d) Registers garrison property program requirements through the LFS Apps web portal via the Garrison, Property, and Equipment web application.

(e) Identifies warehouse modernization equipment such as automated materiel handling systems, storage aid systems (bin shelving and pallet racks), and preservation, packaging, and packing systems. This includes equipment requirements for mess hall storage spaces and the property warehouse at the installation Food Service Office.

(f) Manages fiscal administration of appropriated O&MMC funds allotted in support of garrison mess hall operations. This includes Reimbursement Order Number (RON) Special Interest Surcharge (SIS) credited back to the local food service system.

(g) Identifies shortfalls in budget requirements and funding deficiencies to the installation finance office/comptroller.

(h) Oversees appropriated O&MMC funds to garrison mess halls for expendable items and supplies.

(i) Prepares and maintains records of all fiscal transactions, and transaction reports.

(j) Maintains records reflecting status of funds authorized and expended.

(k) Reconciles accounting records with official activity records.

(l) Develops purchase requirements for the installation Food Service Office. Resolves contract issues with regional contractor representatives and vendors.

(3) Quality Control and Assurance

(a) Evaluates program policies, doctrine, and procedures necessary for the implementation thereof.

(b) Monitors food safety, mess hall performance, and compliance to quality control procedures.

(c) Evaluates the administration and management of the mess hall to ensure proper equipment, training, and food safety measures are followed in compliance with reference (a).

(d) Performs frequent evaluations of mess hall operations to ensure proper inventory and subsistence management procedures are followed in accordance with reference (a).

(e) Conducts periodic evaluations to inspect efficiency of the mess hall energy conservation program.

(f) Provides the commander with operational control over each camp/station/base mess hall a detailed summary report of discrepancies, findings, and references pertaining to the deficiency (via Mess Hall Officer). Inspection reports will be written in accordance with the Naval Correspondence Manual.

(4) Subsistence

(a) Manages subsistence support for the local food service system.

(b) Provides oversight on the financial status of the local food service system in accordance with reference (e).

(c) Ensures subsistence items are procured from authorized sources of supply. Subsistence items listed in the local Defense Logistics Agency (DLA) Subsistence Prime Vendor (SPV) catalog will be the primary source of support. However, local market ready items (i.e., bread, milk, ice cream, etc.) are authorized for procurement from commercial sources listed in the "Directory of Sanitarily Approved Food Establishments for Armed Forces Procurement."

(d) Maintains liaison with DLA SPV to identify and review catalog and stocked items, as required.

(e) Maintains liaison with managers for uninterrupted subsistence support.

(f) Identifies urgent requirements for subsistence supplies. Coordinates surge requirements with the prime vendor, as necessary for emergency feeding.

(g) Manages changes to DoD Activity Address Codes (DoDAACs), used to identify the specific activity for delivery of subsistence, with the automated food management system for ordering, and billing accuracy.

(h) De-conflicts billing discrepancies for orders made through the Subsistence Total Order and Receipt System (STORES) Web program.

(i) Ensures an effective, auditable headcount criteria is followed to account for meals consumed by all categories of personnel that subsist in the garrison mess hall. Food service accounting and reporting procedures will be sufficiently detailed to provide common data throughout MCIPAC-MCBB.

(j) Ensure subsistence supplies issued do not exceed total monetary credits accrued at the mess hall during any one accounting cycle. Advise on adjustments when necessary.

(k) Ensures procedures are in place to carefully inventory and inspect subsistence items at the point of receipt. Consolidates and report delivery discrepancies to DLA prime vendor representative.

(l) Facilitates the receipt of residual components provided to garrison mess halls at the local food service system. All residuals will be inspected and certified by an Army Food Inspector prior to use in garrison mess halls. The mess hall will keep a copy of the certification from the Army Food inspector on file. Garrison mess halls will account for residuals even though there is no cost associated with the residual items.

(m) Provides oversight on special feeding support requirements for the local food service system.

(n) Monitors subsistence inventory management procedures to prevent instances of fraud, waste, and abuse.

(o) Provides oversight on automated procedures for requisitioning, issuing, and accounting for subsistence items for the local food service system.

(p) Ensures all MCFMIS programs are used appropriately throughout the local food service system, and in compliance with reference (e).

(q) Consolidates and prepares required reports (i.e., budget updates) and supporting documentation (i.e., DD Form 1131s) for submission to the MCIPAC-MCBB Food Service Office.

(r) Conducts appropriate surveys of individual food preferences and advises the subsistence vendor representative of the need, acceptability, and desirability of subsistence items.

Chapter 2

Policy Administration and Program Management

1. General. The MCIPAC-MCBB food service program provides policy and guidance to attain the highest quality food service support, efficiently and effectively. Good supervision is synonymous with good management and is necessary at each level of command to reach the objectives set by the MCIPAC-MCBB food service program. Policy administration and program management will reinforce and supplement the instructions provided in the references.

2. Administration. Administration of the food service program by Marine Corps activities is a function of command. The installation commander shall publish up-to-date supplemental instructions to Marine Corps directives concerning reporting requirements, accounting and cost control, automated food management programs, control of waste, appointment of collection agents, requisitioning, receipt and storage procedures, inspection of subsistence supplies, procurement of food service equipment and supplies, expeditionary feeding, and other related procedures. Commanders whose mission statement require them to provide food service program/messing capability shall ensure that personnel under their charge are provided with food which is of good quality, sufficient quantity, and is well prepared.

a. Utilization of Standard Forms and Memorandums. In order to maintain a flow of information from the installation Food Service Office to each mess hall, standard forms and memorandums will be used, as required. Reference (a) requires the use of standard forms found in this Order to provide standardization throughout the food service program. In addition, memorandums will be published to provide amplifying information and address pertinent food service related matters. Standard forms and memorandums will be kept current and maintained on file.

b. Publications and Orders. Food service directives and technical publications encompass proper procedures and guidance on local, regional and Marine Corps policy. Adequate food service publications and orders will be used in operating the mess halls aboard the MCIPAC-MCBB. All publications and orders will be kept current and maintained in file.

3. Roles and Responsibilities

a. Mess Hall Manager. The Mess Hall Manager is overall responsible for management and administration of mess hall operations. The Mess Hall Manager will ensure that all food service personnel conduct themselves in a professional manner. Outstanding customer service and support should be the focus during all times of operation.

b. Person in Charge (PIC). A PIC is required on site during all hours of operation, as specified in references (d) and (i). During an inspection and upon request, the PIC will demonstrate knowledge in accordance with reference (d).

c. Marine Corps Food Management Information System (MCFMIS) Operator. The MCFMIS Operator will perform clerical and administrative tasks in support of the daily operation of the mess hall. The MCFMIS Access Request Form and

Acceptable Use Policy will be submitted to the installation Food Service Office to establish account access for the MCFMIS Operator. The MCFMIS Operator is responsible for ordering of all subsistence items; updating and maintaining the MCFMIS database used in the mess hall; reconciling with the installation Food Service Office on all budget and requisitioning objectives; and maintaining accounting for all subsistence items in the mess hall.

d. Meal Verification Agents. The Meal Verification Agent (Cash Collection Agent) is responsible for the receipt, accountability, and safekeeping of monies collected from sale of meals.

e. Cashier. The Cashier's primary responsibility is to collect funds for the sale of meals. Additionally, the Cashier will assure that accountable forms are accurately completed.

f. Storeroom Clerk. The Storeroom Clerk is responsible for ensuring all subsistence items are kept safe, secured, and accounted for to protect against fraud, waste, and abuse.

g. Warehouseman/Deliveryman (Property Clerk). The Warehouseman/Deliveryman is responsible for the maintenance, control and accountability of all equipment and supplies within the sub-custody of the mess hall. The Warehouseman/Deliveryman will perform daily routines on behalf of the Responsible Individual (RI).

h. Chief Cook. The Chief Cook is responsible for inspecting personnel, food preparation areas, food service equipment, the mess deck, and all storage units. The Chief Cook will ensure that a brief/debrief is conducted for all meals to cover instructions pertaining to preparation, cooking, serving, back-up items, portion size, etc.

i. Cook on Watch. The primary duties of the Cook on Watch is to prepare and serve menu items. All food service personnel will follow all recipes in accordance with recipes and instructions. It is the individual responsibility of all food service personnel to meet the personal hygiene, safety, and sanitation requirements set forth by reference (d).

j. Training Non-Commissioned Officer (NCO). The mess hall Training NCO is responsible for maintaining all training records. The Training NCO will monitor, schedule, and prepare training materials for each training period for Food Service Specialists. All MOS and food service training will be conducted and recorded to meet the requirements in accordance with references (d), (g) and (i). The civilian supervisor is responsible for scheduling and maintaining training requirements for all civilian food service personnel.

4. Appointment of Key Personnel. Key personnel are required to perform responsibilities associated with the certification of documents and liability of public records and funds. As such, personnel will be assigned in accordance with the requirements of their billet. All source documentation for assignment, or delegation, will be retained on file at the mess hall.

a. Appointment Letter. An appointment letter will be used to assign the duties and responsibilities of key personnel listed below:

- (1) Mess Hall Manager
- (2) MCFMIS Operator
- (3) Cash Collection Agent
- (4) Meal Verification Agent
- (5) Warehouseman/Deliveryman (Property Clerk)

b. DD Form 577. The DD Form 577 (Appointment/Termination Record) will be used to record an appointment and termination of an employee in the mess hall. Key personnel listed below will be appointed in writing using DD Form 577:

(1) Mess Hall Manager. As an approving official, personnel required to validate and approve time sheets for civilian employees require appointment by DD Form 577.

- (2) Meal Verification Agent (Cash Collection Agent)
- (3) Mess Hall Cashier

c. NAVMAC 11869. The appointed authority/official, with DD Form 577, will use the NAVMAC 11869 (Delegation of Authority) to assign individual's permission to request, receive or turn-in accountable property or subsistence items.

- (1) Responsible Individual (RI)
- (2) Storeroom Clerk
- (3) MCFMIS Operator
- (4) Warehouseman/Deliveryman (Property Clerk)

5. Processes and Files. The frequent changeover of personnel and problems inherent in such transitions reinforce the essentiality of maintaining expertise and continuity in procedures and operations. Implementation and utilization of desktop procedures and turnover folders greatly alleviate confusion and improve the overall efficiency and effectiveness of the mess hall operation.

a. Turnover Binder/Desktop Procedures: The frequent changeover of personnel mandate requirement to maintain expertise and continuity in procedures and mess hall operations. Implementation and utilization of turnover binders and desktop procedures greatly alleviate confusion and improve the overall efficiency and effectiveness of the mess hall operation. Turnover binders and desktop procedures may be maintained electronically.

(1) Key personnel will maintain turnover binders and desktop procedures in order to mitigate the difficulties inherent in such transitions. They include the:

- (a) Mess Hall Manager
- (b) MCFMIS Operator
- (c) Meal Verification Agent
- (d) Cashier
- (e) Warehouseman/Deliveryman (Property Clerk)
- (f) Storeroom Clerk

(2) Turnover binders will contain pertinent information and instructions for all key billets. Turnover binders will assist incoming personnel with familiarizing themselves with the essentials of daily activities and operations of each applicable billet. Turnover binders will inform personnel on how to start and finish each process pertaining to each job description and how to correct any problems that may occur. The Mess Hall Officer or Mess Hall Manager will review, validate, and sign the turnover folders quarterly, to confirm the information is accurate and current. Turnover folders will be titled with the billet and contain, at a minimum, statements concerning the following:

- (a) To whom the individual occupying the billet reports and incumbent billets subordinate thereto.
- (b) The mission of the billet (broad billet responsibilities).
- (c) The functions involved in accomplishing the mission (principal action taken).
- (d) Tasks and basic operations regularly performed in accomplishing specific functions.
- (e) List of orders or other directives pertinent to the billet.
- (f) List of required reports and dates of submissions.
- (g) List the relationship with activities both in the official and unofficial chain of command, including unofficial liaison and coordinating functions. Brief statements concerning the type of matters with which these agencies are consulted will be included.
- (h) Contacts within or external to the command, listing telephone numbers and/or addresses. The purpose served by the contact will be included.
- (i) Miscellaneous information will be included. For example, administrative or operational procedures peculiar to the billet, such as dual responsibility for certain functions or limitations in responsibility or authority within particular functions. Include any other information that might assist in carrying out the responsibilities.

(3) Desktop Procedures. The frequent change of personnel within units results in a lack of expertise and continuity in day-to-day operations. Proper use of desktop procedures and turnover folders greatly alleviates this situation and improves the overall efficiency of an organization. It is not intended that desktop procedures be all inclusive or formalized but rather a simple listing of significant items or notes pertinent to everyday operations within a particular billet. Normally, they would include such items as current references, procedures for carrying out required duties, telephone numbers of individuals who might need to be contacted and reports required. Each will prescribe steps to follow in the accomplishment of all related actions. Procedures will standardize requirements, actions, and recordkeeping.

Chapter 3

Performance Nutrition and Menu Planning

1. General Information. Performance nutrition applied to menu planning addresses the unique dietary and caloric requirements of our warfighter. In doing so, performance nutrition provides the warfighter with healthier menu options that satisfy the nutritional demands of all occupational fields. The concept of fueling the warfighters' body with nutrient dense foods and balancing the appropriate levels of energy intake optimizes human performance. Performance nutrition will be applied during menu planning in order to balance adequate energy intake requirements. DoD menu standards will also be required during menu planning. This collaboration will promote a total fitness culture that develops and retains the warfighter's capability of accomplishing any mission at any time, while encouraging healthy lifestyle choices.

2. Performance Nutrition. Warfighters spend a vast amount of time and energy trying to improve physical fitness performance, but often miss the key component that is critical to success in fitness - nutrition. Nutrition is a fundamental element of Human Performance Optimization (HPO). Performance nutrition involves the food you consume and how the body processes the nutrient into functional use to provide adequate energy throughout the body. Performance nutrition requires the totality of carbohydrates, proteins, fats, fibers and iron. Each nutrient has a specific use by the body, and supports HPO when applied proportionately. The timing of nutrient intake will affect the warfighters' physical, behavioral, and cognitive well-being. To improve performance and reduce recovery time, it is important to maintain adequate energy levels through proper nutrition. Adequate nutrition ensures warfighters are meeting their performance goals.

3. Color-Coded Nutrition Labeling. DoD requires that all mess halls use a color-coded nutrition labeling system. In order to establish consistency throughout all mess halls in the pacific region, each food item listed on the master menu day, to include standard menus and specialty bars, will be color-coded and labeled with nutritional information. Prepackaged items will have nutritional information provided by the manufacturer.

a. Assigning a color code designation requires an examination of each food as a whole, including additives, degree of processing, and nutrient values. The MCFMIS automatically calculates and displays the assigned ratings and its respective color. The goal of the color code system is for each Marine to identify foods that are less processed, wholesome, nutrient-dense, and those which contain healthy fats. The color-coded system primarily focuses on percentages of calories from total fat and saturated fat, and rates foods based on that content with a green, yellow, or red symbol; and respective color. This "stoplight" rating system serves as an instrument to assist mess hall patrons in selecting healthier options, more frequently. The color-coded criteria is as follows:

(1) Green: Less than or equal to 30 percent of calories from total fat and less than equal to 10 percent of calories from saturated fats.

(2) Yellow: 31-49 percent of calories from total fat or 11-15 percent of calories from saturated fat.

(3) Red: Greater than or equal to 50 percent of calories from total fat or greater than or equal to 16 percent of calories from saturated fat.

b. Nutritional labeling allows the patron to make an informed decision on their selection, such as choosing a food option that is low in sugar or high in dietary fiber. All food items will be labeled with the following information:

- (1) Product name
- (2) Serving size
- (3) Total Kcal
- (4) Total fat grams
- (5) Cholesterol
- (6) Sodium
- (7) Total Carbohydrates
- (8) Dietary Fiber
- (9) Sugar
- (10) Protein

4. Nutrition Education Program. The Marine Corps' F2F® program empowers and educates Marines to make informed nutrition decisions on meal items contributing to their ability to maintain a high level of cognitive and physical performance. The goal for each warfighter is to identify foods that are: less-processed, most wholesome, nutrient-dense, and those which are high in fiber, low in added sugar, and contain healthy fats as identified by the F2F® program. The F2F® program serves as a tool to educate the warfighter on performance and fueling options in order to support Marine Corps requirements. The Marine Corps teaches Marines to locate, close with, and destroy the enemy by fire and maneuver, and to repel enemy's assault by fire and close combat. The F2F® program aligns with this concept and teaches the warfighter to "engage at will" to optimize performance, "take well aimed shots", and to "check fire" on food items that limit performance. The F2F® program takes into consideration both nutrient density and overall nutrition quality. The F2F® program is a collaborative partnership between nutrition and fitness designed to optimize the health of the warfighter, and to ensure mission readiness. Information regarding the F2F® program will be made available at each garrison mess hall. The installation Food Service Office will establish a F2F® Patron Education Program as part of the welcome aboard brief and the unit's training cycle. Reference (a) identifies the effects of environmental factors on energy and nutrient requirements and outlines the DoD nutrition educational policy.

5. Menu Planning and Development. A cyclic master menu will be used in all Marine Corps mess halls to ensure personnel authorized to subsist at government expense are provided sufficient, quality, nutritious meals. The cyclic master menu will be developed to meet specified DoD Menu Standards, with palatable and acceptable menu options. Menu development will be based on nutrition standards incorporated with current Military Dietary Reference Intakes (MDRI). Most meals are planned around entrees of meat, fish, or poultry. Other food items are planned to complement the main dish. During menu development, nutrition principles will be applied that encourage optimal physical and cognitive performance. Accompaniments may vary to enhance menu options. Lean meats, starches, vegetables, salads, fruits, desserts and soups will be incorporated into the master menu during development. Menus provide a roadmap for the patron. All menus will be posted within patron view when entering the mess hall, and prior to the point where a selection is made by the patron.

a. Military Dietary Reference Intakes (MDRI). The MDRI's are quantitative estimates of nutrient intakes to be used for planning and assessing diets for the healthy military population. The cyclic master menu will be in compliance with current MDRI's and meet nationally recommended dietary allowances for basic nutrition for military personnel along with the USMC F2F® mess hall nutrition education program.

b. Frequency Chart. A frequency chart is a plan which outlines the basic structure of a menu and lists menu items and the number of times they will appear in the menu cycle. Frequency charts identify repetition and adequate arrangement of similar items. It will also ensure the use of different methods of preparation and is particularly helpful in eliminating identical or similar items in meals served on successive days, e.g., the last three days of the cycle and the first three days at the beginning of the next cycle. Frequency charts will be made for meats, potatoes/substitutes, vegetables, sandwiches, and desserts.

c. Menu Changes. Permanent menu changes to the master menu must be routed through the MCIPAC-MCBB Food Service Office and analyzed by the HQMC Performance and Warfighter Dietitian for approval. Temporary changes may be approved by the installation Food Service Office in order to substitute items, such as those that are not in stock (NIS). Items not being ordered in accordance with the Master Menu does not constitute a menu change. Camp Mujuk and CATC Camp Fuji are authorized to submit temporary menu changes to the appointed Mess Hall Officer. Temporary changes must be aligned with the F2F® color code criteria and should be equivalent in costs, quality, color code, and nutrient density levels.

d. Recipe Changes. Recipe changes will be submitted through the installation Food Service Office. Any addition, deletion, or modification requested to a recipe will be prepared using the New Recipe Template Form (see figure 3-1). Prior to submission, recipes will be analyzed for cost and nutrient density value, and evaluated by a testing panel to ensure the recipe is adequate in taste and presentation.

e. Minimum Menu Standards. Minimum menu standards will be developed as the baseline to provide acceptable and nutritious meals. These standards are

not intended to restrict initiative or creativity when modernizing the menu, and may be surpassed when practical. Main line menu items will meet the minimum criterion of 30 percent Green in the category of main entrée, hot vegetable, and starch. The installation Food Service Office may modify the minimum menu requirements for mess halls that serve 100 man-days or less daily. Modifications will be consistent with DoD menu standards; containing both traditional menu and specialty items, and be formulated for the ease of batch cooking. Menu combinations offered at each meal will provide variety and contrast in texture, flavor, color, and be within the prescribed MPA or price per meal. In addition, the installation Food Service Office will develop and incorporate menu standards in the master menu for holiday meals, special meals, flight meals, night meals, specialty bars, etc. Mess Hall Mangers will ensure standard breakfast, lunch, dinner, breakfast brunch, and dinner brunch menus meet the following minimum menu requirements.

(1) Main Entrees. The main entrée is typically the main course of a standard meal offered on the main line. Patrons must be able to vary protein food sources daily (lean meat, poultry, or fish; egg; tablespoon peanut butter; nuts or seeds; beans or peas) in order to optimize human performance. When developing the master menu, there will be at least one Green entree offered at every meal. Fish will be served at a minimum of three times per week as a main entrée, with at least one being high in Omega 3 (i.e., salmon, tuna, trout, herring, mackerel, and sardines). During the breakfast meal, at least one breakfast meat must be lower in fat (i.e., patties/links less than 12g fat per serving and less than 5g of fat per serving for turkey bacon, Canadian bacon, or center cut bacon). During the dinner brunch meals, there will be at least one high end main entrée served (i.e., lobster, crab legs, prime rib roll, salmon etc.).

(2) Vegetables. Dietary fiber found in vegetables is an important part of an overall healthy balanced diet. A minimum of two and a half (2 ½) cups of vegetables is recommended per day. One or more good sources of vitamin A or vitamin C will be considered when developing the master menu (i.e., colorful, dark leafy, deep yellow, orange, and red vegetables). The master menu will include at least one Green vegetable served for every meal, however, no more than one starch vegetable per meal. Starchy vegetables include potatoes, corn, peas (black-eyed, green), lentils and beans (i.e., baked beans, black beans, chick peas, garbanzo beans, kidney beans, Lima beans, navy beans, pinto and refried beans). Mess halls will ensure that no more than one fried vegetable is served on the main line per day.

(3) Grains and Starches. Whole grains and other naturally starch foods are highly nutritious. It is recommended that patrons consume healthy whole grains to maintain a balanced diet. They are a main source of carbohydrates and play an important role in a healthy diet. During the development of the master menu there will be at least one green starch offered for every meal. At least two cereals containing greater than 8g of whole grain per serving will be offered. A minimum of two cereals will be without sugar coating. At least one whole grain hot cereal will be offered without added fat or sugars.

(4) Desserts. Reduced fat recipes will be incorporated into the master menu to offer a variety of dessert options. Recipes may include variations to a menu item, such as offering cake without the frosting.

(5) Soups. Soups are used to compliment the standard meal and often provides a nutrient density, or low calorie option, high in vegetables. When developing the master menu, a minimum of one soup will be offered during every meal. All soups will contain less than 800 mg of sodium per 8oz serving. If more than one soup choice is provided, at least one reduced sodium soup, with fewer than 600mg of sodium per 8oz serving will be offered.

(6) Dairy and Eggs. It is recommended that patrons consume a good source of calcium, and vitamin D at least three times per day. Good sources include milk, yogurt, and egg whites. Egg whites will be incorporated into the master menu to provide a better assortment of protein during the meal period. Mess halls will offer egg whites as an alternative to whole egg products. One percent milk will also be offered at every meal. Revisions to the local catalog may be required to meet these standards.

(7) Salads. Minimum menu requirements for the salad bar include 50 percent dark green leaves, such as spinach leaves. Unsalted nuts or seeds will be available as part of the standard salad bar menu. Additional protein alternatives may be offered to increase variety, to include tuna, chicken breast, etc.

(8) Fruits. It is recommended that at least two cups of fruit be consumed each day. In accordance with the DoD Manual 1338.10 enclosure (7), fresh fruit will be served on the dessert bar, dessert display, or dessert carousel. A minimum of two fresh fruit choices will be offered during every meal to provide a good source of vitamin C. Seasonal fruit should be incorporated into standard fruit bar as often as possible.

(9) Serving Line set up. Items will be front loaded on the line to make these healthier options easier for patrons to identify. Every meal period, the serving lines will be set up from Green item, Yellow item, and Red item for each menu category, i.e., meats, starch, vegetable. The healthier option for each category will always be represented first as a healthier choice to the patron.

(10) Additional Considerations. All standard recipes will be in compliance with standard menu requirements and amplifying guidance published in the MCIPAC Bulletin 10110 series. Mess Hall Managers desiring to provide additional menu variety and/or services must ensure items added to a standard menu are procured from an approved source and available through the local catalog. Mess Hall Managers will be in compliance with minimum menu requirements.

6. Menu Planning Board. The installation Food Service Office will establish an annual master menu review board to provide an avenue for food service personnel and patrons to provide recommendations to the installation master menu. The menu planning board will consist of two sessions, an initial menu planning board and a voting menu board. The main purpose of the initial menu planning board is to review and provide recommendations for improvement of the master menu. It is the function of the initial menu planning board to establish and propose a master menu to meet the needs of the commands and the desires of the patrons. After the installation Food Service Office conducts all required analysis and establishes a proposed menu, the installation Food

Service Office will conduct a voting menu board with all the members, voting and non-voting. The voting menu board will allow the voting members to vote on the proposed menu/items for implementation into the cyclic master menu. Both menu board sessions will consist of voting and non-voting members.

a. Mandatory Voting Members. The voting members will review the current master menu prior to attending the initial menu board. Voting members will solicit input based on the current master menu from their peers and other personnel within their units. This information will be helpful in the additions, deletions and changes made to the proposed master menu. Voting members will attend the initial menu board to review and pass on to the board, their peers' recommendations. Mandatory voting members will be at a minimum ten patrons, varying from E-1 to E-5, that subsist at government expense. Voting members will be randomly selected from the units aboard the installation.

b. Non-voting Members. Non-voting members will attend the initial menu board to review and pass on to the board and mandatory voting members, their recommendations. The local registered dietitian may attend as a non-voting member to ensure the master menu, as revised, meets the nutritional requirements and DoD menu standards prior to final approval by HQMC Dietitian. Mandatory non-voting members of the board are as follows:

- (1) Installation Food Service Officer
- (2) Installation Food Technician
- (3) Mess Hall Officer
- (4) Food Service Officer/Food Technicians, tenant commands
- (5) Mess Hall Managers
- (6) Representatives from satellite activities/units being supported in the mess halls (i.e., Navy component)
- (7) Vendor/DLA representative to validate ingredient availability
- (8) Subsistence Chief from Base Food Service
- (9) Enlisted representatives, i.e., Sergeants Major and First Sergeants from each unit being supported may be optional non-voting members.

c. Installation Food Service Officer (FSO). The installation FSO will function as the chairperson and appoint a non-voting attendee to act as recorder at all meetings. The installation FSO maintains financial responsibility for the food service program and is the final approving authority for the proposed master menu in relationship to the program's budgetary responsibilities. The installation FSO will ensure that a record, reflecting the minutes and actions of the board, is prepared and maintained. The installation FSO will also distribute copies of the current master menu to all voting and non-voting attendees 30 days prior to the meeting to allow sufficient time for attendees to familiarize themselves with its contents. At the conclusion of the initial menu planning board, the installation FSO

will review all comments and recommendations provided by the mandatory voting members. The installation Food Service Office will assess the availability of proposed menu items and ingredients from DLA prime vendor representatives and develop a proposed master menu based on voting members input. A cost analysis of the proposed master menu will be performed to ensure the menu does not exceed the monetary value of the MPA or price per meal. Before final approval of the master menu, a nutritional analysis will be conducted by the HQMC Performance and Warfighter Dietitian to ensure the menu meets nutritional standards outlined in reference (j).

d. Installation Food Technician. The installation Food Technician will develop and coordinate the completion of a customer satisfaction and preference survey to gather demographic and trend information of the current master menu from patrons that subsist in the mess halls. The installation Food Technician will also provide the attendees with a written synopsis of the customer satisfaction and preference survey results. In addition, attendees will be provided with a written synopsis of post-meal acceptability history of the menu items in the current master menu.

Recipe Name:		TURKEY POT PIE-CC	
Yield		100	
Portion Size		1 BAG(24 Portion)	
Master Reference		CC 086	
Source		USMC: Central Prod-Production	
Step#	Ingredients	Amounts /Measure	Method
1	Turkey ,Boneless, Raw, Rolled, Tied, Thawed	4 lbs.	Dice Raw Turkey Breast BNLS into 3/4 inch by 3/4 inch squares. CCP-Record the Temperature of Raw Dice Turkey before adding in kettle: _____°F
2	Butter	3-3/4 oz.	Melt butter in the kettle; add turkey to the kettle with melted butter. Cook Turkey until Turkey is at 165°F.
3	Carrots, Fresh, Slice Onion, Fresh, Chopped	7-2/3 oz. 15-1/3 oz.	Add carrots and onions in the kettle with Turkey. Cook for 5 minutes.
4	Soup and Gravy Base, Cream Water, Warm	15 oz. 2qt 2 cup	Add Soup and Gravy Base to the Turkey in the kettle. Begin adding water slowly
5	Cornstarch Water, Cold	0.3 lbs. 0.32 cup	Add Cold water and Corn Starch to the mixture and heat the product.
6	Peas, Green, Frozen, Thawed	15-1/3 oz.	Add Green Peas. 190F for 15 seconds. Turn off heat. CCP- Production Chief: PH level: _____ Initial for quality:
7	Bags, CC 10x30 Bags, Closures, Clip #Z411 Bags,Labels,2.25inx12in Size	1 Each 1 Each 1 Each	CCP - Begin bagging Product with 1.5 gallons of Turkey Pot Pie in each bag. Record time and Product Temperature Start bagging time: _____ Start bagging temp: _____°F End bagging time: _____ End bagging temp: _____°F
			CCP - After bagging has been completed. Record the time and temperature the Product was cooled to 38°F or below. Time start cooler: _____Time stop cooler: _____ Temp of Product: _____°F Initial for Quality:
		NOTES:	Corrections to CC recipes in MCFMIS need to be made for the following steps:
5	Step 5 is missing on the MCFMIS recipe. Below needs to be entered:		
5	Cornstarch Water, Cold	0.3 lbs. 0.32 cup	Add Cold water and Corn Starch to the mixture and heat the Product.

Figure 3-1.--New Recipe Template Form

Chapter 4

Civilian Employee Contract

1. General. Reference (1) establishes policy, procedures, and guidelines regarding the personnel management of civilian employees within the DoD. The pacific region is composed of M&MA garrison mess halls, which require the employment of foreign nationals (foreign host nationals and third country civilians) and federal civilian employees to perform a variety of government services, such as mess attendant, subsistence management, training and administration, and custodial support. This chapter outlines the responsibilities for personnel management of civilian employees for the MCIPAC-MCBB food service program.

2. Contract Administration. The civilian employee contract is administered by the Contractor Officer Representative (COR), or the local installation Civilian Human Resources Office (CHRO), and funded through an MCIPAC-MCBB sub-allotment, or as outlined in the contract administration plan. Civilian employees that work in the mess hall are hired under permanent or temporary appointment, through negotiations between the United States Government (USG) and the Government of Japan (GoJ), Republic of Korea (ROK), or a civilian contractor. All negotiations and contract agreements will be followed in accordance with the provisions of host nation customs and practices.

3. Responsibilities

a. Installation Food Service Office. The installation Food Service Office is responsible for adherence to the civilian employee contract, to include compliance with the terms and conditions, employee relations, and initiating all requisite changes to the terms and conditions of the contracts in writing. Additional responsibilities may include coordination of contract modifications that require additional feeding requests, mess hall closures and/or changes in meal hours; conducting interviews for new employment or reassignment of personnel to a different workplace, employee terminations, approval of fund-related leave (pregnancy leave, sick leave, etc.), promotions or incentive awards, and all other miscellaneous personnel and administrative matters pertaining to the civilian employee contract.

b. Mess Hall Manager. The Mess Hall Manager will administer the day-to-day actions, quality control, and technical requirements of civilian employees in the mess hall. As the direct supervisor to civilian employees, managers must adhere to host nation customs and practices and comply with any international agreements as prescribed in the civilian employee contract. Mess Hall Managers will monitor civilian employee performance as outlined in the terms and conditions of the contract. The management and administration of civilian personnel entails validating/assigning work schedules; ensuring employee training requirements are kept up to date; review and approval of time sheets and leave submissions; and administering personnel counseling's. All daily administrative work will be routed through the Mess Hall Manager and forwarded to the CHRO via the installation Food Service Office.

4. Administration of Civilian Employees

a. Required Training. Mess Hall Managers will ensure that all food service employees are trained and proficient in the performance of their duties. References (d) and (i) require civilian employees to receive a minimum of four hours of initial food safety training, as well as orientation prior to commencing work in the mess hall. This applies to the Cook Chill Production Facility and all satellite feeding sites such as sub shops. Civilian employees must be thoroughly indoctrinated in personal hygiene and food sanitation procedures, and maintain basic knowledge on the importance of preventing food borne illness. This knowledge base applies to all employee positions where food service operations are conducted. Four hours of annual refresher training also apply to civilian employees that work in food service operations. Managers are also responsible for ensuring all training mandated by CHRO and routed through their respective Foreman B, are also being conducted. All training to include completion certificates, training courses and sanitation training documentation will be kept current on hand with employee training records. Additional training requirements for civilian employees may be found in chapter 5 of this Order.

b. Time Sheets Validation and Approval. Mess Hall Managers are required to verify and approve time sheets and leave forms for civilian employees. Mess Hall Managers will be appointed via DD Form 577, as they have a direct impact on disbursement of government funds, see figure 4-1. Upon being appointed as Mess Hall Manager, each manager must take the online Certifying Official course prior to submitting their DD Form 577. The DD Form 577 must then be signed and routed through installation G-8 for approval. Once officially stamped and approved by the G-8, both the training certificate and DD Form 577 must be kept on file at the installation Food Service Office. Furthermore, only the Mess Hall Manager or Assistant Mess Hall Manager, in the rank of E-6 and above, are authorized to sign off on time sheets. In the absence of any authorized personnel, the Mess Hall Manager will submit their time sheets to the installation Food Service Office for signature. Managers are not authorized to approve any overtime or modified schedule changes outside of the prescribed working hours for employees. This will be an unauthorized commitment to the government and will not be granted. Any requests must be routed through the installation Food Service Office. The civilian supervisor at MCB Hawaii will require an equivalent form per the provisions of the contract.

c. Employee Leave. Civilian employees will be authorized time off to observe certain local holidays in accordance with reference (l) and contract agreements. When all or part of an installation is closed in observance of a local holiday or planned closure, such as security training or threats, and natural disasters such as typhoons or tsunamis, in which employees are prevented from working, civilian employees shall be assigned other duties, or be relieved from duty without charge of leave or loss of pay (Administrative Leave). Leave requests under five days are authorized for signature by a Certifying Official at each respective mess hall. All requests over five days must be signed by both the Mess Hall Manager and installation Food Service Officer.

d. Performance Counseling. Managers and supervisors are permitted to administer employee counseling and record observations on contract performance in accordance with the Master Labor Contract (MLC) employees.

Employees are required to perform their assigned duties and discharge their delegated responsibilities conscientiously, to conduct themselves in a manner both on and off the job which will reflect credit on the Governments of the U.S. and Japan, and themselves, to respect the authority of those directing their work and to observe the spirit as well as the letter of rules, regulations, and agreements governing their conduct. Each employee must have a personal folder that is maintained by their respective Foreman and Mess Hall Manager.

e. Mess Hall Managers and Foremen have a duty to care for their civilian employees, to include their personal and professional development. At a minimum, performance counseling will be conducted semi-annually or as needed to help encourage personal growth and develop or expand their technical skills. In the event of significant findings, violations of this Order, or cases of misconduct listed in the Master Labor Contract by civilian employees, immediate notification will be submitted to the installation Food Service Office. The installation Food Service Office will then handle in accordance with the terms and conditions set forth in the civilian employee contract. Counseling worksheet will be maintained in the employee's personal folder and forwarded to the installation Food Service Office for administrative action.

f. Informal Resolution. Civilian employees have an avenue of redress when they have concerns. Such issues may be resolved in the early stages through mediation with their immediate supervisor or manager. Civilian employees hired through CHRO are strongly encouraged to route all concerns or inquiries through the Mess Hall Manager or installation Food Service Office. When informal efforts do not succeed, employees may initiate actions within the provisions of the civilian employee contract. Civilian supervisors at MCB Hawaii are liable to the civilian contractor and may make direct contact/inquiries to the COR.

5. Assignment of Civilian Employees

a. Civilian Supervisors. Civilian supervisors (i.e., Cook Foreman-B) are responsible to the Mess Hall Manager for the administration and management of civilian employees. Civilian supervisors will:

(1) Ensure that all work schedules and leave slips are submitted to their direct supervisor not only for approval, but also for reporting on the status of manpower/schedule changes or physical conditions that may affect food safety (i.e., contagious illness, such as influenza or injury/accident occurring while commuting on base/off base, etc.). Civilian supervisors may delineate section work assignments to work group/assistant supervisors, but must validate prior to submitting to the manager for final review. Based off operational tempo, Mess Hall Managers may make changes to the assignments presented by the civilian supervisor. Note: The installation Food Service Office possesses the final determination of workplace assignments based off operational requirements across the entire Food Service Branch.

(2) Ensure all civilian employees in their charge are wearing the proper uniform and following all prescribed standards of operation, in accordance with this Order and contractual agreements.

(3) Seek guidance through their chain of command, or COR, concerning the conduct of their assigned duties.

(4) Ensure that all employees under their charge attend required training and mandated physical examinations.

(5) Maintain discipline and enforce safety regulations over subordinate employees. This includes both verbal and written counseling's.

(6) Assist or recommend assignments, instruct on methods, work performed, and determine work practices.

(7) Maintain constant communication with their Mess Hall Manager (or COR) on civilian employee matters.

(8) Submit all workplace safety mishaps and/or violations of the civilian employee contract or this Order within 24 hours of incident.

b. Assistant Civilian Supervisors. Assistant civilian supervisors (i.e., Cook Foreman-A, Head Cook, Floor Manager, etc.) will function as a group leader for subordinates of a specified craft, trade, or combination thereof in the mess hall. They will assist the civilian supervisors with planning work assignments, explaining unusual steps or processes, and reviewing work performed. As pacesetter of the group, assistant civilian supervisors perform a full range of work in their trade/craft, as required. Assistant civilian supervisors provide oversight for the proper use and care of equipment and supplies, as well as direct supervision to assigned workers who are subject to direction and guidance of the civilian supervisor. Limited authority is delegated to the assistant civilian supervisor, which may include but not limited to: briefing/counseling MLC subordinates on topics such as safety/health, duties, on-the-job training, and perform duties such as clerical or record keeping tasks to assist the civilian supervisor.

c. Civilian Employees. Mess Hall Attendants are non-supervisory workers that provide support services such as janitorial custodial, ware washing, serving, etc. It is each civilian employee's responsibility to ensure that the standards set forth in this Order, references, and all other guidance from the installation Food Service Office are practiced and followed. Civilian employees will maintain their base pass and identification card on their person. Although food preparation and production is typically accomplished with food service Marines (MOS 3381) in M&MA mess halls, minimum staffing requirements have are historically not always fulfilled. This gap has required contract support to perform duties such as Cook or Baker, in the mess hall.

6. Civilian Employee Uniforms. Uniforms and safety items will be provided to civilian employees as prescribed by the civilian employee contract. Safety boots/shoes are required for employees assigned the specific duties of loading, unloading and storing property and subsistence supplies. Civilian employees for which duties include working in refrigerated or freezer spaces, exterior receiving of subsistence and sanitation, and in close proximity to entrances will be furnished a warming layer. Employees working in office areas will wear proper civilian attire according to Marine Corps regulations and will be kept in good/appropriate taste as not to offend or distract their

coworkers, patrons, or visitors. Uniforms, nametags, and appropriate footwear will be worn and purchased by the contractor in accordance with basic uniform requirements identified in chapters 8 and 14 of this Order.

APPOINTMENT/TERMINATION RECORD - AUTHORIZED SIGNATURE <i>(Read Privacy Act Statement and Instructions before completing form.)</i>		
<p align="center">PRIVACY ACT STATEMENT</p> <p>AUTHORITY: E.O. 9397, 31 U.S.C. Sections 3325, 3528, DoDFMR, 7000.14-R, Vol. 5. PRINCIPAL PURPOSE(S): To maintain a record of appointment and termination of appointment of persons to any of the positions listed in Item 6, and to identify the duties associated with this appointment. SORN T1300 (http://dpcld.defense.gov/Privacy/SORNSIndex/DDQ-wide-SORN-Article-View/Article/570154/t1300/) ROUTINE USE(S): The information on this form may be disclosed as generally permitted under 5 U.S.C Section 552a(b) of the Privacy Act of 1974, as amended. It may also be disclosed outside of the Department of Defense (DoD) to the Federal Reserve Banks to verify authority of the appointed individuals to issue Treasury checks. In addition, other Federal, State and local government agencies, which have identified a need to know, may obtain this information for the purpose(s) identified in the DoD Blanket Routine Uses published at: http://dpcld.defense.gov/Privacy/SORNSIndex/BlanketRoutineUses.aspx. DISCLOSURE: Voluntary; however, failure to provide the requested information may preclude appointments.</p>		
SECTION I - APPOINTEE		
1. NAME (First, Middle Initial, Last and Rank or Grade)	2. DoD ID NUMBER	3. TITLE
4. DOD COMPONENT/ORGANIZATION	5. ADDRESS (Include ZIP Code, email address, and telephone number with area code and DSN)	
6. POSITION TO WHICH APPOINTED (X appropriate box - one only. Checking more than one invalidates the appointment.)		
<input type="checkbox"/> DISBURSING OFFICER: DSSN	<input type="checkbox"/> CASHIER	<input type="checkbox"/> CHANGE FUND CUSTODIAN
<input type="checkbox"/> DEPUTY DISBURSING OFFICER: DSSN	<input type="checkbox"/> PAYING AGENT	<input type="checkbox"/> IMPREST FUND CASHIER
<input checked="" type="checkbox"/> CERTIFYING OFFICER	<input type="checkbox"/> COLLECTIONS AGENT	<input type="checkbox"/> SAFEKEEPING CUSTODIAN
<input type="checkbox"/> DEPARTMENTAL ACCOUNTABLE OFFICIAL	<input type="checkbox"/> DISBURSING AGENT	<input type="checkbox"/> ASSISTANT SAFEKEEPING CUSTODIAN
7. YOU ARE APPOINTED TO SERVE IN THE POSITION IDENTIFIED IN ITEM 6. YOUR RESPONSIBILITIES INCLUDE:		
<p>-The certification of time and attendance is an authorization for the expenditure of government funds. When certifying time and attendance reports, the certifying officer is representing that, to the best of their knowledge, the actual work schedules recorded are true, correct, and accurate.</p> <p>-Certifying Officials have pecuniary liability for erroneous payments resulting from their negligent actions. In support of this role, you are authorized to certify the following: Time and Attendance Records to include Leave requests/absences for MLC employees. Note: The approval of Overtime, Compensatory Time, Travel Compensatory time is only allowed for AC/S, Special Staff or higher.</p> <p>-Certifying Officer Legislation (COL) Foundations training and annual refresher training is required to maintain this appointment. Training certificate(s) must be submitted to the payroll office. Training link: https://dfas4dod.dfas.mil/training/Courses/coltraining.htm</p> <p>-Once the appointment is no longer needed section IV must be completed: appointee initials block 18, the current appointing authority complete blocks 17,19-21, and ensure the payroll office is provided a copy for retention/audit purposes.</p>		
8. REVIEW AND ADHERE TO THE FOLLOWING PUBLICATION(S) NEEDED TO ADEQUATELY PERFORM YOUR ASSIGNED DUTIES:		
US Employees: DoDFMR, Vol. 5, Chapter 5 DoDFMR Vol.8 MCBJ Policy LTR 8-07 MLC Employees: Master Labor Contract		
SECTION II - APPOINTING AUTHORITY		
9. NAME (First, Middle Initial, Last)	10. TITLE	11. DOD COMPONENT/ORGANIZATION
12. DATE (YYYYMMDD)	13. SIGNATURE	
SECTION III - APPOINTEE ACKNOWLEDGEMENT		
I acknowledge and accept the position and responsibilities defined above. I understand that I am strictly liable to the United States for all public funds or payment certification, as appropriate, under my control. I have been counseled on my pecuniary liability applicable to this appointment and have been given written operating instructions. I certify that my official signature is shown in item 16 below.		
14. PRINTED NAME (First, Middle Initial, Last)	15. DATE (YYYYMMDD) (Not earlier than date in Item 12 or 13)	
16.a. DIGITAL SIGNATURE	16.b. MANUAL SIGNATURE	
SECTION IV - APPOINTMENT TERMINATION		
The appointment of the individual named above is hereby revoked.		18. APPOINTEE INITIALS
17. DATE (YYYYMMDD)		
19. NAME OF APPOINTING AUTHORITY	20. TITLE	21. APPOINTING AUTHORITY SIGNATURE

DD FORM 577, NOV 2014

PREVIOUS EDITION IS OBSOLETE.

Adobe Designer 9.0

Figure 4-1.-Sample Payroll Template for Mess Hall Managers

COUNSELING WORKSHEET

Name: _____ **Date:** _____

Job Title: _____ **Pay grade:** _____ **Mess Hall:** _____

Agenda discussed today:

|

Course of action for next period:

Major accomplishments and/or comments:

Employee Signature: _____

Supervisor Signature: _____

Target date for next session: _____

Additional Notes:

Figure 4-2. (Sample Counseling Worksheet)

Chapter 5

Food Service Training Program

1. General. MCIPAC-MCBB Food Service Office will facilitate an effective training program to ensure food service personnel are qualified in their assigned jobs, attend required MOS schools, perform training per current directives and contract provisions, and are capable of meeting mission requirements. The installation Food Service Office will assist the camp/station commander in developing, executing, and monitoring food service training of core capability METs for food service personnel assigned to the mess hall. This chapter describes training requirements for all employees working in garrison mess halls and production facilities.

2. Responsibilities. Mess Hall Managers are directly responsible for the execution of training for all employees assigned to the mess hall and production facility. Mess Hall Managers will provide a training platform for military and civilian employees to sustain skills and proficiencies in the performance of their duties. Training will consist of recorded classroom instruction presented under controlled conditions and supervised on-the-job training. All training will be scheduled, performed, and properly documented in accordance with the instructions of this bulletin.

3. Types of Training. Mess Hall Managers will establish and maintain a comprehensive training program to develop and sustain the necessary skills to meet mission requirements. This training program will advance basic knowledge and extend across functional lines of food safety and sanitation, appropriate rank/billet MOS training, occupational safety and auxiliary training.
 - a. Military Supervisors Training. Food service operations in the pacific region depend on civilian, contract support. Such supervision requires managers to understand policy and management of contract employees. All managers are required to attend the Civilian Personnel Management for Military Supervisors Course, or that equivalent, within 90 days from date of initial appointment or next available training event.

 - b. Food Safety Instructor/PIC Training. A supervisor may be a military or civilian employee assigned to a specific function of responsibility in the mess hall. A supervisor assigned the overall responsibility to ensure food safety cleanliness and sanitation throughout the mess hall is referred to as the PIC. Such responsibility requires core knowledge of food safety as well as specific certification to train and ensure food employees adhere to food safety principles and practices. Prior to assignment, the PIC will successfully complete the Food Safety Managers/Supervisor's Course (Catalog of Navy Training Course B-322-2101). Alternatively, an assigned PIC may obtain a Food Production Manager Certification from the Conference for Food Protection/American National Standards Institute (CFP/ANSI) accredited program/examination (i.e., ServSafe Managers Course). This accreditation

certifies the PIC as a Food Safety Instructor. Certification is valid for five years, unless a specific CFP/ANSI accredited exam specifies a shorter interval. Renewal certification will follow requirements set forth by the current Navy, Marine Corps Public Health Center (NMCPHC), or CFP/ANSI accredited certification procedures.

c. Military Occupational Specialty (MOS) Training. Marines at every rank should be given an opportunity to attend MOS schools and advance courses to continue a progressive roadmap towards professional development. When this is not feasible, leaders must ensure that proficiencies are sustained through interval training. Training resources and materials may be obtained from the Marine Corps Training Information Management System (MCTIMS). To ensure sustainment interval training is executed as prescribed by reference (g), Food Service Specialists should complete a minimum of four instructional hours of MOS training per month. Required MOS training that is missed due to unusual operational commitments such as deployments, exercises, etc., will be documented on an absentee roster that will be maintained within training records, on site.

4. Food Safety Training. Basic food safety principles and practices are key elements of a comprehensive food service training program. All employees must be trained in basic food safety principles and practices, and receive a minimum of four hours initial food safety training prior to working in the mess hall, or production facility. All temporary employees assigned for 30 days or less will receive two hours of initial training and orientation prior to assignment. All employees will receive a minimum of four hours food safety refreshers training, annually. Civilian employees are required to attend food service training in accordance with the same provisions as required by reference (i). Civilian food service training will be at the cost of the contractor, unless specifically stated at Government expense in the contract. Food safety training requires adherence to proper food handling, preparation, and serving techniques and it is a critical force protection consideration for protecting public health. Training should focus on the cleanliness of the facility, as well as the five major risk factors that contribute to foodborne illnesses:

- a. Poor Personal hygiene/health requirements
- b. Inadequate cooking
- c. Foods from unapproved sources
- d. Improper holding/food storage time-temperatures
- e. Contaminated equipment/cross contamination protection

5. Occupational (Work) Safety. Food service operations expose employees to risks and hazards, such as electrical shock, burns, cuts, trips, falls, heat exhaustion, etc. All employees must be familiar with food equipment and be able to recognize workplace hazards to prevent injury and preventable mishaps. Employees must be aware of the risks and safety measures to take in the work environment prior to assignment. Supervisors will ensure all personnel receive a minimum of two hours of training on a quarterly basis.

Training should focus on prevention methods and common hazards in the workplace. For additional information contact individual installations safety office. Such topics include but not limited to the following:

- a. Injury Prevention and Treatment
- b. Fire Prevention and Protection
- c. Kitchen Equipment Safety
- d. Eye Protection
- e. Personnel Protection Equipment (PPE)
- f. Chemical Safety
- g. Workplace Safety

6. Training Schedules. The training schedule is an integral part of the food service training program. A quarterly training calendar will be developed displaying types of training indicated in paragraph three. Training schedules will be maintained on file for a period of one year.

7. Documentation of Training. All training, to include grade appropriate MOS training, will be verified and documented on training rosters (see figure 11-1). Training records, to include completion certificates, will be retained on site in each individual training jacket. Food safety and sanitation training will be documented using the NAVMED 4061/1, Food Safety Training Log (see figure 11-2). Each attendance roster will have at minimum, the following information:

- a. Instructor's name & signature
- b. Class instruction provided
- c. Date and time the class was conducted
- d. Total hours of instruction
- e. Student's name, EDIPI or employee ID
- f. Event Code (for T&R training events)

CLASS INSTRUCTION ROSTER				
CLASS INSTRUCTION:		DATE:	TIME:	TOTAL HOURS:
INSTRUCTOR PRINT:			INSTRUCTOR SIGN:	
#	RANK	NAME	EDIPI	SIGN
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				

Figure 5-1.--Class Instruction Roster



Bureau of Medicine and Surgery
Food Safety Training Log

Food Employee name: _____

Food Establishment: _____

Topics	Date & contact time	Qualified Instructor's Name	Date & contact time	Qualified Instructor's Name	Date & contact time	Qualified Instructor's Name
Personal Hygiene/Health Requirements						
Approved Food Sources						
Proper Cooking Temperature Requirement for specific type foods						
Temperature Holding Requirements (hot & cold)						
Cleaning & Sanitizing equipment, food contact surfaces, utensils, and dishware						

- Annual/initial Food Safety Training for food employees shall include these five established foodborne illness risk factors topics. Other food safety topics may also be included.
- Food Safety Training for Attendants and Bartenders which do not handle food shall include a minimum of Personal Hygiene/Health Requirements and Cleaning/Sanitizing.

NAVMED 4061/1 (Rev. 05-2005)

Figure 5-2.--Food Safety Training Log NAVMED 4061.1

Chapter 6

Food Service Awards Program

1. General. MCIPAC-MCBB FSO is responsible for coordinating participation, selection, and recognition for the MCIPAC-MCBB Food Service Awards Program for food service excellence as part of the Commanding General's Award Program. As such, the installation Food Service Office will serve as the executive agent to receive, review, and forward award nominations that are sponsored by higher headquarters and is responsible for the coordination with external agencies for nomination and selection to the appropriate awarding authority. The MCIPAC-MCBB Food Service Awards Program recognizes individual ~~Marines~~ MOS 3381 Marines and garrison mess halls that have made significant contributions to the MCIPAC-MCBB food service program and exemplify superior excellence and dedication to mission accomplishment.

2. Mess Hall of the Quarter Award. The Mess Hall of the Quarter Award promotes excellence within food service by recognizing those mess halls that demonstrate superior performance in the areas of food preparation, sanitation, mess hall administration, and overall effective management per governing directives, with the objective of improving the quality of life of patrons that subsist at the mess hall. The Mess Hall of the Quarter Award instills a competitive spirit amongst garrison mess halls that operate under the MCIPAC-MCBB consolidated food service system. Winners of this award are recognized in one of two categories of Large and Small Mess Hall. A roving trophy and a Certificate of Excellence will be presented to the winners. Individual food service systems, MCB Hawaii and MCAS Iwakuni, are highly encouraged to establish a local awards program to recognize superior performance in mess hall operations.

a. Large category mess halls support an authorized complement of more than 300 customers per day. They include:

- (1) Camp Schwab, Mess Hall #3434
- (2) Camp Hansen (III MSB), Mess Hall #2635
- (3) Camp Hansen (12th Marines), Mess Hall #2365
- (4) Camp Foster, Mess Hall #488
- (5) MCAS Futenma, Mess Hall #423

b. Small category mess halls support an authorized complement of less than 300 customers per day. They include:

- (1) Jungle Warfare Training Center, Camp Gonsalves, Mess Hall #500
- (2) Camp Courtney, Mess Hall #4417
- (3) Combined Arms Training Center, Camp Fuji, Mess Hall #280
- (4) Camp Kinser, Mess Hall #1223

(5) Camp Mujuk, Mess Hall #1104

3. Mess Hall of the Year Award. The Mess Hall of the Year Award recognizes food service excellence in mess hall operations throughout the Pacific region. Every active garrison mess hall within MCIPAC-MCBB is eligible for the Mess Hall of the Year Award. The MCIPAC-MCBB FSO will determine the most outstanding mess halls eligible for consideration based on inspection ratings, quality assurance assessments, accountability and overall contributions made to the food service program. A Certificate of Excellence will be presented to the selected winner.

4. Food Service Specialist of the Quarter Award. The Food Service Specialist of the Quarter Award (FSSQA) is a long standing custom of the Marine Corps Food Service and Subsistence Program. This award fosters a sense of pride for individual culinary skills and provides incentive to Marines committed to food service excellence. Also referred to as Chef of the Quarter, this program recognizes individual Marines whose culinary expertise, personal initiative, unsurpassed professional commitment and award winning capabilities are often unmatched in this difficult and demanding specialty. Camp/station commanders are highly encouraged to convene competitions at the local camp/station mess hall to determine the best Marine for this award. The installation Food Service Office will publish a letter of instruction, each quarter, to announce package submission requirements, eligibility criteria, and evaluation procedures for the FSSQA. Nomination packages will be prepared as shown in figure 6-1. All final nomination packages, with first endorsement, will be forwarded to CG MCIPAC-MCBB (Attn: G-4, Food Service Office). Mess Hall Managers will ensure eligible packages are forwarded to the MCIPAC-MCBB FSO on or before the published deadline.

5. Major General (MajGen) William Pendleton Thompson (W.P.T.) Hill Memorial Award. The MajGen W.P.T. Hill Memorial Award was established in 1985 to improve food service operations and recognize the best messes in the Marine Corps. The memorial award was named after Major General William Pendleton Thompson Hill, who served as Quartermaster General of the United States Marine Corps from 1944 until 1955. This award program is co-sponsored by the CMC and National Restaurant Association (NRA). Each year, finalists are evaluated by a traveling team consisting of an NRA representative, senior military officers, and Staff Non-commissioned Officers (SNCOs) selected by the Director, Marine Corps Food Service and Subsistence Program. Competitors are evaluated in areas such as the management of personnel, administration, sanitation, food preparation and food safety, serving and patron acceptability, subsistence storage and receiving, use and management of equipment, facility improvement program, and command support. MCIPAC-MCBB FSO is responsible for establishing nomination and selection procedures for this award.

a. CG MCIPAC-MCBB is authorized two nominations to compete in the category for Best M&MA Mess Hall. To be considered for nomination of this award, garrison mess halls must have demonstrated throughout the year to have contributed to the advancement of food service excellence and increased quality of life through administration and management of mess hall operations. MCIPAC-MCBB FSO will determine most outstanding mess halls eligible for consideration based on inspection

ratings, quality assurance assessments, and good resource management.

b. The winner for Best M&MA Mess Hall will be announced by DC I&L, via separate correspondence. Winners will be recognized during the annual gala celebration dinner held in conjunction with the NRA Military Foundation Food Service Managers Training Event and Food Show.

6. Food Service Specialist of the Year Award. The Food Service Specialist of the Year Award is an integral part of the MajGen W.P.T. Hill Memorial Award for food service excellence. The Food Service Specialist of the Year Award recognizes demonstrated leadership, culinary expertise, and award winning capabilities of Marine Corps Food Service Specialists for their superior personal initiative and professional commitment to excellence.

a. The categories for the Food Service Specialist of the Year are as follows:

(1) Active duty and Reserve, Corporal through Sergeant.

(2) Active duty and Reserve, Staff Sergeant through Gunnery Sergeant.

b. CG MCIPAC-MCBB is authorized one nomination to compete in each category for Food Service Specialist of the Year. Nomination eligibility and award criteria will be published via separate correspondence. To be considered for this award, Food Service Specialists (MOS 3381) must have demonstrated, the epitome of the "Whole Marine" concept through performance achievements in basic warfighter skills as well as within the Food Service Specialist MOS. Nominees must have a minimum of two years time in service and must meet all regular retention standards. The top candidate for each category will be based on exemplary actions demonstrated through personal example, which have occurred within the previous fiscal year. Nominees may not be a previous recipient of this award.

c. Recipients of the Food Service Specialist of the Year Award will be recognized and receive their awards during the Armed Forces Forum for Culinary Excellence held at the Culinary Institute of America.

7. Nomination Package Submissions Requirements. In accordance with reference (n), the ADC I&L, LF is responsible for coordinating Marine Corps participation, selection, and related ceremonies for the MajGen W.P.T. Hill Memorial Awards Program for food service excellence. DC I&L will publish separate correspondence to announce package submission requirements, eligibility criteria, and evaluation procedures for the MajGen W.P.T. Hill Memorial Awards Program. All final nomination packages, with first endorsement, will be forwarded to DC I&L, Attn: MCICOM (G-4, Food Service and Subsistence Branch). Nominating commands will ensure eligible packages are forwarded to DC I&L on or before the published deadline. Electronic and hard copy packages are required.

a. Major General W.P.T. Hill Memorial Award (Best M&MA Mess Hall). MCIPAC-MCBB FSO will convene a board of senior enlisted advisors (MOS 3381) to evaluate eligible mess halls for the MajGen W.P.T. Hill Memorial Award. The installation Food Service Office will publish separate correspondence announcing the top two finalists to compete for this award. Nominations will be prepared as shown in

figure 6-2. Camp/station commanders nominated for this award shall ensure that all nomination packages are submitted to the MCIPAC-MCBB FSO for final review. Final nomination packages will be endorsed by CG MCIPAC-MCBB. Nomination packages for the MajGen W.P.T. Hill Memorial Award for Best M&MA Mess Hall will include:

(1) Four photographs of the mess hall and two photographs of mess hall personnel, (in color, high resolution, 300 dpi or higher).

(2) A brief history (no longer than one paragraph) on the garrison mess hall.

(3) Name, rank, and phone number of the commanding general/officer, base/station food service officer/representative, and mess hall manager.

b. Food Service Specialist of the Year. Final nomination packages for Food Service Specialist of the Year will be submitted by the nominee's commander to CG MCIPAC-MCBB (Attn: G4, Food Service Office) for first endorsement. MCIPAC-MCBB FSO will board nominations for personnel assigned to MCB Camp Butler. Nomination packages for Food Service Specialist of the Year will include:

(1) Official promotion styled photograph taken within six months of the board date (Service "C" uniform).

(2) Official command styled photograph (uniform: Service "A").

(3) Single page biography stating nominee's experience and work history.

(4) Summary of Action (SOA) supporting the nominee's qualifications for the award. The SOA should include results of local or command-sponsored Food Service Specialist of the Quarter and Food Service Specialist of the Year competition results, field food service experience and deployment history.

(5) Copy of current Basic Individual Record (BIR).

(6) Copy of current Basic Training Record (BTR).

MCIPAC-MCBBO 10110.1A
21 Jan 2021

UNIT HEADING

SSIC
Office Code
Date

From: Mess Hall Manager, (Camp/Station Name, Mess Hall # _____
To: Camp/Station Commander, Camp/Station Name, Mess Hall # _____

Subj: NOMINATION FOR MARINE CORPS INSTALLATION PACIFIC FOOD SERVICE
SPECIALIST OF THE QUARTER FIRST/SECOND/THIRD/FOURTH QUARTER FISCAL
YEAR 20XX

Ref: (a) MCIPAC-MCBBO 10110.1A

Encl: (1) Personal Data Sheet

1. (Rank,Name,EDIPI) is nominated, with enthusiasm, for the Food Service Specialist of the Quarter Board (first, second, third, fourth) quarter, FY20XX; for (his/her) exemplary performance while serving as (billet) at (Mess Hall). (Rank and Name) has (include other justifying reasons Marine is being nominated).

2. Point of contact on this matter is (Rank and Name of Mess Hall Manager) at (Email Address), (Phone Number).

I. M. MESS HALL MANAGER

UNIT HEADING

SSIC
Office Code
Date

FIRST ENDORSEMENT ON MHM ltr 10110/MH dtd DATE

From: Camp/Station Commander, Camp/Station Name, Mess Hall #____
To: Commanding General, Marine Corps Installations Pacific-MCB Camp Butler
(Attn: G4 Food Service Office)

Subj: NOMINATION OF RANK, FIRST NAME, LAST NAME, EDIPI MOS AS MARINE CORPS
INSTALLATION PACIFIC FISCAL YEAR 20XX FIRST/SECOND/THIRD/FOURTH QUARTER
FOOD SERVICE SPECIALIST OF THE QUARTER

1. Forwarded, recommending approval.
2. (Rank, Last name) has my highest recommendation to compete for the FY XX Food Service Specialist of the Quarter (1st, 2nd, 3rd, 4th) QTR award.

I. M. COMMANDER

PERSONAL DATA SHEET

COLUMN 1

COLUMN 2

A. LAST NAME	MARINE
B. FIRST NAME	IAM
C. MIDDLE INITIAL	U
D. EDIPI NUMBER	1243456789
E. MOS	3381
F. PRESENT PAY GRADE/ (TIG)	E-3/ (12 MONTHS)
G. BILLET DISCREPTION	COOK ON WATCH
H. HT/WT	66"/150
I. AVERAGE PRO/CON IN GRADE	4.2/4.3
J. PFT SCORE/CLASS	280/1ST
K. CFT SCORE/CLASS	300/1ST
L. RIFLE SCORE	290/M
M. RECORD OF TRIAL BY COURT-MARTIAL DURING PROCEEDING YEAR?	
YES <input type="radio"/> NO <input checked="" type="radio"/>	
N. IN THE LAST (6) MONTHS NO RECORD OF OFFENSES UNDER THE PROVISIONS OF ARTICLE 15 OF THE UCMJ?	

YES NO

MESS HALL MANAGER/SNCOIC SIGNATURE: _____

DATE: _____

MESS HALL OFFICER/ (OIC) SIGNATURE: _____

DATE: _____

UNIT HEADING

SSIC
Office Code
Date

From: Camp/Station Commander, Camp/Station Name, Mess Hall #
To: Commanding General, Marine Corps Installations Pacific-MCB Camp Butler

Subj: FY 20XX MAJOR GENERAL WILLIAM PENDLETON THOMPSON HILL MEMORIAL AWARD
NOMINATION FOR BEST MILITARY/CONTRACTOR MESS HALL OF THE YEAR

Ref: (a) MCO 10110.14N
(b) MCIPAC-MCBBO 10110.1A
(c) MARADMIN XXX-XX

Encl: (1) History of Mess Hall
(2) Color Photographs

1. (Mess Hall) is nominated with enthusiasm for the FY 20XX Major General William Pendleton Thompson Hill Memorial Award for (brief description of performance, contributions made to support unit(s), Marine Corps, etc., or words to that effect) from 1 January 20XX to 31 December 20XX.

2. Unit information

a. Unit mailing address: Unit Name
PSC XXX BOX XXXX
FPO AP XXXXX

b. Unit phone number: XXX-XXX-XXXX

c. Alternate phone number: XXX-XXX-XXXX

3. Point of contact on this award package is (Rank and Name of Mess Hall Manager) at (e-mail address), (phone number).

I. M. COMMANNER

Chapter 7

Food Service Inspection Program

1. General. MCIPAC-MCBB Food Service Office is responsible for the administration and management of the MCIPAC-MCBB garrison food service program.

2. Mission

a. The installation Food Service Office will ensure quality assurance for all garrison mess halls under the administration of their food service program. Mess hall QAE reports provide the installation commander with an effective and systematic surveillance tool to ensure mess halls are in compliance with set standards. All mess halls within MCIPAC-MCBB will be evaluated and reported on utilizing the MCIPAC-MCBB QAE standardized checklist. MCB Hawaii and MCAS Iwakuni will establish a local quality assurance program to measure effectiveness of the local individual food service program. QAEs will be performed quarterly, unannounced, and may encompass any portion of the day to day mess hall operation, to include weekends. During a QAE, the PIC will correct on site, all Imminent Health Hazards (IHH) findings annotated on the QAE checklist by the evaluator. During the time of inspection and after observing the correction of annotated findings of IHH, the Quality Assurance Evaluator will annotate the discrepancy and information about the corrective action on the QAE checklist. QAEs for mess halls at MCB Hawaii and MCAS Iwakuni will be performed by local camp/station Food Service Officers or Mess Hall Officers, respectively. All off-island QAE final reports will be sent to the MCIPAC-MCBB installation Food Service Offices.

b. Inspection Rating Criteria. Mess halls found to have an IHH present during the time of inspection will immediately discontinue operations and notify the regulatory authority and the camp/station commander. Such IHHs may include emergencies such as fires, flood, extended interruption of electrical or water services (greater than two hours), sewage backup, misuse of poisonous or toxic material, onset of an apparent foodborne illness outbreak, gross unsanitary occurrence of condition, pest infestation, or other circumstances that may endanger public health. Mess halls will be assessed in three categories; Inspection Rating Criteria, Quality Control Rating, and Customer Satisfaction Rating.

3. Technical Inspections. Announced technical inspections are conducted semi-annually to ensure proper accounting, food preparation, quality of meals served, and proper use of personnel, facilities, and equipment. All mess halls within MCIPAC-MCBB will be evaluated and reported on utilizing the standardized MCIPAC-MCBB technical inspection checklist. At minimum, each technical inspection will encompass an in-brief and out-brief process which includes follow on technical support and assistance. Command representatives, e.g., camp/station commander, camp/station Sergeant Major, S-4 Officer, Mess Hall Officer, etc., are highly encouraged to be present during the in-brief and out-brief process.

4. Staff Assist Visit (SAV). Mess Hall Managers requesting a SAV by the installation Food Service Office may submit a request for other than

regularly scheduled visits via email to the MCIPAC-MCBB Food Service Office Organizational Mail Box (OMB) mcipacbasefoodserviceoffice@usmc.mil. This request will indicate the unit or mess hall, specific area(s) of assistance or training required and the length of visit desired. Requesting unit will provide the Defense Travel System (DTS) funding for all off island SAVs.

5. Installations Product Quality Evaluation Program (IPQEP). The installation Food Service Office will implement the IPQEP as part of the quality assurance system. The objective of the program is to ensure that a very high level of product performance is maintained by verifying that the products receipted perform during preparation, serving and are of satisfactory quality level. Additional objectives of the IPQEP are to ensure that there is no economic fraud, product misrepresentation, or unauthorized product substitution occurring. A Product Evaluation Manager will randomly select two to eight subsistence items per month for evaluation. All deficiencies to include the pertinent information pertaining to the product(s) are to be outlined in an email and forwarded to the responsible prime vendor's office.

6. Corrective Action Plan. Inspection results must be addressed by the camp/station commander via a Corrective Action Plan (CAP). The CAP validates corrective measures taken to correct all findings during the assessment. CAPs are required for all technical inspections, QAEs, and Western Pacific Food Management Team (WPFMT) inspections. CAPs will be forwarded to the MCIPAC-MCBB FSO via the OMB address mcipacbasefoodserviceoffice@usmc.mil. All original copies of inspection reports and CAPs will be kept on file for a period of 12 months.

a. CAPs will be generated and routed through the appropriate chain of command upon receipt of the final inspection report. Camp/station commanders must submit the completed CAP to the CG MCIPAC-MCBB (Attn: G-4, Food Service Office) no later than 20 calendar days. CAPs will be prepared in accordance with figures 7-1 and 7-2.

b. The camp/station commander will provide endorsements on all corrective action plans prepared for the WPFMT inspection. Figure 7-3 provides an example of a cover letter for an inspection report submitted with no significant findings. The MCIPAC-MCBB FSO will forward all final CAPs for the WPFMT with final endorsement to the DC I&L, (Attn: G-4, Food Service and Subsistence Branch).

SAMPLE FORMAT FOR CORRECTIVE ACTION PLAN

UNIT HEADING

SSIC
Office Code
Date

From: Camp/Station Commander, Camp/Station Name, Mess Hall# _____
To: Commanding General, Marine Corps Installations Pacific-MCB Camp Butler
(Attn: G-4 Food Service Office)

Subj: CORRECTIVE ACTION PLAN

Ref: (a) MCIPAC-MCBBO 10110.1A

Encl: (1) Corrective Action Plan
(2) Inspection Report

1. The installation Food Service Office performed an inspection at (Camp/Station Name, Mess Hall # _____) from (DD) (Month) to (DD) (Month) (Year). During the inspection, a total number of findings were noted. In accordance with the reference, a corrective action plan is enclosed to address corrective measures affecting conditions that led to each finding.

2. The point of contact on this matter is (Mess Hall Manager) at (phone number) or email at (email address).

I. M. COMMANDER

Figure 7-1.-Format for Corrective Action Plan

SAMPLE FORMAT FOR CORRECTIVE ACTION PLAN FOR FOOD MANAGEMENT TEAM

UNIT HEADING

SSIC
Office Code
Date

From: Camp/Station Commander, Camp/Station Name, Mess Hall#_____
To: Commanding General, Marine Corps Installations Pacific-MCB Camp Butler
(Attn: G-4 Food Service Office)

Subj: FOOD MANAGEMENT TEAM INSPECTION CORRECTIVE ACTION PLAN

Ref: (a) MCO 10110.14N
(b) AMHS Message DTG XXXXXXZ (Mon) (Yr)

Encl: (1) Corrective Action Plan
(2) Western Pacific Food Management Team Inspection Results

1. The Western Food Management Team performed an inspection at (Camp/Station Name, mess Hall#_____) from (DD) (Month) to (DD) (Month) (Year). During the inspection, a number of significant findings were noted. In accordance with the references, a corrective action plan is enclosed to address corrective measures affecting conditions that led to each significant finding.

2. The point of contact on this matter is (Mess Hall Manager) at (phone number) or email at (email address).

I. M. COMMANDER

SAMPLE FORMAT OF COVER LETTER FOR NO SIGNIFICANT FINDINGS

UNIT HEADING

SSIC
Office Code
Date

From: Camp/Station Commander, Camp/Station Name, Mess Hall#_____
To: Commanding General, Marine Corps Installations Pacific-MCB Camp Butler
(Attn: G-4 Food Service Office)

Subj: FOOD MANAGEMENT TEAM INSPECTION

Ref: (a) MCO 10110.14N
(b) AMHS Message DTG XXXXXXZ (Mon) (Yr)

Encl: (1) Corrective Action Plan
(2) Western Pacific Food Management Team Inspection Results

1. The Western Food Management Team performed an inspection at (Camp/Station Name, Mess Hall#_____) from (DD) (Month) to (DD) (Month) (Year). During the inspection, a number of significant findings were noted. Per reference (b), the mess hall is not required to submit a corrective action plan.

2. The point of contact on this matter is (Mess Hall Manager) at (phone number) or email at (email address).

I. M. COMMANDER

Figure 7-3.--Sample Cover Letter for No Significant Findings

Chapter 8

Food Service Supplies and Organizational Clothing

1. General Information. Accountability is an obligation imposed by law, lawful order, appointment, or regulation that requires personnel to keep accurate records and documentation for equipment, property, supplies and funds. The physical security and safekeeping of all items is essential in the preservation and prevention of theft and/or mishandling. This chapter provides information on an auditable accounting system with standardized procedures to requisition, maintain, account for and properly dispose of property, supplies and equipment.

2. Responsibilities. There are several areas of responsibility for managing and maintaining property, equipment and supplies. This responsibility extends across different functional activities. The installation Supply Office has the overall responsibility for all garrison property, PSE, and FPSE. The installation Food Service Office and camp/station commanders with administrative and operational control of the garrison mess hall are assigned the duty to maintain and account for property in the mess hall in a state of readiness.

a. Installation Food Service Office. The installation Food Service Office plans, budgets for, and requisitions supplies, equipment and furnishings in direct support of the garrison mess hall. In addition, the installation Food Service Office administers funds to the mess hall for expendable items and supplies.

b. Camp/Station Commanders. The administration and operation of the garrison mess hall is a function of command. This includes the responsibility to provide office equipment, utilities and maintenance of assigned office spaces, office furniture/furnishings, lightbulbs, workstations and printers.

c. Responsible Officer (RO). The RO is appointed in writing as the custody holder for accountable equipment and pilferable items on the Custodian Inventory Report (CIR). Upon assignment, the RO will be formally charged with the duty to care for and control all equipment within their span of control. The RO assumes a public trust that government property will be used only for its intended purpose and as authorized by law or regulations. The RO has the overall responsibility for the control, proper care, maintenance, and safekeeping of equipment in the mess hall. The RO will:

(1) Delegate authority for individuals to request, receipt and turn-in accountable property using NAVMC 11869, see figure 8-1.

(2) Conduct CMR reconciliations as prescribed by the appointed, in accordance with reference (o).

(3) Appoint, in writing, designated Responsible Individuals (RI);

(4) Ensure that physical inventories are being conducted as required (i.e., quarterly, upon RO turnover, etc.).

(5) Establish a Mess Hall Equipment Replacement Record (MERR) for each mess hall.

(6) Provide a copy of the MERR to the installation Food Service Office.

(7) Initiate requests for additional and replacement equipment for the mess hall to the installation Food Service Office.

(8) Appoint a new RI and conduct a joint inventory when anticipating RI absence in excess of 45 days (i.e., due to training deployment, etc.). A joint inventory will be conducted no less than 30 calendar days prior to new RI appointment.

d. Responsible Individual (RI). The RI is officially appointed in writing by the RO as the accountable individual for equipment, property and supplies in the mess hall, see figure 8-2. The RIs primary concern is the custody, accountability, proper care, control, maintenance, and safekeeping of all mess hall equipment and supplies on hand at the mess hall. The Mess Hall Manager is typically assigned as the RI, as subject matter expert with daily visibility over food service equipment, property and supplies in the mess hall. The RI will:

(1) Request, receipt and turn-in accountable property

(2) Conduct MERR reconciliations as directed by the RO; (i.e., quarterly, upon RI turnover, etc.)

(3) Conduct physical inventories as required (i.e., quarterly, upon RI turnover, etc.)

(4) Provide a copy of the MERR to the RO upon reconciliation

(5) Notify the RO, within five working days, when a piece of equipment has been newly installed, removed, or determined to be beyond economical repair.

(6) Request for additional and replacement equipment for the mess hall to the RO.

(7) Report any misuse of government property to the RO for investigative actions.

(8) Ensure scheduled maintenance is documented in equipment record jackets to ensure pertinent information is accurate and current

(9) Maintain accurate financial reporting of O&MMC funds, utilizing the O&MMC Funds Ledger Tracker, see figure 8-3.

(10) Ensure all fiscal records and receipts are maintained on file in order to avoid an over obligation of allocated funds.

(11) Validate the receipt and turn-in for accountable property.

(12) Validate the requirements for property and supply requests, to include USMC ServMart shopping lists, Open Purchase Requests (OPR), temp loan requests for the mess hall.

(13) Maintain accountability of all organizational clothing issued by installation Food Service Office, in accordance with paragraph 5 of this chapter.

(14) Notify the RO when anticipating absence in excess of 45 days.

(15) Conduct a joint inventory with oncoming RI.

e. Warehouseman/Deliveryman (Property Clerk). The Warehouseman/Deliveryman is appointed in writing by the Mess Hall Manager and assigned the duty to care and control all equipment and supplies within the sub-custody of the mess hall, see Figure 8-4. The Warehouseman/Deliveryman will perform daily functions on behalf of the RI and act as an assistant to the RI on all property related matters. The Warehouseman/Deliveryman will:

(1) Review, report, and inform the RI of any shortage and/or excess equipment and supplies.

(2) Request, receipt and turn-in accountable property and supplies, when delegated by the RO.

(3) Assist the RI in the conduct of MERR reconciliations, as directed.

(4) Conduct inventories for property and supplies, as required (i.e., inventory reports).

(5) Notify the RI immediately when a piece of equipment has been determined to be beyond economical repair, becomes unserviceable, installed, or removed.

(6) Identify additional and replacement equipment requirements for the mess hall.

(7) Notify the RI of the misuse/loss of government property.

(8) Conduct/Schedule equipment maintenance.

(9) Maintain equipment record jackets to ensure pertinent information is valid and current (i.e., updated owner's manuals, maintenance records, accessory parts inventory, preventive maintenance completions).

(10) Maintain all fiscal records, invoices and receipts for property, supplies and equipment.

(11) Assist the RI in submitting open purchase requests for the Mess hall.

(12) Assist the RI in maintaining accountability of all organizational clothing.

3. Garrison Property. In accordance with reference (p), garrison property includes all government personal property used to provide general services in support of mess hall operations. Garrison property is categorized as FPSE, PSE, or minor property.

a. Food Preparation and Serving Equipment (FPSE). FPSE refers to all major equipment used in mess hall galley, serving, and dining areas. Typical items include ovens, dishwashers, refrigerators, grills, slicers, and food mixers. The Long Range Replacement Plan and the MERR will be used to identify specified information for new and replacement equipment.

b. Personnel Support Equipment (PSE). PSE is defined as furniture and furnishings in administrative offices and mess halls. Requirements for PSE will be identified by the installation Food Service Office and loaded into LFS Apps, each fiscal year. This equipment is normally replaced on a rotation basis every seven years but not to exceed 10 years.

(1) Mess Hall Furniture. Mess hall furniture include items necessary to provide a reasonable degree of comfortability and quality of life for patrons that subsist in the mess hall. Mess hall furniture includes items such as chairs, tables, booths, and partitions. Requirements to replace mess hall furniture will be consolidated by the Installation Food Service Office and submitted with annual budget requirements.

(2) Mess Hall Furnishings. Mess hall furnishings are articles used as an accessory to the dining area to modernize the mess hall to a standard comparable with a commercial restaurant. Furnishings include decor such as drapes, trophy cases, pictures, and televisions. Televisions are considered pilferable items and will be accounted for on the ROs property account.

(3) Office Furniture. Office furniture is property used by the mess hall staff in office spaces and lounges. Office furniture includes items such as desks, credenzas, bookcases, filing cabinets, and office safes. The installation Food Service Office will coordinate with the installation Supply Office for office furniture requirements. Figure 8-5 provides an example of a Property Request Form.

c. Minor Property. Minor property is defined as personal property acquired for daily use, with a unit cost equal to or less than \$5,000. Minor property include items such as dispensing equipment, storage racks, and serving pans. Minor property is to be inventoried each month and accounted for on the Minor Property Report (MPR).

4. Mess Hall Supplies. Mess hall supplies are critical to the daily operation of the mess hall, such as operating supplies and administrative supplies. In accordance with reference (o), mess hall supplies may be categorized as consumable supplies, non-consumable supplies, and decorations. Excess supplies are not permitted for storage in the mess hall. The installation commander will budget for and provide mess hall and food service operating supplies, administrative supplies, and equipment. FSOs, Food Technicians, and CORs will coordinate the execution of the funds provided by the commander for this purpose.

a. Consumable Supplies. Consumable supplies are expendable items which are no longer accounted for once issued to the final consumer. These disposables are procured and held by the mess hall in limited quantities on an "as required" basis. Consumable supplies include paper/plastic ware such as napkins, utensils, cleaning supplies, and food packaging necessary for fast food service. The purchase of consumable supplies in support in support of special events such as field meets and recreational event is not authorized. The procurement of paper/plastic ware for retirement ceremonies, unit recreational events, field training, etc., is the responsibility of each unit/camp/station commander. Additionally, office supplies will be purchased with local command funds only.

(1) Each garrison mess hall will maintain a three-day supply of paper gear on hand at all times. This paper gear will be used only as a contingency during scheduled or unscheduled power outages, and as an emergency back-up due to equipment failure, or repair. An inventory of these supplies will include, at minimum, paper/plastic plates, spoons, forks, knives, napkins, and cups. The three-day supply will be based on average meals fed from the previous Fiscal Year (FY); e.g., 140,000 meals/365 days x 3 day supply = 1,152 sets of minimum paper/plastic supplies.

(2) The installation Food Service Office must be notified of any scheduled power outages no less than 10 days prior to the event. The replenishment of paper gear used during the outage will not be charged to the allocated O&MMC funds of the mess hall.

(3) The installation Food Service Office will supply the amount paper gear required during a scheduled equipment or facility maintenance, replacement of equipment, or renovation. The amount of paper supply will last for the duration of the work and be based on current FY average man-days.

b. Non-consumable Supplies. Non-consumable supplies are nonexpendable items, which continue to be accounted for using custody procedures when issued to the final user. These items have either a manufacturer or Marine Corps serial number which allows positive identification. Non-consumables are recoverable and may be used until its serviceability expires (i.e., uniforms, dishes, cloth linen, etc.).

c. Mess Hall Decorations. Decorations are unlike mess hall furnishings in that they are procured for special holidays, events, or occasions to enhance the morale and esprit de corps. Decorations must be presented in a public setting. At no time will decorations be used for individual office spaces or sections away from public viewing.

(1) Holiday Decorations. Holiday decorations will be displayed for a limited time only. The mess hall will submit their requirements for holiday decorations to the installation Food Service Office. Holiday decorations purchased with government funds for the mess hall becomes government property, thus care and proper storage is required to maintain the longevity of the item for the next season. Decorations provided to the mess hall must be returned to installation Food Service Office. Decorations procured by local command O&MMC funds will be maintained by the unit.

(2) Decorations for Special Occasions/Events. Occasionally, commands may receive donations from a non-DoD organization or agency. Proper acceptance of a gift offer or donation must be authorized and publically displayed in the mess hall. This will avoid potential ethic violations and protect the best interests of the U.S. Government. In accordance with the reference (ac), a gift or a donation, such as plaque may be subject to a legal review under current directives and provisions.

5. Occupational Clothing. Food service uniforms are defined as occupational clothing intended for specific use in the mess hall, while performing duties as a Food Service Specialist (MOS 3381). Occupational clothing is necessary for mission accomplishment, as such, an authorized allowance will be established for food service uniforms in accordance with staffing requirements identified in reference (b). The marking of occupational clothing in any manner is prohibited, with the exception of safety boots, which are issued for personal retention. A sufficient amount of occupational clothing must be maintained and available to meet the frequent turnover of food service personnel. Military food service uniforms will be issued on an individual basis and accounted for in accordance with reference (o). Military food service uniforms will be recovered prior to the reassignment to another mess hall, or other duties outside of the mess hall. Uniforms will be laundered, when recovered, and processed for reissue. The installation Food Service Office will provide disposition instructions for recovering uniforms when a mess hall closes for a period more than 30 days.

a. Proper care will be exercised by all personnel to prevent loss or damage to occupational clothing. As a good sanitation practice, occupational clothing will be worn only for work in the mess hall. Occupational clothing which become unserviceable due to normal wear will be replaced by the installation Food Service Office, utilizing local O&MMC funds. Clothing made unserviceable due to negligence by the individual will be replaced at the expense of the mess halls' funding allocation. Occupational clothing will be replaced on a one for one basis.

b. Occupational clothing will be issued to each individual and accounted for as nonexpendable items on the minor property report. A Memorandum Receipt, NAVMC 10577, will be used to issue all uniform items, see figure 8-6. Form NAVMC 10577 will be maintained on file with mess hall property records until returned to the installation Food Service Office. Monthly inventories will be completed to ensure accountability, proper care and serviceability of occupationally clothing.

c. A minimum supply of food service uniforms must be made available to each individual in order to provide food service personnel a fresh set of clothing between consecutive shift periods. Food Service Specialists (MOS 3381) assigned to the garrison mess hall will be issued at a minimum, the following clothing in accordance with reference (a):

(1) Three blouses, quarter to three-quarter length sleeve, polyester/cotton

(2) Three trousers, polyester/cotton

(3) Three aprons, polyester/cotton

(4) Two standard nametags

(5) One food thermometer, 0-220°F, National Sanitation Foundation approved.

(6) Black leather boots, non-slip, waterproof. Due to occupational safety, and in accordance with reference (q), Food Service Specialists (MOS 3381) exposed to hazardous conditions during the operation of their duties will be supplied with appropriate footwear at local command expense.

d. Commanders who have food service Marines on their Table of Organization are responsible for providing food service uniforms items classified as organizational clothing accordingly, the owning unit commanders who have Food Service Marines on their Table of Organization will provide all supply support, budget and provide standardized organizational clothing and accessories (nametag, safety boots and apron) to food service personnel. Standardized organizational clothing and accessories will be issued via the owning unit supply to accomplish assigned duties, per reference (ab).

e. Military Food Service Specialist's uniforms will be issued directly to individuals. Only food service organizational clothing will be worn by food service personnel working in any preparation and serving area. Other military uniforms or civilian attire is not authorized to wear for personnel involved in the preparation and serving of meals or meal components. Uniform will be worn in accordance with reference (ab).

f. Uniforms worn by food service personnel will be neat and clean at all times.

g. Food service occupational clothing is not authorized as military liberty attire. For sanitation purposes, food service uniforms are prohibited to be worn outside of the mess hall (i.e., barber shop, exchange, post office, etc.), with the exception of conducting official military business aboard the installation where the individual is assigned.

h. Procurement of uniform items must be completed via an approved purchase request utilizing the Purchase Request Builder (PRB). Approved source of supply must be used during the procurement process. USMC Cook uniform replacement items will only be sourced via DLA clothing and textile division or GSA Advantage.

6. Requisitioning and Procurement Procedures. Funds will be allocated for consumable/non-consumable supplies and distributed to the mess hall by the installation Food Service Office. Mess hall operating expenses may be allotted by the local baseline O&MMC account, or through reimbursables retained and credited back to the installation Food Service Office's local O&MMC account, as RON Special Interest Surcharge (SIS) dollars. Appropriation used under "RON SIS" is authorized for procurements towards garrison mess hall operations, only. A memorandum will be used when distributing a specific percentage of reimbursable allocations to more than one mess hall, see figure 8-7. Funds allocated for mess hall operating supplies are not to be utilized for the requisition or procurement of mess hall administrative office supplies, facility maintenance, or special feeding

support. This category of supplies will be procured through local command O&MMC funds.

a. Procurement. The installation Food Service Office will procure equipment, supplies, furniture, and furnishings for the mess hall, and will fund the cost of equipment installation, when required. Only individuals appointed by DD Form 577 are authorized to procure government property or supplies. Procuring and managing disposable supplies for services, such as fast food, can be costly so financial management is prudent. Reference (r) requires food service property and supplies to be procured from an authorized source, given an order of priority to government sources of supply, before commercial sources. A waiver is required for purchases procured through other categories of sources of supply. Property and supplies will be procured using O&MMC funds. All procurements will be validated and approved via PRB.

b. Requisitioning. Only individuals granted delegated authority via the NAVMC 11869 will be permitted to request, receive or dispose of property or supplies. Requisitions will be made and charged against the mess halls' O&MMC allocation. An authorized ledger will be used to account for all expenses and authorizations made through mess hall requisitions. This ledger will be maintained on file and updated each month. All requisitions will be validated prior to submission to the installation Food Service Office. The NAVMC 11869 will be maintained on file with requisitions, authorizations, and receipts in order to maintain an auditable record on file.

(1) Requirements for new and replacement property, to include FPSE, will be developed by gathering detailed specifications, justification(s), and other supporting data to determine new/replacement costs. Federal specifications for accountable property and equipment must be aligned with existing utility requirements (i.e., to sources of gas, electric, steam, etc.) and building codes. In accordance with reference (a), equipment dimensions, existing warranty period, life expectancy, and the maximum facility load will be evaluated prior to the requisition and procurement of new or replacement equipment.

(2) Requisitions for property and supplies will be prepared in accordance with regional and locally published directives.

(a) USMC ServMart Request. USMC ServMart is the primary sources of supply for mess hall property and supplies. It provides supply support through local Global Services Administration (GSA) retail stores located throughout the pacific region. At more remote places such as Camps Mujuk and Fuji, subordinate MCIPAC-MCBB installations may have to rely on virtual stores to requisition and procure basic mess halls supplies. The installation Food Service Office must monitor product listings and inventory levels to ensure stocked items meet mission requirements. Mess halls will requisition supplies by submitting a USMC ServMart shopping list, see figure 8-8. Instructions on how to checkout and/or utilize a locally issued ServMart card will depend on local policy and supply procedures. However, invoices and receipts will be maintained on file with mess hall property records and reconciled with the mess hall O&MMC Funds Ledger Tracker.

(b) U-Call We Haul (UCWH) Request. The UCWH request is a unique service provided for all mess halls under the consolidated food service system in Okinawa. Mess halls request UCWH services by completing a USMC ServMart shopping list, figure 8-8, and emailing requirements to the Property Organizational Mail Box address at foodservice.mcbb@usmc.mil. All requisitions will be based on availability. The installation Food Service Office will validate, approve and submit shopping lists to the local GSA store, for delivery to the mess hall. An individual authorized to receipt for property and supplies, typically the Warehouseman/Deliveryman or RI, will review order details to ensure accuracy, before receipt. Signed receipts will be maintained on file at the mess hall, and a copy provided to the installation Food Service Office for their auditable file. All requisitions and obligations will be charged against the mess halls' fund allocation.

(c) Government-Wide Commercial Purchase Card (GCPC) Request. The GCPC will be used for open purchase requests made for items unavailable through USMC ServMart. Requisitions exceeding the single micro-purchase threshold of \$3,500 will require procurement through the local contracting office. Such conditions require close coordination between the mess hall and the installation Food Service Office to identify salient characteristics. Technical research must be performed to obtain a vendor quote for supplies, shipping/delivery costs and installation, if required. Mess halls will submit results from technical research with a valid justification and completed open purchase request form to the installation Food Service Office for procurement, see figure 8-9.

(d) Temp Loan Requests. Mess halls are frequently tasked to provide support for special events or guests visiting the local camp/station mess hall. Under these circumstances, the mess hall may need to request a temporary transfer of unique accessories to make a memorable event. The installation Food Service Office must authorize the internal transfer of equipment and property for temporary loans. A written request will be submitted to request for temporary custody of equipment or property. An internal transfer of minor property items, supplies and equipment may be authorized when determined to be necessary and in the best interest of the mess hall. However, items will not be removed or transferred from one mess hall to another without proper notification to the installation Food Service Office. Temp loan items are authorized for mess hall use only. At no time will these items be used by another unit within a consumer level supply activity (e.g., a battalion or squadron). All transfers will be made using NAVMC 10359, see figure 8-10. The requesting mess hall will be responsible for the personnel and transportation required to accomplish the transfer. The requesting mess hall will ensure the cleanliness and serviceability of temp loaned items prior to return. If items are returned unserviceable, damaged, or missing, the replacement value will be charged against the requesting mess halls' fund allocation. Temporary custody of property or equipment issued in support of operational requirements in the mess hall will not exceed 30 days. Extensions to temp loan requests must be approved by the installation Food Service Office. Permanent, or long term custody transfers will be complied with under separate provisions.

7. Accountability and Budgeting Resources. Proper budgeting, planning, reporting, and accountability are essential to effective mess hall operations. These functions ensure appropriate resources are provided to

meet overall mission objectives. During an annual review of operational deficiencies, an assessment is performed on product/equipment serviceability and condition, life expectancy, economic replacement value and available on-hand inventory, to determine replacement or replenishment requirements. Several items include commercial off the shelf products without an authorize table of allowance. The installation Food Service Office must depend on the validity of data provided by resource management records such as the MERR, Long Range Equipment Procurement and Replacement Plan, Whole Room Concept (WRC) plan and the minor property report to establish allowances and identify requirements. The installation Food Service Office is required to plan, or forecast, future year requirements through a budget submission process. Increases in O&MMC funding requires sound budgeting considerations as well as proper awareness by food service personnel to reduce unnecessary waste. Each resource management record becomes a valuable part of ensuring an effective accountability and budgeting process is in place to replace accountable property, equipment and supplies.

a. Mess Hall Equipment Replacement Record (MERR). A MERR will be initially established by the installation Food Service Office to account for mess hall equipment with a value of \$500 and above. A single entry will be made on the MERR for each piece of equipment identified at or above this threshold. The MERR provides pertinent information on equipment specifications, which are used to register annual budget requirements and procure new or replacement equipment, see Figure 8-11. As such, the MERR will be updated, within five working days, each time equipment is turned-in, disposed of, or added to the physical inventory; and validated for accuracy. The installation Food Service Office will provide the mess hall a copy of the current updated MERR, present on file. All on-hand assets will be verified and reconciled against what is listed on the MERR. A 100 percent physical inventory will be conducted, quarterly, and upon assignment of a new RO or RI. This will be completed within 15 days of receipt of the MERR Reconciliation Letter or new RI appointment letter. Upon completion of the inventory, the RI will certify the MERR by initialing each inventory page; dating and signing the last page. An updated copy of the certified MERR will be retained on file at the mess hall, and one copy will be forwarded to the installation Food Service Office. As described in reference (MCO 4400.201_ volume 1), all discrepancies identified during this reconciliation will be endorsed by the RI and forwarded in a Discrepancy Letter or Request for investigation to the installation Food Service Office, via the RO. Discrepancies identified will be accompanied by supporting documentation or statement of causative research determining the nature of the adjustment. Noncompliance will result in a freeze of all account activity until receipt of the certified report.

b. Long Range Equipment Procurement and Replacement Plan. The purpose of the Long Range Equipment Procurement and Replacement Plan is to identify and maintain anticipated food service equipment requirements for future year funding and replacement. Out-year planning is necessary for each installation, and detailed by mess hall. The Long Range Equipment Procurement and Replacement Plan will be prepared by the installation Food Service Office for the current budget year plus five (BY+5), which parallels the Program Objective Memorandum (POM) submission to HQMC LF. The installation Food Service Office will consolidated and validate mess hall equipment requirements for submission to the garrison

property program office. All requirements will be loaded into LFS Apps by installation, mess hall name, priority, and FY, see figure 8-12.

(1) This plan will contain the name of the mess hall, name of the item, brand, model number, serial number, voltage, equipment dimension data, life expectancy, year issued, and replacement year.

(2) Each mess hall will review and confirm current and future FY projected requirements by verifying equipment history and condition using the equipment maintenance record jacket. This should be done on a routine basis to ensure proper reporting of the equipment's life cycle per reference (a).

c. Whole Room Concept (WRC) Plan. The WRC plan is used to consolidate the requirement for new and replacement furniture and furnishings in the mess hall. The WRC plan provides the opportunity to completely replace furnishings and furniture included in mess halls' décor package, vice piece meal replacement. These items are procured to supplement the mess hall, but are not used for the preparation and serving of food. As such, PSE funds will be used to procure mess hall furniture and furnishings. The WRC plan will be maintained by the installation Food Service Office to validate specified information, such as last PSE replacement and renovation, for new and replacement furniture, see figure 8-13. Requirements will be loaded into LFS Apps by installation, mess hall building number, FY, and priority. The installation Food Service Office will provide a copy of the WRC plan to the mess hall during annual reconciliations to verify actual on hand inventory. The installation Food Service Office will be notified of any discrepancies, conditional changes, or requests to replace unserviceable furniture and furnishings in the mess hall that may not be repaired locally.

d. Minor Property Report (MPR). The MPR is an effective tool used for the replacement and/or replenishment of minor property items, uniforms and other consumable/non-consumable supplies. These accountable items require a formal supply control and accountability system, down to the user level. This system of control and accountability must be maintained throughout life of each accountable item on record. The MPR will include basic operating property and supplies, along with authorized allowances and on-hand inventory levels, see figure 8-14. Allowances are established by the installation Food Service Office. Special circumstances may occur that require an increase or adjustment to an authorized allowance. An adjustment or authorized increase to the allowance will be determined by the installation Food Service Office. Monthly inventories of accountable MPR items will be performed and verified by two separate accounting individuals. Once inventoried, reconciled, signed, a copy will be submitted to the installation Food Service Office. The MPR will be submitted for the previous month, and a copy kept on file for a period of one year from the date completed. Requisitions for new replacement or replenishment property will be submitted to the installation Food Service Office. MPR inventory reports will be due to the installation Food Service Office on the first business day, each month. Noncompliance will result in a freeze of all account activity until receipt of a certified copy of the MPR.

NAVMC 11869 (11-12) (EF)

FOUO - Privacy sensitive when filled in.

Print Form






NOTICE OF DELEGATION OF AUTHORITY				DATE:	
Purpose: To identify delegated individuals with the authority to request, receipt, or turn-in supplies on behalf of the appointed Responsible Officer in accordance with MCO 4400.150F.				Today's Date	
AUTHORIZED REPRESENTATIVE(S)					
2. ORGANIZATION RECEIVING SUPPLIES CAMP KINSER MESS HALL (MH# ____) (Example Only)			3. LOCATION CAMP KINSER (Example Only)		
4. LAST NAME, FIRST NAME, MI		AUTHORITY			8. SIGNATURE AND INITIALS
		5. REQ	6. REC	7. TURN IN	
HARDCORE, I. M. (At least add your Property Clerk)			X	X	
					
					
					
AUTHORIZATIONS BY RESPONSIBLE OFFICER, SUPPLY OFFICER, OR ACCOUNTABLE OFFICER					
9. THE UNDERSIGNED HEREBY <input checked="" type="checkbox"/> DELEGATES TO <input type="checkbox"/> WITHDRAWS FROM THE PERSON(S) LISTED ABOVE					
THE AUTHORITY TO: See Remarks below					
10. REMARKS This authorization is for Receipt and turn-in of Food Service Preparation Equipment (FPSE) between Base Food Service (BFS), Supply Section, Camp Kinser Building 425 and Mess Hall # #####. It includes signing and receipting of government property for use within the Mess Hall, turn-in of excess or damaged government property, or Requesting of supplies and equipment as above delegated. Delegation of accounting responsibilities to above personnel does not relieve the RO of accountability.					
I ASSUME FULL RESPONSIBILITY					
11. UNIT IDENTIFICATION CODE MH 1223 (Mess Hall Bldg number)			12. DODAAC / ACCOUNT NUMBER M20221/#42 (MERR Account #)		
13. LAST NAME, FIRST NAME, MI Responsible Officer		14. GRADE	15. PHONE NUMBER	16. EXPIRATION DATE	
17. SIGNATURE 					

Figure 8-1.—Delegation of Authority NAVMC 11869

UNIT HEADING

4400
Office Code
Date

From: Base Food Service Responsible Officer, Marine Corps Installations
Pacific-MCB Camp Butler

To: Mess Hall Manager EDIPI/3381 USMC, Mess Hall #, Camp/Station Name

Subj: APPOINTMENT AS RESPONSIBLE INDIVIDUAL

Ref: (a) DoD 7000.14-R
(b) MCO 4400.201
(c) SECNAVINST 7320.10A

Encl: (1) Mess Hall Equipment Replacement Report (MERR)
(2) Letter of Acceptance
(3) Delegation of Authority
(4) Request for Adjustment/Investigation

1. Per the references, as of (date), you are appointed as the Responsible Individual for all garrison property assigned to account #1. You are directed to comply with the references and other applicable directions in the performance of your duties and responsibilities.

2. Per reference (d), you are nominated with the responsibility for managing Garrison Property for account #1. Your rotation tour date is date.

3. Within fifteen days from the date of this appointment, you will accomplish the following:

a. Complete physical inventory and record reconciliation of all Marine Corps Base Property on charge. This inventory will be conducted with the Responsible Individual being relieved. The enclosures are utilized to accomplish this inventory. Serial numbers are listed on the Mess hall Equipment Replacement Record (MERR) for serialized equipment.

b. Reconcile MERR for property on charge to sub-accounts and/or individuals to ensure that the MERR is valid, and has current signatures. This reconciliation will be jointly conducted with the Responsible Individual being relieved.

c. Upon completion of the inventory and reconciliation of the MERR, you will accomplish the following:

(1) Notify the Base Food Service Office that the inventory has been completed.

(2) Sign and date the original MERR enclosure (1) and initial each page. Any corrections required to on-hand balances will be listed on a discrepancy list along with any supporting documentation regarding the

Figure 8-2.--Appointment Letter as Responsible Individual (RI)

Subj: APPOINTMENT AS RESPONSIBLE INDIVIDUAL

discrepancy enclosure (4).

(3) Duplicate copies of the MERR will be maintained current on a day-to-day basis along with all supporting documentation substantiating any adjustments.

(4) Prepare and submit a letter of acceptance of responsibility enclosure (2) to the Base Food Service Operations Officer, Marine Corps Installations Pacific-Marine Corps Base Camp Butler. The letter of acceptance is a report on the current status of the property account.

(5) Prepare and submit, to Base Food Service a delegation of authority enclosure (3) to receipt for government property and a listing of individuals you designate as authorized to receipt for supplies and equipment.

4. Should you be unable to accomplish the above actions within the fifteen day time limit, submit a request for extension to this Base Food Service, detailing the reasons for the extension and the new anticipated completion date. Extensions may not be approved for more than fifteen days at a time.

5. You will be guided in the performance of your duties by the instructions contained in references (a) through (d).

6. In order to properly effect a change-over of Responsible Individuals and maintain continuity within the account, you must submit to Base Food Service the name, grade, EDIPI and RTD of a relieving Responsible Individual no later than 60 days prior to your expected date of detachment and/or relief as Responsible Individual. Your responsibilities as the Responsible Individual will remain in effect until the relieving Responsible Individual has officially accepted the account through the Base Food Service Office. If you enter into an extended TAD status (in excess of 60 days), please nominate a replacement Responsible Individual via your organization management. Failure to do so may result in your account being frozen until a satisfactory turn-over of the account is accomplished.

7. Point of contact is BFS, Supply Chief, at DSN 315-637-4024, or via e-mail at supply.chief@usmc.mil.

I. M. RO

Figure 8-2.--Appointment Letter as Responsible Individual (RI)--Continued

UNIT HEADING

4400
Office Code
Date

From: Mess Hall Manager, Mess Hall # #####
To: Basic Wage Table (BWT) 2-5 Clerk I. M. #####/#####
Subj: APPOINTMENT AS PRIMARY WAREHOUSEMAN/DELIVERYMAN FOR MESS HALL#####
Ref: (a) MCIPAC-MCBBO 10110.1A
(b) Position Description MM976 Warehouse/Delivery men

1. Per references (a) and (b), you are hereby appointed as the Primary Warehouseman/Deliveryman for Camp Kinser mess hall. As a Warehouseman/Deliveryman, you are charged with the duty to care and control all supplies within the sub-custody of the appointed Responsible Individual (RI), and you are to perform functions, as required, on behalf of the RI. Furthermore, you will act as an assistant to the RI on all property related issues.
2. You will read and become familiar with your responsibilities and duties as the mess hall Warehouseman/Deliveryman as per reference (a) and (b).
3. You will assist the Mess Hall Manager with accountability of all mess hall assets, O&M budgeting, and the care of all mess hall equipment and property located in and around the dining facility to which you are assigned.

I. M. RO

Date

FIRST ENDORSEMENT

From: Basic Wage Table (BWT) 2-5 Clerk I. M. #####/#####
To: Mess Hall Manager, Mess Hall # #####

1. I have read and understand the references and assume the duties in conjunction with my appointment as the Mess Hall Warehouseman/Deliveryman for Camp Kinser mess hall.
2. My rotation date is (Date). I can be reached at DSN ###-####.

I. M. CLERK

Figure 8-4.--Appointment Letter as Mess Hall Warehouseman/Deliveryman

NAME (Last, First MI.)				GRADE		EDIPI	
Devildog, I. M.				E-2/PFC		1234567	
ORGANIZATION						DATE	
						DATE	
QTY	INIT	SIZE	ORGANIZATIONAL CLOTHING	QTY	INIT	SIZE	ITEM
		XS	CHEF COAT BLACK/RED	2		N/A	NAME TAG
		SM	CHEF COAT BLACK/RED	1		N/A	THERMOMETER
3		MD	CHEF COAT BLACK/RED				
		LG	CHEF COAT BLACK/RED				SAFETY BOOTS, STEEL TOE
		XL	CHEF COAT BLACK/RED				(Circle One) COYOTE BLACK
		XS	CHEF TROUSER BLACK				
		SM	CHEF TROUSER BLACK				
3		MD	CHEF TROUSER BLACK				
		LG	CHEF TROUSER BLACK				
		XL	CHEF TROUSER BLACK				
3		N/A	APRON RED W/USMC LOGO				
3		N/A	CAP MESH TOP BLACK				
				<i>I understand that the items above are considered organizational clothing. I am required to return the organizational clothing to the mess hall issued from prior to executing PCS, PCA, FAP, BSO, and EAS orders.</i> INITIALS: _____			
MEMORANDUM RECEIPT FOR INDIVIDUAL/GARRISON EQUIPMENT (4400) <small>MODIFIED NAVMC 10577 (updated August 2016)</small>				SIGN HERE	<i>I certify that I have the above initialed for articles of government property in my possession.</i>		
NAME (Last, First MI.)				GRADE		EDIPI	
Devildog, I. M.				E-2/PFC		1234567	

Figure 8-6.--Memorandum Receipt NAVMC 10577

BASE FOOD SERVICE MEMORANDUM ###

From: Food Service I. M. Fund Manager
To: Distribution List

Subj: MESS HALL OPERATION AND MAINTENANCE FUNDS AUTHORIZATION FOR THE
MONTH OF JANUARY

Ref: (a) MCO 10110.14M

Encl: (1) O&M Authorization

1. Per reference (a), enclosure (1) provides Operation and Maintenance (O&M) funds authorized for each mess hall for month to month.
2. O&M funds will not transfer over from month to month. All accounts will have a zero balance on the 25th of each month. All accounts will have a zero balance on the final working day prior to the 25th of the month when the 25th falls on a weekend or holiday. Mess halls have until the last day to spend their O&M funds.
3. Utilization of the Foster GSA U-Call-We-Haul (UCWH) program is contingent upon availability of funds and accountability of all prior shopping receipts. The minimum dollar value for each UCWH request is \$500.00 and only four UCWH requests per account, per month. UCWH is the primary means of requisitioning bulk supplies to replenish supplies used the previous month. Receipts from UCWH are due to the Marine Corps Installations Pacific Base Food Service Fiscal Section within three working days of receiving shipment. Receipts not received within three working days will result in account closure for the month. Ensure that your GSA card number is properly maintained and secured.
4. Mess Hall Managers must maintain strict supply and usage disciplines necessary for effective and efficient use of O&M funds. Per Chapter 2 paragraph 5.d of reference (a), end users (mess halls) are authorized to maintain a sufficient amount of cleaning supplies on-hand for a maximum of 10 days usage and paper gear for a minimum of three days usage without needing to restock.
5. Mess halls are to utilize their O&M funds to replenish their on-hand stock of consumable items required for day-to-day operation of their facility. Supplies that mess halls require, in addition to this list, will be submitted to the Supply Chief as a separate request for consideration.
6. Per chapter 16, paragraph 1, of reference (a), all other funding requirements (administration supplies, toner, tools, etc.) are supported by the parent command.
7. This memorandum supersedes all previous O&M Funds memorandums.
8. Point of contact is Supply Chief, Base Food Service Supply Chief, at DSN 315-###-####, or via e-mail at supply.chief@usmc.mil.

I. M. FUNDS MANAGER

Figure 8-7.--Monthly O&MMC Budget Memorandum



GSA MART FOSTER SHOPPING LIST

PRICES ARE SUBJECT TO CHANGE

STORE HOURS AND DATE OF OPERATION

** Monday through Friday 8:00am to 3:30pm **

** GSA Mart DSN : 645-2869, Store Manager DSN : 645-8219 **

** Customer Service DSN : 645-5007,4002,8217 Customer Service FAX : 645-1133 **



The truck driver is not responsible for the off loading of items from the truck.
 Customer should make necessary arrangements for the receipt and off loading of supplies being delivered
 (i.e. forklift support or working party)

STEP 1 Customer Information:

Customer Name: _____ Organization: _____
 E-mail Address : _____ Phone Number: _____
 Camp Location: _____ Activity: _____
 Building Number: _____ Room Number: _____

STEP 2 Payment Information:

USMC ServMart Card# : _____
 GCPC / Impac Card : * RUC/AAC _____ * Access code _____
 * Expiration date : _____
 * Card holder print name : _____ * Singature : _____

STEP 3 Product Information:

* Insert or choose National Stock Number from pull down menu and press Enter, then DESCRIPTION, U/I and UNIT PRICE will be shown automatically.
 * Insert QTY and press Enter, you can confirm your total amount.
 * If #N/A is shown, NSN must be wrong or not limited by service.

NO	STOCK NUMBER	DESCRIPTION	U/I	UNIT PRICE	QTY	SUB TOTAL
1						
2						
3						
4						
6						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
TOTAL						

Visit our Online Shopping Cart : <https://ww1.servmart.nmci.usmc.mil/shop/>
 Customer Service e-mail address : DSSC.GSA.MCBB.FCT@USMC.MIL
 To obtain a electronic copy of order form and to submit your order request, please e-mail Customer Service.
 ***If you have any questions, please contact Customer Service at 645-5007,4002,8217

Figure 8-8.--General Service Administration (GSA) Mart Request Form

FROM:	Base Food Service	REQUEST DATE:	Date			
POC:	Mess Hall Manager	POC PHONE#:	###-####			
TO:	BASE FOOD SERVICE, SUPPLY SECTION	DOCUMENT/PO#	Leave Blank			
JUSTIFICATION: Ensure you submit a valid justification. Amplifying comments are directed to include impact if not funded. Quote Must also be included from vendor supplies are being ordered from.						
Are the items listed below available at GSA Store? <input type="text"/>						
If yes, Is the required NIS waiver attached to this request approving this open purchase? <input type="text"/>						
(BFS will request waiver)						
LN#	NOMENCLATURE	ITEM # or PART #	ADDITIONAL DETAILS	QTY	U/P	T/P
1	Widget	widget 1775	None			\$ -
2						\$ -
3						\$ -
4						\$ -
5						\$ -
6						\$ -
7						\$ -
8						\$ -
9						\$ -
10						\$ -
Does vendor provide shipping for APO/FPO addresses? <input type="text" value="Yes"/>						
SHIPPING TYPE	ground	SHIPPING COST	\$ -	SUBTOTAL	\$	-
					GRAND TOTAL	\$ -
Does vendor accept Government Credit Cards for payment? (tax exempt) <input type="text" value="Yes"/>						
VENDOR'S INFORMATION						
VENDOR NAME	Provide Vendor Name	POC	Provide Vendor POC	PH#	Provide Vendor Phone number	
VENDOR ADDRESS	Provide Vendor Address			FAX#		
VENDOR WEBSITE		E-MAIL ADDRESS				
Are the required O&M funds for this purchase available? <input type="text" value="Yes/ or No"/>						
Manager's Approval	Mess Hall Manager		X			
	Print Name			<small>M H M a n a g e r S i g n a t u r e / R e q u e s t i n g I n d i v i d u a l</small>		
SUPPLY ACTION						
RECEIVED DATE	_____		PROCESSING REQUEST	_____		
AVAILABLE AT BFS WAREHOUSE	Y or N		REQUEST ON HOLD DUE TO	_____		
VERIFY FUNDS AVAILABILITY	Y or N		AWAITING ADDITIONAL INFORMATION	_____		
WAIVER REQUIRED	Y or N		AWAITING FOR FUNDING	_____		
APPROVED	Y or N		DATE	_____		
REQUEST IS ON-ORDER						

Figure 8-9.--Open Purchase Request Form

MESS HALL MANAGER
GySgt HARDCORE I. M.
MESS HALL EQUIPMENT REPLACEMENT RECORD (MERR) AND LONG RANGE PLAN
UNIT ##### BLDG ###, CAMP KINSER ACCT# ##
Date
###-###-####

Pg#	Nomenclature	Manufacturer	Model #	Serial #	Acq	Life	Type Of	Volts	Hertz	PH	Amps	Maximo#	Unit Price	Rep	Old	NewCC
1	AC - Cooler	AHT	AC - M	29787900000715	SS	2012	6 Electrical	115	60	1		AC14173	\$3,290.00	2018	A	
2	AC - Cooler	AHT	AC - M	29787900000639	SS	2012	6 Electrical	115	60	1		AC14174	\$3,290.00	2018	A	
3	Bar Salad W/Counter	Mario	AKA9446EXX C	OJ71849352 OK71657720	MH	2009	8 Electrical	115	60	1		SAL11692/ SAL11693	\$62,379.00	2017	A	
4	Beverage Counter	DELFIELD	MARK7SE-U6	13091500000626	SS	2013	8 Non-Mechan	N/A	N/A	N/A		COLD4179	\$3,395.30	2021	A	
5	Cabinet Cold Display	RANDELL	40048A	W251999-1-1	MH	2014	8 Electrical	115	60	1		CABN4176	\$3,281.42	2022	A	
6	Cabinet Cold Display	RANDELL	40048A	W252826-1-1	MH	2014	8 Electrical	115	60	1		CABN4177	\$3,281.42	2022	A	
7	Cabinet Food Warmer Pass Through	Vidory	HS-2D-S7PT	K0637079	MH	2009	8 Electrical	208/230	60	1		WARM11715	\$5,432.00	2017	A	
8	Cabinet Food Warmer Pass Through	True	STR2HT-2S- 2S	7896669	MH	2014	8 Electrical	208-240	60	1		CABN4175	\$ 6,933.50	2022	A	
9	Cabinet Mobile Heated	Food Warming Equipment	UHS-12	04079381	MH	2004	8 Electrical	115	60			WARM8817	\$2,118.00	2012	C	
10	Cabinet Proofing	CRES COR	121PHUA11D2 08	JBD-J329717-1	MH	2014	8 Electrical	208	60	1		CABN4178	\$2,152.92	2022	A	
11	Can Washer	Alley	GI-1	504015	MH	2000	10 Electrical	110	60	1		WSHR10475	\$5,597.00	2010	C	
12	Case Pastry Display	McCall	MGM25-3	S-812527	MH	2009	8 Electrical	115	60	1		CABN11695	\$8,067.00	2017	A	
13	Case Pastry Display	McCall	MGM25-3	S-812531	MH	2009	8 Electrical	115	60	1		CABN11694	\$8,067.00	2017	A	
14	Charbroiler	Wells	B-40	W8281	MH	2011	6 Electrical	208	50/60			CHARB1444	\$1,665.17	2017	A	

MESS HALL MANAGERS INITIALS
Reference (d)

Figure 8-11.--Mess Hall Equipment Replacement Record

PSE (MESS HALL) REPLACEMENT PLAN



Current Fiscal Year Review
 Mess Hall #: 425
 Location: Camp Kinser
Replacement Year:

Manager:
Property Clerk:
Last Year Replaced:

Nomenclature	Room Type	Funding	Condition Code	Quantity	Unit Price	Total Price	GPE Request ID#	GPE Request ID# Fiscal Year
1. BOOTH ENDS, WESTERN SERIES, 54"	Mess Hall	(OMMC) PSE - Mess Hall	C	50	\$ 1,800.00	\$ 90,000.00	6570	2015
2						\$ -		
3						\$ -		
4						\$ -		
5						\$ -		
6						\$ -		
7						\$ -		
8						\$ -		
9						\$ -		
10						\$ -		
11						\$ -		
12						\$ -		
13						\$ -		
14						\$ -		
15						\$ -		
16						\$ -		
17						\$ -		
18						\$ -		
19						\$ -		
20						\$ -		
Grand Total						\$ 90,000.00		

Condition Code Legend

A	Serviceable
B	Serviceable with concerns, has not exceeded its life expectancy
C	Serviceable but exceeds its life expectancy
D	Unserviceable beyond repair
F	Item has been replace and will be used until it no longer works


 M.H. Manager Signature/Requesting Individual
 V1 last modified 20170315
 6/8/2017

Figure 8-13.--PSE (Mess Hall) Replacement Plan Review Form

Chapter 9

Military Personnel Marine Corps (MPMC) 1105 Subsistence-in-Kind Funds

1. General Information. MPMC 1105 SIK appropriation is authorized for the procurement of subsistence in support of garrison mess hall operations. There are three systems that are used to create a financial event in the execution of MPMC 1105 SIK funds; MCFMIS, Subsistence Total Order and Receipt Electronic System, and SABRS. This chapter outlines the responsibilities and requirements for administrating MPMC 1105 SIK appropriation.

2. Field Allotment Holders. MCICOM will provide SABRS Fund Authorization Report (372) to the MCIPAC-MCBB. The MCIPAC-MCBB Food Service Office is authorized to provide sub-allotments for the procurement of subsistence in the support of garrison mess hall operations. For the purposes of budgeting and reporting MPMC 1105 SIK funds, the Cook Chill Production Facility and MCAS Futenma will fall under the sub-allotment of MCB Camp Butler. The following food service systems receive sub-allotments for the procurement of subsistence in support of the MCIPAC-MCBB garrison mess hall operation:

- a. MCB Camp Butler, to include MCAS Futenma
- b. Camp Mujuk
- c. CATC Camp Fuji
- d. MCAS Iwakuni
- e. MCB Hawaii

3. Budgeting and Reporting Procedures. Budget and reporting procedures are required to maintain consistency in the development of annual financial requirements, ensuring that MCIPAC-MCBB budget submissions for subsistence are justifiable throughout the budgeting process. Budget submission requirements must be based on accurate, carefully developed personnel numbers to support operational tempo and time phased force deployment schedules. Sub-allotment holders will prepare timely submissions of annual, quarterly, and periodic budget updates for submission to the MCIPAC-MCBB Food Service Office in accordance the annual SIK funding and specific reimbursable authority message. The MCIPAC-MCBB Food Service Office will establish submission deadlines for sub-allotments holders. All submissions will be sent to the MCIPAC-MCBB Base Food Service Fiscal Chief for consolidation. All late submissions require justification in writing to the installation commander, via MCIPAC-MCBB, G-4, Food Service Office. After validation by MCIPAC-MCBB Food Service Office, installations will be authorized to submit budget updates into MCFMIS.

a. Annual budget submissions identify budget requirements for the upcoming fiscal year based on historical obligation data and actual expenditures from the previous fiscal year. Budget requirements will be balanced against actual expenditures and updated to reflect future feeding requirements. Any significant variances between the anticipated requirements for the budget year submission and actual expenditures will be fully justified. The annual budget submission will be due to the MCIPAC-MCBB Food

Service Office no later than five working days prior to 1 August. Sub-allotment holders will prepare annual budget submissions in accordance with budgeting worksheet format and part 1 instructions in figure 9-1.

b. Quarterly budget updates are based on obligations through the current accounting period to project budget requirements for the current and next accounting period. Budget updates will be prepared in accordance with the format and part 2 instructions in Figure 9-1. The MCIPAC-MCBB Food Service Office will review and consolidate budget updates from all sub-allotment holders and report accurate requirements. Budget updates will be due to the MCIPAC-MCBB Food Service Office five working days prior to the due dates established by the timetables published in reference (a).

c. The Subsistence Operational Analysis Report (SOAR) provides a quarterly accountability of SIK financial transactions and actual consumption for mess hall operations. Both procurement and consumption data is included in this report. The SOAR will be submitted, quarterly, by each sub-allotment holder to the MCIPAC-MCBB Food Service Office. The SOAR report will be due to the MCIPAC-MCBB Food Service Office no later than 10 working days prior the 20th day of January, April, July and October. Cover letters will be prepared in accordance with figure 9-2.

(1) Accounting Period Inventory. Mess Hall Managers will conduct an end of quarter inventory of all subsistence items on hand for SOAR reporting. All physical inventories will remain open on the last day of the quarter until notification and authorization by the installation Food Service Office. When authorized, mess halls will roll the MCFMIS system date forward.

(2) End-of-the-Quarter Reporting. The mess hall is responsible for submitting the end of the quarter reports for SOAR reporting. The following documents will be utilized by the sub-allotment holder as supporting documentation to validate the SOAR:

- (a) Headcount Report - MH Report
- (b) Daily Cost Analysis Report
- (c) Daily Cost Analysis Details Report (with adjustment)
- (d) Inventory Value Report
- (e) Inventory Movement Detail Report (with only physical inventory/adjustments)
- (f) Inventory Cost Report
- (g) Inventory Worksheets (signed original copy)
- (h) Letter of Adjustment (if required)

d. Sub-allotment holders may not exceed the amount authorized. A request to increase the MPMC 1105 SIK sub-allotment will be reviewed and approved by the MCIPAC-MCBB Food Service Office.

4. Reporting Operational Deficiencies. Subsistence items issued for food production within the garrison mess hall will not exceed the total monetary credits accruing to the mess hall during any one accounting cycle. The MPA is the monetary value authorized for the subsistence of one person per day. The MPA determines the fiscal constraints of the master menu and mess hall inventory levels. As such, the MPA must be carefully monitored as a metric to maintain all financial parameters. When a mess hall is operating at a deficit, corrective action and/or a written narrative explanation is required, and will be forwarded to the Installation Food Service Office for SOAR reporting, see figure 9-3. In addition, when a sub-allotment holder is operating at a deficit, a statement of corrective action taken will be placed in the remarks section (line 25) of the SOAR. An operational deficiency may exist under any of the following conditions:

- a. Exceeding the MPA.
- b. Cost of feeding is more than 5 percent below the MPA.
- c. The account is over-expended.

5. Reimbursements to the MPMC 1105 SIK Account

a. The Standard Form DD Form 1131 will be used as the document to transfer cash collections to the MPMC 1105 SIK appropriation. A DD Form 1131 will be prepared and submitted with all checks to ensure proper credit to the appropriate MPMC 1105 appropriation. A copy of the DD Form 1131 will be included as an enclosure to the SOAR.

b. A percentage of the collections for meals sold at the standard meal rate will be reimbursed into the MPMC 1105 SIK account, and be retained by the installation Food Service Office to offset program O&MMC costs. Funds will be collected as RON SIS under the local food service system O&MMC account. CATC Camp Fuji and Camp Mujuk will function under the MCBBO consolidated food service system. Reimbursement documents that are not properly prepared will not be credited to the MPMC appropriation and will thereby constitute a loss in MPMC dollars.

PART I		MESS HALL BUDGET REPORT (FY-20)					
1	SUBMITTED BY:						
PART II		BUDGET UPDATE					
		DUE 1-DEC, 1-MAR, 1-JUN, 1-AUG, 1-SEP,					
		CURRENT QUARTER UPDATE		NEXT QUARTER RE-VALIDATION			
5	SELECT REPORT DATE	1 DEC		QTR-2			
6	AUTHORIZED FUNDING FROM HQMC YEAR TO DATE	\$	800,000				
7	OBLIGATION YEAR TO DATE	\$	607,301				
	BALANCE REMAINING	\$	192,698	10	ARE OPERATIONAL UNITS ACCOUNTED FOR IN BUDGET UPDATE? YES		
8	ADDITIONAL PROJECTED HEADCOUNTS	BREAKFAST BRUNCH	0	11	PROJECTED HEADCOUNTS	BREAKFAST BRUNCH	17,200
		DINNER BRUNCH	0			DINNER BRUNCH	8,460
		BREAKFAST	0			BREAKFAST	38,350
		LUNCH	0			LUNCH	49,850
		DINNER	0			DINNER	36,700
		BREAKFAST NIGHT	0			BREAKFAST NIGHT	4,670
		DINNER NIGHT				DINNER NIGHT	
		HOLIDAY				HOLIDAY	
9	ACTUAL MPA	BREAKFAST BRUNCH	\$ 9,659	12	PROJECTED MPA	BREAKFAST BRUNCH	\$ 9,659
		DINNER BRUNCH	\$ 4,589			DINNER BRUNCH	\$ 4,589
		BREAKFAST	\$ 6,690			BREAKFAST	\$ 6,690
		LUNCH	\$ 8,217			LUNCH	\$ 8,217
		DINNER	\$ 8,222			DINNER	\$ 8,222
		BREAKFAST NIGHT	\$ 4,383			BREAKFAST NIGHT	\$ 4,383
		DINNER NIGHT	\$ -			DINNER NIGHT	
		HOLIDAY				HOLIDAY	
SUBTOTAL		\$	-				
ADJUSTED BUDGET REQUIREMENT FOR CURRENT QUARTER		\$	192,698	BUDGET REQUIREMENT FOR NEXT QTR		\$	1,193,353

ATTACHMENT C

Figure 9-1.--Budget Worksheet

MCIPAC-MCBBO 10110.1A
21 Jan 2021

UNITED STATES MARINE CORPS
COMBINED ARMS TRAINING CENTER
CAMP FUJI JAPAN
PSC 564 BOX 80
FPO AP 96387-0080

10110
S-4
22 Apr 19

From: Commanding Officer, Combined Arms Training Center, Camp Fuji
To: Commanding General, Marine Corps Installations Pacific-MCB Camp Butler
(Attn: G-4 Food Service Office)

Subj: JUSTIFICATION LETTER CONCERNING SUBSISTENCE OPERATIONAL ANALYSIS
REPORT FOR SECOND QUARTER, FISCAL YEAR 2019

Ref: (a) MCO 10110.14N
(b) CMC L LF Washington DC Msg DTG 201418Z Jul 18

1. Per the references, the justification is submitted.
2. CATC Camp Fuji consolidated financial status was over expended by \$18,065.10 during second quarter of fiscal year 2019. Since implementation of Meal Plan Allowance (MPA), CATC Camp Fuji has not been adjusted to reflect true operational cost. The MPA was not approved until the end of the quarter, 15 March 2019. The inability to know average cost per meal and lack of accurate supplemental allowance percentage affected the ability to accurately account for the overall financial status. A resubmission for MPA approval is pending at HQMC.
3. Point of contact in this matter is Staff Sergeant Motivator Marine at DSN (315)224-8389.

I. M. COMMANDER

Figure 9-2.--Justification Letter on SOAR

MCIPAC-MCBBO 10110.1A
21 Jan 2021

UNITED STATES MARINE CORPS
MARINE CORPS BASE HAWAII
BOX 63002 KANEOHE BAY HAWAII 96863-3002

IN REPLY REFER TO:
10110
S4-LS
1 Oct 18

From: Commanding Officer, Marine Corps Base Hawaii
To: Commanding General, Marine Corps Installations Pacific-MCB Camp Butler

Subj: SUBSISTENCE OPERATIONAL ANALYSIS REPORT FOR THE FOURTH QUARTER OF
FISCAL YEAR 2018

Ref: (a) MCO 10110.14N
(b) CMC L LF Washington DC MSG, DTG 18141Z of Jul 17

Encl: (1) SOAR for the Fourth Quarter Fiscal Year 2018

1. Per the references, the enclosure is submitted.
2. Point of contact is (Rank and Name) at (e-mail address), (phone number).

I. M. COMMANDER

Figure 9-3.—Sample of SOAR Cover Letter

Chapter 10

Identifying, Accounting, and Reporting for Authorized Personnel Fed

1. General Information. It is essential to accurately record and obtain credit for authorized personnel that subsist within the garrison mess hall, or when meals are provided for personnel for consumption away from mess hall. Accounting for all meals served is of the utmost importance for budgeting and reporting. In addition, camp and station commanders must ensure that proper procedures are followed to identify, account for, and report personnel fed in the appropriated garrison mess hall. The accountability criteria includes an auditable headcount procedure by personnel appointed in writing with established pecuniary liability for cash collected for sale of meals, daily reconciliation, weekly recording, and quarterly reporting.

2. Responsibilities. The commander with operational control of the mess hall is responsible for assuring that meals are provided only to authorize personnel within the capabilities and availability of existing appropriated fund mess halls, to include considerations to labor and the margins of the 1105 SIK budget. This is applicable to either a consolidated or individual food service system.

3. Blanket Authorization. The subsistence portion of the MPMC SIK account is congressionally authorized for the purpose of feeding enlisted Marines who are entitled to subsist at government expense. Blanket authorizations to feed civilians (i.e., federal employees, retirees, dependents, guests, etc.) or foreign military is not authorized, and is contrary to congressional intent of the appropriation. The installation commander may authorize only eligible personnel to subsist in appropriated mess halls, on an exception/non-reoccurring basis. This authorization must be in writing, by the installation commander. Letters of Authorization will be addressed from CG MCIPAC-MCBB, signed by the camp/station commander with "By direction". Delegated authority may not be assumed by any other individual. A signed copy of the authorization letter will be maintained with the appropriate Meal Activity Report, filed as an auditable record in the single-day folder, see figure 10-1. Unique only to subordinate MCIPAC-MCBB commands, the installation commander delegates authority to commanders with operational control of the mess hall. Under this limited authority, camp and station commanders may permit civilians and foreign military personnel to subsist in the appropriated mess hall under the following conditions:

- a. The provision of SIK for enlisted personnel is not jeopardized.
- b. Authorization for the sale of meals is in writing and includes the conditions under which the sale is authorized.
- c. Payment is made in U.S. currency by all personnel, prior to consumption of the meal.
- d. There are sufficient food service personnel available, existing mess facilities are adequate, and no other commercial or non-appropriated food facilities are available.
- e. When it is determined to be in the best interest of the Government.

f. Authorization to subsist will not exceed a 30 day time frame. Exceptions will be considered on a case by case basis.

4. DoD Government Meal Rates (GMR). Reference (a) requires the collection of the government meal rate for meals furnished by an appropriated fund mess hall. The GMR is reviewed by the Office of Secretary of Defense, Comptroller every year, and revised, when necessary. All meal rates will be published annually under separate cover by HQMC LF. All government meal rates are effective for an entire calendar year, 1 January 20XX - 31 December 20XX. Reference (s) determines the application of the discount meal rate (the cost of the food only) or the DoD standard meal rate (the cost of both the food and the non-training/readiness food service operating expenses). Military personnel are not permitted to receive meals at no charge for the same period of service while receiving basic allowance for subsistence (BAS). It is a personal obligation of the individual to pay for meals consumed at the garrison mess hall. Meals may be paid with cash, by payroll deduction or by collection/reduction of otherwise entitled travel per diem. Meals provided will be paid (or reimbursed) at the DoD established meal rate.

a. Standard Meal Rate. The standard meal rate applies to meals provided to any member not authorized the discount meal rate. The standard (full) meal rate will be charged to all officers and enlisted members, or federal civilian employees receiving BAS, or the subsistence portion of per diem. Military personnel on Temporary Additional Duty (TAD) orders shall indicate the per diem status of travelers to assist in determining the appropriate meal charge to be assessed. If personnel are receiving meals and incidental expenses (M&IE) at the government messing "available" rate, they are permitted to subsist in the garrison mess halls at the standard meal rate. If personnel are receiving M&IE at the government messing "not available" rate, they are not permitted to subsist in the garrison mess hall at the subsidized meal rate.

b. Discount Meal Rate. The discount meal rate applies to meals provided by or on behalf of the U.S. Government (USG) to a member not paid per diem or other travel reimbursement for subsistence while traveling together with limited or no per diem travel status (i.e., under essential unit messing or assigned essential station messing).

5. Identifying Personnel Authorized to Subsist. Personnel, other than military personnel, entitled to subsist at government expense, may receive a meal from an appropriated fund mess hall, provided no increase in direct resources results from feeding such personnel and appropriate meal rates are collected. Under current fiscal law, Federal employees (including emergency responders) and military personnel not entitled to subsist at government expense must pay for all meals consumed. Personnel, other than U.S. military, must be authorized in writing from the installation commander when permitted to subsist in appropriated mess halls. Written authorization is not required for the specific group of us military personnel listed below.

a. Officers. Officer personnel are authorized to subsist in an appropriated fund mess hall. No written authorization is required from the installation commander to subsist U.S. military officer personnel. However, officers are not authorized to subsist in appropriated fund mess halls without charge. Officers will be charged the standard meal rate, unless

there is a specific exception allowing application of the discount meal rate, per reference (s).

b. Enlisted Personnel. Enlisted personnel may eat in an appropriated fund mess hall without written authorization. When not receiving either a monetary allowance for subsistence (i.e., BAS) or the meal portion of per diem, enlisted personnel will be charged the discount meal rate. Members actually paid subsistence per diem for meals must pay the standard meal rate unless the per diem is withheld or disallowed as payment for the meals. There is no reimbursable rate for enlisted members when on field duty, sea duty, group travel, or EUM.

c. Marine Corps Reserve. Enlisted personnel in a training status are identified by a Common Access Card (CAC) and travel orders that state the member is authorized to subsist at government expense.

d. Other Services. Enlisted members of the Army, National Guard, Navy, and Air Force in a training status who are authorized to subsist at government expense will be categorized as common service. Members of this category will be identified by a CAC/military identification card and travel orders that state the member is authorized to subsist at government expense. A copy of travel orders will be maintained on file and forwarded to the installation Food Service Office for end of quarter SOAR reporting.

e. Coast Guard Members. Coast Guard members are part of Homeland Defense and not DoD. All Coast Guard personnel while on duty at shore installations are in receipt of the meal entitlement (BAS) and are required to pay for all meals consumed at the standard meal rate.

f. Other Categories of Personnel. Other categories of personnel that may include members in a training status will be identified by travel orders and an official training roster. Members conducting summer training programs are normally in an E-4/5 pay status for training and are authorized messing at government expense for allowance purposes in accordance with reference (a).

6. Personnel Requiring Written Approval. Personnel other than U.S. military must be authorized in writing from the installation commander (CG MCIPAC-MCBB) when permitted to subsist in appropriated mess halls. The appropriate meal rate will be charged in accordance with reference (a) for the categories listed below.

a. Military Dependents. Written authorization is required when permitting military dependents to subsist at the mess hall, unless otherwise specified as the Navy and Marine Corps Birthday meal, Thanksgiving Day, Christmas Day, and New Year's Day.

b. Members of Youth Groups. This category of personnel include ad hoc youth groups and formally organized nonprofit youth groups (i.e., Young Marines, Junior ROTC, and Boy/Girls Scouts). Chaperones and escorts are not considered youth group members and will pay the appropriate meal rate.

(1) Federal Employees and Civilians. Appropriated funds cannot be used to pay for subsidized subsistence cost for civilian groups that

are extended invitations to visit or work on a Marine Corps installation.

(a) Written authorization is not required for civilian personnel to subsist for the holiday meal on the Navy Birthday, Marine Corps Birthday, Thanksgiving Day, Christmas Day, and New Year's Day.

(b) When performing their duties in an official status, civilian food service employees that work in Base Food Service; federal civilian employees assigned to the installation Food Service Office; and HQMC food service personnel on official command visits are permitted to subsist in the mess hall without written authorization.

(c) Non-DoD emergency/disaster response personnel who provide immediate response to protect the installation and DoD personnel may subsist at the appropriated mess hall without written authorization, under emergency circumstances only. A memorandum should be kept on file annotating the event and circumstance. The standard meal rate will apply.

(2) United Service Organization personnel are permitted to subsist in appropriated fund mess halls when authorized in writing from the installation commander.

(3) Full time, paid professional field and Headquarters Red Cross staff workers, full time paid secretarial and clerical Red Cross workers on duty in Red Cross Offices, Red Cross volunteer workers, uniformed and non-uniformed, in CONUS and OCONUS, are permitted to subsist in appropriated fund mess halls when authorized in writing from the installation commander.

c. Foreign (Government) Personnel. Civilian and military personnel of a foreign government (i.e., Japan Ground Self-Defense Force, Republic of Korea Marines, or local government personnel) may be furnished meals in accordance with specific arrangements made between the U.S. Government and the foreign government. Written authorization is required for this category of personnel. When meals are provided to foreign military personnel, the details of the agreement will be specified in a copy of the Invitational Travel Orders (ITOs) or policy letter. A copy of all ITOs will be included in the written authorization to subsist. Charges for food costs and related food service operating expenses will be made on the same basis as they would be for U.S. military personnel of equal rank. Full payment will be paid in U.S. currency prior to the consumption of meals provided.

d. Other Categories of Personnel. This category includes all other individuals not included in subparagraphs 4(a) through 4(f) above. Personnel in this category are not authorized to eat in appropriated fund mess halls without charge. Written authorization is not required for the specific group of personnel listed below.

(1) Officer Candidates, Midshipmen, Service Academy Cadets, Service Academy Preparatory School Students, Reserve Officer Training Corps (ROTC)/Junior Reserve Officer Training Corps (JROTC), and Naval Reserve Officers Training Corps (NROTC) midshipmen are authorized to subsist in an appropriated mess hall if they are not in receipt of the meals portion of per diem and are part of an approved training event (pre-approved) at the installation. Members of this category in a training status will be

identified by travel orders and an official training roster. Members conducting summer training programs are normally in an E-4/5 pay status for training and are authorized messing at government expense for allowance purposes. Chaperones and staff members are required to pay appropriate meal rate.

(2) Enlisted members of the Army, Navy and Air Force active duty and Reserve, Marine option, and National Guard in a training status are identified by a CAC/military identification card and travel orders that state the members are authorized to subsist at government expense.

(3) Korean augments to U.S. Army (KATUSA) are authorized to subsist at government expense while supporting training and exercises. KATUSA identification card will be verified prior to meal consumption and are classified as U.S. Army.

e. Letters of Authorization. The CG MCIPAC-MCBB may authorize only eligible personnel to subsist in appropriated funded mess halls, on an exception/non-reoccurring basis. Letters of Authorization will be addressed from CG MCIPAC-MCBB.

(1) Letters of Authorization will be signed by billets given "By direction" authority by the CG MCIPAC-MCBB. This includes base/station/camp commanders and the MCIPAC-MCBB Food Service Officer. A signed copy of the authorization letter will be maintained with the appropriate Meal Activity Report, filed as an auditable record in the single-day folder and forwarded to the installation Food Service Office.

(2) The subsistence portion of the MPMC SIK account is congressionally authorized for the purpose of feeding enlisted Marines who are entitled to subsist at government expense. Blanket authorizations to feed civilians (i.e., federal employees, retirees, dependents, guests, etc.) or foreign military are not authorized, and is contrary to congressional intent of the appropriation. Under this limited authority, base/station/camp commanders may permit civilians and foreign military personnel to subsist in the appropriated mess hall under the following conditions:

(a) The provision of SIK for enlisted personnel is not jeopardized.

(b) Authorization for the sale of meals is in writing and includes the conditions under which the sale is authorized.

(c) Payment is made in U.S. currency by all personnel prior to consumption of the meal.

(d) There are sufficient food service personnel available, existing mess facilities are adequate, and no other commercial or non-appropriated food facilities are available.

7. Methods of Reimbursement for Personnel Fed in Garrison Mess Halls. Reference (a) requires internal control procedures be established and followed to maintain essential data and accurately document headcount for meals furnished to personnel fed. In all cases, reimbursement will be made to the MCIPAC-MCBB MPMC 1105 SIK account, at the applicable meal rate. O&MMC 1106 funds is not an authorized method of payment, and may not be used to pay for meals or subsistence support (e.g., military retiree groups, local community groups, etc.).

a. Subsistence-in-Kind (SIK). Personnel entitled to subsist at government expense and personnel in a common/cross service or payroll deduction status will be accounted for as SIK. Personnel not authorized to subsist at government expense or identified as cross service shall have payment for meals payroll deducted. TAD orders, payroll deduction letter, and other supporting documentation for personnel accounted for as SIK will be filed with the Meal Activity Report and Headcount Report in the single-day folder.

b. Subsist at Government Expense. Personnel authorized to subsist at government expense are accounted for under the MPMC reimbursable program.

8. Common/Cross Service Feeding. The provision of meals and/or bulk subsistence to members of Reserve components of other military services and foreign governments which require reimbursement from the agency receiving the support is cross service feeding. Common service feeding is the provision of meals by one military service to enlisted personnel of another service which individual or service reimbursement is not required. Individual payment will not be required for meals or rations for those personnel identified by common service unless receiving BAS.

9. Payroll Deduction. Military members receiving full BAS and not on per diem orders should have collections for meals deducted from their pay account when assigned to field or sea duty, but subsist at an appropriated mess hall.

a. The personnel administration section will provide a payroll deduction letter indicating payroll deduction for members authorized to subsist at appropriated mess hall. Payroll deduction is based on meal availability, not consumption. The member's pay will be checked for three meals per day regardless of how many meals are consumed.

b. Officers and enlisted personnel receiving BAS, serving in a UDP status are directed under EUM. Payroll deduction at the discounted meal rate is considered payment for meals. Administrative action requires a unit diary entry be made by the parent command to check their individual pay. Command issued orders and personnel center certification of the pay deduction is required prior to meals being issued at no charge.

c. During an emergency/disaster, a payroll deduction should be made for military personnel not being provided meals at government expense. These personnel will sign in on NAVMC 10789 when the POS system is not

available, and provide their first/last name, DoD ID number and unit. Headcount data will be reflected on the Headcount Report as SIK.

10. Cash. Personnel in receipt of meals and incidental expenses (M&IE), who are TAD to an exercise/contingency location, are required to pay for all meals consumed at the mess hall. Each member will be required to pay in U.S. currency, by cash at the time of consumption.

11. Reimbursement by Check. Reimbursement checks received for the sale of meals should be made payable to the Disbursing Office activity that the collections will be turned into rather than to the U.S. Treasury. All checks will be properly endorsed by the depositor/disbursing office.

12. Reimbursable Accounting and Support Agreements. A reimbursable is a lateral transfer of authority (funds) from one organization to the mess hall with the intended purpose of providing meals in exchange for payment. Support agreements, billing invoices, and other documentation for reimbursable will be filed with the Meal Activity Report and Headcount Report in the single-day folder.

a. Acquisition and Cross Service Agreements (ACSAs) may be used as a method of payment to reimburse meals furnished to U.S. or foreign military and civilian defense personnel of an authorized foreign country or international organization. As part of a bona fide international agreement, an ACSA allows the U.S. to exchange common types of support, including food. To reimburse the MPMC 1105 SIK account accordingly, authority to execute these agreements will be retained at Marine Forces, Pacific (MARFORPAC).

b. A Mutual Logistical Support Request (MLSR) will be prepared listing the number of foreign officers and enlisted persons receiving the meals, the specific meal received, and the meal cost for the reimbursement of meals. The MLSR will be signed and forwarded to the installation Food Service Office for submission to MARFORPAC. Approval and payment for meals is required prior to the consumption of meals. Installations will coordinate the reimbursement of specific categories of personnel provided meals under cross service.

13. Standard Form (SF) 1080. The SF 1080 is used as a voucher for transfers between appropriations and/or funds. In the event that meals are sold by fund transfer vice cash or check, the SF 1080 will be used. Written authorization from the Installation Food Service Office is required prior to accepting this type of payment for meals.

14. Verification Records. Reference (a) requires internal control procedures be established and followed to maintain essential data and accurately document headcount for meals furnished to personnel fed. Verification records contain substantial information and will be used to corroborate data and determine accuracy of the data collected. Verification records consist of the Meal Activity Report, Meal Closeout Receipt, NAVMC 10789, and NAVMC 10298, as applicable. All verification records will be maintained in accordance with the instruction contained in this Order. Verification records will be printed each day and categorize data, by meal period. Under the automated POS system, NAVMC 10789 and NAVMC 10298 will be replaced by the Meal Activity Report. In all cases, when using either the

automated POS system or manual accounting procedures, the Mess Hall Manager will validate all verification records as an internal review of accountable records. These records will be maintained together in the single-day folder. Actions such as those described as a manual process are only permitted as a contingent option when a POS register is down or the POS system is unavailable to record transactions.

15. Meal Activity Report. Per reference (a), the Meal Activity Report is the basic record accounting for personnel authorized to subsist at government expense and documenting those personnel in a cross service or payroll deduction status. Meal Activity Reports will be validated and certified for accurate headcount data, then filed as supporting documentation with the Headcount Report. All the Meal Activity Reports will be certified by the Meal Verification Agent and Mess Hall Manager. In the event the register is not available, NAVMC 10789 will be utilized for SIK transactions and NAVMC 10298 is to be utilized for cash transactions.

16. Meal Closeout Receipt. The Meal Closeout Receipt will be printed from the POS register after each meal period to verify the amount of cash collected and total number of meal transactions.

a. During reconciliation, Meal Closeout Receipts will be used to ensure that the amount of money collected reflects the amount recorded on the Meal Activity Report and/or NAVMC 10298. When applicable, a shortage and/or overage will be annotated on the Meal Closeout Report or NAVMC 10298.

b. All corrections (i.e., personnel fed, recalculation, etc.) will be reflected on the applicable report, or entered on the last NAVMC 10298 corresponding with the respective deposit ticket(s). Failure to record a monetary overage and shortage, or other discrepancies, at the time of reconciliation will require a written statement by the Meal Verification Agent.

17. Meal Verification Record (NAVMC 10789). The Meal Activity Report will automate a Meal Verification Record to list personnel identified as SIK. In the event the POS system is unavailable, NAVMC 10789 will be used to record SIK transactions. At no time will the NAVMC 10789 be used simultaneously with the POS system. See Appendix A for proper instruction on completing the front of each meal verification record.

18. Cash Meal Payment Sheet (NAVMC Form 10298). The NAVMC 10298 is a controlled serialized form used as a basic record to collect public funds received from the sale of meals. NAVMC 10298 will be replaced by the automated POS system, however, the Meal Activity Report will automate a Cash Meal Payment Sheet to record cash collections by meal period. In the event the POS system is unavailable, NAVMC 10298 will be used to record cash transactions. NAVMC 10298 will be prepared correctly, certified, and retained in accordance with manual procedures described in reference (a).

a. Cashier is required to certify headcount data and the amount of cash collected from the sale of meals on the Meal Closeout Receipt. Once all daily funds are collected and turned into the Meal Verification Agent, entries will be reconciled with supporting documentation, validated, and

certified. Agents will make a copy of the close out receipt and file it with each respective Meal Activity Report.

b. During reconciliation, Meal Closeout Receipts will be used to ensure that the amount of money collected reflects the amount recorded on the Meal Activity Report and/or NAVMC 10298. When applicable, a shortage and/or overage will be annotated on the Meal Closeout Report or NAVMC 10298.

c. All corrections (i.e., personnel fed, recalculation, etc.) will be reflected on the applicable report, or entered on the last NAVMC 10298 corresponding with the respective deposit ticket(s). Failure to record a monetary overage and shortage, or other discrepancies, at the time of reconciliation will require a written statement by the Meal Verification Agent.

19. Administrative Controls and Investigations

a. Procedures for Headcounts and Cash Collections. Internal controls will be established to ensure accurate headcounts and proper cash collection procedures are followed for the sale of meals. The Meal Activity Report will be used in place of the NAVMC 10789 and NAVMC 10298. This report will be electronically generated from transactions processed through the POS system. The Meal Activity Report and accounting forms (when used) will be filed as part of the single-day folder for three months. NAVMC 10789 (figure 10-2) and NAVMC 10298 (figure 10-3) will be prepared in accordance with the guidance provided in reference (a) and maintained on file in the single-day folder.

(1) Changes or corrections to the Headcount Report may be permitted during the accounting period. The mess hall will submit a written justification to the installation Food Service Office for approval to adjust headcount data.

(2) Headcount corrections will be submitted to the installation Food Service Office within 24 hours of the correction. Headcounts will not be corrected for submissions that exceed the 24 hour timeline and mess halls will not receive credit.

(3) A consolidated Headcount Report reflects the total number of personnel provided meals for an entire food service system. A consolidated man-day fed report will be completed after the last meal for each accounting period. A copy of the consolidated Headcount Report will be submitted with the subsistence operational analysis report.

b. Cash Verification Audits. All Cash Verification Audits are to be conducted within the parameters of G-8 orders and directives in order to ensure all legalities of operations per reference (s).

c. Monetary (Cash) Limits. References (s) and (t) provides guidance to the installation Food Service Office on establishing monetary cash limits for Cashiers and Meal Verification Agents in the mess hall. Monetary limits will be outlined by each respective appointment letter and be used as an auditable record. Cash collections retained by an accountable individual, or in the assigned safe, will not exceed monetary limits set by the installation Food

Service Office. Cumulative mess hall cash collections will not exceed \$5,000 regardless of the number of cashiers and verification agents assigned to the mess hall. A minimum of one deposit is required every two weeks for cash collection totals between \$500 and \$5,000. Total cash collections for \$500 or less may be deposited at a minimum, every four weeks. Every effort must be made to deposit funds prior to weekends, holidays, special meals, or other events that would delay or otherwise prevent deposits, which may result in the mess hall exceeding authorized limit. Cash collections in excess of the amount authorized will be deposited promptly (same day) to the designated military bank facility. A statement of justification will be submitted by the Mess Hall Officer to the Installation Food Service Office in the event that the authorized limit is exceeded.

d. Deposit Ticket Procedures for Collections. Collections from the sale of meals will be deposited per the annual MPMC 1105 SIK funding and specific reimbursable authority message. The installation Food Service Office and the mess hall will reconcile the cash collected for the sale of meals with corresponding accountable forms. Once verified, a deposit ticket will be created via Over the Counter Channel (OTCnet), see figure 10-6. The mess hall will deposit funds collected from the sale of meals at a respective Military Banking Facility (MBF). A separate deposit ticket will be prepared to reflect the funds collected during the specific accounting period. At no time will be funds collected for the sale of meals for one month be intermingled with the funds collected during any other accounting period. A copy of each deposit ticket will be maintained for a period of 24 months, and will be individually logged into a logbook.

(1) Instructions via OTCnet. All deposits will reflect the total funds collected on Meal Activity Report/Cash Meal Payment Sheet/NAVMC 10298.

(a) Block-1: Deposit number

(b) Block-2: Date presented or mailed to bank

(c) Block-3: Eight or four digit agency location code (LOA) ---
6160 US Treasury

(d) Block-4: Amount

(e) Block-5: N/A

(f) Block-6: Agency use---Mess Hall name/Mess Hall phone
number/Meal Cashier Verification Agent's name/Serving Date

(g) Block-7: Name and address of depository (i.e., Community
Bank)

(h) Block-8: For bank use only.

(2) Cash and checks will be separated. If a deposit of both cash and checks are made, separate the monetary amounts for each category. Endorse the backside of the check and make a photocopy of both sides.

(3) Per guidance from the Disbursing Office, the following procedures apply when depositing a check written for the purchase of meal(s). The check needs to be stamped with the following:

DFAS
DSSN 00006160
CREDIT TO THE U.S. TREASURY
DATE

(4) All information on deposit tickets must be typed, not hand written, in appropriate blocks.

(5) Completed deposit tickets must have MBF teller stamp verification. All corresponding cash meal payment sheets must accompany the deposit ticket.

e. Standard Form DD Form 1131. Standard Form DD Form 1131 will be used as the document for turn-in of cash collections (or check) from the sale of meals. Instructions pertaining to the use, preparation, and processing of vouchers are contained in figure 10-7. All erroneous appropriation data cited on the reimbursement documents must be corrected in accordance with reference (s). The installation Food Service Office will coordinate with the disbursing office and publish written instructions for the completion of these documents to the installation food service office collection agent. At the end of each accounting period, a DD Form 1131 will be prepared to reflect a total of all collections turned over to a disbursing officer or designated financial institution. One copy of certified DD Form 1131 will be retained at the installation Food Service Office for SOAR reporting.

f. Safeguarding Funds Collected for the Sale of Meals. Public funds collected for the sale of meals will be stored in a GSA approved safe. The safe must contain separate compartments which can be locked independently of each other. Each safe and compartment used for the storage of funds must contain a dial-type, built-in, independent combination, locking device which ensures access is limited to one person. Key-type or pull-off type locks does not satisfy this requirement. Cashiers will turn in cash collections to the mess hall Meal Verification Agent and supporting NAVMC 10298 at least once each working day, or when collections exceed the monetary limit, as prescribed in the cashier's appointment letter.

(1) Public funds collected will not be intermingled with other funds, or other classified materials. Public funds may be retained with accountable forms, as applicable. NAVMC 10298 will be maintained in accordance with reference (a) and retained as a receipt for all reimbursable meals and will be stored in a secured GSA approved safe.

(2) Safe combinations will be kept, undisclosed, only known to the custodian assigned pecuniary liability for the funds maintained in the safe. Safe combinations will be changed by the command designated official on a periodic basis, not to exceed six months, or upon revocation or termination of appointment. Safe combinations and/or safe drawers, will not be shared between accountable individuals. Upon changing safe combinations, log in the date, and the security manager's signature in the safe log book.

g. Investigations. Reference (s) establishes information requirements for an auditable headcount criteria, which identifies entitlement classification of personnel fed, and prescribed procedures to account for meals furnished to personnel authorized to subsist at appropriated mess halls. Violation to DoD or Marine Corps policy requires, at minimum, an preliminary review to look into the nature of the circumstance. The camp/station commander must review each case independently in order to verify an erroneous action was not caused due to negligence or abuse. A copy of any report of investigation involving lost mess hall funds, accountable forms, or other events that result in an adjustment to auditable records will be kept on file at the mess hall for submission with end of quarter reporting, and forwarded to the installation Food Service Office.

(1) If negligence or intentional misconduct is suspected in a particular case, an investigation should be conducted in accordance with reference (u). See figure 10-8 for an example a memorandum for alleged violation. Knowingly and willfully violators may be subject to administrative or disciplinary actions under Title 31 U.S. Code (31 U.S.C.). The following events require preliminary review to determine the value of fiscal liability subject to Title 31 U.S.C. investigation:

(a) Blanket authorizations, which are obligations for an unauthorized purpose and are contrary to congressional intent of the 1105 SIK appropriation.

(b) Failure to maintain essential data, cash collections, or accurately document headcount data (i.e., mismanagement of controlled forms such as NAVMC 10298, or when funds are missing or lost from the sale of meals.

(c) An event that shows cause, or results in a violation to DoD Financial Management Regulations, per reference (s).

(d) Potential 1341 violation(s) for accounting errors (i.e., duplicate record) in recording an obligation for the sale of meals.

(e) Potential 1341 violation(s) for obligation made in excess of the amount available in public funds collected for the sale of meals.

(f) Potential 1341 violation(s) for unauthorized obligations made to feed personnel in advance of payment collected for the sale of meals. Under the provisions of 31 U.S.C. Section 1341, it is unauthorized to involve the government in an obligation for the sale of meals prior to payment. Payments for meals must be collected in advance of consumption to avoid an Anti-deficiency Act (ADA) violation.

(g) Potential 1341 violation for an obligation made for an unauthorized purpose, without written authorization by the installation commander. Title 31 U.S.C. prohibits the use of 1105 SIK funds from the MPMC appropriation to be used for the purpose of feeding civilians. The appropriated mess halls is authorized to support civilians only under the provisions of Marine Corps policy as indicated in paragraph (3) of this chapter and reference (a).

(2) In situations where a preliminary review finds no culpability, an investigation is not warranted. However, a statement of justification will be prepared to detail the circumstance and corrective actions taken that permit an adjustment to accountable records. Letters will be in standard naval format, signed by the camp/station commander and addressed to CG MCIPAC-MCBB (Attn: G4, Food Service Office). Deposit tickets, Meal Activity Reports, and supporting collection vouchers will be the basis for justification and must be included as an enclosure to the statement of justification, when merited.

20. Functional Roles. Camp/station commanders must appoint accountable personnel to collect mess hall funds from mess halls, account for these funds, and deposit them to the disbursing officer or designated financial institution. The duties and responsibilities of all accountable personnel will be outlined in their appointment letter. These personnel will utilize the automated POS system, which replaces the manual process of accounting for personnel fed in the garrison mess hall. In addition, personnel requiring access to the system will require appointment in writing by DD Form 577 and a DoD CAC with valid email certificates.

21. Installation Cash Collection Agent. The installation Cash Collection Agent (Primary/Alternate) will be appointed in writing by the installation commander to act under the supervision of the installation FSO to account for and process funds collected for the sale of meals under the consolidated or individual food service system. The DD Form 577 will be used to assign pecuniary liability and terminate appointment, when applicable. The Installation Cash Collection Agent will:

a. Ensure published government meal rates are provided to the mess hall for appropriate charge of meals sold.

b. Issue NAVMC 10298 (Cash Meal Payment Sheets) in sequential serial number order to appointed personnel, when necessary.

c. Conduct an on-site audit of deposit tickets with supporting Meal Activity Reports and NAVMC 10298, when used.

d. Validate and certify all deposit tickets and NAVMC 10298 for accuracy. Original copies will be maintained at the installation Food Service Office for audit records.

e. Maintain a GSA approved safe to secure collected funds from the sale of meals and NAVMAC 10298.

f. Maintain justification letters for the loss of NAVMC 10298 and overage/shortages in cash collections. Overages in cash collections are turned in to the disbursing office as a separate entry on a DD Form 1131 per reference (s).

g. Prepare and submit DD Form 1131 to reflect a total of all collections submitted for the sale of meals. All copies of DD Form 1131 will be retained on file by the installation Food Service Office and submitted with the SOAR at the end of each accounting period.

h. Validate EDIPI numbers for special feeding (bulk entry) requests. The installation Cash Collection Agent will use the file import option in the POS system to validate and approve special feeding requests.

22. Mess Hall Meal Verification Agent (Cash Collection Agent). The mess hall Meal Verification Agent is responsible for the ensuring the Meal Activity Report accurately reflects personnel that subsist at the mess hall; applicable meal rates for each category of personnel are collected; the amount of funds collected reflects the amount recorded on the Meal Activity Report and/or Cash Meal Payment Sheet; and the funds received for the sale of meals at the mess hall are deposited into a military banking facility. An alternate Meal Verification Agent will be appointed to act only in absence of the regularly appointed agent. The mess hall Meal Verification Agent (Primary/Alternate) will be appointed in writing by the commander with operational control of the mess hall to act under the direct supervision of the Mess Hall Manager, see figure 10-9. Agents will also be appointed by DD Form 577 as required to assign pecuniary liability to the Meal Verification Agent. Revocation of appointment will be in writing using DD Form 577. All copies will be retained at the mess hall and forwarded to the installation Food Service Office. To ensure the widest dissemination of policy information, payment procedures and current meal rates will be displayed for each meal. The Mess Hall Meal Verification Agent will:

- a. Have a CAC and military email access prior to be assigned.
- b. Collect the sales of the meal from each cashier at least every day and verify the dollar value of monies that should have been collected match the dollar value of monies that have been collected.
- c. Issue Cash Meal Payment Sheets NAVMC 10298 to cashiers in sequential serial number order in the absence of POS. When issuing NAVMC 10298, they will be entered immediately upon receipt of being provided the form(s). Ensure patrons subsisting in the Mess hall are filling out the NAVMC 10298. Maintain a control logbook with the cash meal payment sheets listed by serial number in numerical sequence. These forms will be entered immediately upon receipt of being provided the forms. The log book must list the serial number, issued to, date issued, date returned, amount, received by, and turned in.
- d. Ensure to inform to the installation Cash Collection Agent in case cash meal payment sheets are lost, the commander with operational control will submit a statement regarding the loss to the installation commander. The original of the statement, with the installation commander's endorsement thereon, will be filed with the installation Food Service Office collection agent's records.
- e. Review shortages/overages in cash collection and the loss of NAVMC 10298 for written justification and required action. A justification letter of overage or shortage signed by the Mess Hall Officer is required to be filed in Single Day Folder and be submitted to the installation Cash Collection Agent within three working days. Ensure immediate notification of loss NAVMC 10298 to the installation Food Service Office.

f. Annotate discrepancies for headcounts or the amount of cash on hand on the MAR when the MAR and the receipts do not match. Annotate discrepancies on the Headcount Report when the MAR and the Headcount report do not match. Headcounts will not be corrected in the Headcount Report manually.

g. Ensure documented Cashier Training Checklist is with the appointed cashier while in the performance of their duties. Train cashiers in the performance of their duties. Cashiers will be trained in all automated functions of the POS system, as well as manual entry procedures for cash collections.

h. Monitor and verify all transactions for the sale of meals, to include cash collections, payment by check, payroll deduction verification, and bulk group transactions among the MAR, the receipts, Headcount Report, the Special Meal Request and the supporting documents as daily work.

i. Maintain a GSA approved safe to secure collected funds from the sale of meals and NAVMC 10298.

j. Maintain a monetary change fund, which must be furnished by collections received from the previous meal period, after cash is collected from the cashier. By exception, satellite locations such as sub shops may retain an appropriate amount of cash for their change fund from previous day(s) collection. A logbook entry will be made to record the transaction for monetary change provided to the cashier.

k. Prepare deposit tickets for validation and approval by the installation Cash Collection Agent. Meal Activity Reports will be on-hand during the verification process to support deposit tickets submitted for approval. Make deposits to a MBF as often as necessary to maintain authorized cash limits established by the installation Food Service Office. (A justification letter will be submitted to BFS from the mess hall Officer in the event that the authorized limit of \$5,000.00 is exceeded.)

(1) When a deposit is required, the signed cash reimbursement report, the other than cash reimbursement report and close out report with the receipts must be submitted to the installation Cash Collection Agent NLT 1000 on the deposit day for MCB Butler to include CATC Camp Fuji and Camp Mujuk. MCB Hawaii and MCAS Iwakuni will determine deposit requirements in accordance with the current SOP. All discrepancies must be annotated on the MAR prior to submitting for audit purpose.

(2) Every effort must be made to deposit funds immediately prior to weekends, holidays, special meals, or other events that would delay or otherwise prevent deposits, which may result in the mess hall exceeding authorized limit.

(3) Make transaction and validate special feeding requirements on the same day. Prepare requests, rosters and other supporting documentation for submission to the installation Food Service Office.

(4) In case POS issues occur, deficiencies must be reported to Computrition at pos@computrition.com and the installation Food Service Office within three business days with supporting documentation (receipts, meal activity reports, etc.) and justification letter signed by the Mess Hall Officer. Log all issues in the POS logbook.

(5) Any United States Marine Corps personnel cash/payroll deduction/SIK transactions without a CAC must provide an alternate form of positive photo identification and state their EDIPI number for manual entry by the Cashier. POS lookup feature by name is prohibited. A record of all EDIPI look ups and entitlement overrides must be maintained by record log to ensure accountability. This log will be made available during headcount reconciliation and must include, at a minimum, the date of action; meal period; and justification for the record log entry. These transactions will be kept in the POS logbook.

23. Cashier. The mess hall cashier acts as a certifying agent under the direct supervision of the mess hall Verification Agent to verify personnel entitled to subsist and collect funds for the sale of meals at the mess hall, or appropriated fund food service facility (i.e., sub shop). The Cashier is responsible for collecting, accounting for, and safeguarding funds collected from the sale of meals for each meal period. In most cases, Cashiers will be temporarily assigned to mess duty to serve in a billet at the mess hall or sub shop. When military personnel are used, camp commanders will ensure all supported units provide the required number of cashiers needed to support mess hall operations. Civilian employees may be assigned as a cashier and will perform their duties as outlined in the applicable labor/service contract. Cashiers will be located in a manner to facilitate patron flow and accommodate patron accountability. Cashiers will not be engaged in any other activities during the meal period that will distract them from their primary duties as cashier. Cashiers will be assigned the responsibilities of:

a. Have a CAC with access to a government email prior to cashier duty assignment.

b. Identifying and accounting for personnel authorized to subsist at government expense, and those personnel in a cross service or payroll deduction status. Identifying and accounting for personnel authorized to subsist at mess hall (civilians, foreign military personnel, MLC and etc.).

c. Ensuring the applicable standard, discount, and/or holiday meal rate is collected for each meal, and correct meal at POS register is selected.

d. Performing all transactions for the sale of meals, to include cash collections, payment by check, payroll deduction, and verify all patrons are identified by a CAC/military identification card.

e. Maintain a GSA approved safe to secure collected funds from the sale of meals and NAVMAC 10298.

f. Maintaining a tamper-proof metal cash box, or secured cash drawer, which will be utilized when making collections. At no time will collections be left unsecured or unattended, in between meal periods. Tamper-proof metal

cash box, or secured cash drawer will be in stored in the individual's safe when not in use.

g. Certifying Meal Activity Report(s) and NAVMC 10298 to ensure the amount of money collected reflects the amount recorded on the Meal Activity Report and/or NAVMC 10298. Annotate cash overage/shortage and print name in the POS receipts.

h. The cashier will turn over all mess hall funds collected, exclusive of the change fund, with the receipts from POS register (the grand total for each meal) and supporting cash meal payment sheets to the designated mess hall meal verification agent at least once each working day, whenever the collections exceed the limit as determined by the installation commander, or prior to leaving the mess hall for the day. If needed, receive change funds from the meal verification agent and sign in the cash log book. Cashier's monetary limits must be in writing and cannot exceed the limitation established by the installation commander.

i. Ensure POS registers are available for the meal at least 15 minutes prior to the start of the meal.

j. Notify any issue (POS register, refunds, duplicate, lookup, and etc.) to the meal verification agent/the mess hall manager immediately.

k. When forms NAVMC 10298 are required, collect, account, and safe keeping of monies from cash meals on the cash meal payment sheet. The mess hall cashier is responsible to the designated mess hall collection agent for assuring that the cash meal payment sheet is correct, the applicable meal rates for each category of personnel are collected, and the amount of money collected matches the amount recorded on the cash meal payment sheets.

Meal Activity Report

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MH222 - March 09, 2017 - Breakfast

EDIPI #	Grade	Branch	Component	Command or Unit	Support Type	Payment Type	Meal Charge	Meal Rate	
Cash Meal Payment									
<i>Other/Not Applicable - CIV - Traditional - Non-Service</i>									
		Other / NA	CIV			Cash	\$5.22	NS	
Subtotal: Other / NA - CIV - Traditional - Non-Service							1	\$5.22	
Subtotal: Other / NA - CIV							1	\$5.22	
USMC - AD - Traditional - Standard									
1407915859		USMC	AD	DIV HQTRS 1ST MARDIV		Cash	\$3.45	S	
1283470756		USMC	AD	MALS-24(-) MAG-24(-) 1ST		Cash	\$3.45	S	
1400061293		USMC	AD	HEADQUARTERS BN		Cash	\$3.45	S	
Subtotal: USMC - AD - Traditional - Standard							3	\$10.35	
USMC - AD - Box Meal - Standard [Signed for by: 1266640508]									
1266640508		USMC	AD			Box Meal	\$3.45	S	
USMC - AD - Box Meal - Standard [Signed for by: 1393942874]									
1393942874		USMC	AD			Box Meal	\$3.45	S	
Subtotal: USMC - AD - Box Meal - Standard							2	\$6.90	
Subtotal: USMC - AD							5	\$17.25	
USN - AD - Traditional - Standard									
		USN	AD			Cash	\$3.45	S	
Subtotal: USN - AD - Traditional - Standard							1	\$3.45	
USN - AD - Box Meal - Standard [Signed for by: 1266640508]									
		USN	AD			Box Meal	\$3.45	S	
		USN	AD			Box Meal	\$3.45	S	
		USN	AD			Box Meal	\$3.45	S	
		USN	AD			Box Meal	\$3.45	S	
		USN	AD			Box Meal	\$3.45	S	
Subtotal: USN - AD - Box Meal - Standard							5	\$17.25	
Subtotal: USN - AD							6	\$20.70	
TOTAL: CASH MEAL PAYMENT							12	\$43.17	

Meal Activity Report

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Report Selections

Date : Thursday, March 09, 2017
Location : MH222
Meal : Breakfast

MH222 - March 09, 2017 - Breakfast

EDIPI #	Grade	Branch	Component	Command or Unit	Support Type	Payment Type	Meal Charge	Meal Rate	
Meal Verification									
USMC - AD - Traditional - Standard [Signed for by: 1393942874]									
1393942874		USMC	AD					S	
9587485764		USMC	AD					S	
8576895878		USMC	AD					S	
USMC - AD - Traditional - Standard									
1362192834	O3	USMC	AD	2DBN 3DMAR 3D MARDIV				S	
1396233505	E5	USMC	AD	DIV HQTRS 1ST MARDIV				S	
1399619900	E5	USMC	AD	3D RADIO BN MHG III MEF				S	
1037655720	E8	USMC	AD	MLG HQTRS 1ST MLG				S	
1295081267	E6	USMC	AD	1STBN 12THMAR 3D MAR				S	
Subtotal: USMC - AD - Traditional - Standard							8		
USMC - AD - Box Meal - Standard [Signed for by: 1393942874]									
		USMC	AD			Box Meal		S	
		USMC	AD			Box Meal		S	
		USMC	AD			Box Meal		S	
		USMC	AD			Box Meal		S	
Subtotal: USMC - AD - Box Meal - Standard							4		
Subtotal: USMC - AD							12		
TOTAL: MEAL VERIFICATION							12		

Figure 10-1.--Meal Activity Report

Meal Activity Report

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MH222 - March 09, 2017 - Breakfast

EDIPI #	Grade	Branch	Component	Command or Unit	Support Type	Payment Type	Meal Charge	Meal Rate	
Other Than Cash									
Credit Card									
USMC - AD - Traditional - Standard									
1469225450	E2	USMC	AD			Credit Card	\$3.45	S	
1266496261	E6	USMC	AD			Credit Card	\$3.45	S	
1384097738	E4	USMC	AD			Credit Card	\$3.45	S	
Subtotal: USMC - AD - Traditional - Standard							3	\$10.35	
Subtotal: USMC - AD							3	\$10.35	
Total: Credit Card							3	\$10.35	
Reimbursable Collection									
USA - AD - Traditional - Standard									
		USA	AD			Reimb Collection	\$3.45	S	
Subtotal: USA - AD - Traditional - Standard							1	\$3.45	
Subtotal: USA - AD							1	\$3.45	
Total: Reimbursable Collection							1	\$3.45	
TOTAL: OTHER THAN CASH							4	\$13.80	

CERTIFIED correct and complete. _____ Signature of Unit Custodian Date	Receipt is acknowledged for the amount recorded in the Total block. _____ Signature of Collection Agent Date
---	---

Meal Activity Report

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Cash Meal Payment

I CERTIFY that funds in the amount of _____ were collected/turned in on this sheet.	
_____	_____
Signature of Cashier	Date
CERTIFIED correct and complete.	
_____	_____
Signature of Unit Custodian	Date
Receipt is acknowledged for the amount recorded by the Cashier.	
_____	_____
Signature of Collection Agent	Date

Figure 10-1.--Meal Activity Report--Continued

Meal Activity Report

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Location: _____ Date: _____ Meal: _____ Register/Cashier: _____

EDIPI #	Grade	Branch	Component	Command or Unit	Support Type	Payment Type	Meal Charge	Meal Rate
Meal Verification								
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								
32								
33								
34								
35								
						Total:		
Signature: _____								

Page _____

Figure 10-1.--Meal Activity Report--Continued

Meal Verification Record (10110)
NAVMC 10789 (Rev. 01-05)

Print Form

(Previous editions will not be used)

Date :

Type of Meal (check applicable box) : Breakfast Lunch Dinner Brunch Night Meal Other (specify) _____

Category of Personnel (check applicable box) :

<input type="checkbox"/> MARCORP-Regular	<input type="checkbox"/> Navy-Reserve	<input type="checkbox"/> Air Force-Regular	<input type="checkbox"/> National Guard <small>(specify service)</small> _____	<input type="checkbox"/> Foreign <small>(specify service)</small> _____
<input type="checkbox"/> MARCORP-Reserve	<input type="checkbox"/> Army-Regular	<input type="checkbox"/> Air Force-Reserve	<input type="checkbox"/> Cadets <small>(specify service)</small> _____	<input type="checkbox"/> Officer Payroll Checkage <small>(specify service)</small> _____
<input type="checkbox"/> Navy-Regular	<input type="checkbox"/> ARMY-Reserve	<input type="checkbox"/> Coast Guard	<input type="checkbox"/> ROTC <small>(specify service)</small> _____	<input type="checkbox"/> Other <small>(specify service)</small> _____

Meal Card Number	Command or Unit	Meal Card Number	Command or Unit
1.		33.	
2.		34.	
3.		35.	
4.		36.	
5.		37.	
6.		38.	
7.		39.	
8.		40.	
9.		41.	
10.		42.	
11.		43.	
12.		44.	
13.		45.	
14.		46.	
15.		47.	
16.		48.	
17.		49.	
18.		50.	
19.		51.	
20.		52.	
21.		53.	
22.		54.	
23.		55.	
24.		56.	
25.		57.	
26.		58.	
27.		59.	
28.		60.	
29.		61.	
30.		62.	
31.		63.	
32.		64.	

Reset Form

PAGE ____ OF ____ PAGES

Adobe Designer 8.0

Figure 10-2.--Meal Verification Record NAVMC 10789

CASH MEAL PAYMENT SHEET (10110)		DINING FACILITY NO.		SERVING DATE		SERIAL NO.				
NAVMC 10298 (REV 12-97, PREVIOUS EDITIONS WILL NOT BE USED) BN 0100 - LP - 000 - 000		2017 FEB 01		1223		0122116				
AUTHORIZED PERM	BREAKFAST	LUNCH	DINNER	B/BUNCH	D/BUNCH	NIGHT	HOLIDAY			
DISCOUNTED MEAL RATE	2.60	4.20	3.65	4.70	5.75		6.80			
FULL MEAL RATE	3.45	5.55	4.85	6.25	7.65		9.05			
GRADE	LEGIBLE SIGNATURE	ON PER DIEM YES ()	DISCOUNT MEAL RATE	FULL MEAL RATE	GRADE	LEGIBLE SIGNATURE	ON PER DIEM YES ()	DISCOUNT MEAL RATE	FULL MEAL RATE	
-----Breakfast-----										
E-3	Taylor, Rob				E-3	Flent, Lisa			5.55	
E-4	Johnson, Louis				E-4	Gray, John			5.55	
O-1	Hillard, Tyson			3.45	E-7	Williams, Toby			5.55	
O-2	Grant, Jastin				E-5	Rialon, Bren			5.55	
O-4	Elisa, Joe				E-6	Franklin, Lee			5.55	
E-2	Joe, Black			3.45	E-4	Moore, Nate			5.55	
O-1	Lewis, Clark			3.45	O-4	Falso, Chris			5.55	
E-7	Doe, Jane			3.45	O-1	Rice, Jerry			5.55	
E-6	Lee, Henry			3.45	E-4	Lane, Clover			5.55	
E-4	Lu, Chan			3.45	-----Dinner-----					
-----Lunch-----										
E-8	Okinawa, Taro			5.55	E-4	Lane, Clover			4.85	
E-6	Okinawa, Hana			5.55	E-2	James, Michael			4.85	
E-3	James, Brown			5.55	O-1	Smith, Cody			4.85	
E-4	Thomas, Carl			5.55	E-7	White, Tony			4.85	
E-3	Hillard, Lisa			5.55						
E-3	Ellis, Roy			5.55						
E-3	Davis, Bobby			5.55						
DAILY RECAPITULATION					ACCUMULATED					
		AUTHORIZED PERSONNEL					AUTHORIZED PERSONNEL			
		DISCOUNTED MEALS					DISCOUNTED MEALS			
		FULL MEALS					FULL MEALS			
BREAKFAST					BREAKFAST					
LUNCH					LUNCH					
DINNER					DINNER					
BREAKFAST/BUNCH					BREAKFAST/BUNCH					
DINNER/BUNCH					DINNER/BUNCH					
NIGHT MEAL					NIGHT MEAL					
HOLIDAY MEAL					HOLIDAY MEAL					
MEALS READY TO EAT (MRE)					MEALS READY TO EAT (MRE)					
RATION COLD WEATHER (RCW)					RATION COLD WEATHER (RCW)					
		SANDWICH MEAL					SANDWICH MEAL			
		PRE-COOKED/FROZEN					PRE-COOKED/FROZEN			
		SNACK MEAL					SNACK MEAL			
FLIGHT					FLIGHT					
GALLEY					GALLEY					
		COFFEE					COFFEE			
		CREAM					CREAM			
		SUGAR					SUGAR			
I CERTIFY that funds in the amount of \$ 148.25 were collected/turned in on this sheet.		DISCOUNT MEALS \$			RECEIPT is acknowledged for the amount recorded in the block titled "TOTAL".			DISCOUNT MEALS \$		
Cather's Signature (Date)		FULL MEALS \$			Signature of Collection Agent			FULL MEALS \$		
CERTIFIED correct and complete		DATE (MONTH/DAY/YEAR)						DATE (MONTH/DAY/YEAR)		

Figure 10-3.--Cash Meal Payment Sheet NAVMC 10298--Continued

CASH MEAL PAYMENT SHEET (10110)				DINING FACILITY NO.		SERVING DATE		SERIAL NO.	
NAVMC 10298 (REV. 12-97, PREVIOUS EDITIONS WILL NOT BE USED) SN 0109 - LF - 068 - 0300				2017 FEB 01		1223		0122117	
AUTHORIZED PERSE.	BREAKFAST	LUNCH	DINNER	B/BRUNCH	D/BRUNCH	NIGHT	HOLIDAY		
DISCOUNTED MEAL RATE	2.60	4.20	3.65	4.70	5.75		6.80		
FULL MEAL RATE	3.45	5.55	4.85	6.25	7.65		9.05		
GRADE	LEGIBLE SIGNATURE	ON PER DIEM YES ()	DISCOUNT MEAL RATE	FULL MEAL RATE	GRADE	LEGIBLE SIGNATURE	ON PER DIEM YES ()	DISCOUNT MEAL RATE	FULL MEAL RATE
CIV	Jackson, Ryan			4.85					
CIV	Brown, Jaison			4.85					
MLC	Hanako, Okinawa			4.85					
NFE 20170201 Okinawa, Taro					NFE 20170201 Okinawa, Taro				
DAILY RECAPITULATION					ACCUMULATED				
		AUTHORIZED PERSONNEL					AUTHORIZED PERSONNEL		
		DISCOUNTED MEALS	FULL MEALS				DISCOUNTED MEALS	FULL MEALS	
BREAKFAST			10		BREAKFAST			10	
LUNCH			17		LUNCH			17	
DINNER			Mil 4 / CIV 3		DINNER			Mil 4 / CIV 3	
BREAKFAST/BRUNCH					BREAKFAST/BRUNCH				
DINNER/BRUNCH					DINNER/BRUNCH				
NIGHT MEAL					NIGHT MEAL				
HOLIDAY MEAL					HOLIDAY MEAL				
MEALS-READY-TO-EAT (MRE)					MEALS-READY-TO-EAT (MRE)				
RATION COLD WEATHER (RCW)					RATION COLD WEATHER (RCW)				
FLIGHT	SANDWICH MEAL	PRE-COOKED FROZEN	SNACK MEAL		FLIGHT	SANDWICH MEAL	PRE-COOKED FROZEN	SNACK MEAL	
GALLEY	COFFEE	CREAM	SUGAR		GALLEY	COFFEE	CREAM	SUGAR	
I CERTIFY that funds in the amount of \$ 14.55 were collected/turned in on this sheet.				DISCOUNT MEALS \$		RECEIPT is acknowledged for the amount recorded in the block titled "TOTAL".			
Cashier's Signature _____ (Date) _____ CERTIFIED correct and complete.				FULL MEALS \$ 162.80		Signature of Collection Agent _____		DISCOUNT MEALS \$	
Sgn. of Unit Auth. Custodian _____ (Date) _____				TOTAL (+) \$ 162.80		(Date) _____		FULL MEALS \$ 162.80	
				TOTAL (+) \$ 162.80				TOTAL (+) \$ 162.80	

Figure 10-3.--Cash Meal Payment Sheet NAVMC 10298--Continued

UNIT LETTERHEAD

4061
MH2365
1 Jul 19

From: Camp Commander, Camp Hansen
To: Staff Sergeant Devonte M. Bailey, EDIPI: 0000000000/MOS USMC
Subj: APPOINTMENT AS CASH VERIFICATION OFFICER FOR FOURTH QUARTER,
FISCAL YEAR 2019
Ref: (a) DoD 7000.14-R Financial Management Regulation Volume 5, Chapter 14
of July 2018
(b) MCIPAC-MCBBO 10110.1A
Encl: (1) Cash Verification Audit Checklist

1. Per the references, you are hereby appointed as Cash Verification Officer for Camp Hansen, 12th Marines Mess Hall #2365, for Fourth Quarter, Fiscal Year 2019. This audit must be conducted unannounced. The effective date of this appointment is the date this letter is signed. Enclosure (1) is provided for guidance.

2. The point of contact on is Master Sergeant Raymond A. Cezair at DSN (315) 623-7767 or at email raymond.cezair@usmc.mil.

I. M. COMMANDER

4061
Date

FIRST ENDORSEMENT

From: Staff Sergeant Devonte M. Bailey, EDIPI: 0000000000/MOS USMC

1. I have familiarized myself with the references and have assumed all duties as the Cash Verification Officer for Camp Hansen, 12th Marines Mess Hall #2365 for Fourth Quarter, Fiscal Year 2019.

D. M. BAILEY

Copy to:
Installation Food Service Cash Collection Agent

Figure 10-4.--Audit Appointment Letter with Endorsement

MCIPAC-MCBBO 10110.1A
21 Jan 2021

UNIT LETTERHEAD

4061
MH2365
15 Jul 19

From: Staff Sergeant Devonte M. Bailey, EDIPI: 0000000000/0848 USMC
To: Commanding General, Marine Corps Installations Pacific-MCB Camp Butler
Via: Mess Hall Officer, 12th Marine Regiment

Subj: ACCEPTANCE AS CASH VERIFICATION OFFICER FOR FOURTH QUARTER FY19

Ref: (a) DoD 7000.14-R Financial Management Regulation Volume 5, Chapter 14,
July 2018
(b) MCIPAC-MCBBO 10110.1A

Encl: (1) CASH VERIFICATION AUDIT CHECK LIST

1. Per the references, I have conducted the quarterly cash verification audit for Camp Hansen, 12th Marines Mess Hall Bldg. #2365, on DDMMYYYY. I have counted, verified, and annotated all amounts in enclosure (1).

2. The point of contact is Master Sergeant John B. Charlie, at DSN (315) 623-7767/4231 or at raymond.cezair@usmc.mil.

D. M. BAILEY

Copy to:
Mess Hall Manager
Mess Hall Meal Verification Agent
Installation Food Service Office Cash Collection Agent

Figure 10-5.-Acceptance Letter of Cash Verification Officer
for the Quarter with Checklist

CASH VERIFICATION AUDIT CHECKLIST

UNIT:

DATE:

CASH ACCOUNTED FOR ON MEAL ACTIVITY REPORT/NAVMC 10289 (COMRAT SHEET):

	SARVING DATE ON MEAL ACTIVITY REPORT or NAVMC 10289 SER#	FOOD COST	OVER/SHORT	TOTAL
1				
2				
3				
4				
5				
6				
7				
8				
9				

10289 TOTALS:

CASH ON HAND:

MEAL VERIFICATION SUPERVISOR:

CASH ON HAND TOTAL:

MVA:

ACCOUNTED FOR (10289's):

TOTAL:

DIFFERENCE + or -:

1. ARE CURRENT APPOINTMENT LETTERS ON FILE FOR EACH CASH POSITION?
2. IS AN ACCURATE ISSUE LOG MAINTAINED FOR MEAL ACTIVITY REPORT/NAVMC 10289'S?
3. ARE NAVMC 10289'S ISSUED IN NUMERICAL SEQUENCE?
4. ARE COMPLETED NAVMC 10289'S RECEIVED IN NUMERICAL SEQUENCE?
5. ARE NAVMC 10289'S LISTED ON APPLICABLE BANK DEPOSIT TICKETS?
6. DO MONETARY AMOUNTS BALANCE?
7. IS EACH APPOINTEE ASSIGNED AN EXCLUSIVE SECURE SAFE COMPARTMENT?
8. ARE SAFE COMBINATIONS CHANGED IN ACCORDANCE WITH REFERENCE (a)?
9. ARE THERE ANY REPEAT DISCREPANCIES FROM PREVIOUS AUDITS?

REMARKS:

Signature _____

Figure 10-5.-Enclosure for Acceptance Letter of Cash Verification Officer
for the Quarter with Checklist--Continued

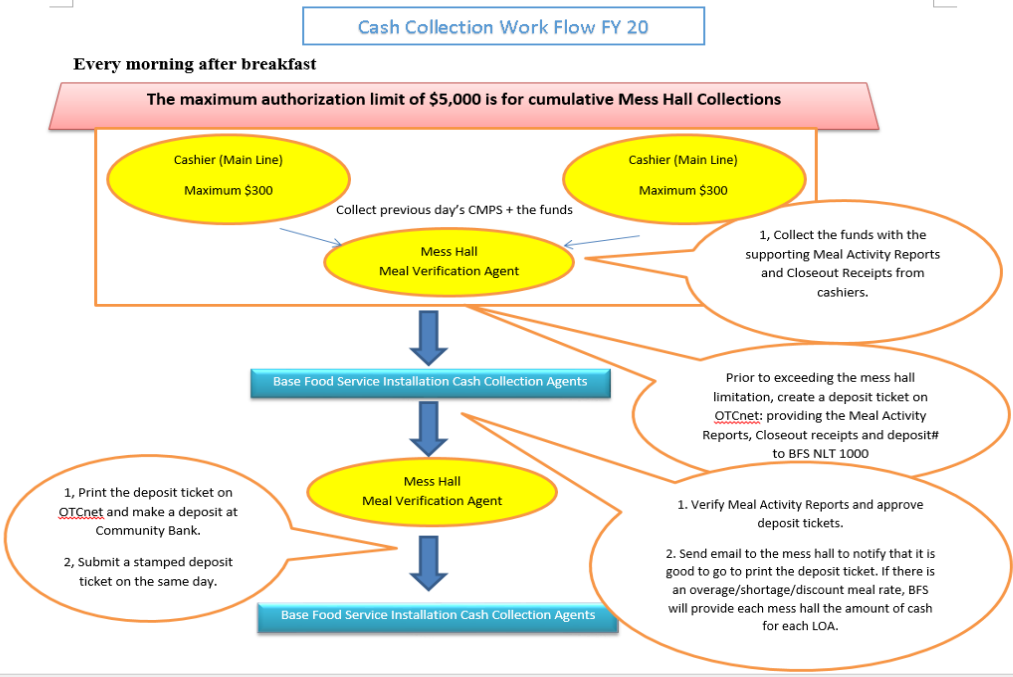


Figure 10-6.—Deposit Creator

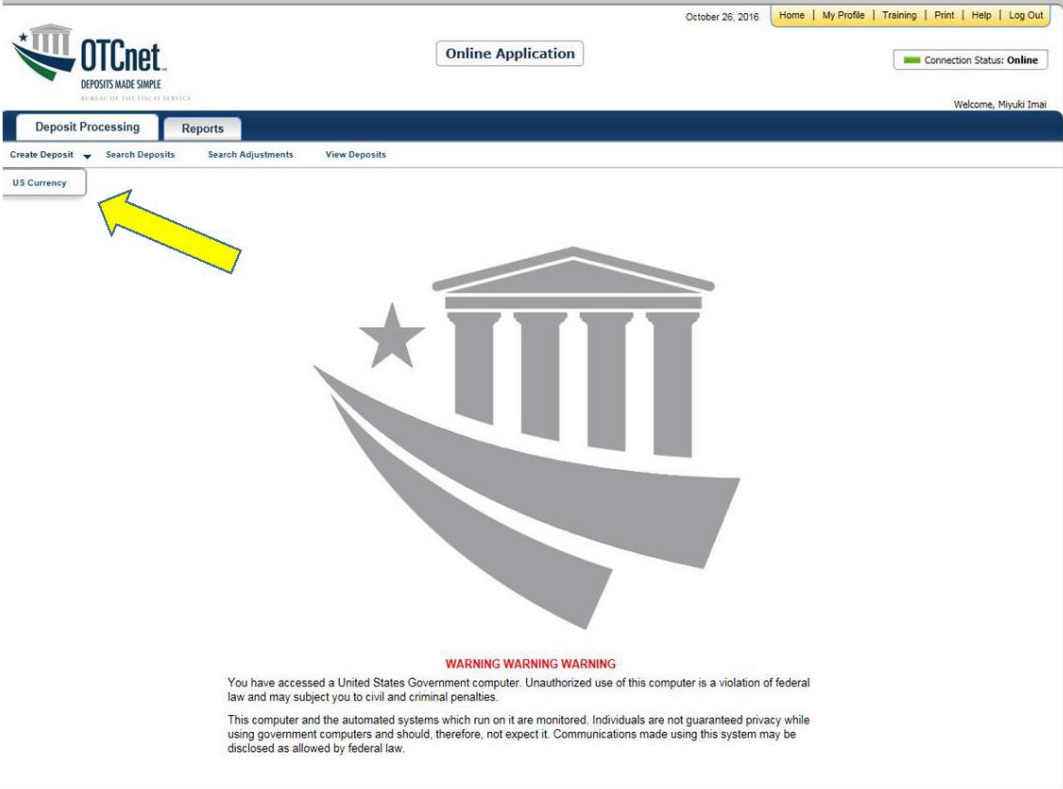


Figure 10-6.—Deposit Creator--Continued

Deposit Processing Reports

Create Deposit Search Deposits Search Adjustments View Deposits

Location: Home >> Deposit Processing >> Create Deposit >> US Currency

Create Deposit

Select OTC Endpoint

Select an OTC Endpoint to create a deposit.

CHK denotes check capture TGA denotes deposit processing M denotes mapped accounting code(s)

Organization Hierarchy: DOD - Department of Defense

Expand All/Contract All

- [-] DOD - Department of Defense
 - [-] Marines - U.S. Marine Corps
 - [+] DSSN 6160 - 3rd Marine Logistics Group III MEF Disbursing**
 - 0000616001 - III MEF DSSN 6160 TGA
 - 0000616003 - Marine Corps Base Camp Butler TGA
 - 0000616004 - Marine Corps Base Camp Mujuk TGA
 - 0000616005 - Marine Corps Base Camp Foster TGA
 - 0000616006 - Marine Corps Base Camp Kinser TGA
 - 0000616007 - Marine Corps Base Camp Courtney TGA
 - 0000616008 - Marine Corps Air Station Fuetenma TGA
 - 0000616009 - Marine Corps Base Camp Schwab TGA
 - 0000616010 - Marine Corps Base Camp Hansen TGA
 - 0000616011 - Marine Corps Air Station Iwakuni TGA

Select your Camp

Cancel

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Figure 10-6.--Deposit Creator--Continued

Deposit Processing | **Reports**

Create Deposit | Search Deposits | Search Adjustments | View Deposits

Location: Home >> Deposit Processing >> Create Deposit >> US Currency

Create Deposit

Step 1 of 3: Define Deposit Preparation Information

Enter the information to prepare the deposit.
* Denotes required fields.

Deposit Information

Voucher Type:	US Currency
OTC Endpoint:	0000616006 - Marine Corps Base Camp Kinser
ALC	00006160

Deposit Total (\$) :*
100.00

Voucher Date :*
10/09/2019

Fiscal Year:
2020

Financial Institution Information

Financial Institution :* Community Bank - Bank of America - 114000653 - 213124637	
RTN:	114000653
DDA:	213124637

Agency Information

Agency Use (Block 6):
Camp XXX Mess Hall, BLDG XXXX,
Agent's Name, DSN XXX-XXXX,
Serving Date 2019 XXXX-2019 XXXX,
Cash \$XXXX.XX

Callouts:

- Select deposit date (points to Voucher Date)
- Select current Fiscal Year (points to Fiscal Year)
- Select Community Bank (points to Financial Institution)
- Enter Mess Hall Name, BLDG #, Phone #, Serving date, Cash/Check (points to Agency Use)

Figure 10-6.--Deposit Creator--Continued

Currency Denomination

Paper Currency	Count	Amount
\$ 1.00:	<input type="text" value="4"/>	\$ 4.00
\$ 2.00:	<input type="text"/>	\$ 0.00
\$ 5.00:	<input type="text" value="1"/>	\$ 5.00
\$ 10.00:	<input type="text" value="1"/>	\$ 10.00
\$ 20.00:	<input type="text" value="4"/>	\$ 80.00
\$ 50.00:	<input type="text"/>	\$ 0.00
\$ 100.00:	<input type="text"/>	\$ 0.00
Paper Currency Subtotal		\$ 99.00

Coin Currency	Count	Amount
\$ 0.01:	<input type="text"/>	\$ 0.00
\$ 0.05:	<input type="text"/>	\$ 0.00
\$ 0.10:	<input type="text"/>	\$ 0.00
\$ 0.25:	<input type="text" value="4"/>	\$ 1.00
\$ 0.50:	<input type="text"/>	\$ 0.00
\$ 1.00:	<input type="text"/>	\$ 0.00
Coin Currency Subtotal		\$ 1.00

Enter cash breakdown

Totals

Checks and Money Orders Subtotal:
\$

Currency Subtotal:	\$ 100.00
Deposit Variance:	\$ 0.00

Calculate \$

If no overage / shortage balance will show \$0.00

Cancel Save As Draft Next >

It shows discrepancies the amount after you press the "Calculate" button.

Figure 10-6.--Deposit Creator--Continued

The screenshot shows the 'Create Deposit' interface. At the top, it says 'Step 2 of 3: Details'. Below this, there are fields for 'Deposit Total' (\$ 100.00) and 'Variance' (\$ 100.00). The 'Agency Accounting Code' is set to '17201105-17201105'. The 'Amount' field contains '67.00'. A table below shows a total amount of \$ 0.00. A note at the bottom states: 'Note: Providing subtotals by accounting code or TAS for this report will facilitate the reconciliation process currently performed when preparing the monthly Statement of Transactions (SF 224, SF 1299, or SF 1221)'. Navigation buttons include '< Previous', 'Cancel', 'Save As Draft', and 'Next >'. Two callout boxes provide instructions: one points to the Agency Accounting Code field, stating 'Select the Line Of Account (LOA) for the Fiscal Year. 17201105 for FY20 (SIK)'; the other points to the Amount field, stating 'Enter the amount for SIK (67% of Full meal if there is no overage/discount meal rate), and if you have, enter the amount that BFS Installation cash collection agent provided via email.' A third callout box at the bottom states: 'If the final amount ends up with 3 decimal place, do not round up or down for SIK'.

Example; Mess Hall deposit Total amount is \$477.50

$$\$477.50 \times 67\% = \$319.925$$

You need to ends up "5"

SIK (1105) Amount is \$319.92

Figure 10-6.--Deposit Creator--Continued

Create Deposit

Step 2 of 3: Define Subtotal

Select an accounting code of the subtotal of the deposit.

Deposit Total: \$ 100.00
 Variance: \$ 33.00

Select the Line OF Account (LOA) for the Fiscal Year. 17201106 for FY20 (SIS)

Enter the amount for SIS (33% of Full meal if there is no overage/discard meal rate), and if you have, enter the amount that BFS

Agency Accounting Code* 17201106-17201106
 Amount* 33.00

Agency Accounting Code	Description	Amount	Remove
17201105	17201105	\$ 67.00	<input type="checkbox"/>
Total		\$ 67.00	<input type="button" value="Update"/>

Note: Providing subtotals by accounting code or TAS for this report will facilitate the reconciliation process currently performed when preparing the monthly Statement of Transactions (SF 224, SF 1299, or SF 1221).

Buttons: < Previous, Cancel, Save As Draft, Next >

If the final amount ends up with 3 decimal place, round up 3rd decimal place to 2nd decimal place for SIS.

Example; Mess Hall deposit Total amount is \$477.50

$$\$477.50 \times 33\% = \$157.575$$

You need to round up "5", then plus 2nd decimal place.

SIS (1106) Amount is \$157.58

$$\text{SIK } \$319.92 + \text{SIS } \$157.58 = \text{Total } \$477.50$$

Figure 10-6.--Deposit Creator--Continued

Create Deposit

Step 2 of 3: Define Subtotals by Accounting Code or TAS

Select an accounting code or TAS, enter the amount, and click **Add** for each subtotal of the deposit.

Deposit Total:	\$ 100.00
Variance:	\$ 0.00

Agency Accounting Code*

Amount*

Agency Accounting Code	Description	Amount	Remove
17201105	17201105	\$ 67.00	<input type="checkbox"/>
17201106	17201106	\$ 33.00	<input type="checkbox"/>
Total		\$ 100.00	<input type="button" value="Update"/>

Note: Providing subtotals by accounting code or TAS for this report will facilitate the reconciliation process currently performed when preparing the monthly Statement of Transaction (SF 1299, or SF 1221).

Ensure all information is correct.


If your deposit has Overage, you need to add up the amount separately for SIK

Figure 10-6.--Deposit Creator--Continued

Create Deposit

Step 3 of 3: Review Deposit Preparation Information

Verify the deposit information is correct and click **Save as Draft**, **Save for Approval** or **Submit**.

Deposit Information 	
Voucher Type:	US Currency
Voucher #:	
Voucher Date:	10/09/2019
Fiscal Year:	2020
OTC Endpoint:	Marine Corps Base Camp Kinser
ALC:	00006160
Status:	
Submitted Date / Time:	
Submitted by:	
Checks & Money Order Subtotal:	0.00
Currency Subtotal:	100.00
Deposit Total:	100.00

Ensure all information is correct. Provide this voucher # to BFS Installation Cash Collection Agent for approval.

Currency Denominations			
Paper Currency	Count	Amount	
\$ 1.00:	4	\$ 4.00	
\$ 2.00:		\$ 0.00	
\$ 5.00:	1	\$ 5.00	
\$ 10.00:	1	\$ 10.00	
\$ 20.00:	4	\$ 80.00	
\$ 50.00:		\$ 0.00	
\$ 100.00:		\$ 0.00	
Paper Currency Subtotal		\$ 100.00	

Coin Currency	Count	Amount
\$ 0.01:		\$ 0.00
\$ 0.05:		\$ 0.00
\$ 0.10:		\$ 0.00
\$ 0.25:	4	\$ 1.00
\$ 0.50:		\$ 0.00
\$ 1.00:		\$ 0.00
Coin Currency Subtotal		\$ 1.00

Figure 10-6.--Deposit Creator--Continued

Paper Currency	Count	Amount
\$ 1.00:	4	\$ 4.00
\$ 2.00:		\$ 0.00
\$ 5.00:	1	\$ 5.00
\$ 10.00:	1	\$ 10.00
\$ 20.00:	4	\$ 80.00
\$ 50.00:		\$ 0.00
\$ 100.00:		\$ 0.00
Paper Currency Subtotal		\$ 99.00

Coin Currency	Count	Amount
\$ 0.01:		\$ 0.00
\$ 0.05:		\$ 0.00
\$ 0.10:		\$ 0.00
\$ 0.25:	4	\$ 1.00
\$ 0.50:		\$ 0.00
\$ 1.00:		\$ 0.00
Coin Currency Subtotal		\$ 1.00
Currency Subtotal:		\$ 100.00

Financial Institution Information

Financial Institution Name And Address: **Community Bank - Bank of America, San Antonio, TX**

RTN: **114000653**

DDA: **213124637**

Agency Information

Agency Name: **Department of Defense**

Agency Use (Block 6): **Camp XXX Mess Hall, BLDG XXXX, Agent's Name, DSN XXX-XXXX, Serving Date 2019 XXXX-2019 XXXX, Cash \$XXXX.XX**

Alternate Agency Contact:

Receipts Processed Date: **From:10/01/2019 To:10/09/2019**

Subtotals by Accounting Code

Agency Accounting Code	Amount
17201105	\$ 67.00
17201106	\$ 33.00

Everything is good to go, please press "Submit" button.

Ensure all information is correct. Provide this voucher # to BFS Installation Cash Collection Agent for approval.

Previous Cancel Delete Save As Draft Save For Approval Submit

Figure 10-6.--Deposit Creator--Continued

Create Deposit

Step 3 of 3: Review Deposit Preparation Information

Verify the deposit information is correct and click **Save as Draft**, **Save for Approval** or **Submit**.

Deposit Information		[Edit]
Voucher Type:	US Currency	
Voucher #:		
Voucher Date:	10/09/2019	
Fiscal Year:	2020	
OTC Endpoint:	Marine Corps Base Camp Kinser	
ALC:	00006160	
Status:		
Submitted Date / Time:		
Submitted by:		

Once you submit the Deposit ticket, it will received the Voucher number (6 digits).

Figure 10-6.--Deposit Creator--Continued

BUREAU OF THE Fiscal Service
U.S. DEPARTMENT OF THE TREASURY

[Forgot your Password?](#) [Forgot your User Id?](#) [Register](#) [?](#)

Log In To: <https://www.otcnet.fms.treas.gov/>

Select an authentication method and enter your credentials

Log In using your Fiscal Service ID:

- SSO User ID and Password ▶
- SecurID Token
- PKI Certificate

To log in using your Fiscal Service Single Sign On User ID and Password.
By logging in with your PIV, SecurID, or User ID and Password, you acknowledge and agree that you have read, understand, and agreed to abide by the [Rules of Behavior](#).

User ID:

Password:

[Forgot your User Id?](#)
[Forgot your Password?](#)

WARNING
WARNING
WARNING

NOTE

You have accessed a U.S. Government information system, which includes (1) this computer, (2) this network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. U.S. Government information systems are provided for the processing of official U.S. Government information only. Unauthorized or improper use of this information system is prohibited and may subject you to disciplinary action, as well as civil and criminal penalties. All data contained on U.S. Government information systems is owned by the U.S. Government and may, for the purpose of protecting the rights and property of the U.S. Government, be monitored, intercepted, recorded, read, searched, copied, or captured in any manner and disclosed or used for any lawful government purpose at any time. **THERE IS NO RIGHT TO PRIVACY IN THIS SYSTEM.** System personnel may give to law enforcement officials any potential evidence of crime found on U.S. Government information systems. USE OF THIS SYSTEM BY ANY USER, AUTHORIZED OR UNAUTHORIZED, CONSTITUTES YOUR UNDERSTANDING AND CONSENT TO THIS MONITORING, INTERCEPTION, RECORDING, READING, COPYING, OR CAPTURING AND DISCLOSURE.

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U. S. Department of the Treasury - Bureau of the Fiscal Service

Log In to the OTC net

Figure 10-6.--Deposit Creator--Continued

BUREAU OF THE FISCAL SERVICE Welcome, Hiromi Shogaki

Deposit Processing **Reports**

Create Deposit Search Deposits Search Adjustments **View Deposits**

Location: Home >> Deposit Processing >> View Deposits

View Deposits

Select Display:
My Deposits in Process Click here

Select the voucher number of the deposit you would like to continue processing.

Today's Date: 10/10/2019

<< 1-3 >> of 3 Records 10

Voucher	Status	Date Submitted	Voucher Date	OTC Endpoint	ALC	Deposit Total
450341	DRAFT		06/07/2019	0000616010	00006160	294.45
429621	DRAFT		05/15/2019	0000616010	00006160	281.25
538492	AWAP		09/16/2019	0000616010	00006160	46.45

[Return Home](#)

Deposits in Error

Adjustment in Error

My Deposits in Process

Deposit within My Organization

If you cannot find your deposit ticket # at "My Deposits in Process" page, Select "Deposit within my organization" then search there

Figure 10-6.--Deposit Creator--Continued

Voucher	Status	Date Submitted	Date Confirmed	OTC Endpoint	ALC	Adj.	Deposit Total
541786	AWAP			0000616007	00006160		35.00
540601	AWAP			0000616005	00006160		50.00
541854	AWAP			0000616007	00006160		15.00
541851	AWAP			0000616007	00006160		40.00
538492	AWAP			0000616010	00006160		46.45
538503	SUBMITTED	09/15/2019		0000616007	00006160		924.40
552938	CONFIRMED	10/02/2019	10/03/2019	0000616009	00006160		107.20
551817	CONFIRMED	10/01/2019	10/02/2019	0000616010	00006160		639.70
551799	CONFIRMED	10/01/2019	10/01/2019	0000616008	00006160		316.00
551759	CONFIRMED	10/01/2019	10/01/2019	0000616010	00006160		392.00

When your deposit ticket is correctly submitted, Status is "AWAP". (Awaiting approval)

When your deposit status is "DRAFT", this deposit is just saved a data, not submitted. Please press "Submit" button.

Figure 10-6.--Deposit Creator--Continued

Location: Home >> Deposit Processing >> View Deposits

View Deposits

Select Display:
Deposits Within My Organization

Following are deposit transactions for your organization, in reverse chronological order.
Select the voucher number of the deposit you would like to view additional details.

<< 1-10 >> of 23 Records 10

Voucher	Status	Date Submitted	Date Confirmed	OTC Endpoint	ALC	Adj.	Deposit Total
541786	AWAP			0000616007	00006160		35.00
540601	AWAP			0000616005	00006160		50.00
541854	AWAP			0000616007	00006160		15.00
541851	AWAP			0000616007	00006160		40.00
538492	AWAP			0000616010	00006160		46.45
538503	SUBMITTED	09/15/2019		0000616007	00006160		924.40
552938	CONFIRMED	10/02/2019	10/03/2019	0000616009	00006160		107.20
551817	CONFIRMED	10/01/2019	10/02/2019	0000616010	00006160		639.70
551799	CONFIRMED	10/01/2019	10/01/2019	0000616008	00006160		316.00
551759	CONFIRMED	10/01/2019	10/01/2019	0000616010	00006160		392.00

Return Home

SUBMITTED.... Once your deposit ticket received approval from BFS Installation Cash Collection Agent.

CONFIRMED...Once you made a deposit at bank. All process has been completed.

***When agent is not available to make a deposit at the bank the same day, the deposit ticket will be invalid. Agent will have to create a new deposit ticket.**

Figure 10-6.--Deposit Creator--Continued

MCIPAC-MCBBO 10110.1A
21 Jan 2021

11/19/2019 13:08:37

Deposit Ticket Number: 589738
Account Deposited To: US Treasury
Cash Deposit
Cash items deposited in Currency Code: US
Denominations Amount

Total: 1380.85

SAMPLE

Iha LN Makiko

From: Shogaki LN Hiromi
Sent: Monday, November 18, 2019 10:48 AM
To: 3D_MLG FISCAL SMB
Subject: 589738
Attachments: 589738-11.pdf

Categories: Purple Category

Good morning, Sir and Ma'am

Would you please process the attached voucher and kindly send us the certified one.

Thank you very much for your support.

Respectfully Yours ,

Hiromi Shogaki

G-4 Base Food Service

Installation Cash Collection Agent

DSN:315-637-3119

E-mail:Hiromi.shogaki.ja@usmc.mil

" There is always, always, something to be thankful for.."

OTCnet DEPOSIT TICKET																																																																											
DEPOSIT NUMBER	DATE PRESENTED OR MAILED TO BANK	8-DIGIT OR 4-DIGIT AGENCY LOCATION CODE (ALC)	AMOUNT																																																																								
(1) 589738	(2) 11-18-19	(3) 00006160	(4) 1,380.85																																																																								
(6) AGENCY USE III MSB MESS HALL, 2635, CPL RINALDI, DSN: 623-5524, MEAL ACTIVITY REPORT S/D 20191101-20191114, TOTAL U.S. CURRENCY *1380.85																																																																											
Department of Defense Marine Corps Base Camp Hansen Bldg 5714 Tarrawa Blvd Camp Foster-fpo 96604-8405 JP		(7) NAME AND ADDRESS OF DEPOSITORY Community Bank - Bank of America San Antonio, TX US																																																																									
(9) DEPOSITOR'S TITLE, DEPARTMENT OR AGENCY, AND ADDRESS		(8) I CERTIFY THAT THE ABOVE AMOUNT HAS BEEN RECEIVED FOR CREDIT IN THE ACCOUNT OF THE U.S. TREASURY ON THE DATE SHOWN, SUBJECT TO ADJUSTMENT OF UNCOLLECTIBLE ITEMS INCLUDED THEREIN. AUTHORIZED SIGNATURE M M D D Y Y 1 1 8 1 9 CONFIRMED DATE																																																																									
DEPOSITORY: FORWARD THIS DOCUMENT WITH STATEMENT OR TRANSCRIPT OF THE U.S. TREASURY ACCOUNT OF THE SAME DATE.		ORIGINAL																																																																									
Checks and Money Orders Subtotal: \$ 0.00																																																																											
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Paper Currency</th> <th>Count</th> <th>Value</th> <th>Coin Currency</th> <th>Count</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>* 1.00</td> <td>:</td> <td>0.00</td> <td>* 0.01</td> <td>:</td> <td>0.00</td> </tr> <tr> <td>* 2.00</td> <td>:</td> <td>0.00</td> <td>* 0.05</td> <td>1</td> <td>0.05</td> </tr> <tr> <td>* 5.00</td> <td>:</td> <td>0.00</td> <td>* 0.10</td> <td>3</td> <td>0.30</td> </tr> <tr> <td>* 10.00</td> <td>:</td> <td>0.00</td> <td>* 0.25</td> <td>2</td> <td>0.50</td> </tr> <tr> <td>* 20.00</td> <td>4</td> <td>80.00</td> <td>* 0.50</td> <td>:</td> <td>0.00</td> </tr> <tr> <td>* 50.00</td> <td>:</td> <td>0.00</td> <td>* 1.00</td> <td>:</td> <td>0.00</td> </tr> <tr> <td>* 100.00</td> <td>13</td> <td>1,300.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Paper Currency Subtotal:</td> <td></td> <td>1,360.00</td> <td>Coin Currency Subtotal:</td> <td></td> <td>\$ 0.85</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Currency Subtotal:</td> <td></td> <td>\$ 1,380.85</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Deposit</td> <td></td> <td>\$</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Total:</td> <td></td> <td>1,380.85</td> </tr> </tbody> </table>				Paper Currency	Count	Value	Coin Currency	Count	Value	* 1.00	:	0.00	* 0.01	:	0.00	* 2.00	:	0.00	* 0.05	1	0.05	* 5.00	:	0.00	* 0.10	3	0.30	* 10.00	:	0.00	* 0.25	2	0.50	* 20.00	4	80.00	* 0.50	:	0.00	* 50.00	:	0.00	* 1.00	:	0.00	* 100.00	13	1,300.00				Paper Currency Subtotal:		1,360.00	Coin Currency Subtotal:		\$ 0.85				Currency Subtotal:		\$ 1,380.85				Deposit		\$				Total:		1,380.85
Paper Currency	Count	Value	Coin Currency	Count	Value																																																																						
* 1.00	:	0.00	* 0.01	:	0.00																																																																						
* 2.00	:	0.00	* 0.05	1	0.05																																																																						
* 5.00	:	0.00	* 0.10	3	0.30																																																																						
* 10.00	:	0.00	* 0.25	2	0.50																																																																						
* 20.00	4	80.00	* 0.50	:	0.00																																																																						
* 50.00	:	0.00	* 1.00	:	0.00																																																																						
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			Currency Subtotal:		\$ 1,380.85																																																																						
			Deposit		\$																																																																						
			Total:		1,380.85																																																																						
RTN # 114000653		DDA # 233124637																																																																									

Community Bank-Pacific
Camp Hansen
www.dodcommunitybank.com

11/18/2019 09:20 AM Eff: 11/18/2019
Br: 033 Cdr: 33103 Seq: 0002

Treasury Deposit
Transaction Amount: 1,380.85 USD
Check Amount: 0.00 USD

Ask about our fixed-rate loans.

https://www.otcnet.fms.treas.gov/otcnet/views/denosis/denositTicket.xhtml? vt=975r72 11/18/2019

Figure 10-7.--Cash Collection Voucher--Continued

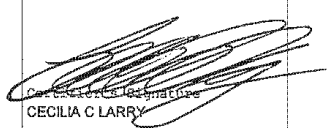
CASH COLLECTION VOUCHER		DISBURSING OFFICE COLLECTION VOUCHER NUMBER 000244		
		RECEIVING OFFICE COLLECTION VOUCHER NUMBER -		
Receiving Office	ACTIVITY (Name and location) COMMANDING OFFICER FOOD SERVICE DIVISION FPO AP 96373-0016			
	RECEIVED AND FORWARDED BY (Printed name, title and signature) COMMANDING OFFICER FOOD SERVICE DIVISION			DATE 11/18/2019
Disbursing Office	ACTIVITY (Name and location) REGIONAL DISBURSING OFFICE-PACIFIC UNIT 38405 FPO AP 96604-8405			
	DISBURSING OFFICER (Printed name, title and signature) JAMAHL K. EVANS DISBURSING OFFICER, LTCOL, USMC		DISBURSING STATION SYMBOL NUMBER 6160	
PERIOD: From <i>11/18/2019</i> To <i>11/19/2019</i>				
DATE RECEIVED	NAME OF REMITTER DESCRIPTION OF REMITTANCE	DETAILED DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIVED	AMOUNT	ACCOUNTING CLASSIFICATION
11/18/2019	COMMANDING OFFICER FOOD SERVICE DIVISION CASH \$1380.85 DEPOSIT TICKET NO. 589738 \$1380.85 *SEE ATTACHED CCV FOR MORE INFORMATION*	*SEE ATTACHED CCV FOR MORE INFORMATION*	925.16	AA 17 0 1105 2741 007 67895 067443 3C M40494 67400000SIKA US M4049420CV90001
			455.69	AQ 17 0 1106 BSS1 007 67895 067443 3C M40494 67400000SISQ US M4049420CV900075
 CECILIA C LARRY			TOTAL	1380.85

Figure 10-7.--Cash Collection Voucher--Continued

STANDARD FORM 215 (Rev 9-79) PRESCRIBED BY DEPT. OF THE TREASURY TFM 5-3000		DEPOSIT TICKET		DEPARTMENT OF THE TREASURY FINANCIAL MANAGEMENT SERVICE
TICKET NUMBER	DATE PRESENTED OR MAILED TO BANK M M D D Y Y	8-DIGIT OR 4-DIGIT AGENCY LOCATION CODE (ALC)	AMOUNT	
(1) 589738	(2) 111819	(3) 0006160-0	(4) 1,380.85	SINGLE SPACE ALL ENTRIES ON THIS LINE USE NORMAL PUNCTUATION-OMIT \$ SIGN
(6) DEPOSITARY USE				
REGIONAL DISBURSING OFFICE-PACIFIC UNIT 38405 FPO AP 96604-8405			(7) NAME AND ADDRESS OF DEPOSITARY US Treasury	
			(8) I CERTIFY THAT THE ABOVE AMOUNT HAS BEEN DEBITED TO THE ACCOUNT OF THE TREASURY ON THE DATE SHOWN. UNCOLLECTIBLE ITEMS HAVE BEEN RETURNED TO THE DEPOSITOR OR APPROPRIATE NOTICE GIVEN. M M D D Y Y	
(9) DEPOSITOR'S TITLE, DEPARTMENT OR AGENCY AND ADDRESS			AUTHORIZED SIGNATURE	CONFIRMED DATE

SAMPLE

Figure 10-7.--Cash Collection Voucher--Continued

UNIT HEADING

(SSIC)
(Code)
(Date)

MEMORANDUM

From: Installation Food Service Office
To: Camp/Station Commander, Camp/Station Name, Mess Hall #____

Subj: ALLEGED ANTIDEFICIENCY ACT VIOLATION

Ref: (a) DoD Financial Management Regulation, Volume 14
(b) MCO 10110.14 (Series)

1. In accordance with reference (a), report of an alleged Anti-deficiency Act Violation (ADA) follows:
 - a. Accounting classification of funds involved: Work Center ID M#####
 - b. Name and location of the activity where the alleged violation occurred: (Camp/Station Name, Mess Hall #____)
 - c. Name and location of the activity issuing the fund authorization: Budget Execution Activity (BEA)
 - d. Date and nature of the alleged violation (s):

(1) Violation of 31 U.S.C. § 1341(a)(1)(A); Obligations were made in excess of the amount available in public funds collected for the sale of meals. On 20111101, the mess hall appointed cashier recorded an obligation \$948.60 collected for the dinner brunch meal. The appointed cashier verified the amount of cash collected for this meal by signed receipt, and recorded the same obligation on Cash Meal Payment Sheet, NAVMC Form 10298, serial number 1234567. Following this obligation by the cashier, the appointed cash meal collection agent amended the signed receipt and NAVMC Form 10298, serial number 1234560 to reflect an obligation for the amount of \$696.15.

(2) Violation of 31 U.S.C. § 1341(a)(1)(B); Incurred multiple obligations in advance of the collection for the sale of meals. During the inclusive dates of 20111101– 20111102, an element of the Japanese Self Defense Forces (JSDF) were allowed to consume meals before payment was received, thus obligating the government for the sale of meals. Under the provisions of 31 U.S.C. Section 1341, it is unauthorized to involve the government in an obligation for the sale of meals prior to payment. Payments for meals must be collected in advance of consumption to avoid an Anti-deficiency Act (ADA) violation.

(3) Violation of 31 U.S.C. § 1301(a); an obligation was made for an unauthorized purpose, without written approval by the Installation Commander. 1105 Subsistence in Kind (SIK) funds from the Military Personnel, Marine Corps (MPMC) appropriation is congressionally authorized for the purpose of feeding enlisted Marines who are entitled to subsist at government expense. As such, Title 31 U.S.C. prohibits the use of 1105 SIK funds from the MPMC appropriation to be used for feeding civilians. Under the provisions of Marine Corps policy, reference (b), garrison mess halls are authorized to support civilians (i.e., federal employees, retirees, dependents, guests, etc.) on an exception/non-reoccurring basis.

Figure 10-8.--Sample Memo for Alleged Anti-Deficiency Act Violation

Subj: ALLEGED ANTIDEFICIENCY ACT VIOLATION

Authorizations to subsist in appropriated mess halls must be made in writing by the Installation

Commander prior to the consumption and sale of meals. Blanket authorizations are prohibited. Blanket authorizations are obligations for an unauthorized purpose and are contrary to congressional intent of the appropriation, subject to Title 31 U.S. Code investigation. On 20111101, the MPMC 1105 account absorbed the cost of feeding civilians without prior written approval by the Installation Commander.

e. Date of Discovery: On and after 20111101

f. Means of Discovery: On the date of discovery, the Installation Collection Agent identified excessive corrections made to Cash Meal Payment Sheet, NAVMC Form 10298, serial number 0123456. During an internal review of cash meal payment sheets and accounting records on 20111101 and 20111102, missing records were identified. Missing records included a command bulletin publishing a command sponsored Family Day, written authorization for foreign military and civilians to subsist, and invitational travel orders for foreign military granting access to the mess hall facility.

2. Title 31 of the U.S. Code requires a preliminary review of potential 1341 violations for duplications or other accounting errors in recording an obligation for the sale of meals. If a violation has occurred, final reports must be submitted to the Office of the Under Secretary of Defense (Comptroller) (USD[C]).

3. Under Title 31 U.S. Code, violators are subject to appropriate administrative discipline, including suspension from duty without pay or removal from office. 31 U.S.C. §§ 1349(a), 1518. Knowing and willful violators are subject to a \$5,000 fine and imprisonment for two years. 31 U.S.C. §§ 1350, 1519; DoD FMR, Vol. 14, Ch. 9, ¶ 0901.

4. Point of contact is Master Gunnery Sergeant Jon C. Doe, Food Service Technician, at 253-2114.

I. M. FSO

UNIT LETTERHEAD

10110
CO
28 Aug 19

From: Commanding General, Marine Corps Installations Pacific-MCB Camp
Butler
To: Camp Commander, Camp Courtney
Subj: AUTHORIZATION FOR CIVILIANS TO SUBSIST AT CAMP HANSEN 12th MARINES
MESS HALL 2365

Ref: (a) MCO 10110.14N
(b) CY2019 Meal Rates MSG DTG 1019532Z Jan 19

Encl: (1) List of Participants

1. Per reference (a), authorization for civilians listed below to subsist at Camp Hansen, 12th Marines Mess Hall #2365 on Thursday, 5 September 2019, for the lunch meal is approved.

a. If the list of names are too long to fit on one page, you can attach an EXCEL spreadsheet with the personnel's information.

b. If there is only one or two personnel, their rank and full names can be mentioned in paragraph 1.

2. (The reason for the visit and use of the mess hall facility should be explained in this paragraph. The full meal rate must be paid in U.S. currency prior to the consumption of all meals. The standard lunch rate is \$5.60.

3. The point of contact is Gunnery Sergeant John D. Motivator at 637-2014, or email at john.d.motivator@usmc.mil.

I. M. JXXXXX
By direction

Copy to:
Mess Hall Officer, Camp Hansen Mess Hall (12th Mar)
Mess Hall Manager, Camp Hansen Mess Hall (12th Mar)
BFS, Installation Cash Collection Agent
MCIPAC G-4
File

Figure 10-9.--Authorization for Civilians to Subsist

UNIT HEADING

10110
CC
11 Feb 19

From: Camp Commander, Camp Hansen
To: Lance Corporal Darby J. Trantham, EDIPI: 0000000000/3381 USMC

Subj: APPOINTMENT OF MESS HALL COLLECTION AGENT PRIMARY

Ref: (a) DoD 7000.14-R Department of Defense Financial Management Regulation
(b) MCO 10110.14N
(c) SECNAV M-5210.1, SSIC 4061.1

1. Per references (a) and (b), you are appointed as the Mess Hall Collection Agent Primary for 12th Marines Mess Hall #2365. Your effective date of this appointment is 11 February 2019. You will relieve Sergeant Chris J. Motivator, EDIPI: 0000000000/3381 USMC, whose appointment is revoked by this appointing order, a copy of which is provided to the individual relieved. Appointment to this position is under the supervision of the Mess Hall Officer.

a. Duties: You will collect all mess hall funds and supporting documents from the cashier(s). You will not accept another position involving the handling of public funds. Prior to performing the functions of Mess Hall Collection Agent for this command, you are directed to thoroughly familiarize yourself with the current instructions and procedures applicable to this position as contained in references (a) through (c). You will account/handle Cash Meal Payment Sheets, Meal Activity Reports, Over-the-Counter Channel (OTCnet) account, and original deposit slips. You will collect, account for, and turn in all mess hall funds to the installation food service Collection Agent(s).

b. Limitations: You will collect all mess hall funds and supporting documents from the cashier on a daily basis or whenever the public funds in their possession exceeds their limitation of \$300. Should collection of public funds be required on weekends, you will make yourself available or ensure appropriate supplementary instructions are issued to the cashiers. At no time will cumulative mess hall collections exceed \$5,000. The only time you are authorized to exceed the \$5,000 cumulative collections are when holiday meal rates are charged and/or with the authority from Base Food Service (BFS). A justification letter will be submitted to the installation Base Food Service from the Mess Hall Officer, in the event that the authorized limit is exceeded.

c. Safeguarding of Funds: You will be provided a safe that will be accessible only to you. The combination to the safe will be known only to you and will not be communicated to or placed in the custody of anyone else. The public funds entrusted to you will not be intermingled with other funds, nor will classified material be stored in the safe provided to you for the safekeeping of public funds.

Figure 10-10.-Appointment Letter for Cash Collection Agent
Primary/Alternate

Subj: APPOINTMENT OF MESS HALL COLLECTION AGENT PRIMARY

d. Disposition of Proceeds: For each turn in, you will provide the cash meal payment sheet to document the turn-in. The original copy will be retained by the installation Food Service Office Collection Agent to support his/her records. The green copy will be placed in the Mess Hall Daily Folder.

2. You will indicate, by endorsement, your acceptance of this position and agree to hold yourself accountable to the Government of the United States for all public funds received. This appointment may be revoked at any time. Revocation will be in writing, addressed to you, and will show the effective date.

3. This letter of appointment, with endorsement, will be maintained in the permanent files of this command to show successive holders (revocation) of this position and will be retained per reference (c).

S. C. BONG
By direction

Copy to:
Individual Relieved
Mess Hall Officer
Mess Hall Manager
Installation Food Service Cash Collection Verification Agent

(UNIT LETTERHEAD)

10110
CO
18 Jul 19

FIRST ENDORSEMENT on Camp Commander, Camp Hansen ltr MH2635 of 18 July 2019

From: Lance Corporal Mary E. Waters, EDIPI: 0000000000/0847 USMC
To: Commanding Officer, Camp Hansen

1. I accept this appointment as Mess Hall Cashier Alternate for 12th Marines Mess Hall #2365, and I agree to hold myself accountable to the United States for all public funds received. I have read and understand this appointment and all responsibilities contained therein.

M. E. WATERS

Copy to:
Individual Relieved
Mess Hall Officer
Mess Hall Manager
Installation Food Service Cash Collection Verification Agent

Figure 10-11.--Primary/Alternate Cashier Acceptance Letter

CASH VERIFICATION AUDIT CHECKLIST

UNIT: 12th Marines MH2365

DATE: 20181115

**CASH ACCOUNTED FOR ON MEAL ACTIVITY REPORT OR NAVMC 10289
(COMRAT SHEET):**

	MEAL ACTIVITY REPORT	FOOD COST	OVER/SHORT	TOTAL
1	20181114 Breakfast	3.45 x 12	0	41.40
2	20181114 Lunch	5.60 x 21	0	117.60
3	20181114 Dinner	4.85 x 2	0	9.70
4	20181115 Breakfast	3.45 x 8	0	27.60

MAR/NAVMC TOTALS: 196.30 + 0 = 196.30

CASH ON HAND: 196.30

CASHIER: LCPL ZENZ CASH ON HAND TOTAL: 196.30

MEAL VERIFICATION AGENT: CPL GUTIERREZ ACCOUNTED FOR (10289's): 00.00

TOTAL: 196.30 DIFFERENCE + or -: 0

1. ARE CURRENT APPOINTMENT LETTERS ON FILE FOR EACH CASH POSITION? YES
2. IS AN ACCURATE ISSUE LOG MAINTAINED FOR NAVMC 10289'S? YES
3. ARE NAVMC 10289'S ISSUED IN NUMERICAL SEQUENCE? YES
4. ARE COMPLETED NAVMC 10289'S RECEIVED IN NUMERICAL SEQUENCE? YES
5. ARE NAVMC 10289'S LISTED ON APPLICABLE BANK DEPOSIT TICKETS? N/A
6. DO MONETARY AMOUNTS BALANCE? YES
7. IS EACH APPOINTEE ASSIGNED AN EXCLUSIVE SECURE SAFE COMPARTMENT? YES
8. ARE SAFE COMBINATIONS CHANGED IN ACCORDANCE WITH REFERENCE (a)? YES
9. ARE THERE ANY REPEAT DISCREPANCIES FROM PREVIOUS AUDITS? NO

REMARKS: _____

CASH VERIFICATION OFFICER: _____

SIGNATURE: _____

Figure 10-12.--Cash Verification Audit Checklist

INSTRUCTIONS FOR FILLING OUT SF1080 VOUCHER

TRANSFERS BETWEEN APPROPRIATIONS AND/OR FUNDS

BOX 1: Fill in the name of the agency and address of the unit who will be receiving funds.

BOX 2: Fill in the date the form is prepared.

BOX 3: Fill in the name and address of the establishment who is paying the funds.

BOX 4: LINE 1: Fill in the Food Cost (67 percent of total charge).

BOX 4: LINE 2: Fill in the Surcharge (33 percent of total charge).

BOX 5: Fill in the lines of appropriation for both Food Cost and Surcharge, as shown in the example.

BOX 6: Fill in the date, name and title of Certifying Officer.

BOX 7: Fill in the appropriation data of the unit to be charged.

Date of Deposit	Deposit Number	Amount	CMPS#	Serving Date	MH Agent Name Sign	Date Turned into BFS	BFS Agent Sign

Received from Food Service	NAVMC 10298 number	Date issued to Cashier	Cashier Signature	Collection Agent signature	Date returned to Collection Agent	Collection Agent Signature	Amount Collected	Date Turned in to MBF	Date turned in to Base Collection Agent
YYMMDD	1256	YYMMDD			YYMMDD		\$0.00	YYMMDD	YYMMDD

Figure 10-13.--Log Book Entry for Cash Meal Payment Sheet (NAVMC 10298)

MCIPAC-MCBBO 10110.1A
21 Jan 2021

(UNIT LETTERHEAD)

10110
Office Code
Date

From: Mess Hall Officer, Camp Kinser
To: Food Service Officer, Marine Installations Pacific-MCB Camp Butler

Subj: JUSTIFICATION LETTER FOR HEADCOUNT CORRECTION

Ref: (a) MCIPAC-MCBBO 10110.1A
(b) MCO 10110.14N

1. On 3 October 2019, the Point of Sale (POS) system was set to Breakfast during the Lunch meal. All patrons that dined during this period were accredited for Breakfast. This error was caused by the Cashier, PFC Cardi White, setting up the POS register for the incorrect meal period. It is requested 235 headcounts be transferred from Breakfast to Lunch.

2. INPUT HERE THE CORRECTIVE ACTION STEPS TAKEN TO ENSURE THE USER ERROR DOES NOT OCCUR AGAIN.

3. For further information, please contact Gunnery Sergeant Donnie Brasco at DSN 637-XXX or Sergeant Luke Skywalker at DSN 637-XXXX.

B. E. SMALLS

Figure 10-14.--Headcount Justification Letter

MCIPAC-MCBBO 10110.1A
21 Jan 2021

(UNIT LETTERHEAD)

10110
Office Code
Date

From: Mess Hall Manager, Camp Kinser
To: Food Service Officer, Marine Installations Pacific-MCB Camp Butler

Subj: MEMORANDUM OF RECORD FOR UTILIZING NAVMC 10789

Ref: (a) MCIPAC-MCBBO 10110.1A
(b) MCO 10110.14N

1. On 3 October 2019, the Point of Sale (POS) register at Camp Kinser mess hall did not operate properly. The POS register constantly read each patron's identification cards as "invalid." Upon trying to look up each patron manually on the POS register, only Marines who were E-6 and above were able to be found. PFC Marco Garcia had to utilize the NAVMC 10789 in order to record the breakfast meal period transactions.
2. Meal Verification Agent, Sgt Skywalker, added the NAVMC 10789 transactions to the headcount correction spreadsheet and submitted all supporting documentations to Base Food Service for further corrections.
3. For further information, please contact Gunnery Sergeant Donnie Brasco at DSN 637-XXX or Sergeant Luke Skywalker at DSN 637-XXXX.

B. E. SMALLS

Figure 10-15.--Memorandum of Record for Utilizing NAVMC 10789

MCIPAC-MCBBO 10110.1A
21 Jan 2021

(UNIT LETTERHEAD)

10110
Office Code
Date

From: Mess Hall Manager, Camp Kinser
To: Food Service Officer, Marine Installations Pacific-MCB Camp Butler
Via: Meal Verification Agent, 3rd Marine Logistics Group, Camp Kinser Mess Hall

Subj: JUSTIFICATION LETTER CONCERNING A CASH OVERAGE/SHORTAGE

Ref: (a) MCIPAC-MCBBO 10110.1A
(b) MCO 10110.14N

1. On 11 October 2019, during the U.S Navy Birthday Meal, we had an overage of \$0.90.
2. This overage/shortage was due to patrons leaving behind their left over change at the register after paying cash during the lunch meal period.
3. For further information, please contact Gunnery Sergeant Michael Jackson at DSN 637-XXX or Sergeant Vincent Wilson at DSN 637-1XXX.

J. T. GURRISTER

Figure 10-16.--Justification Letter for Overage or Shortage

Chapter 11

Marine Corps Food Management Information System

1. General. The Marine Corps Food Management Information System (MCFMIS) is a class I system which automates procedures for requisitioning, issuing, food preparation and serving, and accounting for subsistence supplies. Reference (a) requires the mandatory use of MCFMIS. Operating procedures will be performed in accordance with reference (e).

2. Meal Plan Allowance (MPA). OCONUS bases provide current data based on consumption and reports required for accurate budget planning referred to as the Meal Plan Allowance. The MPA utilizes headcounts rather than man days to calculate credits, headcounts, cost to feed, financial status, and food and operating costs. MPA is a menu driven process that utilizes the menu cycle based on consumption, advanced nutrition, and recipe reference data to calculate food cost per meal.

3. Responsibilities. The MCIPAC-MCBB Food Service Office establishes policy to create uniformity in MCFMIS procedures for all MCIPAC-MCBB mess halls. This guidance will be incorporated into local mess hall operations. The installation Food Service Office is responsible for system maintenance, system training, and authorized system access to MCFMIS. The installation Food Service Office will review and retain MCFMIS reports for audit records. The installation Food Service Office will address all issues or concerns pertaining to MCFMIS. At no time will the Mess Hall Manager attempt to contact MCICOM G-4 directly.

4. Functional Roles

a. Mess Hall Manager. The Mess Hall Manager is responsible for reviewing and authorizing requisitions, the budgeting and financial management of the MPA and ensuring subsistence items are procured in accordance with the local cyclic master menu. Purchase Orders will be signed by the manager prior to committing obligations for subsistence. It is the responsibility of the Mess Hall Manager to ensure that qualified and trained Meal Verification Agents, Stock Control Clerk, and Marine Stock Control Clerk are assigned MCFMIS accounts. The Mess hall Manager must provide oversight in the financial management of the MPA.

b. MCFMIS Operator. The mess hall MCFMIS operator will perform clerical and administrative tasks in support of daily mess hall operations. This includes troubleshooting system error, submitting adjustments, and preparing end of the quarter reports. In order to perform their duties, operators will require DoD CAC with valid email certificates. Prior to receiving authorization, operators will complete and submit the MCFMIS Access Request Form and Acceptable Use Policy form to the Installation Food Service Office, for approval. In addition, operators will be appointed in writing by the camp/station commander with operational control of the mess hall, and assigned permission to requisition and receipt for subsistence items via NAVMC 11869 (Delegation of Authority).

5. Routine Procedures

a. MCFMIS Logbook. The MCFMIS logbook will be utilized daily to keep a detailed account of all additions and deletions menus changes, cost updates, adjusted portion counts, all software/hardware problems program changes, system updates, corrections to receipts, or other issues pertaining directly to MCFMIS. The MCFMIS logbook will contain, at minimum, the date, a description of the account, and remarks, see Figure 11-1. This logbook will be retained for a period of 12 months from the last entry for audit records.

b. Single-Day (Daily) Folders. Daily folders will be created and maintained by the MCFMIS operator. These folders will be kept on file for a period of three months, in addition to the current month. The end of the quarter folder will be maintained for two previous quarters. The daily folder will be reviewed in accordance with the folder checklist, figure 11-2, and certified by the Mess Hall Manager. Documents will be maintained in each single-day folder, as follows:

c. Single-Day Folder Checklists. The single-day folder will be reviewed in accordance with the single-day folder checklist found in Appendix A, and certified by the Mess Hall Manager within five working days. The appropriate checklists will be used and filed in the single-day folder when cost updates or inventories are performed.

- (1) MPA DCA
- (2) Headcount Report
- (3) Meal Verification Sheet/ Meal Activity Report
- (4) Cash Meal Payment Sheet/Meal Activity Report
- (5) Letter to Subsist (as required)
- (6) Payroll Checkage Letter (as required)
- (7) Support Agreements, Billing Invoices and other documentation (as required)
- (8) Inventory Cost Report
- (9) Vendor Receipts (True Bills)
- (10) Receipt Report
- (11) Issue Report
- (12) Pull Sheet
- (13) Pre-Prep Worksheet
- (14) Menu Nutrient Analysis Report (color coded)
- (15) Requisition In/Out Report

- (16) Cost of Over Production Report
- (17) Physical Inventory Worksheet Report (as required)
- (18) Daily Cost Analysis Detail Report (as required)
- (19) Letter of Adjustment (as required)
- (20) Daily Cash Reimbursement Report (signature required)
- (21) Other than Cash Reimbursement Report
- (22) POS register Closeout Report
- (23) Productions Worksheets
- (24) Menu Cost Summary Report
- (25) Menu Change Endorsement (As Required)
- (26) Memorandum for the Record (As Required)

6. Requisitions through MCFMIS. Subsistence will be requisitioned using the automated food management forecasting programs based on the estimated numbers of patrons to be served for each meal. In determining requirements, considerations will be given to inventory on hand, items on requisition, holidays, leave/liberty policy, day of the week, military pay days, and mess hall account status. The Mess Hall Manager must ensure a sufficient amount of inventory is on hand at all times, which encompasses validating and subsistence orders submitted by the MCFMIS operator. All subsistence items will be requisitioned from DLA Troop Support via Subsistence Total Order and Receipt Electronic System.

a. Ordering Schedule. An ordering schedule will be created and sent monthly by the installation Food Service Office. The ordering schedule will take into account holidays and special events. All orders will be submitted by the mess hall as scheduled, unless authorized by the installation Food Service Office. Failure to follow the ordering schedule may result in a "no delivery status". If an order is not required for the delivery day, a "no-order" NSN number must be entered into MCFMIS for each category not required. Occasionally the prime vendor will notify the installation Food Service Office of subsistence items that are NIS. The installation Food Service Office will forward the NIS list to all mess halls with the estimated delivery dates and appropriate substitutions for these items. Items will not be ordered if they are identified as NIS, as this affects the prime vendors fill rate and delivery times.

b. Additional Orders (Add-Ons). The SPV will provide two additional orders per month, per activity at no additional charge. A request for additional orders in excess of the allowance will be routed through the installation Food Service Office for approval. Emergency orders will be handled on a case-by-case basis.

c. Requisition In (REQIN) Requisition Out (REQOUT). The Requisition In/Out function will be utilized for Inter-Mess Transfers (IMT) and surveys only prior to IMT. These functions will be completed according to instructions provided in reference (e). All completed documentation will be forwarded to the installation Food Service Office within 24 hours of the transaction taking place. The monetary value on the REQIN documentation will mirror the value on the REQOUT documentation, prior to the transaction being completed.

d. Purchasing Requirements Report. The Purchasing Requirement Report takes into account subsistence requirements associated with menu items within MCFMIS. When requisitioning subsistence items, the amount on-hand will be balanced with the amount used during production to generate the report.

e. Receiving Subsistence. The Receive Items Program will be utilized ~~to~~ when receiving subsistence items. Subsistence items must be entered into the respective assigned storage locations (i.e., frozen, produce, dairy). Any discrepancies identified at the point of delivery will be annotated utilizing this program.

f. Receipt Report. The Receipt Report will be utilized to reconcile true bills with billing and documents and receipts posted in MCFMIS by the mess hall. The installation Food Service Office will be notified on all subsistence items and receipts found to be incorrect in MCFMIS. Prior approval by the installation Food Service Office is required to authorize any adjustments to the Receipt Report. This report will be certified by the Mess Hall Manager and maintained in the Single-Day Folder.

g. Cost Updates. Subsistence Total Order and Receipt Electronic System conducts catalog updates on a weekly basis. In order to ensure prices for subsistence items reflect correctly in MCFMIS, cost updates will be executed weekly. It is the responsibility of the installation Food Service Office to ensure orders are not processed until mess halls have merged the cost update to their MCFMIS schema.

h. Residual Rations/Enhancements. Residuals and enhancements include items that were not utilized during a field operation (i.e., canned items, sports drinks, nutritional bars, and produce). Residual items are considered non-chargeable, but are still required to be accounted for in MCFMIS. The installation Food Service Office will utilize the veterinarian inspection report to create non-chargeable items in MCFMIS. These non-chargeable items will then be received by the mess hall.

7. Issuing Subsistence

a. Pull Sheet. The Pull Sheet program provides projected subsistence to be issued for any meal period based off forecasted amounts on the production worksheet of the same meal period. Pull Sheets will be printed daily, by production area, and utilized to issue all subsistence items in the mess hall. Items not identified on the pull sheet that have been issued during a specific meal period must be annotated on the pull sheet at the time of issue, and entered into MCFMIS at the end of that period. This transaction will occur prior to an issue report being generated.

b. Pre-prep. The Pre-Prep worksheet arranges an itemized listing of menu requirements for advance preparation (i.e., meat breakouts, produce, etc.) by specific date and meal period. The Pre-Prep worksheet will be utilized daily to ensure all individual requirements are separated and categorized in order to be used in conjunction with ingredient labels. MCFMIS operator must ensure each individual food item is assigned to the appropriate sub-group before utilizing the Pre-Prep worksheet.

c. Issue Reports. The Issue Report displays production area (salad room, bakeshop, fast food) item amounts that were issued for a specific meal period. Pull Sheets must equal the Issue Report at the end of each day.

d. Return to Stock. This program will be utilized when returning subsistence items to stock. The quantity returned will not be greater than the quantity issued.

8. Preparation and Serving

a. Production Worksheet. A Production Worksheet provides a list of all recipes and forecasted amounts for a particular production area, or menu (i.e., Bakeshop, Salad Room, Fast Food takeout, etc.). A Production Worksheet will be printed daily, by production area, and utilized to prepare menu items in the mess hall, to include special meal support. A monthly production worksheet report will be used for non-rotational salad bar items (i.e., raw vegetable relishes), beverage bar, and condiment/bread bars. Meals prepared and served, and/or leftovers will be annotated on the Production Worksheet.

b. Post Meal Counts. Information derived from the Post Meal Count report develops essential data geared towards accurate forecasting. The Post-Meal Count program will be utilized after every meal for entry of product amounts prepared, served, and accounting of leftovers for all menu items.

c. Menu Scaled Recipes. Menu Scaled Recipes are generated to reflect projected quantities for meal production. Menu scaled recipes are based off the production worksheet and the local master menu. All recipes, to include approved local recipes, may be developed in accordance with reference (k). Recipes in MCFMIS that requires a change or modification must be requested and routed through the MCIPAC-MCBB Food Service Office for action by MCICOM G-4, Food Service.

d. Nutrition Facts Report (Cards). The Nutrition Facts Report identifies nutritional facts by the F2F® stoplight color-code system. Each food item on the serving line requires a nutrition facts label. These labels will be printed in color utilizing the Nutrition Facts Report and posted in patron view, by each individual food item in order to provide the patron with a brief synopsis of the caloric content.

9. Accounting for Subsistence

a. Headcount Base Report. The Headcount Report displays the amount of personnel that consumed meals for a specific meal period. The Headcount Report reflects the monetary credits collected from Meal Activity Report.

The Mess Hall Officer will certify Headcount Report accuracy. Headcount data will be pushed to the Installation Food Service Office on a daily basis from the MCFMIS POS system.

b. Daily Cost Analysis (DCA) Report. The DCA Report will be generated each day. The DCA Reports ending inventory and inventory cost total will be reconciled daily to reflect the dollar value of items presently in inventory.

c. Inventory Value Report. The Inventory Value Report provides current on-hand figures or past physical inventories (based on current pricing). This feature may be used to check variance in inventory values over a period of time. The report also has the option to print the current costs of the items or the costs when they were last received.

d. Inventory Movement Detail Report. The Inventory Movement Details report provides the inventory history for a specific date range. This report displays the date and time, the area the item was moved to or from, product code, storage location, type, quantity, and sub-total for each item.

e. Inventory Cost Report. The Inventory Cost Report displays the First in First out (FIFO) system cost of the actual on hand inventory. This report provides the value of your inventory at actual receipt costs. The Inventory Cost Report will also be used to provide cost breakdown for an ending inventory amount in the DCA report.

f. Inventory Worksheets. The physical Inventory Worksheet provides a report of inventory items by their storage location. There are blank spaces next to the items to physically write-in the number of packs and/or units on-hand, during inventory.

g. Cost of Over Production Report. The Cost of Over Production Report displays costs that have been lost due to over production based on the actual post meal counts that have been entered. This report displays each menu item in each meal on the selected date range.

MCFMIS LOG BOOK

14 MAR Monday
1300 INVENTORY
17 MAR THURSDAY CONT.
0730 LOGGED ON MCFMIS
0745 COST UPDATE UPLOAD
1500 IMT
0815 RECEIVE ITEMS AND DROP ISSUES
1600 POWER OUTAGE
0915 IMT
0945 POST MEAL COUNT
1015 PHYSICAL INVENTORY
18 MAR FRIDAY
1300 MCFMIS CRASH NO WORK CAN BE CONDUCTED
0730 LOGGED ON MCFMIS
0800 RECEIVE ITEMS AND DROP ISSUES
1000 ORDER – FSI, BREAD, COOK CHILL
1200 MENU
1300 ADD ON ODER FSI
1400 READY FOR PAYMENT

15 MAR TUESDAY
0730 MCFMIS BACK UP
0800 DROP ISSUES
0830 IMT
0900 MENU
0945 ORDER – COOK CHILL
1000 POS NOT SENDING HEADCOUNT TO MCFMIS CALLED BFS
1030 POST MEAL COUNT
1130 MEETING
1345 MPA DCA
1430 READY FOR PAYMENT

16 MAR WEDNESDAY
0730 LOGGED ON MCFMIS
0800 RECEIVE ITEMS
0900 ORDER – FSI, BREAD
1000 BRIEFING
1100 MENU
1300 ADD ON BREAD ORDER
1400 MPA DCA
1500 READY FOR PAYMENT

17 MAR THURSDAY
0730 LOGGED ON MCFMIS
0800 DCA FORECAST
0830 DROP ISSUES
0930 MENU
1030 IMT

Enclosure (2)

Figure 11-1.--MCFMIS Log Book Entry

Date: _____ **MON, TUE, WED, THU, FRI, SAT, SUN**
Date Worked: _____ (CIRCLE DAY WORKING ON)

(PT 1) Daily Procedure checklist

(PT 2) Print **Inventory Cost Report (ICR with Summary)** \$ _____ Date/Time _____
Report→Inventory→Inventory Cost→Select the date and report type

RECEIVE VENDOR'S RECEIPTS (Set receive time to 0800)
INVENTORY→Receive Items→Edit/Recieve→Select the appropriate Order→receive by/date/time→Revvd=Ord'd→Done

(PT 4) Print **Receipt Report and Vendor Receipt Totals Report** \$ _____
Reports→Orders→Receipts /Vendor Receipts Total→Selet the date and Vendor

(PT 4) Does the True Bill match with Vendor Totals Report? Y / N

(PT 2) Print **Inventory Cost Report (ICR with Summary)** \$ _____ Date/Time _____
Report→Inventory→Inventory Cost→Select the date and report type

(PT 4) **REQUISITION IN (Set time to 0830)** \$ _____
INVENTORY→Requisition In→Edit Review→Add New→Set the date/time/Cost Center

(PT 4) **REQUISITION OUT (Set time to 0830)** \$ _____
INVENTORY→Requisition Out→Edit Review→Add New→Set the date/time/Cost Center

(PT 2) Print **Inventory Cost Report (ICR with Summary)** \$ _____ Date/Time _____
Report→Inventory→Inventory Cost→Select the date and report type

(PT 5) **DROP ISSUES WITH PULL SHEET (set Issue time to 0900)** \$ _____
INVENTORY→Issue Items→Add New→Insert Item→Close the Issue→Print **Item Issue Report** (NOTE-ISSUE BY MEAL)

(PT 5) **Pre-Prep Work Sheet**

(PT 5) Print **Inventory Issue Summary Report** **Reports**→Inventory→Issue Summary

(PT 2) Print **Inventory Cost Report (ICR with Detail)** \$ _____ Date/Time _____
Report→Inventory→Inventory Cost→Select the date and report type

ENTER THE POST MEAL COUNT WITH PRODUCTION WORK SHEET
MENU→Post Meal Count→Select the appropriate Menu

(PT 6) Print **Menu Nutrient Analysis Report and Cost of Over Production Report**
Reports→Menu→Menu Nutriant Analysis Report/Cost of Over Production

(PT 3) **HEADCOUNT REPORT-Send Headcount from POS System**
POS→Location Editor→Trans.Consol→Select the Date→Day View→Send Headcount
Reports→MCFMIS→Headcount-MH

(PT 3) Print **Meal Activity Report** ,
POS→Location Editor→Trans.Consol→Select the Date→Meal View→Print each meal

(PT 3) **Cash Reimbursement Report, Other than Cash Reimbursement Report** Letter to Subsist, Letter of Reimbursable Collectio

(PT 2) **PRINT MPA DAILY COST ANALYSIS REPORT (MPA DCA) AND SEND IT TO OMB BOX (MCBBUTLER, MCFMIS)**
Reports→MCFMIS→MPA Daily Cost Analysis

(PT 2) Print **DCA Detail Report** (as required)

Manager's Signature

Figure 11-2.--Daily Work Checklist

Chapter 12

Subsistence Inventory Management

1. General Information. Subsistence inventory management ensures the internal control and accountability of subsistence items throughout the supply chain management process from vendor delivery, to the point of issue. Efficient subsistence inventory management is an essential aspect in regard to operating within the financial parameter of a food service system and providing quality food service support through requisitioning, inspecting, receipting, storing, and issuing subsistence items. This chapter provides internal inventory control procedures for proper management and to prevent the unauthorized diversion or misuse of Government subsistence items.

2. Responsibilities. Subsistence inventory management is the responsibility of the Mess Hall Manager, Mess Hall Officer, the commander with operational control of the mess hall, and the CG MCIPAC-MCBB with financial responsibility for the MCIPAC-MCBB food service program, via the MCIPAC-MCBB Food Service Office. Personnel authorized to sign, receipt and issue subsistence items will be authorized in writing by appointment letter and NAVMC 11869.

3. Inventory Control Procedures and Adjustments of Subsistence Items

a. Mess Hall Inventory Levels. Appropriate measures must be taken to properly manage daily necessities and inventory levels and maintain the financial parameters of the food service system so as not to interfere with daily operations.

b. Periodic Inventories. It is particularly imperative that an accurate account of all subsistence items is maintained for 100 percent control and accountability of all subsistence items. The loss of issues, receipts, expenditure documents, or incorrect records posting will impede the ability to maintain full accountability of subsistence items. As such, periodic inventories will be conducted to ensure physical on hand inventory (minus Pull Sheet at that time, plus receipts of received items) reflect inventory levels reported in the MCFMIS. Inventories will be conducted by personnel authorized in writing and recorded via memorandum detailing the type of inventory conducted, storage area, number of items inventoried, inventory value of items, discrepancies, and corrective actions taken to address discrepancies. Nonconformance to these procedures may lead to over or under stocking or issuing subsistence items.

(1) Spot Inventories. Spot inventories are defined as the physical account of a random sample of bulk subsistence items on-hand in the mess hall. Spot inventories will concentrate on high value and fast moving subsistence items. During a spot inventory, at least 10 percent of all subsistence items will be inventoried. This inventory will be conducted at least once a month and recorded in the MCFMIS logbook. Results will be compared against inventory reports to ensure the accurate inventory levels are reported in MCFMIS. Discrepancies will be adjusted, as necessary.

(2) Storage Area Inventories. A storage area inventory is a wall to wall inventory of a particular storage area. During a storage area inventory

100 percent of all subsistence items in the selected storage area will be inventoried. It is required that each storage area be inventoried at a minimum of every 90 days. Results will be compared against inventory reports to ensure the accurate inventory levels are reported in MCFMIS. Discrepancies will be adjusted, as necessary.

c. Subsistence Inventory Adjustments. A letter of adjustment is required when the total cumulative losses and gains to the mess hall subsistence inventory equals one percent or less of stores consumed, at the time of the inventory adjustment or at the end of the quarterly accounting period (previous ending inventory plus supplies received during current quarter, minus survey, sale of meals, turn-ins, and current ending inventory). For camp/station mess halls, the Mess Hall Officer may approve adjustments equal to, or less than one percent of stores consumed. All adjustment letters will be forwarded to the installation Food Service Office. The signed original copy of adjustment letters will be submitted to the Food Service Technician, with one copy being retained by the mess hall officer for record purposes. Inventory adjustment totals that exceed one percent must be approved by the installation commander via the MCIPAC-MCBB Food Service Office. Letters of adjustment will be maintained on file for a period of 12 months, in accordance with standard policies for document retention.

d. Investigations. An investigation will be conducted by the commander with operational control of the mess hall whenever the commander deems appropriate, or in the event of negligence or abuse, losses, gains, damage, theft or destruction of subsistence items totaling two percent or greater of stores consumed for the accounting period. The commander must verify that the justification provided for the adjustment was not due to individual negligence or abuse. In situations that show cause, an investigation may be deemed necessary in accordance with reference (u).

4. Requisitioning Subsistence Items

a. Requisitioning Requirements. The Mess Hall Manager must ensure a sufficient amount of subsistence inventory is on hand at all times, which encompasses validating and requisitioning subsistence orders submitted by the MCFMIS Operator. Subsistence will be requisitioned using the automated food management forecasting programs based on the estimated number of persons to be served for each meal. In determining requirements, consideration will be given to inventory on hand, items on requisition, holidays, leave/liberty policy, day of the week, military pay days, and mess hall account status. Subsistence items will be requisitioned from DLA Troop Support via Subsistence Total Order and Receipt Electronic System. The installation Food Service Office maintains the authority to approve and process requisitions submitted by the mess hall and will monitor orders to prevent fraud, waste, and abuse.

b. Authorized Sources of Subsistence Items. Subsistence items authorized for mess hall use will be procured from an authorized source of supply. Authorized sources of supply are evaluated and certified by the Army Veterinary Command on the basis of wholesome foods, sanitation practices, and quality assurance. The installation Food Service Office is authorized to requisition subsistence items from commercial sources, or through the Defense Commissary Agency (DeCA) when there is a justifiable need for subsistence

items in support of the local master menu. Local market ready items include bread, milk, ice cream, etc. Subsistence items procured from the open market will be obtained from an authorized source of supply listed in the "Directory of Sanitarily Approved Food Establishments for Armed Forces Procurement." Procurement of non-food items (i.e., napkins, paper products, charcoal and lighter fluid, ice, bottled water, etc.) with the 1105 SIK appropriation is prohibited.

5. Inspection and Receipt of Subsistence Items. Unsatisfactory subsistence items have adverse economic impact, cause disruption of food service operations, and quite often result in dissatisfied customers. Reporting unsatisfactory conditions of material is vital to the MCIPAC-MCBB food service program. Figure 12-1 provides an example of DD Form 1608, Unsatisfactory Material Report, which will be used to report all unsatisfactory conditions on all subsistence items. The installation Food Service Office will take immediate corrective actions when advised of deficiencies in product quality or storage conditions. The installation Food Service Office will contact the prime vendors' customer service representative and DLA account representative.

a. Subsistence items will be carefully inventoried and inspected at time of delivery, prior to receipt. Food items delivered must meet specifications (i.e., grade, type, quality, etc.) of the items ordered. Authorized personnel will acknowledge receipt of items received by signing invoices or delivery/shipment documents in black ink. All subsistence items will be marked with the date at the time of receipt. Food items will not be accepted if deviations or substitutions have been made, even if offered at a reduced price. Vendor substitutions will not be accepted without creating a new purchase order. Personnel authorized to receipt for subsistence items will inspect all deliveries in accordance with procedures listed in chapter 14, paragraph 5.b, of this Order.

b. In order to ensure a high quality product, and distributor performance is maintained in the prime vendor program. Mess Hall Managers will ensure that any problems with delivery service or product quality are immediately reported to the installation Food Service Office and the veterinary food inspector. At installations where veterinary food inspection personnel are not assigned or available, the Preventive Medicine Authority can perform veterinary food inspection personnel duties.

(1) When unsatisfactory subsistence is detected upon receipt, the distributor's invoice will be annotated to indicate actual quantities received by striking through the listed quantity and entering the received quantity and reasons for the differences (i.e., damaged, high temperature, etc.). The individual making the change will initial all corrections to the distributor's invoice. The carrier's representative should sign the invoice when such corrections are made. The prime vendor will be notified immediately in order for scheduling to be arranged for timely delivery of replacement items. Re-deliveries will be coordinated with the DLA prime vendor, counted as no charge emergency orders, and can be made on an unlimited basis. Procedures will be followed in accordance with reference (a) for products that are rejected at time of receipt for any reason of non-conformance.

(2) When unsatisfactory subsistence is detected after receipt confirmation, the Mess Hall Manager will immediately notify the Installation Food Service Office to resolve the discrepancy. In order to be credited for any discrepancy detected after receipt, a Standard Form 364 "Report of Discrepancy" will be completed by the mess hall for the returned product.

(3) When unsatisfactory products are rejected at time of receipt, or after receipt confirmation for any reason of non-conformance, a Veterinary Inspector's inspection report will be completed and forwarded to the installation Food Service Office for coordination and corrective action with the vendor (to include a clear photograph and additional pertinent information). The Veterinary Inspector's inspection report will be maintained on file at the mess hall.

6. Storage Procedures for Subsistence Items

a. Safekeeping of Subsistence Items. Subsistence items that are stored in garrison mess halls must be kept safe and secured to protect against fraud, waste, and abuse. It is essential that subsistence items are stored in adequate storage area, e.g., storerooms and refrigerators, in accordance with chapter 14 of this Order. These storage areas will be locked and secured at all times. An access roster of authorized personnel will be published and posted inside of all controlled storage areas. Only authorized personnel will have access to storage areas in the mess hall. All other personnel requiring access will be escorted by authorized personnel.

b. Marking and Dating of Subsistence Items. The mess hall will ensure timely and proper rotation of subsistence utilizing the FIFO system. Since age is a contributing factor in food spoilage, food must be rotated so that the oldest items are used first. The utilization of the FIFO system for storing and issuing subsistence items ensures adequate stock rotation and reduces losses. All subsistence items, to include prepackaged baked goods, boxes, and cases will be marked and dated with the original date of receipt on the most visible (outboard) area of each item. Subsistence items removed from its original packaging will be individually marked with the original date of receipt. All subsistence items will be dated using an alpha-numeric format with the 2-digit year, month, and day, as follows: YYMMDD, single-serve condiment packets, e.g., jams, peanut butter, mustard, ketchup, mayonnaise, etc., are not required to be dated individually. However, individual condiment packets will be replaced on self-service bars in a manner which prevents spoilage and waste. These procedures will ensure consistency throughout each garrison mess hall. Additional information pertaining to this section can be found in references (a) and (d).

c. Extending Subsistence Items. Subsistence items with insufficient product shelf life remaining will be inspected by a certified veterinarian technician to determine an extension of product shelf life. Items with an extended product shelf life will be re-marked with the approximate keeping time or extended shelf life date. A memorandum of shelf life extension from the certifying authority will be kept on file and forwarded to the installation Food Service Office. Mess halls will ensure that subsistence without a certified extended shelf life, or that is placed on medical hold, is appropriately labeled with a sign and placed in a designated area in mess hall or production facility.

7. Issuing Subsistence Items. Authorized personnel will use Pull Sheets and pre-prep worksheets to issue subsistence items forecasted for each meal or production area. Items issued that were not forecasted will be written in and recorded on the Pull Sheet. Items issued will be kept under proper storage temperatures until use. Subsistence items that were not utilized during the meal service will be returned to stock (RTS). Subsistence items RTS must remain in the original state it was received (i.e., frozen items must remain frozen when returned).

8. Food Recalls. In accordance with reference (a), the installation Food Service Office will identify hazardous items in the local inventory through coordination with the DLA Subsistence Prime Vendor, the DOD hazardous food and nonprescription drug recall program, or the Cook Chill Production Facility. The installation Food Service Office will notify the mess hall of a food recall which involve hazardous, tampered, or suspected tampering, as identified by All Food/Drug Activities (ALFOODACT). Upon notification, the mess hall will immediately act to identify stocks of hazardous food that may be on hand, segregate those present, and secure the items in a hold status to preclude their immediate further issue, sale, and use. In the event the mess hall finds a condition of food that may require a hazardous recall, the recall release form found in figure 12-2 will be completed, signed and submitted to the installation Food Service Office. The mess hall will retain hazardous food items in a hold status until final disposition instructions have been received from DLA. Veterinary inspectors will be requested to assist in all matters involving food recalls. The installation Food Service Office will notify COMMCICOM G-4 whenever hazardous foods have been identified through local determination as being on hand in a local subsistence account. An information copy of such notification will be forwarded the local food inspection authority, and maintained on file per the reference (r). Reference (a) provides specific guidance for handling hazardous food. ALFOODACT messages are published via naval message and will be maintained on file by the installation Food Service Office in accordance with SECNAV M-5210.1.

9. Use of Residuals from Training/Field Exercises in Garrison Mess Halls. When excess subsistence items or operational ration enhancements are available at the end of an exercise or field training event, commands will make every attempt to redistribute residual opponents to another appropriated fund food service activity. Enhancements, such as fresh fruits and vegetables, and other residual components from unitized rations remaining from a field exercises or training event that will not be used, or redistributed, may be used in the garrison mess hall. Residuals will be received under the following conditions:

a. The installation Food Service Office and Mess Hall Manager will receive prior notification, before receipt of residuals delivered to the mess hall. Residuals will not be accepted without prior notification to the Mess Hall Manager and installation Food service Office.

b. Prior coordination will be made to receive residual components delivered directly to the mess hall. A unit representative must be present at the time of delivery to accept invoice(s) and true bills for their subsistence financial report. At no time will a representative from the mess

hall account and/or receipt for orders from another appropriated fund food service activity.

c. Garrison mess halls will receipt and account for residuals at no cost. The receipt and use of residual components from unitized rations and/or enhancements will be at the Mess Hall Manager's discretion.

d. Garrison mess halls will not accept individual Packaged Operational Rations, such as fist strike rations, meals, ready to eat, or Kosher Halal meals.

e. Residual components from unitized rations and/or enhancements will be inspected and certified by a veterinarian prior to use in garrison mess halls. When enhancements are being delivered to the mess hall directly from the prime vendor, there is no need for a veterinarian inspection. The mess hall will keep a copy of the certification from the veterinarian on file and forward a copy to the installation Food Service Office.

f. Residuals will have sufficient product "shelf-life" remaining in order to be used in the mess hall. Under no circumstance will unfit or deteriorated food be considered for use in the garrison mess hall. These items will be discarded/destroyed in accordance with current directives.

g. Mess Hall Managers will submit an itemized list of residuals to the installation Food Service Office so that residuals may be added to the mess halls' inventory prior to issue, or use in the mess hall.

10. Inventory Management Procedures during a Mess Hall Closure. When a permanent, temporary planned or unplanned closure is required, the camp/station commander must manage the disposition of subsistence items. All government owned subsistence on hand will be invoiced to the nearest garrison mess hall, or cross-service military activity. Instructions for disposition will be requested from COMMCICOM G-4, should this prove impracticable. Government owned subsistence items transferred to another Marine Corps garrison mess hall will be transferred on a non-reimbursable basis. Government owned subsistence transferred to another services' installation will be made on a reimbursable basis. The disposition of subsistence items on hand, due to mess hall closure, will be identified in the quarterly SOAR to the COMMCICOM G-4.

a. Commanders with operational control of the mess hall must ensure the following subsistence procedures are adhered to, during mess hall closure:

Period of Closure	Action Required
1-5 Days	1&2
6-20 Days	1-3
21-30 Days	1-4
Excess of 30 Days	1-5

(1) Review on-hand stocks of dairy, fresh produce, cook chill, frozen, and bread products. Considering quantity, date of receipt, physical condition of each product and expiration date (if applicable), determine which products, if any, should be transferred to another mess hall to reduce the possibility of unnecessary spoilage or monetary loss.

(2) Upon notification of closure, determine which, if any, outstanding subsistence requisitions require cancellation. Notify the Installation Food Service Office of any cancellations as soon as possible.

(3) REQOUT all fresh produce, dairy, cook chill, and bread products to another mess hall.

(4) All perishables, to include frozen products, will be REQOUT.

(5) Request menu changes or modifications to the master menu to avoid over expenditures or excessive subsistence inventory levels. All government owned subsistence on hand, to include non-perishables will be invoiced to the nearest garrison mess hall.

b. Temperature readings will be taken when perishable subsistence items remain in the mess hall during short periods of closure. Temperature readings and times will be recorded on temperature charts where perishable items are stored. Temperature readings will occur at a minimum of three times a day (i.e., 0800, 1200, and 1600). Temperature recordings may be included as special instructions for the command duty officer.

UNSATISFACTORY MATERIAL REPORT (Subsistence) (See Instructions on reverse before completion.)				1. DATE PREPARED (YYYYMMDD)		Form Approved OMB No. 0704-0188		
The public reporting burden for this collection of information is estimated to average 11 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Executive Service and Directorate (0704-0188). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION.								
2. RECEIVING ACTIVITY				3. ORIGINATING ACTIVITY				
a. NAME				a. NAME				
b. ADDRESS (Street, City, State and Zip Code)				b. ADDRESS (Street, City, State and Zip Code)				
4.a. ITEM NOMENCLATURE						b. AFCLBAC EVALUATION		
						<input type="checkbox"/> YES <input type="checkbox"/> NO		
5. NATIONAL STOCK NUMBER				6. SPECIFICATION NUMBER/IMPS NUMBER				
7. CONTRACTOR				8. SOURCE OF SHIPMENT (Depot, Distribution Point, Direct Vendor Delivery, etc.)				
a. NAME								
b. PLANT ADDRESS (Street, City, State and Zip Code)								
9. CONTRACT NUMBER		10. CONTRACTOR LOT NUMBER		11. PRODUCT CODE		12. DATE OF PACK (YYYYMMDD)		
13. REQUISITION NUMBER		14. DATE SUPPLIES RECEIVED (YYYYMMDD)		15. SIZE OF LOT/SHIPMENT		16. QUANTITY ON HAND		
				a. CASES b. UNITS				
FOR ALL USERS (Food Service, Commissary, Veterinary, Troop Issue Subsistence, etc.)								
17. NARRATIVE DESCRIPTION OF UNSATISFACTORY QUALITY AND IDENTIFICATION OF DEFECTS								
18. RECOMMENDATIONS								
19. VERIFYING OFFICIAL								
a. TYPED NAME (Last, First, Middle Initial)			b. TITLE			c. GRADE		
d. TELEPHONE NUMBER (A - Autovon; C - Comm)			e. SIGNATURE			f. DATE SIGNED (YYYYMMDD)		
20. INSPECTION RESULTS (When appropriate, report can be forwarded by users without this section being completed.)								
TYPE OF EXAMINATION a.	INSPECTION LEVEL b.	ACCEPTABLE QUALITY LEVEL c.	CLASS OF DEFECT d.	ACCEPTANCE NUMBER e.	REJECTION NUMBER f.	SAMPLE SIZE g.	NUMBER OF DEFECTS OR DEFECTIVES h.	SAMPLE UNIT L.
21. AUTHORIZED INDIVIDUAL PERFORMING INSPECTION								
a. TYPED NAME (Last, First, Middle Initial)			b. TITLE			c. GRADE		
d. TELEPHONE NUMBER (A - Autovon; C - Comm)			e. SIGNATURE			f. DATE SIGNED (YYYYMMDD)		

DD FORM 1608, AUG 96

PREVIOUS EDITION MAY BE USED.

Figure 12-1.--Unsatisfactory Material Report



Date: 5/10/2017

~ Recall Release Form ~

Recall Item: #135096, Aunt Jemima Waffles Original Round: 8920-01-E59-1303

Customer Name: _____

Please check one:

I have been contacted by Food Services, Inc. regarding the recalled item above. I do not have any of this recalled item in my possession.

I have returned all products concerned with this recall which I had in my possession that was delivered to me by Food Services, Inc. _____ Cases has been return.

Signed: _____
Customer Signature

Dated: _____

Revised January 23, 2014

Figure 12-2.--Recall Re-ease Form

Chapter 13

Special Feeding Requirements

1. General Information. Marines authorized to subsist at government expense are entitled to three meals for each ration day. All meals are intended to be consumed in the mess hall during the applicable meal period. However, operational commitments may require special feeding considerations for Marines who are unable to consume a regularly scheduled meal at the mess hall. Other special feeding requirements may include morale events to foster camaraderie and esprit de corps. Special feeding is defined as meal support prepared in the mess hall for consumption away from the mess hall, or meals served outside of normal operating hours. Commanders must coordinate special feeding requirements with the local base/station/camp mess hall. All special feeding will be handled IAW reference (a). Unauthorized diversion or misuse of Government subsistence, supplies, and facilities is considered mismanagement, and will be investigated under the provisions of reference (z) in order to determine the value and fiscal liability.

2. Functional Responsibilities

a. The installation Food Service Office will provide oversight on special feeding requirements for the local food service system. The installation Food Service Office will:

(1) Validate electronic data interchange personal identifiers (EDIPIs) for personnel authorized to subsist at the garrison mess hall;

(2) Certify special feeding requirements for bulk entry; transactions;

(3) Authorize special meal requests; and

(4) Record projected headcount data in the MCFMIS for meal support requested.

3. Submitting Special Meal Requests. A standardized process will be utilized for special meal support to ensure appropriate request forms, rosters, and verification records are accurate and submitted properly through the validation process. In preparation for submission, the mess hall will:

a. Verify special feeding requirements requested for special meal support.

(1) Ensure the number of EDIPIs on personnel roster(s) match the total number of meals requested

(2) Ensure supporting documentation for personnel authorized to subsist is contained with request for meal support

b. Create a log file for bulk entry transactions.

(1) Import formatted EDIPI Comma-separated values (CSV) file

(2) Pre-validate EDIPIs

(3) Submit special feeding requirements to the Installation Food Service Office, for approval

(4) Utilize required MCFMIS programs (i.e., Production Worksheet, Pull Sheets, Post-Meal Count, etc.) to prepare, issue, and account for special meal support

(5) At the time of pickup, verify that the number of personnel on the supporting list matches the total number of meals requested. The unit representative, or group leader, will swipe their CAC to process the bulk transaction.

(6) Substantiate and complete a Bulk Entry transaction by the actual number of patrons included in each category of service component using the POS system; and

(7) Retain all documentation for special feeding in the single day daily folder in accordance with reference (e).

c. At the time of pickup, the unit requesting special feeding support will:

(1) Provide the mess hall representative with his/her CAC for identification.

(2) Provide supporting documentation for block signatures. The documentation will provide a list with the appropriate information needed to positively identify each individual that will consume a meal.

(3) Scan their CAC to complete a block signature for the meals provided at government expense. The block signature will be made electronically at the POS system.

4. Routine Procedures for Special Meal Support. Prior to approval of special meal support, the mess hall will verify special feeding requirements requested for special meal support ensuring accuracy and submitted in accordance with the guidance provided in the order. This verification process involves validating meal support requests, rosters, and other supporting documentation for submission to the Mess Hall Manager. The Mess Hall Manager must approve Special Meal Request prior to production at the Mess Hall. Copies of all records (letters, rosters, forms, etc.) for special meal support will be kept on file in the single-day folder at the mess hall for submission with end of quarter reporting, with the production worksheet.

a. Requesting Special Meal Support. Requests for special meal support will include essential data such as the date, time, location, and subsistence support requested. Requests for special meal support will be signed by a command representative from the requesting unit. The requesting unit will submit the following supporting documentation with the meal support request:

- (1) Special Meal Request
- (2) EDIPI roster(s) by category to personnel being supported
- (3) Authorization Letters to Subsist

(4) Pay checkage letter(s) to authorize reimbursable collections, as required. Travel orders may be required to depict per diem entitlements when a pay checkage letter is not available.

5. Verifying EDIPI Rosters (Categorized). Rosters containing patrons' EDIPI, duty component (Active Duty/Reserve), meal period, date, group leader EDIPI, quantity, and branch will be included in the request package upon submission. Appendix "A" rosters will be separated and entered by appropriate category as follows: Replace Template for Special Meal Request as an example.

6. Subsistence-In-Kind (SIK). Service members authorized to subsist at government expense will be categorized as SIK. This includes members having the subsistence portion of their per diem withheld or deducted from their travel reimbursement as payment for meals. A pay checkage letter will be provided for reimbursable collections (i.e., payroll deduction), as evidence for entitlements.

7. Commuted Rations (COMRATS). Service members receiving an allowance for subsistence or the meal portion of their per diem will pay the standard meal rate on or before the day of pickup. Personnel submitting payment will be ran as CASH.

Note: Personnel who typically receive COMRATS, but have their pay checked, will be ran as SIK.

8. Military Dependents (Standard Meal Rate). Military dependents of service members E5 and above, federal employees, foreign nationals/indirect hire agreement employees will be submitted on one roster. This category of personnel must have prior authorization to subsist from the Base/Station/Camp Commander, and will be ran as CASH. The standards meal rate will be collected for each member on, or before the day of pickup.

9. Military Dependents (Discount Meal Rate). Military dependents of service members E4 and below will be submitted on a separate roster. This category of personnel must have prior authorization to subsist from the Base/Station/Camp Commander, and will be ran as CASH. The discount meal rate will be collected for each member on, or before the day of pickup.

10. Foreign Military. Foreign military and other categories of personnel will be submitted on a separate roster. This category of personnel must have prior authorization to subsist from the Base/Station/Camp Commander, and will be ran as CASH. The standard meal rate will be collected for personnel on or before the day of pickup.

11. Validating Electronic Data Interchange Personal Identifiers (EDIPIs). The mess hall will ensure sufficient time is provided to allow adequate special meal support to be approved by the Mess Hall Manager. The Meal

Verification Agent will validate EDIPIs for personnel authorized to subsist at the garrison mess hall. It is the Mess Hall Manager's responsibility to ensure the EDIPIs are pre-validated for all Special Meal Requests.

12. Submission Timeline for Special Meal Support. A minimum of ten working days are required for special meal support. This time allows the procurement of subsistence items, as well as the preparation and approval of special feeding requirements. Special meal support may be provided less than the prescribed timeline at the discretion of the Mess Hall Manager. However, a change in labor schedule or exception to limited addition (add-on) order with the local prime vendor is not permitted. The following considerations must be taken when special meal requests are received:

- a. Sufficient on-hand inventory.
- b. Lead time required to requisition items required for the production of meals.
- c. Tempering, cooking, and cooling time(s).
- d. Slicing meats and processing produce time(s).
- e. Preparation time.
- f. Date stamping and filling containers.
- g. Refrigeration until issued/picked up.
- h. Pickup times are to be in accordance with mess hall hours and availability.

13. Validating Special Feeding Requirements. The Mess Hall Manager will determine whether to accept special feeding requests and validate the requirement for all types of special meal support. Types of special meal support include Boxed Meals, Containerized Meals, Recreational Meals, Hot & Cold Beverage Support, Forced March, and Brig Feeding. See Appendix A for sample form requirements.

14. Types of Special Meal Support

a. Boxed Meals. Boxed meals, may only be provided for those personnel whose duties prohibit them from attending regularly scheduled meal times in the mess hall (i.e., rifle and pistol ranges). Boxed meals will not be used as an item of convenience. Any other use of a boxed meal constitutes a fourth meal, which is not authorized. All efforts should be made in the preparation of work and training schedules by all units to ensure that personnel are afforded the opportunity to enjoy a hot meal within the mess hall facility.

b. Containerized Field Meals. In an effort to optimize a units' organic capabilities and readiness, special consideration will be made when determining approval of containerized meals for field events. When containerized field meals are approved, menu items will be served in accordance with the local cyclic master menu. The use of organic Table of

Equipment and food service personnel will not be replaced by containerized meals from garrison mess halls.

c. Midnight-Rations. A night meal is authorized during the late evening to early morning hours when there are a sufficient number of shift workers whose duties cause them to miss the regularly scheduled meals. Sufficient food service staffing, when applicable, need to be considered prior to opening for a fourth meal. This meal will consist of breakfast or lunch/dinner menu items from the cyclic master menu. A midnight menu will be developed and determine if breakfast or lunch/dinner menus are served. This determination will be consistent as it impacts credits and the meal rate charged to the patrons.

(1) When meals are served away from the mess hall they must be kept at the proper temperature utilizing an approved food container, or food packaging. Insulated food containers will be used for containerized meals. Requesting units must ensure specific instructions are followed to prevent meals from expiring and being maintained in the proper temperature zone.

(2) Once meals exceed the four hour time limit for consumption, they cannot be reheated. Leftover meals, to include residuals such as bottled drinks and breakfast bars, will not be returned to the mess hall for reissue. Additionally, the resale of menu items to support command fund raising events is prohibited. Giving away subsistence to unauthorized organizations, groups, individuals, or orphanages, is also prohibited.

15. Recreational Event Meals. Recreational meals may be authorized in support of formally published command events, such as a military field meet. Such events must be sponsored at the company level or higher, and be the appointed place of duty at that time. Recreational events such as a family day, open house day, prayer breakfast, or veteran appreciation day may only be authorized when these events are mandated by the installation commander and published in a command order. Appropriated fund feeding support is authorized for certain recreational events when they meet the required criteria:

a. The recreational event meal replaces the member's normally entitled meal at the mess hall.

b. All menu components are provided as prescribed by the local master menu for recreational events (installation FSO approval is required for any menu component changes).

c. The requesting unit is responsible for the disposition of any leftover food items.

16. Hot and Cold Beverage Support. During extreme climatic conditions, camp/station commanders are authorized to approve hot and cold beverage support to personnel performing strenuous outdoor activities, such as camp guard or sentry duty in an outdoor environment. Hot and cold beverage support will not jeopardize the financial operation of the mess hall. The use of mess hall subsistence funding to support a command coffee mess is prohibited. The mess hall will not receive any monetary credits for providing hot and cold beverage support.

17. Forced March Menu Support. The standard Forced March Menu will be utilized to provide a suitable portion of protein, fruit and beverage support during conditioning hikes. Monetary credits will be provided for meals designed with a macronutrient capacity to satisfy the recommended dietary intake requirement for optimal physiological nutrient replenishment, in accordance with reference (j).

18. Brig Feeding. A designated mess hall will be selected to provide food service support to detainees/inmates in the brig facility. In order to prevent interruption of meal services, brig personnel (i.e., guardsmen, staff, etc.) will determine the daily inmate headcount and coordinate feeding requirements with the designated mess hall. The designated mess hall will provide three meals a day to confinement.

19. Group (Bulk) Feeding. When a command event exists that requires mass feeding within a specific time frame, such as a military field meet, meals will be accounted for using bulk entry (block signature) procedures. Routine procedures for special meal support will be followed for group feeding, unless otherwise specified as cash customers. Group (bulk) feeding in the mess hall is only authorized when either the unit representative (group leader) is picking up meals for an approved special meal request, or when paying patrons are present at the mess hall and one single unit representative is submitting an authorized form of reimbursement for the group, such as cash. SIK patrons who are brought to the facility in a group, or escorted by a group leader, will use basic headcount procedures and will have their individual CAC scanned.

20. Bulk Entry Transactions (Block Signature). The mess hall will use the automated POS system to facilitate bulk entry transactions for bulk feeding. A bulk transaction will be completed for special meal support provided to requesting units, and meals served away from the mess hall.

21. Bulk Transactions without the POS System. In absence of the automated POS system, the mess hall will ensure all cash collection and basic headcount procedures are adhered as follows:

a. Cash collected for the payment of meals will be received prior to meals provided. Entries made on NAVMC Form 10298, Cash Meal Payment Sheet, will be supported by the number of names provided by the authorization letter or EDIPI personnel roster.

b. A bulk transaction will be processed for personnel that are subsisting at government expense or payroll deduction. A manual block signature will be made on form NAVMC 10789 by the unit representative receiving the meals. For example, "I acknowledge receipt of 10 (must be numerical) meals this date which are for ten (must be spelled out) individuals who are entitled to Subsistence-in-Kind (SIK)."

22. Pickup Procedures for the Requesting Unit. At the time of pickup, the requesting unit will:

a. Provide the mess hall representative with his/her CAC for identification.

b. Provide supporting documentation for bulk pickup transaction. The documentation will provide a list with the appropriate information needed to positively identify each individual that will consume a meal.

c. Scan their CAC to complete a bulk pickup transaction for the meals provided at government expense. The block signature will be made electronically at the POS system.

23. Pickup Procedures for the Mess Hall. At the time of pickup, the mess hall will:

a. Verify that the number of personnel on the supporting list matches the total number of meals requested. The unit representative, or group leader, will swipe their CAC to process the bulk transaction.

b. Validate and complete a Bulk Entry transaction by the actual number of patrons included in each category of service component using the POS system;

c. Retain all documentation for special feeding in the single-day folder in accordance with MCFMIS SOP Rev 7.

24. Meals Provided Equal to Meals Prepared. The actual headcount for meals provided for special meal support will be derived from the Meal Activity Report. The actual number of meals prepared will be annotated on a separate production worksheet (i.e., field meals, box meal, etc.). A Production Worksheet and Pull Sheet will be printed for each individual special feeding requirement and be utilized to prepare special meal support. Production Worksheets will be kept on file with the special meal request in order to provide validation for meals prepared in support of special feeding.

a. Bulk Entry Transaction for Meals Prepared. The number of meals provided during the bulk entry transaction must match the number of meals prepared on the day of pickup. The mess hall will substantiate the special meal requirement and complete a bulk entry transaction for the total number of meals provided, by category of service component using the Point of Sale (POS) system.

b. Backfills Submission to Installation Base Food Service. After the bulk entry transaction has been conducted, the mess hall has 72 hours to submit all required support documentation to the installation Food Service Office to be backfilled. Special Meal Requests that are submitted past the 72 hour window will not be backfilled and the mess hall will not receive credit for the Special Meal Request.

c. Report of Survey. The actual headcount data from the Meal Activity Report must reflect the same number of meals requested. A report of survey will be completed when the Meal Activity Report/Verification Record reveals a difference in excess of 10 percent of the meals requested on the approved special meal request.

25. Utilizing Required MCFMIS Programs. The mess hall will ensure all MCFMIS programs are used appropriately and in compliance with MCFMIS SOP Rev 7. Additionally, all required MCFMIS programs (i.e., Production Worksheet, Pull Sheets, Cost of Over-production Report, Post-Meal Count, etc.) will be

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used to prepare, issue, and account for meals in support of special feeding requirements.

Chapter 14

Food Safety and Sanitation

1. General. Food safety and sanitation is a top priority and area of focus for the MCIPAC-MCBBO food service program. By extension, it becomes a priority to the Marines and employees that work in the mess hall. Food safety and sanitation requires adherence to proper procurement, delivery, receiving, storage, issuing, food handling, preparation, and serving practices. For these reasons, strict precautions must be observed always by every food service employee. Recent changes to publications and federal laws combined with increased public awareness have heightened the attention and importance of food safety and sanitation. It is the duty and the responsibility of each food service employee assigned to the mess hall to ensure that food and beverages prepared and served daily meet the highest standards possible, and are free from contamination. Food safety is everyone's responsibility. This chapter applies to all garrison food service operations and production facilities throughout MCIPAC-MCBBO.

2. Responsibilities

a. Camp/Station Commanders. Commanders with operational control of the camp/station mess halls must ensure that food and beverages served from the facility are safe and wholesome. Commanders must also ensure that food service personnel are medically screened and cleared prior to commencing any food service related functions in the mess hall.

b. Installation Food Service Office. The installation Food Service Office is responsible for ensuring that food safety and sanitation measures follow the provisions of this chapter. The installation Food Service Office will provide technical direction and assistance to ensure safe and effective food service operations. In addition, the installation Food Service Office will perform routine food safety and sanitation inspections to ensure compliance with local and Marine Corps policies on food service procedures.

c. Preventative Medicine Authority. The Preventative Medicine Authority (PMA) is responsible for ensuring that all garrison mess halls are in compliance with food safety and sanitation regulations under the provisions of reference (d). The PMA will conduct, coordinate, and provide technical guidance, assistance, and education to food service personnel in order to reduce the potential of a foodborne illness occurrence. The PMA is also responsible for conducting surveillance inspections in garrison mess halls and production facilities. These inspections are typically conducted once a month and are unannounced. When a mess hall exceeds the number of permissible critical violations, the Mess Hall Manager must promptly notify the Installation Food Service Office. Inspection reports by the PMA will be maintained on file for a period of one year.

(1) A specific criterion is used by the PMA to assign an inspection rating for sanitary conditions. The presence of any Imminent Health Hazard (IHH) will result in a non-compliant rating. The presence of any critical violation that cannot be corrected on site will result in a non-compliant rating.

(2) Mess hall operations will immediately discontinue upon notification of an IHH. An IHH is defined as a food safety hazard that may exist because of an emergency such as a fire, flood, extended interruption of electrical or water services (greater than two hours), sewage backup, misuse of poisonous or toxic materials, rodent or insect infestation, onset of an apparent foodborne illness outbreak, gross unsanitary occurrence or condition, or other circumstance that may endanger public health.

d. United States (U.S.) Army Veterinary Corps. The Army Veterinary Food Inspector Specialist will provide program management and oversight of food safety activities under the provisions of reference (x). Veterinarian services include inspections of hygiene, food safety, food defense, pest and rodent infestation, and quality assurance. The Veterinary Food Inspector Specialist will also inspect serviced-owned subsistence received, stored, issued, sold, or shipped by a military installation, to include those items received from service depots and supply points. Upon request, the Veterinary Food Inspector Specialist will provide determination and disposition instructions on subsistence items that are found unfit for human consumption. Deficiencies and written recommendations will be reported to the installation Food Service Office. Inspection reports by the Veterinary Food Inspector Specialist will be maintained on file for a period of one year.

e. Supervisor/Food Manager. The PIC is a military or civilian employee who has successfully completed the Food Safety Managers/Supervisor's Course (Catalog of Navy Training Course B-322-2101). Alternatively, a military or civilian employee may become a PIC by demonstrating food safety core competency knowledge and obtaining a Food Production Manager Certification from the Conference for Food Protection/American National Standards Institute (CFP/ANSI) accredited program/examination (i.e., ServSafe Managers Course). The PIC will maintain a current certification in order to comply with food safety training requirements.

3. Health Screenings for Food Service Personnel

a. Food service employee, military and civilian, must be medically screened to ensure symptoms of any communicable diseases are nonexistent prior to initial assignment in any food service-related billets. DD Form 2971, Conditional Employee or Food Employee Reporting Agreement, will be used to acknowledge employee responsibilities to report an illness or disease, see figure 14-1. Subsequent annual health screenings are required and will be performed per reference (d).

(1) Civilian employees will perform health screenings as outlined in the applicable contract.

(2) Food service personnel, military and civilian, must present documentary evidence, acceptable to the local medical authority, that they have completed a thorough health screening prior to working in the mess hall, or production facility.

b. The local medical authority may exclude or restrict food service personnel per reference (d) and local directives.

4. Duties and Knowledge Demonstration

a. Food Service Personnel. Food service personnel are defined as military and civilian personnel serving in a camp/station mess hall with an inherent responsibility to maintain a clean, safe and hygienic working environment. Every food service employee has a responsibility to maintain knowledge on safe food handling practices, and perform their duties to the standards of training received that qualifies them for the position in which they serve. Food service personnel are required to uphold and adhere to the policies and procedures identified in this chapter.

b. Person-in-Charge (PIC). The PIC refers to the designated person required to be at the mess hall during all hours of operation with authority and responsibility to ensure food safety and sanitation. The PIC must possess critical core knowledge of food safety principles and practices to ensure safe day-to-day operations, to spot potential problems, and to make sound decisions during mess hall operations.

(1) The PIC will serve as the primary trainer on food safety and sanitation and must maintain a working knowledge of safe practices applied during mess hall operations. The PIC must also perform duties to enforce regulatory policies, procedures, and standards.

(2) The PIC will ensure that:

(a) Mess hall operations are not conducted in a private home or in a room used as living or sleeping quarters.

(b) Personnel not assigned to the food service facility are restricted from food preparation, food storage, or ware washing areas during active operations. Brief visits and tours may be authorized by the PIC after steps are taken to safeguard against exposed foods, clean equipment, utensils, and linens. Unwrapped single-service and single use articles are protected from contamination.

(c) Food service and non-food service personnel, during the performance of their duties such as delivery, maintenance, or pesticide application services, entering the food preparation, food storage, and ware washing areas comply with this chapter.

(d) Food service personnel are effectively cleaning their hands, by routinely executing handwashing practices.

(e) Authorized personnel are inspecting foods as they are received at the mess hall. Personnel authorized to receive subsistence items must ensure that subsistence items received are authorized and validated by the purchase order; delivered at the appropriate temperature; protected from contamination; unadulterated and accurately presented; have no evidence of tampering. All noted discrepancies are to be reported to the Installation Food Service Office.

(f) Food service personnel are properly cooking time-temperature control for safety (TCS), while being particularly careful in cooking those

foods known to cause severe foodborne illness and death, such as eggs and comminuted meats;

1. Potentially hazardous foods include food items that require TCS and support toxin production or the rapid growth of infectious bacteria;

2. Comminuted refers to foods reduced in size through methods to include chopping, flaking, grinding or mincing.

3. Comminuted foods include fish or meat products that are restructured or reformulated such as gefilte fish, gyros, ground beef, and sausage. A mixture of two or more types of meat that have been combined, such as sausages derived from multiple products.

(g) Food service personnel are using proper methods to rapidly cool foods that are not held hot, or foods that are not scheduled for consumption within four hours of preparation;

(h) Inform Patrons that raw, partially or insufficiently cooked food products will not be prepared nor served.

(i) Active duty and contracted food service personnel are properly sanitizing cleaned multiuse equipment and utensils before they are reused.

(j) Patrons are notified that clean tableware is to be used when they return to self-service areas such as salad bars and serving lines;

1. Except for refilling a drinking cup or container without contact between the pouring utensil and the lip-contact area of the drinking cup or container. Food service personnel may not use tableware soiled by the patron to provide second portions or refills;

2. Self-service patrons may not be allowed to use soiled tableware to obtain additional food from the display and serving equipment.

(k) Ready-to-Eat (RTE) foods are served with suitable utensils such as deli tissue, spatulas, tongs, single-use gloves, or dispensing equipment. The use of bare hands for service is forbidden within all garrison mess halls. Bare hand contact with RTE foods carries a high risk of germ transfer after hand washing resulting in increased scenarios for cross contamination and development of food-borne illnesses.

1. Ensure garrison mess halls provide food services to a Highly Susceptible Population (HSP). A HSP is defined in this chapter as a risk group that is more likely to experience a foodborne illness due of the nature of their military duties, or the military culture.

2. A HSP includes any situation that places personnel in any environment that would induce an immune system decrease capability via high operational tempo, increased physical and emotional stress and sleep deprivation.

3. Additional safeguards are implemented to prevent the onset and spread of one or more foodborne illnesses. This includes but is not limited to safe handling practices used to keep RTE foods safe.

(l) Food service personnel are properly trained in food safety, to include food allergy awareness as it relates to their assigned duties.

(m) Food service personnel and conditional employees as defined per reference (d), are informed of their responsibility to report to the PIC, all pertinent information regarding their current health and activities as they relate to diseases that are transmissible through food.

1. A conditional employee is a potential food service personnel who may be suffering from a disease that can be transmitted through food.

2. Conditional employees will not be assigned to food service billets.

(n) Ensure food service personnel are fully trained and have completed DD Form 2971, Conditional Employee or Food Employee Reporting Agreement, before receiving clearance to handle food products.

1. DD Form 2971 is required to be completed by the PIC and filed in the training record jacket of food service personnel, military and civilian, assigned to the mess hall. DD Form 2971 is used to document acknowledgement of medical reporting responsibilities and is designed to assist the PIC and Mess Hall Manager responsible for manpower in order to prevent foodborne disease.

2. DD Form 2971 specifies that the PIC is responsible for ensuring personnel assigned to their respective mess hall report certain symptoms, diagnoses, and past illnesses as they relate to diseases transmitted through food by infected workers. All personnel assigned to the mess hall are personally responsible for reporting this information to the PIC.

(o) Ensure self-evaluations are performed on a periodic basis in accordance with food safety policies, procedures, and practices during food service hours of operations. Self-evaluations will be completed weekly utilizing Food Operation Inspection Report, DD Form 2973.

1. DD Form 2973 is the required form used by the PIC to identify and correct continuous and systemic problems within the mess hall, see figure 14-2. Weekly self-evaluations will be maintained on file at the mess hall for a period of one year. Records will be made available to all food service inspectors, upon request.

2. The PIC will conduct daily informal self-evaluations of the mess hall and food service personnel. Daily self-evaluations should focus on time-temperature control of food, personal hygiene, and food handling practices. Prior to food operations commencing in the mess hall, PICs must conduct a safety and sanitation inspection, also referred to as a "cooks mount." This inspection will ensure that all food service personnel

are free from transmitting reportable illnesses and infections, and are wearing a clean uniform. Documentation of daily monitoring activities associated with a Hazard Analysis & Critical Control Point (HACCP) plan qualifies as a self-evaluation.

c. PIC Knowledge. Based on the risks of food borne illness, the PIC must be able to demonstrate knowledge of food borne disease prevention, application of the HACCP principles, and other requirements as it relates to the food operation, by:

(1) Describe the relationship between the prevention of food borne disease and the personal hygiene of a food employee.

(2) Explain the responsibilities of the PIC in preventing the transmission of food borne diseases by food service personnel who have a disease or medical condition that may present the onset of food borne disease.

(3) Describe diseases that are transmissible through food and the symptoms associated with the diseases.

(4) Explain the significance of the relationship(s) between maintaining the time and temperature of potentially hazardous food and the prevention of foodborne illness.

(5) Explain the hazards involved in the consumption of raw or undercooked meat, poultry, eggs, and fish.

(6) State the required food temperatures and times for safe cooking of potentially hazardous food, including meat, poultry, eggs, and fish.

(7) State the required temperatures and times for the safe refrigerated storage, hot holding, cooling, and reheating of potentially hazardous food.

(8) Describe the relationship between the prevention of food borne illness and the management and control of cross contamination, hand contact with ready-to-eat foods, hand washing, and maintaining the food establishment in a clean condition and in good repair.

(9) Explain the relationship between food safety and properly operating, maintaining and cleaning food service equipment.

(10) Describe proper procedures for cleaning and sanitation of utensils and food contact surfaces of equipment.

(11) Identify poisonous or toxic materials within the mess hall and the procedures necessary to ensure they are safely stored, dispensed, used, and disposed of according to current regulations.

(12) Explain the details of how the PIC and food employees comply with the mess hall HACCP plan.

5. Food Safety. Food safety is an essential element of the food service operation. It is a methodical discipline describing the handling, preparation, and storage of food in ways that prevent foodborne illness. Food operations may be exposed to hazards at any point along the food production chain during receiving, storage, preparation, production, holding, or handling. Following safe practices will prevent illness, loss of duty due to poisoning, hospitalizations, and potential fatalities.

a. Receiving Foods. All food and beverage products consumed in the mess hall, to include market ready items, will be procured from an approved source. Upon delivery, products will be inspected to ensure they are safe, wholesome, and correctly packaged. Accepting sub-standard products may contribute to a potential hazard or foodborne illness. Perishable foods must be received and stored promptly to prevent growth of illness-causing bacteria. Personnel authorized to receipt for subsistence will ensure that:

- (1) Receiving areas are kept clean at all times.
- (2) Delivery trucks are inspected for cleanliness and organization to minimize exposure to contaminants.
- (3) Deliveries are rejected and annotated when products are at sub-standard quality.
- (4) Delivery trucks are inspected for proper temperatures when receiving frozen or refrigerated products.
- (5) Frozen products must be in quality condition and display no signs of thawing and refreezing. Large crystals or liquid on the bottom of the carton/box are signs of temperature abuse.
- (6) Fresh meat and poultry measure at 41°F or below.
- (7) Packaged refrigerated products meet 41°F or below temperature requirements.
- (8) Milk and eggs range at 45°F or below. Milk and eggs must be held at 41°F or lower refrigeration after acceptance.
- (9) Food service personnel must immediately store cook chill products into the designated storage areas to maintain proper temperatures.
- (10) Deliveries are inspected to ensure milk, eggs, and other perishable products have not exceeded their life expectancy (i.e., expired without extended shelf life documentation)
- (11) Products are properly marked with date received to ensure FIFO procedures are being adhered to.
- (12) At the time of delivery, foods and beverages are receipted for and immediately stored at appropriate temperatures. Priority of effort will be refrigerated foods, frozen foods, and dry storage products.

b. Food Storage. Food storage plays an important role in maintaining the quality, safety and nutritional value of foods and beverages. Proper food storage ensure that foods are safe for consumption. Bacteria exist everywhere in nature and is found in the soil, air, water, and the foods that we consume. When they have nutrients (food), moisture, and favorable temperatures, they grow rapidly, increasing in numbers to the point where some types of bacteria can cause illness. While under storage, foods will be covered, wrapped or contained in its original packaging until ready for use. To ensure foods remain at safe temperatures during storage, temperatures will be monitored periodically throughout the day. Temperature charts will be used to record holding temperatures each day at opening time, 0800, 1200, 1600, and at closing time. During periods of temporary closures, when perishable subsistence supplies remain at the closed facility, the Base/station/camp commander will ensure temperature readings of refrigerated and freezer spaces are taken at a minimum of three times daily (i. e., 0800, 1200, and 1630). Normally, this responsibility falls on the mess hall personnel. However, this responsibility may be included in the special instructions for the unit's OOD. Temperature readings and time read will be annotated on temperature charts. Any irregularities outside of the temperature range will be reported to the Mess Hall Manager immediately. Personnel authorized to safeguard subsistence items will also ensure that food products are stored in a clean, dry location where it is not exposed to splash, dust, or other contamination. All foods and beverage products will be stored at least six inches (15 cm) above the floor on NSF International listed plastic pallets, kept clean and in good condition.

(1) Dry Foods. Dry storage areas are zones designated for storage of packaged or containerized bulk food and single-service items that are not categorized as a TCS, and do not require refrigeration or freezing. Food generally stored in the dry storage area include foods such as canned goods, flour, sugar, rice, and cereal. Some fruits and vegetables, such as bananas, onions, and potatoes, may also be stored in the dry storage area. Chemicals will not be stored within dry storage areas. In order for foods to maintain their quality and remain safe, mess hall personnel must:

- (a) Maintain the dry storage room temperatures between 50 to 70°F.
- (b) Keep the area clean to include walls, shelves, floors and light fixtures.
- (c) Keep the area dry through proper ventilation to control humidity and prevent the growth of bacteria and mold.
- (d) Store all food items at least six inches (15 cm) above the floor.
- (e) Store foods away from sources of heat and light to avoid degradation of shelf life.
- (f) Ensure FIFO rotation procedures are being adhered to in accordance with references (a) and (d).
- (g) Ensure a thermometer is kept within the dry storage area,

inspected daily for proper temperature annotation. Rectification/replacement in the event of malfunctions.

(2) Refrigerated Foods. Refrigeration is a key preservation measure. All refrigerated foods have a limited shelf life and require adequate circulation of cold air throughout storage spaces. Foods must be kept safely to allow adequate storage space (i.e., prevent over packing), proper rotation, and protection from harmful contaminants. Given sufficient time under refrigeration, many bacteria, yeasts and molds can spoil fruits, vegetables, meat products, dairy products, etc. It is especially important to understand that although refrigeration may slow the growth of harmful microorganisms, some pathogens may survive while under refrigeration. It is critical that foods are stored properly during refrigeration and control measures are followed to ensure microbiological quality and safety.

(a) The mess hall routinely receives raw foods and RTE products. RTE foods typically use raw products such as poultry, meat and eggs within their recipes. To prevent cross-contamination between raw foods and RTE foods, it is necessary that all actions are taken to store raw meats and RTE foods separately. Raw-marinated foods will be covered and kept under refrigeration. Refrigerated foods must remain safe throughout their shelf life and stored to prevent contamination from drips or spills from other contaminants.

(b) Refrigerators are one of the most important defenses against foodborne illness. Refrigerating food properly keeps food out of the danger zone and helps protect it from harmful bacteria. It is important to ensure refrigeration units are operating at the proper cold storage temperature. Most refrigerators within the mess hall contain built-in thermometers within the frame of the unit, easily visible to monitor the ambient temperature. As a precaution, an appliance thermometer will be placed near the warmest area in the refrigerated space to verify the internal temperature circulating throughout the storage unit. This will also assist in establishing control measures for food safety during a power outage, or an unexpected event. Refrigerated foods and beverages will be stored at appropriate cold temperatures, with a +3°F deviation:

1. Dairy (32°F to 41°F)
2. Chill and Produce (32°F to 41°F)
3. Thaw (36°F to 41°F)
4. Reach-in (36°F to 41°F)
5. Cook Chill (28°F to 32°F)

(3) Frozen Foods. Frozen foods require proper storage and temperature control in order to maintain the required quality of food, nutrient content, and to control bacterial growth. Although freezing does not destroy harmful bacteria, it does maintain food products safe until ready for preparation and serving. Optimal frozen storage conditions can be achieved by following the same guidance given for refrigerated items. Frozen products that have thawed will never be refrozen. Appliance thermometers are

required in frozen storage units to visibly confirm the internal temperature of the freezer. All foods will be kept in their original packaging until ready for use, or thaw. Frozen food temperatures will be maintained at 0°F or below.

c. Thawing. Frozen foods must be kept at a safe temperature during the thawing process. When thawing frozen foods, it is best to plan ahead and thaw in the refrigerator where it will remain at a constant temperature of 41°F or below. It is unsafe to allow food to thaw at room temperature leaving the product exposed to bacteria and organisms. Leaving a product exposed may create toxins that can survive the cooking process even when the food is cooked to temperatures that kill the bacteria themselves. Personnel will adhere to utilizing one of three approved thawing methods within mess halls during food service operations:

(1) Thaw Under Refrigeration. The safest way to thaw meat, poultry, seafood, and other perishable items is under proper refrigeration, which maintains the food temperature at 41°F or below during the thawing process. During optimal thawing conditions, a three day breakout will be performed.

(2) Thaw While Cooking. It is safe to cook foods from a frozen state when time is critical, however, the cooking time may be longer than fully thawed frozen products. All foods must be cooked to its proper internal temperature, unless served frozen (i.e., frozen desserts, etc.).

(3) Thaw Under Water. As a faster thawing method, frozen foods may be submerged completely under cold running water. When thawing foods under running water, the water temperature must be held at 70°F or below and have sufficient water velocity to agitate and float off loose particles during an overflow. Foods will be cooked or stored immediately under refrigeration after the thawing process is complete.

d. Food Preparation. Food preparation can have an impact on the nutritional content and safety on foods served in the mess hall. Before foods are cooked, they must be well-prepared, washed and kept separate from other contaminants. All foods, to include raw meat, poultry, seafood, eggs, salads, sauces, and pastries must be prepared in a controlled environment. Safe food preparation practices is at the utmost importance to reduce the occurrence of a foodborne illness.

(1) Food Preparation Instructions. In order to manage food production within the mess hall, all food service personnel must be assigned specific cooking instructions (recipe cards). This typically occurs during the personnel inspection (cooks mount) or at the time the Chief Cook conducts an in-brief with all cooks prior to any food preparation commencing. Food service personnel will receive menu scaled recipes that are marked with instructions containing all pertinent information required to prepare the assigned product(s). Food service personnel are authorized to utilize manufacturer's recipe during production. Food service personnel are not authorized to deviate from any recipe instructions unless instructed to do so from the Chief Cook. Adherence to recipes ensures a quality product and consistency during preparation.

(2) Processing Produce. Fresh fruits and vegetables bring fresh flavors, vivid colors, and dense nutrients to the mess hall. To maintain the quality and appearance of produce items, they must be fully washed, processed and prepared.

(a) Removing damaged or decomposed produce. Some products may arrive to the mess hall in a damaged or decomposed condition due to oversight during delivery. Immediately upon notice, all spoiled items will be discarded. All visible dirt, soil contaminants and bruises will be removed before further processing in order to reduce the overall potential for microbial contamination from the surface of intact fruits and vegetables.

(b) Washing. It is very important to wash vegetables and fruit when soil is present to prevent contamination from bacteria in soil. Produce will be washed by rubbing or brushing under cold running water to prevent pathogens from entering into produce during potential infiltration. Vigorous washing of produce items that do not easily bruise increases the likelihood of pathogen removal. Other methods may be used to wash different types of produce, including submersion, spraying, or both. When submerging produce, steps will be taken to ensure the buildup of organic material in the water is minimized. Labels and stickers will be removed prior to washing.

(c) Final Rinse. Final rinsing will be performed after cutting, slicing, shredding, and similar fresh-cut processes to help remove some of the cellular fluids that could serve as nutrients for microbial growth. Food employees must be sure to remove as much excess water as possible from processed produce prior to service.

(3) Advance Prep Retention (Marking and Dating). Refrigerated foods to include processed produce, pre-sliced deli meats, RTE foods, and TCS foods that are prepared or opened in advance of immediate service or use, will be clearly marked (including the words "Advanced Prep or AP. Must also include raw, partially cooked or RTE") to indicate the name of the product, the time and date the product was opened, prepared and the date and time the product must be discarded. Advanced prep foods have a shelf-life of seven (7) days when held at a temperature of 41°F or less, and will not be served after the discard date.

(4) Cross-Contamination. Cross-contamination is one of the most common causes of food illness. This occurs when harmful germs/pathogens are spread from one product to another, surfaces, hands or equipment. Preventing cross-contamination is a difficult task because contaminants cannot be seen, smelled, or tasted. Prevention of cross-contamination is vital in supporting the fight against foodborne illness. It is very important for food service personnel to prepare food safely in order to help stop harmful germs from spreading and growing.

(a) To mitigate harmful conditions in the mess hall, food service personnel must adhere to the following:

1. Prevent raw products such as beef, poultry, fish or unwashed raw vegetables from touching other foods.

2. Never prepare RTE foods using a chopping board, utensil or

equipment that have been previously used to prepare raw meat, poultry or unwashed raw vegetables.

3. Always clean and sanitize work spaces and utensils that have come in contact with raw meats or unwashed vegetables.

4. Wash and dry hands thoroughly after handling raw meat, poultry and unwashed raw vegetables prior to making contact with other products.

5. Always cover raw meat and store it on the appropriate shelf in the refrigerator where it cannot touch or drip onto other products.

6. Ensure thorough washing and scrubbing of root vegetables such as potatoes, leeks, and carrots. These are examples of items which are often embedded with traces of soil containing harmful bacteria. Additionally, this guidance is recommended for all other fruits and vegetables that can be consumed raw/fresh.

(b) Color coded cutting boards play a key role within mess halls in protecting foods against cross-contamination. Each mess hall will follow the standard color-coding system when utilizing cutting boards for raw meats, poultry, fresh fruits, vegetables and RTE foods. This will discourage the use of raw foods on same cutting boards used for ready to eat foods. A distinctive color will be associated with a particular food group.

1. Red color-coded cutting boards will be used when preparing raw meats.

2. Yellow color-coded cutting boards will be used when preparing raw poultry.

3. Green color-coded cutting boards will be used when preparing fresh fruits and vegetables.

4. White color-coded cutting boards will be used when preparing Ready-to-eat; cooked foods (e.g., breads, pastries, cheese).

5. Brown color-coded cutting boards will be used when preparing cooked meats.

6. Blue color-coded cutting boards will be used when preparing raw fish.

6. Single-Use Disposable Gloves. Single-use disposable gloves are used to protect food from germs, not hands from food. Wearing disposable gloves is an acceptable way to protect food against contamination. The use of single-use disposable gloves is required when handling RTE foods, and when waterless handwashing (i.e., hand antiseptics) is the only means available to clean hands. When using single-use disposable gloves, food service personnel will make sure that they are form fitting and durable for better use. Disposable gloves will be made of powder-free non-latex materials, such as neoprene, nitrile, or vinyl. The use of latex gloves is prohibited, as the protein

component in natural latex can cause an allergic reaction, ranging from sneezing to anaphylactic shock, in some people.

a. As a safe glove use practice, food service personnel are required to wash and dry their hands thoroughly before wearing, or changing single-use gloves. Employees will not wash their hands while wearing gloves. Perspiration and bacteria may buildup under gloves while engaged in the same activity for a period of time. For this reason, employees will be required to wash their hands and switch to a fresh pair of disposable gloves, periodically.

b. Gloves will be changed when ripped, torn, or contaminated by other activities. Contamination can occur any time after using the bathroom, smoking, coughing, sneezing, and in between preparing raw and cooked foods.

c. Single-use disposable gloves will not be reused for any reason. Once food service personnel have completed a single activity, gloves will be discarded and employees will wash their hands. Clean, disposable gloves will be made available to employees and properly worn by food service workers.

7. Cooking Foods. Foods must be cooked thoroughly and kept out of the temperature danger zone, between 41°F and 135°F, where bacteria can grow rapidly. The possibility of bacterial growth actually increases as food cools after cooking because the drop in temperature allows bacteria to thrive. It is always suggested that food service personnel work quickly and cook foods in small batches to ensure that foods are kept at safe temperatures throughout the cooking process. Cooking foods properly and in accordance with recipe instructions will prevent consumers from becoming seriously ill from food poisoning.

8. Safe Cooking Temperatures. Foods must be cooked thoroughly to a safe internal temperature. It is very important for food service personnel to adhere to safe cooking temperatures per reference (d). Cooked food is safe only after it has been heated to a high enough temperature to kill harmful bacteria. This prevents harmful germs from spreading and growing. Table F-1 identifies the minimum internal cooking temperature for cooked foods.

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Table F-1. Summary chart for minimum food cooking temperatures and holding times

Food	Minimum Temperature and Holding Time at the Specified Temperature ¹
<ul style="list-style-type: none"> • Cooked fruits and vegetables 	135°F (57°C); 15 seconds
<ul style="list-style-type: none"> • Raw Eggs prepared for immediate service • Commercially Raised Game Animals and Exotic Species of Game Animals • Fish, Pork cutlets/chops, and Meat not otherwise specified in this chart or in ¶ 3-401.11(B) 	145°F (63°C); 15 seconds
<ul style="list-style-type: none"> • Pork Roast 	145°F (63°C); 4 minutes
<ul style="list-style-type: none"> • Raw Eggs not prepared for immediate service (e.g., scrambled bulk, quiche, pre-cracked or "pooled") • Comminuted Commercially Raised Game Animals and Exotic Species of Game Animals • Comminuted Fish and Meats • Injected Meats 	158°F (70°C); < 1 second, or 155°F (68°C); 15 seconds, or 150°F (66°C); 1 minute, or 145°F (63°C); 3 minutes
<ul style="list-style-type: none"> • Poultry • Baluts • Stuffed Fish; Stuffed Meat; • Stuffed Pasta; • Stuffed Poultry; • Stuffed Ratites • Stuffing Containing Fish, Meat, Poultry, or Ratites • Wild Game Animals 	165°F (74°C); 15 seconds
<p>Food Cooked in a Microwave Oven</p>	165°F (74°C); Hold for 2 minutes after removing from microwave oven
<p>¹ Summarized from § 3-401.11</p>	

Table F-1–Summary Chart for Minimum Food Cooking Temperatures

a. Meats and Poultry. It is important to cook all meat and poultry thoroughly to kill the bacteria that can cause food poisoning. Temperature and cooking times may vary depending on the type of cut of meat and the method of cooking. When cooking a number of small pieces of meat such as sausages, they must be turned regularly so that each piece cooks evenly. Some parts of the product may be less hot than others. In addition to measuring the internal temperature, meat and poultry will be checked visually to confirm that foods are cooked thoroughly and that juices are clear from any animal blood.

b. Fish. Fish will always be served cooked at the mess hall. Fish products will be washed before being cooked, to remove any harmful bacteria that may be on the outside of product. All minced, skewered, or RTE foods that contain fish will be cooked thoroughly to ensure a safe internal temperature is reached throughout the entire product. Fish that will be served cold will be cooked to a safe internal temperature and plunged into cold water to stop the cooking process. Cold fish products will kept and served at cold temperatures, outside of the temperature danger zone.

c. Eggs. Eggs will never be served raw or lightly cooked at the mess hall. Eggs that are raw, have runny yolks (sunny side up), or that have not been cooked thoroughly can contain harmful bacteria which are most likely to make a highly susceptible population seriously ill from food poisoning. Cooked, or RTE foods that contain eggs such as mayonnaise, salad dressings, sauces, ice cream, desserts, or ready-made icing are typically made using pasteurized egg and are therefore safe to eat because pasteurization kills bacteria.

d. Vegetables. Vegetables are extremely versatile and may be served fresh after processing or cooked by several different methods. Most vegetables are grown and harvested in a relatively natural environment where they can be exposed to bacteria from soil or water. Risks associated with serving raw or fresh vegetables are low, but require precaution to be taken to avoid exposure to harmful contaminants. Vegetables will always be kept away from other raw foods. When cooked, vegetables will be prepared in accordance with recipe instructions to prevent vitamin and mineral loss.

9. Holding Foods. Cooked foods will not be held at room temperature for more than two hours while being prepared. Cold foods will be kept at 41°F or below. Hot foods will be kept hot, at 135°F or above. Food that has been left at room temperature for an unknown period of time must be discarded to ensure only safe foods are served.

a. Hot holding. The process of cooking alone does not kill all bacteria. Cooked, hot foods must be maintained at 135°F or above to ensure bacteria does not resume growth. Hot holding equipment such as preheated steam tables, soup warmers, hot boxes, and other hot holding units will be used to ensure hot foods stay outside of the temperature danger zone. Hot food will be covered and stirred during long periods or service to ensure heat is distributed evenly.

b. Cold holding. Temperature control is vital when it comes to handling cold foods. When adhering to cold holding procedures, food service personnel must always be mindful of the temperature danger zone and keep foods at 41°F or lower. Foods can be kept in a refrigerator, on ice, or other approved methods to keep bacteria from growing. When using ice to keep food cold, the level of ice must surround the entire food container meeting the highest point or the rim.

10. Use of Thermometers. Using a food thermometer is the only way to be sure food is cooked safely. Food thermometers with glass sensors or stems must be encased in a shatterproof coating and calibrated at a frequency to ensure accuracy. Thermometers will be calibrated in accordance with the manufacturer's specifications as necessary to ensure the devices accuracy. Food thermometers must have a probe size appropriate to the food item to properly check the core temperature of the food product. A meat thermometer will be used to measure the internal temperature of cooked meats and poultry. This will ensure that a safe temperature has been reached and that harmful bacteria have been destroyed. A thermocouple is also a type of temperature measuring devices that may be used to accurately measure the temperature in thin foods, such as meat patties and fish filets. Food thermometers may

cause a rounding error, so a temperature gradient of no more than $\pm 1^{\circ}\text{F}$ within the intended range is acceptable. Thermometers will be easily accessible to all food service personnel.

11. Taste Testing/Sampling Cooked Foods. Food service personnel are encouraged to taste, or sample food products before service to ensure recipe instructions were followed correctly. A small portion of cooked food may be sampled to ensure an acceptable product is served. Taste testing a food product may also promote feedback on possible changes or revisions to a recipe. Only a clean sanitized utensil or single service disposable utensil may be used to take a food sample. Utensils may not be used more than once when sampling small portions. In addition, food will be sampled away from other food, and in a manner, that does not risk contamination of any food products.

12. Proper Disposition of Returned, Previously Served, Unsafe, or Contaminated Food. Unpackaged foods returned by a customer may not be offered again as food for human consumption. Germs may be transmitted from person to person through contaminated food. The potential spread of illness is reduced when potentially contaminated food is discarded. Food handled by a sick food service employee or handled with bare-hand-contact are unsafe, and will be discarded. Only foods protected from contamination may be served from one customer to another. These foods include unopened packaged foods, such as crackers, salt, pepper, sugar packets, or single-serve cereal that is served, unopened in its original package. They also include food in dispensers that are protected from contamination, such as bottles of ketchup, mustard, steak sauce, and other contained items that are closed between uses.

13. Leftovers. Leftovers are considered food and food ingredients that are offered at a point of service during a meal period, and is removed from its temperature controlled environment to be retained for future service. Because bacteria can grow rapidly between the temperatures of $41\text{-}135^{\circ}\text{F}$, foods must remain outside the temperature danger zone when carried over to the next meal period. Leftovers that are cooled at the end of a meal period and retained for another meal service may be held under refrigeration for up to seven days. All leftovers will be labeled with the date and time of original preparation and discard date and time. Freezing leftovers is prohibited.

a. Leftovers are distinguished into two categories, TCS and non-TCS foods. Non-potentially hazardous foods may be retained and served from one meal and carried to another, given that they are packaged or individually wrapped to avoid exposure to contaminants. Non-potentially hazardous foods include items such as packaged or individually wrapped condiments, desserts that do not require refrigeration, and whole, uncut fruit that will be washed before offered for service at a later meal. Potentially hazardous foods require time-temperature control and may be retained and carried to another meal only under specific guidelines and in accordance to reference (d). Leftover foods may be retained until consumed only when held hot at 135°F or above, or held cold at 41°F and below during service. For prohibited leftovers, refer to reference (d).

b. Self-served food products that are removed from the salad bar, serving line or a hot or cold holding cabinet (i.e., a carousel) may not be retained as a leftover, unless these food products are individually wrapped

or packaged. All foods that are prepared and individually wrapped for consumer self-service will be labeled with the date and time of original preparation and discard date and time. This includes individually wrapped, fruits, vegetables, and pre-prep salads, and hot foods placed in a cold or hot holding cabinet for display.

14. Cooling Foods. One of the most common causes of foodborne illness is improper cooling of cooked foods. Bacteria can be reintroduced to food after it is safely cooked and transitions through the temperature danger zone. The cooling requirement limits the length of time that potentially hazardous foods are in the temperature range, at which harmful bacteria can grow. Food that will be retained and served again will be cooled by the most effective means available in the mess hall. There are a variety of methods that may be used to cool food quickly. Foods may be placed in shallow containers and refrigerated, or placed under an ice bath that is equal to or greater than the food depth. A rapid chill unit, such as a Blast Chiller, may also be used to cool foods much faster than a standard refrigerator. All foods must be cooled in two phases:

- a. Cool foods from 135°F to 70°F within two hours; and
- b. Cool foods from 70°F to below 41°F in four hours.

15. Reheating Leftovers. Inadequate food temperature controls are the most common factor contributing to outbreaks of foodborne illness and disease. Retained leftovers will be reheated thoroughly so that all parts of the food product reach an internal temperature of 165°F for a minimum of 15 seconds and then held at 135°F or above, until served. The time for reheating leftovers will not exceed two hours. Retained leftover foods, once served, will not be carried over as a leftover for any future meal periods.

16. Cleaning and Sanitation

a. Cleaning Methods. Cleaning refers to removing visible dirt. Cleaning agents are often used to remove food residues from dining tables, worktables, and food preparation equipment. Cleaning can be carried out in a variety of ways. Sometimes, a cleaning chemical is required to loosen and remove stubborn soils. Other times, scouring pads and brushes are necessary for this task. However, the cleaning process does not stop once the visible debris is removed. The next step that must be followed is sanitation. Sanitation is more than just cleanliness. It includes all practices involved in protecting food from risk of contamination and harmful bacteria transferred from foreign bodies.

b. Sanitizing Methods. Sanitation begins with personal cleanliness, good hygiene, and proper cleaning and sanitizing of all food contact surfaces, food equipment, and utensils throughout the mess hall. Sanitation is the process in which the levels of invisible microbes, including bacteria and viruses, are reduced to safe numbers. This task is essential to preventing the spread of disease-causing germs from surface to surface, and food to food. Sanitizing may be achieved by using chemical or heat sanitizers to eliminate microorganisms. The PIC will maintain a working knowledge on all methods of sanitizers and routinely monitor the chemical concentration and exposure time for chemical sanitizers, and high heat

temperatures for heat sanitizers.

(1) Use of Chemical Sanitizer. Chemical sanitizing is accomplished by immersing or wiping food contact surfaces with a sanitation solution and allowing the solution to remain in contact with the food contact surface for a specific amount of time. Chemical sanitation most commonly used in the mess hall is the Quaternary Ammonia Compounds or Quats. This is an effective sanitizer that has been approved for use by the Preventative Medicine Unit (PMU). Before using any chemical sanitizers in the mess hall, food service personnel must read and adhere to the Environmental Protection Agency (EPA) registered instructions annotated on the label. Chemical sanitizers must be mixed to the proper concentration, following EPA-registered instructions. Soap should never be added to the chemical sanitizer. Employees must be trained to make sure that the product is used properly. Another key to chemical sanitation that is often overlooked is the dwell/contact/exposure time. Exposure time refers to the amount of time a surface must be exposed to the chemical in order for the bacterial or viral levels to be reduced to safe levels. This time varies between the different chemicals and is determined by the chemical manufacturer.

(2) Use of Heat Sanitizer. Heat sanitizing occurs when equipment or food contact surfaces are exposed to high heat for an adequate length of time by manually immersing the item into water that is 171°F or above, for at least 30 seconds. Bacteria and viruses cannot withstand high temperatures, but using this method requires constant monitoring to ensure that the proper temperature is being reached. Heat sanitation is most commonly used in warewashing areas. Due to hazardous water temperatures, food service employee must wear the appropriate warewashing gloves and aprons to protect themselves from being burned or injured.

c. Mechanical Warewashing. All garrison mess halls throughout MCIPAC-MCBB are equipped with a mechanical warewashing machine that will wash, rinse, and sanitize dishes, small wares and small removable equipment parts. Food service personnel using this equipment must have knowledge on how to read the temperature gauges to ensure that the items being sanitized are reaching the correct temperature. Procedures for mechanical warewashing is as follows:

(1) Scrap all leftover food in the garage or garage disposal.

(2) Stack dishes in dish racks. Do not stack dishes on top of each other, as this will not allow water to circulate properly. Pans, glasses, cups, and bowls should be placed upside down on the dish rack to keep them from filling with water and food debris. Plates and flatware should be stood up edgewise on the dish rack.

(3) Place dish rack in warewashing machine to wash, rinse and sanitize dishes. Monitor temperature gauges to ensure proper temperatures are being reached.

(4) When dishes are cleaned, rinsed, and sanitized, remove dish rack from warewashing machine and allow dishes to air dry for 1-2 minutes before removing from dish rack. Removing hot dishes from the dish rack immediately after they come out the dishwasher could injure a food service employee.

(5) Place dishes on drying rack to air dry. Using towels to dry dishes is not authorized.

(6) After wash ware is clean and dry, handle and store them safely to minimize possible contamination.

(7) Drain the water in the warewashing machine. Clean and sanitize prior to the next serving period.

d. Manual Warewashing. Due to unforeseen equipment or maintenance malfunctions, food service personnel must be trained and prepared to perform manual warewashing activities in the mess hall. Manual warewashing utilizes the clean, rinse, and sanitize process commonly referred to as the three-sink method. A three-compartment sink, consisting of three basins large enough to fully immerse utensils, pots and pans, will be utilized to wash, rinse, and sanitize equipment and utensils coming into contact with foods. All three compartment sinks must have an under-the-sink booster heater that will maintain the proper wash, rinse, and sanitizing temperatures. A chemical sanitizer is used with this method in absence of high heat typically produced by a mechanical warewashing machine. All three compartment sinks must be equipped to maintain the proper wash, rinse, and sanitizing temperatures. Procedures for manual warewashing is as follows:

(1) Clean and sanitize all three sinks. After all three sinks have been cleaned and sanitized, fill each sink with hot water.

(2) Prior to commencing manual warewashing, ensure the temperature of the water for the "wash" compartment is 110°F or above. The temperature of the water for the "rinse" compartment is 120°F or above. The temperature of the water for the "sanitizing" compartment is 171°F or above (utilizing approved thermal protective gloves).

(3) Scrap all leftover food into the garbage or garbage disposal.

(4) Wash dishes in hot, soapy water (wash compartment).

(5) Rinse dishes with clean, hot water (rinse compartment).

(6) Sanitize dishes by soaking the dishes in the third sink filled with hot water and an approved sanitizer (sanitizing compartment).

(7) Place dishes on drying rack to air dry. Using towels to dry dishes is not authorized.

(8) After wash ware is clean and dry, handle and store them safely to minimize possible contamination.

(9) Drain the water used to clean, rinse, and sanitize wash ware.

(10) Clean and sanitize sinks prior to the next cleaning cycle.

e. Cleaning and Sanitizing Food Contact Surfaces. Properly cleaning and sanitizing food contact surfaces can eliminate foodborne bacteria from contaminating food that is prepared in the mess hall. Food preparation and

serving areas throughout the mess hall are exposed to a variety of possible contaminants. Uncooked food also pose health risks when surfaces are not cleaned sufficiently. Any surface, to include food preparation and serving equipment that come in contact with food and serving utensils is considered a food contact surface. Food service personnel must clean and sanitize food contact surfaces before and after each use. Sponges, rags, steel wool, or wool pads may not be used to clean any food contact surface. Food service personnel will only use appropriate items such as; scouring pads (green scratch pads) to clean food contact surfaces. Knowing when to clean food contact surfaces and how frequently food contact surfaces should be cleaned, lessens the probability of a foodborne illness.

(1) Smallwares and Equipment. Smallwares include dishes, flatware, preparation and serving utensils, measuring devices, cooking pots and pans. Food equipment includes all equipment used to prepare, chill, and serve food, such as food prep counters, serving lines, and cooking equipment. Smallwares and equipment will be kept free of encrusted grease deposits and other soil accumulations. Large equipment will be unplugged and taken apart to be cleaned. Removable parts may be cleaned and sanitized by manual immersion or mechanical warewashing. The large component of the equipment may be cleaned and wiped with a chemical sanitizing solution. Employees will allow all parts to air dry before reassembling. Employees may re-sanitize the external food contact surfaces of the parts that were touched when the equipment was re-assembled. Cutting boards, utensils, grills, countertops and other food contact surfaces must also be disinfected daily. In-use equipment and utensils that may come in contact with TCS foods must be cleaned and sanitized at least every four hours.

(2) Ice Machines. Similar to food preparation and serving equipment, ice machines require the same concern for cleaning and sanitation. Ice has many functions, and is often used as a food/beverage ingredient. Ice may be used, whole or crushed, in cold food displays, for chilling packaged food and drinks, or to rapidly chill cooked foods. Ice machines must be installed in a clean area that allows adequate space for safe handling of ice and does not present risk for ice contamination. Ice machines must also be cleaned and sanitized at least every 30 days or as often as necessary to prevent accumulation of mold, mildew, or other debris and to manufacturer standards in order to reduce contamination. Ice machines are sanitized by a competent authority with proper training. Ice scoops will not be stored in ice. Scoops will be stored, handles up, in a separate ice bin or tray. Ice machine air or water filters will be changed as often as instructed by manufacturer, but no later than six months. Filter replacements will be documented using a log, and will be properly inspected by PMU.

f. Good Personal Habits in the Mess Hall. When it comes to health and hygiene as a defense against foodborne illness, it is important to realize that personal habits affect food safety. Food service personnel will not eat, drink, or use any type of tobacco while in food preparation, serving or storage areas. Food service personnel must use hair restraints that are intended to keep hands out of hair, and hair out of food. Hair must always be restrained when working around food or in food preparation areas. Fingernails must be trimmed for easy cleaning. Cuts, sores or wounds will be covered at all times, while preparing or serving food. Nail polish or artificial nails will not be worn when preparing or serving foods. Personal

items, such as medicine, day-packs, and purses must be stored away from food, dishes, and linens. Except for a plain wedding band ring, jewelry including earrings, watches, bracelets, and all other jewelry on arms and hands will be removed during food preparation and serving.

g. Good Personal Hygiene in the Mess Hall. Poor personal hygiene is a contributing factor of foodborne illness. However, personal cleanliness is the strongest defense against contamination and illness. Food employees will maintain a high degree of personal cleanliness and will conform to good hygienic practices during all working periods. Food service personnel are required to bathe each day, prior to beginning their daily duties. Employees will be in clean clothing, free from soiled substances, dirt, or foreign debris before commencing daily operations. Employees are also required to inform management if they are sick. Good personal hygiene prevents the spread of germs in the mess hall.

h. Handwashing. Handwashing is the most effective means to get rid of the germs that make people ill. Viruses and bacteria are invisible to the naked eye, but may be present on hands if not washed thoroughly, particularly after using the bathroom. A sign or poster that notifies food employees to wash their hands will be provided at all handwashing sinks used by food employees and will be clearly visible to food employees. Multilingual signs will be provided when appropriate. At no time will a handwashing sink be utilized for any other purpose other than washing hands.

(1) Method. Food employees must clean their hands and exposed portions of the arms in a properly equipped handwashing facility by adhering to the following procedures:

- (a) Rinse hands under clean, running warm water.
- (b) Apply an adequate amount of liquid soap to create a lather.
- (c) Rub hands together vigorously for at least 20 seconds while paying particular attention to removing soil from underneath the fingernails during the cleaning procedure, and creating friction on the surfaces of the hands and arms, finger tips, and areas between the fingers.
- (d) Thoroughly rinse under clean, running warm water.
- (e) Immediately dry hands using individual disposable towels, a heated-air hand dryer device, or a hand drying device that employs an air-knife system that delivers high-velocity, pressurized air at ambient temperatures.
- (f) To avoid recontamination of hands, food service personnel may use disposable paper towels or similar clean barriers when touching surfaces such as manually operated faucet handles on a handwashing sink or the handle of a restroom door.

(2) Frequency. Food service personnel must wash exposed portions of the arms frequently, throughout the day to keep germs off of their body and the food they prepare. Contamination can be caused during several activities. Food service personnel must wash their hands:

- (a) Immediately before engaging in any food preparation.
- (b) Before putting on single-use disposable gloves.
- (c) Before serving patrons, when hands have been contaminated by exposure to potential germs.
- (d) During food preparation, as often as necessary to remove soil and contamination when changing tasks.
- (e) After using the restroom.
- (f) After coughing/sneezing/scratching/touching bare body parts, to include face or nose.
- (g) After handling inventory.
- (h) After handling garbage.
- (i) After using a handkerchief or disposable tissue.
- (j) After using the telephone.
- (k) After using tobacco.
- (l) After eating/drinking.
- (m) After handling soiled equipment/utensils.
- (n) After handling raw meat, fish or poultry.
- (o) After using chemicals.
- (p) After engaging in other activities that contaminate the hands.

i. Housekeeping. A food safe mess hall operation begins with a facility that is clean and in good repair. Housekeeping is defined as the care, cleanliness, orderliness, and upkeep maintenance of the mess hall. It is important to eliminate hard to clean areas and faulty equipment that may sit and collect dust. It is also important to get rid of dirty surroundings that will attract bugs and other pests. Good housekeeping and maintenance prevents biological and physical contaminants from causing foodborne illness in the mess hall. A biological contaminant is known as a microbial contaminant, such as bacteria, viruses, fungi, parasites or biological toxins. A physical contaminate includes any foreign object that may find its way into food such as broken light bulbs or dust. All garrison mess halls will maintain a clean and hygienic environment for the health and safety of employees and patrons.

j. Cleanliness of Non-Food Contact Surfaces. Cleaning non-food contact surfaces throughout the mess hall is an effective way to prevent the spread of foodborne illness throughout the mess hall. Non-food contact surfaces include all exposed surfaces other than food and splash zones. Non-food

contact surfaces must be kept clean and free of the accumulation of dust, dirt, food residue, and other debris. A routine cleaning schedule should be established to maintain the cleanliness of areas and surfaces throughout the mess hall that may not be utilized daily.

(1) Intake and exhaust air ducts will be used to remove odors, smoke, or steam from galley cooking areas and ware washing rooms. Exhaust fans and hoods will be checked regularly to make sure they are properly cleaned and in good working condition. Hood filters used over cooking equipment must be removed and cleaned, often, in accordance with operating instructions in order to prevent grease build up and food debris. Filters will be changed as often as necessary so they are not a source of contamination by dust, dirt, and other materials.

(2) Other physical areas of the mess hall, similar to non-food contact surfaces, must be cleaned at frequent intervals. Grease traps, food grinders, and other plumbing fixtures used to trap, grind, or pulverize food wastes must be cleaned as often as necessary to prevent obnoxious odors and pest harborage. Collections containers attached to drip pans/trays will be cleaned at least, weekly. Collected grease will be stored in a container with a tight-fitting lid.

k. Cleanliness of the Facility. Cleanliness throughout the mess hall is an important measure to limit the risk of contamination, or the transfer of viruses. Food service areas receive a constant stream of visitors and patron flow. High-traffic areas must remain clean during mess hall operations. Areas that come in frequent contact with patrons must be cleaned frequently to avoid the transfer of bacteria and germs to other surface areas. The overall appearance of the mess hall must be maintained at the same level of standard that food service personnel maintain a clean and neat appearance.

(1) Walls, Ceilings and Floors. Walls, ceilings and floors must be free of dirt, cobwebs, peeling paint, and other contaminants that can fall into food or onto food contact surfaces. Walls will be cleaned daily and kept free from spills and other food debris. Ceilings, to include ceiling fans and light fixtures must be kept free from dust and dirt. Light fixtures may be cleaned with a cloth. Floors will be swept and swabbed, daily. If a spill occurs, employees must promptly section off the area, clean up the spill and allow it to dry to avoid a slip-and-fall incident. Regular deep cleaning with soap, water and liquid bleach help remove soil buildup in tile grout. Many mess halls place floor mats at the entrance of the facility to prevent outside dirt from being brought inside. Employees must sweep and swab near entrances and exits frequently as well as underneath booths and tables to keep these areas clean.

(2) Dining Area. Dining and eating area cleanliness is necessary for food safety. The dining area, to include tables, countertops, display cabinets, beverage machines and similar surfaces will be cleaned before and after each meal period. Chemical sanitizers may be used to sanitize surface areas that come in contact with patrons, such as countertops, tabletops and chairs. Surface area cleaning should be done with clean towels that have not been used on surfaces in other areas of the mess hall, such as the restroom or food preparation areas. It is also necessary to ensure condiment bottles are cleaned regularly.

(3) Restrooms. The restroom is a highly-populated area that requires frequent cleaning and maintenance. Properly cleaning restrooms helps prevent cross-contamination from employees to food products and from patrons to eating utensils. To properly clean the restroom, employees must scrub toilet bowls and seats, as well as the floor around the toilets. All door handles and sink faucets must be sanitized. Surface areas around sinks should be sanitized and dried. Dispensers for soap, paper towels and toilet paper should also be fully stocked. Trash will be removed daily. Employees should monitor restrooms frequently to ensure they do not require attention. A cleaning log will be utilized in each restroom in the mess hall to track the date and time the restroom was cleaned.

17. Orderliness in the Mess Hall

a. Personal Belongings. Personal clothing and belongings must be stored at a designated place away from food, equipment, utensils, linens, and single service articles. Prescription and over the counter medicine is considered a personal belonging that will be secured in a personal locker and away from food.

b. Chemical Storage. Chemical contaminants must be kept secured and stored away from all food. Chemical contaminants include substances such as toxic materials, pesticides, cleaning compounds/solutions, chemical sanitizers and preservatives. Poisonous or toxic materials must be stored in a separate locked cabinet or storage room with restricted access to prevent unauthorized use and/or contamination of food, equipment, utensils, linens, and single-service and single-use articles. Furthermore, poisonous or toxic materials must not be stored above food, equipment, utensils, linens, and single-service or single-use articles. Equipment and utensil cleaners and sanitizers are authorized to be stored in warewashing areas for availability and convenience if the materials are stored to prevent contamination of food, equipment, utensils, linens, and single-service and single-use articles. Chemicals must be in the original containers to prevent accidental misuse. Chemicals however, that are transferred into a clear container, it must be labeled clearly to identify chemical contents.

c. Maintaining Mops and Cleaning Cloths. After use, mops will be placed in a position that allows them to air-dry without soiling walls, equipment, the mop handle, or supplies. The method of storing mops is head down using an angled rack that allows the mop head to hang freely without draining onto the mop handle. Mop heads must be replaced when heavily soiled or when no longer serviceable. Wet cleaning cloths that are in use for wiping food spills from food contact and non-food contact surfaces of equipment will be stored in a chemical sanitizer or clean chlorine sanitizing solution at a concentration of 100 parts per million (ppm). Dry cleaning cloths may be used to wipe food spills from tableware and carryout containers. All cleaning cloths will be free of food debris and visible soil, and will be used for no other purpose. Preparation sinks, handwashing sinks, and warewashing equipment will not be used for the disposal of mop water and similar liquid wastes.

d. Pest, Rodent, and Insect Prevention. Cleanliness and maintenance are keys in preventing pest infestation. By nature, the mess hall is prone to problems with pests. Pests, rodents and insects may be brought in when

subsistence supplies are delivered, or enter the facility through gaps in floors or walls. Pests such as rodents, cockroaches, and flies spread germs and contaminate food. They must be kept out of all areas of the mess hall through proper housekeeping measures. Pest prevention is the most effective way to keep the mess hall pest free. The PIC along with each food service employee must focus on stopping the problem before it starts.

(1) Pesticides are harmful substances that must only be handled by licensed pesticide applicators and only when food is protected. In order to keep a healthy and sanitary environment in the mess hall, PICs when conducting daily Self Evaluations should ensure that all doors in mess hall are closed, and cover holes in the walls. Even the smallest hole can be an entry for insects and bugs.

(2) On a daily basis, the premises of the mess hall will be inspected to ensure unnecessary items and litter are collected and properly disposed. Poor disposal of garbage is an invitation to pests, rodents and insects. Garbage cans will always be covered with lids, and unused boxes and food waste must be thrown away in a timely manner. All food will be stored and covered. All spills will be cleaned, immediately. Food and supply storage areas should be organized to discourage pest infestation. Food, dishes, pots, pans, utensils and supplies will be off the floor to eliminate living spaces or places for pests to hide.

(3) The PIC will be able to identify any sign of infestation. However, food service personnel should report any signs of droppings, gnawing, nesting materials, or holes in baseboards or walls throughout the mess hall. Chapter 16 of this Order discusses how to administer an effective pest control management program in the mess hall.

CONDITIONAL EMPLOYEE OR FOOD EMPLOYEE REPORTING AGREEMENT <i>(Reporting requirements for food employees are outlined in Chapter 2, TB MED 530/NAVMED P-5010-1/AFMAN 48-147_IP)</i>		
INTENT OF REPORTING REQUIREMENTS: Preventing transmission of diseases through food by infected employees with emphasis on illness due to Norovirus, <i>Salmonella typhi</i> , <i>Shigella spp.</i> , Enterohemorrhagic (EHEC) or Shiga toxin-producing <i>Escherichia coli</i> (STEC), or Hepatitis A virus.		
The purpose of this agreement is to inform conditional employees or food employees of their responsibility to notify the person in charge when they experience any of the conditions listed so that the person in charge can take appropriate steps to preclude the transmission of food borne illness.		
I AGREE TO REPORT TO THE PERSON IN CHARGE:		
1. Any <u>onset</u> and the date of onset of the following <u>symptoms</u> , either while at work or outside of work: <ul style="list-style-type: none"> • Diarrhea • Vomiting • Jaundice • Sore throat with fever • Infected cuts or wounds, or lesions containing pus on the hand, wrist, an exposed body part, or other body part and the cuts, wounds, or lesions are not properly covered. Examples include boils, open blisters, or other open skin abrasions or cuts, regardless of size. 		
2. Future Medical Diagnosis. <ul style="list-style-type: none"> • Whenever diagnosed as being ill with: Norovirus; Typhoid Fever (<i>Salmonella typhi</i>); Shigellosis (<i>Shigella spp.</i> infection); <i>Escherichia coli</i> (E. coli) O157:H7 or other EHEC/STEC infection; or Hepatitis A virus infection. 		
3. Future Exposure to Foodborne Pathogens: <ul style="list-style-type: none"> • Exposure to or suspicion of causing any confirmed disease outbreak of Norovirus, Typhoid Fever, Shigellosis, E. coli O157:H7 or other EHEC/STEC infection, or Hepatitis A. • A household member diagnosed with Norovirus, Typhoid Fever, Shigellosis, illness due to EHEC/STEC, or Hepatitis A. • A household member attending or working in a setting experiencing a confirmed disease outbreak of Norovirus, Typhoid Fever, Shigellosis, E. coli O157:H7 or other EHEC/STEC infection, or Hepatitis A. 		
EMPLOYEE: I have read (or had explained to me) and understand the requirements concerning my responsibilities under Chapter 2 of the Tri-Service Food Code and this agreement to comply with: <i>(Initial next to each item below)</i>		
<input type="checkbox"/>	1. Reporting requirements specified above involving symptoms, diagnoses, and exposure specified;	
<input type="checkbox"/>	2. Work restrictions or exclusions that are imposed upon me; and	
<input type="checkbox"/>	3. Good hygienic practices.	
4. I understand that failure to comply with the terms of this agreement could lead to personnel action by the food establishment that may jeopardize my employment.		
a. FOOD EMPLOYEE NAME <i>(print full name)</i>		
b. FOOD EMPLOYEE SIGNATURE	<input type="text"/>	c. DATE
d. PERSON IN CHARGE OR REPRESENTATIVE SIGNATURE	<input type="text"/>	e. DATE
FORM DISPOSITION Retain this document on file until employee termination, transfer or detaching from this facility.		

DD FORM 2971, NOV 2013

Adobe Professional X

Figure 14-1.--DD Form 2971, Conditional Employee or Food Employee Reporting Agreement

FOOD OPERATION INSPECTION REPORT											
<i>(Read instructions in the Tri-Service Food Code, Appendix E, before completing this form)</i>											
1. FACILITY NAME			2. FACILITY ADDRESS			3. INSTALLATION			4. DATE (YYYYMMDD)		
5. INSPECTION TYPE (X one)		Routine	Follow-up	Complaint	Preoperational	Other (Specify)					
6. INSPECTOR		a. NAME AND RANK			b. PHONE		c. E-MAIL				
d. UNIT/ORGANIZATION				7. START TIME		8. END TIME		Various timeframes			
9. PERSON IN CHARGE (PIC)		a. FULL NAME			b. PHONE		c. OFFICIAL E-MAIL				
10. NUMBER AND TYPE OF VIOLATIONS		a. Critical	11. INSPECTION RATING (X one)	Fully Compliant		Substantially Compliant		Partially Compliant			
		b. Non-critical		Non-Compliant (Provide date scheduled for follow-up)		Follow-up date					
12. COMPLIANCE STATUS (Numbered items and specified provisions noted with an asterisk * indicates a CRITICAL deficiency) Mark "X" in the box to indicate the provision was NOT in compliance; circle N/O for items not observed or N/A for not applicable. Where multiple provisions are included in the item description, only mark the CRITICAL provision if non-compliant. An unmarked item indicates all provisions within the grouping are fully compliant. For items that are OUT of compliance, Mark "X" in the appropriate box for COS (corrected on-site during the inspection) and R (repeat violation from previous inspection.)											
Item	Supervision and Training			COS	R	Item	Temperature Control			COS	R
1	Person in charge (PIC) is present; demonstrates knowledge [<input type="checkbox"/> 2-101.11*; <input type="checkbox"/> 2-102.11*]					26	Approved thawing & slacking methods for frozen PHFs				
2	PIC & employees: duties; training [<input type="checkbox"/> 2-201.11(A)*]					27*	Proper cooking & reheating time and temperature				
Health and Hygiene											
3	Hand wash facilities: supplied, accessible, used					28	Fruits & vegetables properly cooked for hot holding				
4	N/O Hands clean; properly washed [<input type="checkbox"/> 2-301.11*; <input type="checkbox"/> 2-301.12*; <input type="checkbox"/> 2-301.14*]					29*	Proper cooling time and temperature				
5	Ill employee reporting, restriction, exclusion [<input type="checkbox"/> 2-201.11*; <input type="checkbox"/> 2-201.12*; <input type="checkbox"/> 2-201.13*]					30	Proper cooling methods; adequate equipment				
6	N/A N/O Bare hand/arm contact with food [<input type="checkbox"/> 3-301.11*]					31*	Proper hot holding temperature				
7	Personal cleanliness: clothing; hair restraint; jewelry					32*	Proper cold holding temperature				
8	N/O Eating, drinking, tobacco use in food prep & service areas; proper tasting procedures [<input type="checkbox"/> 3-301.12*]					33*	Consumer Advisory for raw/undercooked foods				
8	N/O Eating, drinking, tobacco use in food prep & service areas; proper tasting procedures [<input type="checkbox"/> 3-501.19*; <input type="checkbox"/> 3-502.11*; <input type="checkbox"/> 8-103.12*]					34	Time as public health control; variance procedures [<input type="checkbox"/> 3-501.19*; <input type="checkbox"/> 3-502.11*; <input type="checkbox"/> 8-103.12*]				
Food Source, Identification, Condition						Utensils and Equipment					
9*	Food & water from approved sources					35	Thermometers provided and accurate				
10*	Food in good condition, safe, & unadulterated; receipt temperature					36	In-use utensils properly stored between use				
11	N/A N/O Required records available: shellstock tags [<input type="checkbox"/> 3-202.18*; <input type="checkbox"/> 3-203.12*]; parasite destruction [<input type="checkbox"/> 3-402.11*]					37	Food/non-food contact surfaces: cleanable; installed; used [<input type="checkbox"/> 4-101* various; <input type="checkbox"/> 4-102.11*; <input type="checkbox"/> 4-201.12*; <input type="checkbox"/> 4-202.11*; <input type="checkbox"/> 4-204.13*; <input type="checkbox"/> 4-204.111*; <input type="checkbox"/> 4-603.17*]				
12	N/O Food properly labeled; original container; major food allergen					38	N/A Utensils, equipment & linens properly dried, stored, handled				
13*	N/A N/O Leftover PHFs properly labeled, stored, handled					39	Single-use/single-service items: properly stored & used [<input type="checkbox"/> 4-502.12*]				
14*	N/A N/O Proper date marking and disposition					40	N/A Warewashing equipment: use; maintained; test kits				
Contamination Protection and Prevention						Physical Facilities					
15	N/A N/O Food separated and protected [<input type="checkbox"/> 3-302.11*; <input type="checkbox"/> 3-304.11*; <input type="checkbox"/> 3-306.13*]					41	Nonfood contact surfaces clean				
16	N/A Fresh fruits and vegetables properly washed [<input type="checkbox"/> 7-204.12*]					42	Hot and cold water available; adequate capacity and pressure				
17*	N/A Food contact surfaces cleaned & sanitized					43	N/A Plumbing cross connections; backflow devices [<input type="checkbox"/> specify critical:]				
18*	Proper disposition of returned, previously served, reconditioned, & unsafe food					44	Sewage & waste water properly disposed; grease traps [<input type="checkbox"/> 5-402.11*; <input type="checkbox"/> 5-402.13*; <input type="checkbox"/> 5-403.11*]				
19	Contamination prevented during food prep, storage & display [<input type="checkbox"/> 3-304.11*; <input type="checkbox"/> 3-306.13*]					45	Garbage/refuse proper disposal; facilities maintained; covered receptacles				
20*	N/A Food additives approved & proper use					46	Restrooms properly installed, supplied, maintained				
21	Protection from ice used as coolant [<input type="checkbox"/> 3-303.11*]; food contact with water/ice					47	Physical facilities: installed, maintained, cleaned [<input type="checkbox"/> 6-202.111*]				
22	N/A N/O Gloves used properly					48	Lighting: adequate; proper fixtures				
23	N/A Wiping cloths: properly used and stored					49	N/A Ventilation & hoods: adequate, maintained				
24	Insects, rodents, animals: not present					50	N/A Ice machines properly maintained and operated				
25	Toxic substances properly identified, stored & used [<input type="checkbox"/> 7-201.11*; <input type="checkbox"/> 7-202.12*; <input type="checkbox"/> 7-203* thru 7-207*; <input type="checkbox"/> 7-301.11*]					51	Other findings: X this box and enter provision number with findings in block 17, REMARKS.				

DD FORM 2973, NOV 2013

REPLACES DA FORMS 5161-R, 5162-R, NAVMED 6240/1, AND AF FORM 977, WHICH ARE OBSOLETE.

Page 1 of ____ Pages

Figure 14-2.--DD Form 2973, Food Operation Inspection Report (page 1 of 4)

FOOD OPERATION INSPECTION REPORT					
13. FACILITY NAME		14. DATE		15. INSPECTION TYPE	
				<input type="checkbox"/> Routine <input type="checkbox"/> Preoperational <input type="checkbox"/> Follow-up <input type="checkbox"/> Other: <input type="checkbox"/> Complaint	
16. TEMPERATURE OBSERVATIONS <i>(Mark the temperature scale used)</i>					
Food Item & Location	Temp °F / °C	Food Item & Location	Temp °F / °C	Food Item & Location	Temp °F / °C
17. REMARKS <i>(Observations and Corrective Actions)</i>					
Summary of findings, corresponding provision number, and recommended corrective actions. <i>(Corrective action is required within the time frames specified below, or as stated in sections 8-405.11 and 8-406.11 of the Tri-Service Food Code)</i>					
IHH	Mark this box if an imminent health hazard (IHH) was found; describe the situation and remediation in this section.				
Item Number	<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;">Summary of findings, description with item numbers in column.</div>				
Inspection Rating Criteria: <u>Fully Compliant</u> = no deficiencies <u>Substantially Compliant</u> = no IHH and 2 or less Critical findings corrected on site (COS), and/or 5 or less Non-Critical findings			<u>Partially Compliant</u> = no IHH and 3 or more Critical findings COS, and/or 6 or more Non-Critical findings. <u>Non-Compliant</u> = IHH present, or one or more Critical findings not COS.		
18. SIGNATURE Signature on this form represents acknowledgement that the person in charge has been briefed on the deficiencies noted, corrective actions and time frame for completion, the final inspection rating, and date scheduled for follow-up inspection <i>(non-compliant ratings only)</i> .					
a. INSPECTOR SIGNATURE				b. DATE SIGNED	
c. PERSON IN CHARGE SIGNATURE				d. DATE SIGNED	

Figure 14-2.--DD Form 2973, Food Operation Inspection Report (page 2 of 4)

INSTRUCTIONS FOR MARKING THE FOOD OPERATION INSPECTION REPORT	
1. FACILITY NAME. As stated.	13. FACILITY NAME. As stated. (Should match first page)
2. FACILITY ADDRESS. Provide the street number, city, state, and zip code.	14. DATE. As stated. (Should match first page)
3. INSTALLATION. Provide the name of the military installation, camp, training area, or vessel where the food operation is located.	15. INSPECTION TYPE. Place an "X" in the box to indicate the type of inspection being conducted. Select only one. If "Other" is marked, specify the inspection type (e.g., Self Evaluation, Walk-through). (Should match first page)
4. DATE. As stated.	16. TEMPERATURE OBSERVATIONS. For food, identify the food item and location of the food in the facility when the internal product temperature was taken (e.g., meatloaf/serving line). For equipment, identify the equipment type and location in the facility where the ambient air temperature was taken (e.g., walk-in refer #2, outside). Provide the temperature measurement as indicated on your thermometer. Mark the temperature scale used ("F" or "C"). If more space is needed to document measurements, use the REMARKS section or continuation page.
5. INSPECTION TYPE. Place an "X" in the box to indicate the type of inspection being conducted. Select only one. If "Other" is marked, specify the inspection type (e.g., Self Evaluation, Walk-through)	17. REMARKS. Briefly describe specific observations for deficiencies. - IHH – Place an "X" in the box if an imminent health hazard was found and describe the situation in the space provided. - Item Number – Indicate the item number from the list of provision groupings in block 12, COMPLIANCE STATUS, on page 1 where a deficiency was found, describe the findings, and provide remediation guidance.
6. INSPECTOR. Provide the full name (and military rank), phone number with area code, official e-mail, and assigned unit of the person conducting the inspection.	18. SIGNATURE. The inspector and PIC sign and date the form after reviewing inspection findings, the facility inspection rating, remediation actions, and the scheduled follow-up date (for non-compliant inspection ratings only.) <i>Page Number. Indicate the page number and total number of pages starting on page 1 and on subsequent pages containing inspection data.</i>
7. START TIME. Time the inspection began; use 24-hour clock notation.	
8. END TIME. Time the inspection officially ended; use 24-hour clock notation. Place an "X" in the box to indicate the inspection occurred at multiple time intervals throughout the day.	
9. PERSON IN CHARGE (PIC). Provide the full name (and military rank), phone number with area code, and official e-mail of the PIC who accompanied the inspector.	
10. NUMBER AND TYPE OF DEFICIENCY. Provide the total number of "Critical" deficiencies and "Non-critical" deficiencies found during the inspection. Do not mark the box if no deficiencies were noted.	
11. INSPECTION RATING. Using the "Inspection Rating Criteria" provided on page 2 of the form, place an "X" in the box to indicate the overall level of compliance for the facility. When a "non-compliant" rating is assessed, provide the date in which a follow-up inspection will be conducted.	

Provision Quick Reference Guide	
12. COMPLIANCE STATUS. Refer to the listed provisions for a detailed discussion regarding assessment criteria in each item grouping. Appendix E, Section II of the Tri-Service Food Code provides a summary guide for debiting each item grouping. (Item numbers containing an asterisk * indicates all provisions within the grouping are CRITICAL. Non-critical items within a grouping are scored as critical if the Item Number was marked as non-compliant. Provision numbers that are bolded are CRITICAL requirements.)	
1	2-101.11*; 2-102.11(A); 2-102.11(B)*; 2-102.11(C) ⁵
2	2-103.11; 2-201.11(A)*; 2-501.11; 2-502.11; 2-503.11; 2-503.12; 2-503.13; 2-505.11
3	5-202.12; 5-203.11; 5-205.11; 6-301.11 thru 6-301.14
4	2-301.11*; 2-301.12*; 2-301.14*; 2-301.15; 2-301.16
5	2-201.11*; 2-201.12*; 2-201.13*; 2-401.12
6	3-301.11*; 3-301.11(C) ⁵
7	2-302.11; 2-303.11; 2-304.11; 2-402.11
8	2-401.11; 3-301.12*
9*	3-201.11* thru 3-201.18*; 3-202.13*; 3-202.14*; 3-202.110*; 5-101.13*
10*	3-101.11*; 3-202.11*; 3-202.15*
11	3-202.18*; 3-203.12*; 3-402.11*; 3-402.12
12	3-203; 3-302.12; 3-602.11
13*	3-501.110*
14*	3-501.17*; 3-501.18*
15	3-302.11*; 3-304.11*; 3-304.15; 3-306.13*
16	3-302.15; 7-204.12*
17*	4-501.111; 4-501.112; 4-501.113; 4-501.114*; 4-501.115; 4-601.11(A)*; 4-602.12; 4-702.11*; 4-703.11*
18*	3-306.14*; 3-701.11*
19	3-304.11*; 3-305.11; 3-305.12; 3-305.14; 3-306.11; 3-306.12; 3-306.13*; 3-307.11; 6-404.11
20*	3-202.12*; 3-302.14*
21	3-303.11*; 3-303.12
22	3-304.15
23	3-304.14; 4-101.16; 4-901.12
24	2-403.11; 6-202.13; 6-202.15; 6-202.16; 6-501.111
25	Chapter 7: 7-201.11*; 7-202.12*; 7-203* thru 7-207*; 7-301.11*
26	3-501.12; 3-501.13
27*	3-401.11*; 3-401.12*; 3-403.11*
28	3-401.13
29*	3-501.14*
30	3-501.15; 4-301.11
31*	3-501.16*
32*	3-501.11*; 3-501.16*
33*	3-603.11*
34	3-501.19*; 3-502.11*; 8-103.12*; 8-201.13
35	4-203.11; 4-203.12; 4-302.12; 4-502.11
36	3-304.12
37	3-304; 4-101.11* thru 4-101.15*; 4-102.11*; 4-201.11; 4-201.12*; 4-202.11*; 4-202 various; 4-204.13*; 4-204.111*; 4-204; 4-302.11; Parts 4-4 & 4-5; 4-603.17*; 4-902
38	Various in subparts: 4-801; 4-802; 4-803; 4-901; 4-903; 4-904
39	4-502.12*; 4-502.13; 4-903.11; 4-903.12; 4-904.11
40	4-204; 4-204; 4-301.12; 4-301.13; 4-302.14; 4-501; 4-603
41	4-601.11; 4-602.13
42	5-103.11; 5-103.12; 5-104.11
43	Various in subparts: 5-202; 5-203; 5-205; 5-301; 5-302; 5-304; [some critical provisions apply]
44	5-401.11; 5-402.11*; 5-402.12; 5-402.13*; 5-403.11*
45	5-501.11 thru 5-501.16; 5-501.18; 5-501.19; 5-501.110 thru 5-501.116; 5-503; 6-202.110
46	5-203.12; 5-501.17; Parts 6-1, 6-2, 6-3, 6-4 & 6-5
47	4-301.15; 4-401.11; 4-803.13; Parts 6-1, 6-2 & 6-5; 6-202.111*
48	6-202.11; 6-303.11
49	4-202.18; 4-301.14; 6-202.12; 6-304.11; 6-304.12; 6-501.14
50	4-401.12; 4-503.11; 4-503.12

Figure 14-2.--DD Form 2973, Food Operation Inspection Report (page 4 of 4)

Chapter 15

Cook Chill Production Center

1. General. The Cook Chill Production Center (CCPC) is a centralized food production facility designed to support multiple food service operations by reducing expenses in areas such as labor costs (man-hour equivalents), food costs (better product yield and bulk buying power), electricity, food waste and disposal, and equipment replacement costs. This centralized preparation enables mess hall operations to maintain absolute control over uniformity and quality in foods served. The CCPC provides a high degree of quality and consistent batched food products through an advanced food preparation technology known as Cook Chill. The Cook Chill system is a commercially tested and proven production method used throughout the food service industry. Cook Chill products offer more flexibility to food service operations as well as a greater selection of menu items for a broader variety of fresh tasting foods. The use of Cook Chill products increases the capacity of a mess hall operation without the need to expand the kitchen or increase employee staff. The CCPC supports a major advancement in prepared food technology by reducing food preparation and production times in the mess hall, thus maximizing their ability to progressively prepare and serve menu items.

2. Cook Chill Operations. Specific guidelines are followed to reduce the loss of nutrients and food waste during Cook Chill operations. Cook Chill products are precisely measured, cooking cycles are closely monitored, and optimum sanitation is used throughout the entire Cook Chill process. Products are cooked to 90 percent doneness, rapidly chilled, and stored at controlled temperatures. There are five major production areas within the CCPC.

a. Produce Production Area. Raw products are kept safe from cooked foods and separated from post cooking areas. The produce production area is used to cut, wash, and dry fresh vegetables prior to packaging. Cook Chill uses a chlorine sanitizer to wash all cut produce prior to being dried and packaged. After produce is packaged, it is labeled and placed under refrigeration. Produce items prepared at the CCPC are primarily used for salad bars and recipe ingredients in the garrison mess hall.

b. Meat Room. The meat room is used to wash, cut, season and package raw meat prior to cooking. Thawed products are taken from under refrigeration into the meat room and packaged in an oxygen impervious casing to be further cooked to pasteurization in the cook tank.

c. Cook Tanks. Cook tanks are typically used to cook bulk meat items. The CCPC maintains a minimum of two, one-thousand pound units that cook meat items in a hot water bath. Cooked meats are then chilled by cold water in the cook tank, which is automatically pumped into the tank when the cooking process is complete. Meat items are then stored under refrigeration until distribution and delivery. Products may also be rapidly cooled in chilled water casing coolers to less than 41°F in less than two hours.

d. Kettle Production Area. The kettle production area is the heart of the facility. A major portion of the products are cooked in this area. The kettle area contains a minimum of four, two-hundred gallon steam kettles designed to cook a variety of food products. After the cooking process is complete, products are pumped out of the kettles into plastic bags, known as casings. Casings are put onto a conveyor that moves them out of the kettle area and drops them into the casing coolers. The casing coolers use chilled water that rapidly drop the temperature of the product in the casings, allowing each product to maintain a shelf life of up to 30 days. All casings are stored under refrigeration until delivery.

e. Test Kitchen. The test kitchen is used to sample new recipes and test products before preparing them for production. Several products are sampled before Cook Chill recipes are approved for use in the mess hall. Cook Chill recipes are also duplicated with specific preparation and production instructions for employees in the mess hall. The test kitchen consists of similar cooking equipment as that utilized by the mess hall in order to create an identical food service operation and to properly test products under similar production methods, or limitations.

3. Reduced-Oxygen Packaging. The CCPC is capable of producing an assortment of bulk menu items using state of the art preservation technologies such as reduced-oxygen packaging. Food products are prepared and packaged daily at the CCPC based on mess hall usage and the requirements of the cyclic master menu. Each Cook Chill bag is made of a multilayered material that prevents crossover of flavors and odor during storage and distribution to the mess hall. Cook Chill foods are packaged at above pasteurization temperature, and will not be exposed to air until the bag is opened for serving. The Cook Chill bag is used for packaging, storing, distribution and reheating. All Cook Chill items are prepared in accordance with the guidelines specified in the Food and Drug Administrations (FDA), Food Code, Annex 6 Food Processing and reference (d) in this Order.

a. The safe use of reduced-oxygen packaging technology for the production of Cook Chill items demand that adequate refrigeration be maintained during the entire shelf life of potentially hazardous foods to ensure product safety. This dictates that any temperature variance, outside the normal temperature range, (plus or minus, at any stage of storage or distribution) may allow for the potential growth of food borne pathogens or product deterioration.

b. All completed Cook Chill products are cooked based on the time and temperature indicated by the Hazard Analysis and Critical Control Point (HACCP) plan. Cook chill production management is responsible for monitoring and maintaining records of the HACPP-based food service operation in order to eliminate any potential bacterial growth except for bacteria that can grow from spores. This does not apply to prepared salads such as macaroni or pasta salad. Proper handling procedures must be in place and practiced as a daily routine to ensure that levels of pasteurization are adequately achieved.

c. It is imperative that safe handling procedures are documented at all times to ensure product safety. This includes the storage and transportation

of all Cook Chill products. In most cases, if a product is subject to mild temperature abuse, it occurs during the delivery phase of the product's life-cycle. Due to strict guidelines, it is not authorized for deliveries to be made in other than properly refrigerated vehicles. This includes special occasions and direct pickup from the Cook Chill production facility.

d. A product label is required for each packaged bag, or container of food. Each label will state, at a minimum, the product name, date of packaging, and discard date.

e. The shelf life of a product will be determined by the type of product. If it is a product that can fall into one of the following categories: beef, poultry, pork, sauce, starch, gravy, or soup, it will presently have a shelf life of no more than 30 days. If the product is a prepared salad or processed produce, it will have a shelf life of no more than 10 days. The shelf life that is assigned to these products are determined by the United States Army Public Health Command (USAPHC). Only USAPHC maintains the authority to extend product shelf life.

f. A plan for the practice of HACCP must be implemented and adhered to for all products prepared at the CCPC. The HACCP plan must be available upon request during times of inspection and must include at minimum:

- (1) The chain of responsibility of HACCP
- (2) Identifying Critical Control Points (CCP) for each product produced
- (3) A record of accountability for each product produced
- (4) A plan for employee training, identifying hazardous food, procedures for corrective actions, and a manual for crises management.

4. Cook Chill Production Management. The CCPC operates with a combination version of the MCFMIS. The combo system allows the system coordinator to make required changes to recipes and product information without interrupting normal mess hall operations. The CCPC bases their production schedule off of the orders they receive from the mess halls. Mess halls submit their orders based off of the consumption dates on the published ordering and delivery schedule. Products on the master menu that are made at the CCPC are annotated by a hashtag (#) for each meal period. It is mandatory that Mess Hall Managers start the meal with Cook Chill products annotated for each meal. Managers will ensure Cook Chill orders reflect actual planned consumption dates and ensure that projected requirements are accurate. Mess Hall Managers must also ensure that all available Cook Chill items are procured in accordance with published delivery schedules and consumption periods.

a. For the purpose of financial reporting, the CCPC will be incorporated in the MCIPAC-MCBB SOAR. It is required that all financial documents be provided to the installation Food Service Office at the close of each quarter in accordance with the latest version of MCFMIS SOP.

b. For all other procedures involving financial accountability (e.g., Letters of Adjustment or Letters of Survey), the CCPC will follow procedures outlined in reference (a) for mess hall operations with the following exceptions:

(1) Under normal operating conditions, the CCPC will be required to "discard" completed products that may have reached shelf life limitations and have not been sold. Every effort must be made to sell these products prior to the printed expiration date. The installation Food Service Office will direct appropriate actions in order to avoid expiration losses. These items cannot have the shelf life extended due to the lack of microbial testing needed to support such extensions. The discards will be tracked as a separate cost center within MCFMIS and have a monetary limit for any single product of \$500.00. Any product that requires disposition and has a monetary value that exceeds \$500.00 must have the written approval of the installation Food Service Officer. The monetary level in this area should not exceed one percent of total supplies consumed. Justification must be provided to the Installation Food Service Officer for monetary values exceeding this limit.

(2) As part of internal control measures, a program for random sampling will be implemented and documented for product testing. These tests will evaluate product shelf life, quality, cooking procedures and proper re-therming instructions. All products issued for testing purposes will be tracked as a separate production area of issue within MCFMIS. The monetary level in this area should not exceed three percent of the total supplies consumed. Justification must be provided to the installation Food Service Officer for monetary values that exceed this limit.

(3) The CCPC will utilize the MCFMIS software to establish and maintain completed product selling prices. Within the software, each completed product has a selling price formula located within the Cost/Prices tab of the product. HQMC has established a standard formula ("Food Cost: Food Cost") that will be utilized to calculate selling prices. This formula is based on the actual food cost of the raw ingredients used to prepare each item.

(4) The CCPC is responsible for all customer deliveries. The CCPC will establish individual cost centers for each mess hall and outside agency that it services. All incoming orders will be placed into one of two categories:

(a) Marine Corps Mess Halls or Outside Agencies. Both categories will be screened to ensure all items are on hand and delivery invoices will be held for later use as documentation of receipt upon completion of delivery. After delivery, each category has a different procedure for reconciliation. The installation Food Service Office will issue a "True Bill" to each mess hall and reconcile with each account separately.

(b) A copy of the REQOUT Report for mess halls will be retained for verification of products shipped to each facility and to establish an audit trail for inventory transferred from the CCPC's inventory. The monetary value for each REQOUT Report will be reconciled with the installation Food Service Office to ensure proper accountability for monies spent by each mess hall. A copy of invoices for mess halls will be

retained for verification of products shipped to each facility and establish an audit trail for inventory transferred from the CCPC's inventory. The monetary value for each invoice will be reconciled with the Installation Food Service Office to ensure proper accountability for funds spent by each mess hall. The installation Food Service Office will issue a "True Bill" to each mess hall and reconcile with each account separately.

(c) A copy of the REQOUT Report for outside agencies will be retained as verification of products shipped to each activity and to establish an audit trail for inventory transferred from the CCPC's inventory. The monetary value for each activity will be reconciled with the installation Food Service Office to ensure proper accountability for monies owed by each agency. At the end of each month, a detailed billing statement (to include a Requisitions Details Report) will be preprinted for each reporting activity. The billing statement will be provided to the reporting activity by the second business day of each month for payment. The reporting activity is required to pay the amount on the billing statement (or rebut any transaction total) within thirty calendar days. All non-DoD agencies will incur a surcharge for all completed products purchased from the CCPC, to include food costs.

5. Proper Storage Procedures. Safe storage procedures are established to ensure food safety and that the highest quality of Cook Chill items are maintained throughout the delivery and storage process at the mess hall level, prior to consumption. Mess Hall Managers/Officers must ensure all food service personnel are familiar with safe handling and storage procedures. The storage holding temperature is a key factor in determining the shelf life of Cook Chill processed foods. A refrigerator must be dedicated for Cook Chill items and must be maintained within the temperature range of 28°F to 34°F. Cook Chill items are not to be issued until the day of consumption. Processed produce and prepared salads will be an exception to this and will be kept in the produce refrigerator with a temperature range of 36°F to 41°F and below.

a. At the time of delivery, the mess hall will expedite receipt and immediate storage of all Cook Chill items into the designated Cook Chill refrigeration units, then date the Cook Chill items with the date of delivery on the Cook Chill bag. Cook Chill items will not be held without proper refrigeration and must be placed in designated refrigerators within 15 minutes after delivery. The installation Food Service Office is responsible for ensuring that all Cook Chill products are delivered at proper temperatures.

b. At the time of delivery, all items must be checked and verified by mess hall personnel to ensure that a minimum of three days remain on the shelf life prior to the printed expiration date. This three-day variance is in direct accordance with the ordering cycles and consumption periods to be considered for each order entered in the MCFMIS program.

c. Storeroom personnel will verify deliveries in the designated refrigeration unit (not the receiving dock/area). All Cook Chill bags will be checked for any sign of temperature abuse or leakage. If any questionable packaging exists, it will be brought to the attention of delivery personnel for action.

d. The shelf life label for Cook Chill products must remain on all items until consumption. Food service employees will strictly adhere to the shelf life labels provided on Cook Chill products. Mess Hall Managers/Subsistence Chiefs must maintain a daily inventory of all Cook Chill items, to include the expiration date of each item. This will allow the manager the ability to add the Cook Chill item to the menu prior to reaching expiration of product and avoid a financial loss to the mess hall.

6. Re-Therming and Safe Handling Procedures. It is essential that food service employees know the importance of proper handling and control of Cook Chill items. It is essential to follow re-therming instructions provided on mess hall Menu Scaled Recipes. At no time should mess hall staff prepare Cook Chill items in excess of required preparation time prior to serving. Per reference (d) and FDA Food Code, Annex 6, any Cook Chill product that is placed on a serving line will never be maintained as a leftover item. Once the meal has ended, these items must be discarded. Any Cook Chill item issued from the designated Cook Chill refrigerator will not be returned. Cook Chill items that have been issued and thawed must be utilized within 72 hours.

a. The term "re-therm" is simply the original heating process of all Cook Chill products. "Re-Therm" instructions are included with all mess hall recipe quantifications sheets. Mess hall management must ensure instructions are followed at all times. When re-therming Cook Chill items, the time must never exceed two hours. "Re-heat" is the heating of Cook Chill products that are being served as a leftover.

b. When re-therming Cook Chill products, a minimum internal temperature of 135°F will be maintained. Hot holding temperature for Cook Chill products must be maintained above 135°F until served.

c. Cook Chill products that were re-thermed and held at the hot holding temperature above 135°F, but not placed on the serving line, may be retained as a leftover. Under the provisions of the TSFC, leftovers will be cooled according to proper guidelines and served immediately during the following meal period. Fresh produce and food items prepared for the salad bar may be used for service up to 24 hours from the time prepared if they have not been on the serving line. All prepared salads will be kept under refrigeration at all times. This rule is applicable for breakfast, lunch, and breakfast brunch only.

(1) All leftover items must be placed in shallow pans, no more than 3 inches in depth.

(2) All leftover items must be cooled from above 135°F to below 70°F within two hours.

(3) All leftover items must be cooled from 70°F to below 41°F within the next two hours.

(4) Total cooling time from above 135°F to below 41°F must never exceed four hours.

(5) All leftover items must be reheated from a temperature below 41°F to a minimum internal temperature of 165°F and maintained for no less than 15 seconds.

(6) At no time will a Cook Chill item (or any item) be served as a leftover in excess of 72 hours from the time of original preparation (re-thermalization).

7. Cook Chill Product Recall Procedures. The Cook Chill Production Officer will act as the agent for all Cook Chill production recalls. In this role, the Production Officer will evaluate hazardous food recalls and take appropriate actions to protect the health of patrons, as well as the financial interests of the garrison food service program. The Production Officer will use the Product Recall Checklist (figure 15-1) in all instances where recall procedures need to be put in place.

a. In the event that any condition of food may require a hazardous recall, the local food inspection authority (U.S. Army Food Inspector Specialist, Public Health Center (PHC) or medical personnel) will be contacted.

b. The Production Officer will immediately act to identify stocks of hazardous food that may be on hand, segregate those present, and secure the items in a hold status to preclude their immediate further issue, sale, and use. Veterinary Inspector Specialist, PHC will be requested to assist in all matters involving food recalls.

c. For proper recordkeeping, (when applicable), a memorandum will be released that identifies hazardous items that may be in the current inventory and appropriate final disposition instructions. Hazardous food items will be retained in a hold status until final disposition instructions are released.

(Sample Product Recall List)

Facility: _____ Phone No: _____

Supervisor: _____ Date: _____

Reference # _____

Directions: Fill in blank spaces. Circle Yes or No. Hold for review.

1. Identify product(s) with a potential concern in consuming that item(s).

a. List of product(s): _____, _____. Yes/No

2. Product identified, contact Manager. Yes/No

Product identified, contact Production Officer/Manager. Yes/No

3. Manager(s) contact BFS Subsistence Section and inform them of concern. Yes/No

4. Subsistence Chief will contact Production Officer / Manager to inform them of the product(s) issue. Yes/No

a. List of product(s): _____, _____. Yes/No

5. Subsistence Chief will contact all Mess hall Managers and inform them of the product(s) to be put on hold. Yes/No

6. Subsistence Chief will inform FSO, Food Tech, Ops Officer, Ops Chief, and QAE Chief of hold or recall issue. Yes/No

7. Production Officer will contact Army Vets for clarification or testing. Yes/No

a. Contact number: 637-1155 Kinser / 632-9101 Kadena. Yes/No

8. Cook Chill and Mess hall Managers will gather all information about the product(s). Yes/No

a. Product(s) name: _____, _____. Yes/No

b. Expiration date of Cook Chill bag(s): _____. Yes/No

c. Product(s) amount made: _____, _____. Yes/No

d. How much product(s) is on hand: _____, _____. Yes/No

e. Date product(s) made: _____, _____. Yes/No

f. Description of problem/quality concern: _____. Yes/No

g. Total weight of product(s) on site and in transit: _____. Yes/No

h. Pictures taken of product(s). Yes/No

Figure 15-1.--Sample Product Recall List for Cook Chill Products

(Sample Product Recall List)

9. All Information on the product(s) will be submitted to Subsistence Section of BFS. Yes/No
10. All product(s) information will be consolidated (totaled) and forwarded to Production Officer from BFS Subsistence section. Yes/No
11. Operations Chief via Food Technician will issue any guidance for menu changes. Yes/No
12. Menu changes submitted from Mess Halls will be sent to Operations Chief via Food Technician. Yes/No
13. Once guidance is issued from Army Vets to the Production Officer, it will be forwarded to FSO, Food Tech, Ops Officer, Ops Chief, QAE Chief, and Subsistence Chief. Yes/No
14. Once guidance is issued from the Army Vets, the Subsistence Chief will forward the guidance letter to Mess hall Managers for proper usage or disposal of product(s). Yes/No
15. If disposal is issued, a formal letter of disposal will be sent to each Mess hall Manager and Cook Chill Production Officer for documentation of loss. All disposal letters and guidance must be retained for 6 years and 3 months. Yes/No
16. If product(s) is to be discarded, all product(s) bags must be opened and the contents removed. Waste/discarded product(s) will be triple bagged and placed inside dumpster. Yes/No
17. All IMT/returns must be submitted back to BFS Subsistence Section within two (1) business days through MCFMIS. Yes/No
18. A corresponding e-mail with total dollar amount from each Mess hall Manager and Food Production Officer to the Subsistence Chief is required, once reports have been sent. Yes/No
19. Total product(s) value clarified to Subsistence Chief and double checked by Production Officer. Yes/No
20. Production Officer will send all supporting documents to Army Vets for DD7538. Yes/No
21. Production Officer will write a memo for product lost along with all supporting documents and submit it to the FSO. Yes/No

Figure 15-1.--Sample Product Recall List for Cook Chill Products
--Continued

Chapter 16

Equipment and Facility Maintenance Management

1. General. Operational deficiencies in the mess hall affect the morale of our Marines and Sailors and adversely impact the ability to accomplish the food service mission. Sustaining the infrastructure of the mess hall is just as important as the maintenance and management of equipment used in support of mess hall operations. Identifying facility and equipment concerns, repair or construction projects, and future improvements or renovations will help to resolve operational deficiencies.

2. Responsibilities. The installation Facilities Maintenance Office is responsible to repair and maintain facilities and plant property in mess hall. This may be accomplished in-service or through a maintenance and repair contract. However, Mess Hall Managers are overall responsible for day-to-day equipment and facility maintenance. Proper maintenance extends the life and serviceability of the facility and equipment. Managers must apply resident knowledge and experience to provide input on the design layout and function of food service equipment and facility services required to best support the mess hall. Good management practices will be followed to ensure a safe and efficient working environment for employees, and a pleasant dining atmosphere for patrons.

3. Definitions

a. Maintenance. Maintenance is the recurring day-to-day, periodic, or scheduled work required to preserve real property in such a condition that it may be used for its designated purpose. This term includes routine, preventive and corrective maintenance undertaken to prevent damage to a facility, or equipment, which would otherwise be more costly to restore.

(1) Routine Maintenance is scheduled work required to preserve a facility/equipment from failure and decline, or to restore a facility/equipment to good working condition.

(2) Preventative Maintenance involves proper care and servicing by personnel for the purpose of maintaining equipment and facilities in satisfactory operating condition by providing for systematic inspection, detection and correction of incipient failures either before they occur or before they develop into major defects. Preventive maintenance applies to not only food service equipment; but facility equipment, furniture, and furnishings used in the mess hall. Preventive maintenance is the responsibility of the operator, although it may be performed by facilities maintenance personnel, or by a service contract provider. A preventive maintenance plan must be in place to include the daily tasks recommended by the manufacturer for all food service equipment. Preventive maintenance includes but is not limited to cleaning, adjusting, oiling, or greasing equipment; tightening of nuts and bolts; and other user maintenance. Preventative maintenance checks must be conducted regularly on all accountable equipment to ensure it is maintained throughout its life expectancy.

(3) Corrective Maintenance is a task performed to identify, isolate, and rectify so that the failed equipment or system may be restored to an operational condition.

b. Repairs. A repair is the restoration of a real property facility or equipment to such condition that it may be used for its designated functional purpose. Repairs to an existing facility or equipment may include modification or addition of components or materials which are required for compliance with current safety standards, recognized national or regional building codes, or environmental regulations.

c. Sustainment. Sustainment provides resources for maintenance and repair activities necessary to keep an inventory of facilities in good working order. It includes regularly scheduled adjustments and inspections, preventive maintenance tasks, and emergency response and service calls for minor repairs. It also includes major repairs or replacement of facility components that are expected to occur periodically throughout the facility life-cycle. Sustainment includes maintenance and most repair work, but does not include any construction.

4. Equipment Maintenance. Equipment maintenance is necessary to ensure equipment may be used at optimum performance throughout its lifecycle. This includes minor and major maintenance or repairs to facility and FPSE.

a. Equipment Maintenance Record Jacket. Individual record jackets are required for each piece of accountable equipment in the mess hall. The installation Food Service Office will issue the mess hall operating, cleaning, and safety manuals for new equipment, at initial installation. Equipment record jackets will remain at the mess hall in which the equipment is located until the item is turned-in for disposal. Under no circumstance will a record jacket be removed from the mess hall or loaned out to service personnel or another mess hall. Each equipment maintenance record jacket will contain, at minimum, the following information:

- (1) Photograph of the equipment item
- (2) Owners/Service manual(s)
- (3) Preventive maintenance record log
- (4) Record log of equipment history (i.e., repairs)
- (5) Copies of active work requests pending repair/maintenance
- (6) Equipment specifications and serial number

b. Equipment Disposal. The installation Food Service Office will coordinate the disposal of excess or unserviceable mess hall equipment with, DLA disposition services. All accountable equipment will be disposed of in accordance with DLA disposal turn-in procedures. Disposition instructions will be sent to the mess hall once the installation Food Service Office determines that equipment is authorized for turn-in. Prior coordination will be made by the mess hall to ensure that the installation facilities maintenance office has completed all technical work (i.e., refrigerant

removal) before disconnecting and/or removing mess hall equipment. All supporting documentation will be forwarded to the installation Food Service Office to schedule an appointment for turn-in.

5. Facility Maintenance. Facility Maintenance is defined as the activities required to keep spaces, structure, and infrastructures in proper working conditions to prevent failure and degradation. Facility Maintenance ensures a continuous modernization effort of mess hall facilities, and improves the quality of life for employees and patrons who subsist at the mess hall.

6. Repair and Maintenance in the Mess Hall

a. Service Calls/Work Requests

(1) Service Calls. Service calls include work that is relatively minor in scope and may be accomplished with minimal man-hours. This work may be accepted and processed via telephone, but will only be requested by an authorized requestor that has been appointed in writing. The installation facilities maintenance office will establish minimum information requirements to submit during a service call. However, mess halls should be prepared to provide the mess hall building number, a Defense Switch Network (DSN) phone number, and a detailed description of the service requested. Additionally, the Mess Hall Manager will contact the unit Information System Coordinator (ISC) for repairs and/or replacement of office equipment, such as computers and printer assets maintained by the local command.

(a) Trouble Calls. Trouble calls are called in during normal working hours to the trouble desk for routine work, such as tile replacement, routine care or cleaning of exhaust fans, alterations to the building, and the exchange of lightbulbs.

(b) Emergency Calls. Emergency calls are required to eliminate imminent life threatening hazards to personnel, imminent damage to equipment or property, correct or prevent significant loss to government property, to restore security, or to restore disrupted essential services. Types of emergencies include utility failure, gas leaks, broken water lines, failure of reefers to function properly, sewage backup, or any malfunction that may cause injury or death to personnel.

(2) Work Requests. A formal work request will be submitted for major repairs or complex work involving several work centers for technical assistance. Several man-hours, or shift-work, may be required to accomplish this work. Type of work include roof replacement, equipment installation, etc. Figure 16-1 provides an example of the work request format that will be submitted to the trouble desk. Operating requirements, external dimensions and a site map will be submitted with the work request to determine the scope of work.

b. Maintenance Logbook. A maintenance logbook will be maintained on-hand for all repairs and maintenance in the mess hall. Each logbook entry will include the date that the request was submitted, the work order or ticket number, and a description of the service or work requested. The use of a manual entry or an electronic spreadsheet may be used to record logbook entries. Logbook entries will be updated when repairs are completed to

include the date of repair. Managers will conduct proper follow up action with the installation facilities maintenance office, as it is imperative in resolving or reconciling conflicting issues.

7. Mess Hall Service Contracts. Managers must coordinate external support services with service contract providers. Service contracts are used to provide facility support for activities not performed by food service employees. Service contracts are typically facilitated through the installation facilities maintenance office, and reviewed annually to validate requirements for the mess hall. Modifications or cancellations to service contracts may occur in order to meet mission requirements of the mess hall. Services performed will be verified by an appointed individual in the mess hall, and reports will be kept on file for a period of 12 months.

a. Pest Control. It is the responsibility of the Mess Hall Manager to ensure pest control services are scheduled and performed at the mess hall. Pest control services will be performed by a certified technician. Pest control services will be in place to treat for commonly observed pests, such as flies, ants, rodents, and roaches. The frequency of pest control services will be based on the size and age of the mess hall facility. Problem areas that require immediate attention may be reported to the installation facilities maintenance office.

b. Exhaust Ventilation Hood System. Exhaust ventilation hood systems are installed in food preparation and ware washing areas, and include components such as hoods, fans, guards, and ducting that are used to prevent grease or condensation from collecting on walls and ceilings; or from dripping onto food equipment, utensils, etc. The installation facilities maintenance office has overall control of the service contract and the schedule for cleaning and maintaining the exhaust ventilation hood system. However, it is the responsibility of the Mess Hall Manager to ensure that proper cleaning and maintenance of the hood system is performed to standard and satisfaction. Preventive maintenance checks and cleanings will be performed as often as necessary to prevent the accumulation of food debris and dust particles from falling into the food production area from the hood ventilation system. The frequency of cleaning may occur more often than scheduled, based on the volume of food production and mess hall operational tempo.

c. Fire Suppression System. Fire suppression systems are used in food production areas to protect against fire hazards and prevent the spread of grease fires. Several system designs also generate water vapor that makes certain the grease does not re-heat and re-ignite. Managers will ensure these systems are maintained to extinguish fire flames during hazardous conditions. Managers must ensure safe conditions in the mess hall by ensuring inspections/tests are conducted, at minimum, monthly. Surveys to certify fire protection systems will be conducted by a licensed Fire Protection Services Technician every six months to remain National Fire Protection Association (NFPA) compliant. Inspection reports and surveys will be maintained on file at the mess hall.

d. Grease Waste Extraction. Grease waste is not permitted to be drained into wastewater sewage lines. Mess Hall Managers must ensure grease is drained from cooking equipment and removed from food production and serving

areas to prevent fire, health or safety hazards in the mess hall. Grease traps, fire-resistant safe-storage containers, or grease interceptors, will be used to collect and store waste from fats and used cooking oil for proper disposal. The installation Facilities Maintenance Office will schedule services to vacuum, pump, and remove grease waste from grease traps and other waste collection receptacles. A more complex service contract may be developed to install a grease extraction system that gathers animal fats and vegetable oils from mess hall wastewater, which flows through the plumbing system and collects waste into a bulk grease trap before it reaches sanitary sewer lines. In accordance with reference (d), grease extraction systems are authorized for food waste provided the system is installed and operated in a sanitary manner and meets applicable plumbing codes.

e. Waste Disposal. Waste disposal services are managed by the installation facilities maintenance office for all facilities. Managers will ensure that these services are scheduled and conducted on a regular basis in order to support operational requirements. All sewage, food waste and refuse will be disposed of properly to ensure safe and sanitary conditions. Dumpsters and areas surrounding the mess hall will also be maintained in a good state to prevent rodent or pest harboring or infestation.

f. Custodial (Floor) Services. Flooring throughout the mess deck is exposed to excessive wear and tear due to a large influx of patron traffic. This foot traffic gradually soils floors throughout the mess deck and require commercial custodial services to remove grime, odor, and moisture between grout lines that cannot be removed through general housekeeping. Proper maintenance preserves floors in a smooth, clean and safe conditions.

g. Laundry Services. Contract services may be utilized for laundering table cloths, napkins, curtains, cook blouses, and cook trousers. The installation Food Service Office will manage these services to ensure items are cleaned for reissue, unless outsourced or administered by an agency other than the installation Food Service Office. Invoice receipts for services delivered to the mess hall will be maintained on file.

h. Contract Beverage Service Support. Beverage lines, CO² tanks, and dispensers are installed and leased as vendor-owned property. Vendor-owned property will be maintained by the vendor and not the installation facilities maintenance office. Mess Hall Managers will ensure vendor-owned property is maintained in good working order.

8. Energy Conservation. An energy conservation program will be implemented at each mess hall, per reference (h). In accordance with the Energy Ethos Campaign and Unit Energy Manager (UEM) Program, Mess Hall Managers are directed to conserve energy and water resources through the efficient use, operation, and maintenance of food service equipment and utilities. Energy conservation in the mess hall will support energy ethos initiatives published through local installation policy and directives. Managers will reduce the level of energy resources consumed during day-to-day activities and mess hall operations. A UEM will be appointed in writing by the unit commander to coordinate energy conservations actions, disseminate energy information and best practices, and act as a link between unit leadership and the mess hall. The UEM must be an E-4 or higher, assigned sufficient authority to implement installation energy requirements. The UEM may not be assigned to the mess

hall, but must be able to provide information to reduce energy and water consumption in the mess hall. Figure 16-2 provides an example of the Energy Conservation Checklist that may be used to ensure good practices and procedures are followed to conserve energy.

a. To ensure the efficient use of energy, the manager will:

(1) Ensure procedures are followed for individual energy consumption in office spaces by turning off computers and lights when not in use

(2) Ensure lights are turned off on the mess deck in between meal period, and when not in use

(3) Ensure utilities are conserved throughout the mess hall facility, to include overhead lights in restrooms and hallways. At no time will security or safety be compromised at the expense of conservation measures.

(4) Curtail unnecessary use of water. Water is a utility that is sometimes unconsciously wasted by habit. Leaking water faucets/lines will be reported to the installation facilities maintenance office for repair.

(5) Televisions turned off in between meal periods, when not in use.

b. Identifying the energy intensive equipment in our facilities, adhering to proper preheating times, turning off equipment when not required, and scheduling use of equipment should enable you to reduce your peak demand requirements. Energy conservation includes maintaining equipment in good repair and keeping equipment cleaned to prevent energy waste.

(1) Ovens, Deck, Conventional, and Convection

(a) Preheat only when necessary and for minimal length of time at the correct thermostat setting. Higher thermostat settings will not effectively decrease preheating time.

(b) Turn off oven lights on ovens with glass panel doors. This will shorten bulb life and is an excessive use of energy.

(c) Load ovens to full capacity, allowing clearance for circulation on conventional and deck ovens. Do not use two ovens when one will do the job

(d) Schedule baking and roasting times so that products requiring lowest thermostat setting are started first to conserve energy.

(e) Turn ovens off when not in use.

(f) Load and unload ovens quickly. Do not allow oven to stand for long periods with doors open.

(2) Fryers

(a) Preheat to manufacturer's instructions. Do not set thermostat higher than the cooking temperature, as this does not effectively decrease the preheating time.

(b) Maintain proper levels of cooking oil in the tank conserve energy and maintain efficient heat.

(c) Filter and replace cooking oil as often as necessary for better efficiency.

(d) Do not overload baskets. Overloading fryers increase cooking times and reduces efficiency.

(e) Use stainless steel covers when possible. This will decrease cooking time, help to keep cooking oil clean, and lighten the load on ventilation and air-conditioning systems.

(3) Steam Cooker/Steamer

(a) Ensure compartment doors seat properly. Loss of steam is loss of energy plus it increases load on ventilation and air-conditioning systems.

(b) Turn off when not in use. There should be little or no preheat time.

(c) Cook to full capacity. Energy consumption is the same for small or large batches.

(4) Kettles, Skillets, and Griddles

(a) Use covers, when possible, for kettles and skillets to retain heat. This may also decrease cooking times, and lighten the load on ventilation and make up air in the mess hall.

(b) For griddles, use the entire heated surface when possible. For small batches, heat only the required portion of the griddle surface or refer to the manufacturer's instructions for proper use guidance.

(5) Steam Tables (Serving Lines)

(a) Avoid leaving openings uncovered during preheating or serving. This causes loss of heat and an extra load on ventilation and air-conditioning systems.

(b) Preheat only as long as necessary to reduce energy resources. Heating time will depend on the size of the steamtable.

(c) Maintain proper hot holding and serving temperature. Temperatures in excess of 180°F is a waste of energy.

(d) Keep the water pan clean. Avoid calcium or lime to buildup in insulators, as it will reduce efficiency and lead to pan burn out.

(6) Pot and Pan Dishwashers. Half full racks are a waste of energy. Pot and Pan Dishwashers will be loaded to full capacity, as often as possible.

(a) Maintain proper temperatures when operating mechanical machines and not in excess of instructions.

(b) Remove and clean wash arms regularly. A clogged wash arm will cut efficiency.

(c) Do not leave pumps running when not actually washing.

(d) Check water pressure from booster to final rinse. Low pressure will not rinse thoroughly and high pressure will waste water.

(e) Keep heating coils and tank free from calcium or lime buildup.

(f) Check pump housings for leaks. This will waste water and reduce efficiency of pumps.

(g) Be sure arm or lever which activates final rinse cycle is turning on and off with each rack. Continuous running of final rinses wastes energy and water.

(h) Turn off the booster heater when not in use.

(7) Good Energy Management for Refrigeration Equipment. Refrigerators and freezers work more hours than any other equipment in the mess hall.

(a) Make sure that door gaskets are cleaned and fit snugly.

(b) Place refrigerated and frozen foods into refrigerator or freezer immediately upon receipt.

(c) Do not place hot foods in refrigerator or freezer prior to properly cooling to the required temperature per reference (d).

(d) Do not open doors frequently or hold them open for long periods of time.

(e) Keep evaporator coils or walls free of excessive frost.

(f) Keep condenser coils free of dust, lint, or obstructions that tend to reduce air circulation.

(g) When applicable, make sure equipment is not located in a hot environment.

(h) Maintain equipment in good repair.

(i) Reach-in and Walk-in refrigerators and freezers will be loaded and unloaded as quickly as possible to minimize loss of refrigeration.

(j) Ensure proper sized light bulbs are used in all units to conserve energy.

(k) Keep condenser area clean and clear for air circulation.

(l) Avoid storing products to block air flow from evaporator coils, as units will become overtaxed and less effective.

(m) Replace worn door gaskets and defective handles to maintain refrigeration.

(n) Avoid ice buildup, as it will reduce efficiency.

(8) Ensure Efficient Use of Ventilation Systems

(a) Operate ventilating systems only when needed to capture cooking vapors and smoke.

(b) Exhaust ventilators will not run continuously and should only be turned on when cooking or baking.

(c) Turn fans off when not needed.

(d) Remove and clean filters once a week. Keep filters clean to assure proper flow of air through ventilating system. It may be necessary to clean filters over fryers more often.

(e) Turn off interior hood lights when equipment is not in use.

(f) Do not operate dishwasher ventilator until machine has reached operating temperature; this will draw heat from machine and prolong preheat time.

WORK REQUEST (MAINTENANCE MANAGEMENT)		<i>(PW Department see Instructions in NAVFAC MO-321)</i>	
Supersedes NAVDOCKS 2351			
<i>Requester see instruction on Reverse Side</i>			
PART I - REQUEST (Filled out by Requester)			
1. FROM		2. REQUEST NO.	
3. TO		4. DATE OF REQUEST	
5. REQUEST FOR <input type="checkbox"/> COST ESTIMATE <input type="checkbox"/> PERFORMANCE OF WORK		5a. REQUEST WORK START	
6. FOR FURTHER INFORMATION CALL		7. SKETCH/PLAN ATTACHED	
8. DESCRIPTION OF WORK AND JUSTIFICATION (including location, type, size, quantity, etc.)			
LOCATION:		BLDG:	
TYPE OF WORK:			
DESCRIPTION:			
JUSTIFICATION: <input type="checkbox"/>			
9. FUNDS CHARGEABLE		10. SIGNATURE (Requesting Official)	
PART II - COST ESTIMATE (filled out by Maintenance Control Division if estimate requested)			
11. TO		12. ESTIMATE NO.	
13. COST ESTIMATE		14. SKETCH/PLAN ATTACHED	
a. Labor	\$	<input type="checkbox"/> YES <input type="checkbox"/> NO	
b. Material:	\$	<input type="checkbox"/> APPROVED. PROGRAMMING TO START IN _____	
c. Overhead and/or Surcharge	\$	<input type="checkbox"/> APPROVED. BASED ON PRESENT WORK LOAD, THIS JOB CAN BE PROGRAMMED TO START IF AUTHORIZED BY 25 th OF _____ AND FUNDS ARE MADE AVAILABLE.	
d. Equipment Rental/Usage	\$	<input type="checkbox"/> DISAPPROVED. (See Reverse Side)	
e. Contingency	\$	16. SIGNATURE	
f. TOTAL	\$	17. DATE	
PART III-ACTION (FILLED OUT BY REQUESTER)			
18. TO			
19. AUTHORIZATION TO PROCEED IS ATTACHED <i>(Check one if other than PW funds are involved)</i> <input type="checkbox"/> NAVCOMPET 140 <input type="checkbox"/> OTHER		20. WORK REQUESTED <input type="checkbox"/> HAS BEEN CANCELED <input type="checkbox"/> HAS BEEN DEFERRED <input type="checkbox"/> WILL BE PERFORMED BY OTHERS	
21. SIGNATURE		22. DATE	

(See Part IV on Reverse Side)

Figure 16-1.--Sample Work Request

ENERGY CONSERVATION IN MESS HALLS
INSTALLATION CHECKLIST

1. Use the manufacturer's operating manual that came with your fryer. Write for a new manual if yours is missing. Study manual and then file it in a safe place for ready reference.
2. Check the nameplate on the fryer to satisfy yourself that the voltage and current characteristics match your electrical service.
3. Have your fry kettle installed and connected by your maintenance or public works department.
4. Check the adjustable leg balance to compensate for any unevenness of floor or counter. A tilted fat level can hamper performance.
5. The fryer must be thoroughly cleaned and dried off before use.
6. Whether your fryer is old or new, always use a top grade commercial shortening with a high smoke point and resistance to breakdown. Results: longer fat life and better tasting food.
7. To Fill Your Fryer. Put in enough fat to cover the heating elements completely. Many models have a marker stamped in the fat container to indicate the proper level. To ensure proper efficiency the fat should be at least 1 inch above the heating.
8. Liquid Shortening. If you use a liquid fat, fill the kettle to the proper level, then set the thermostat to the recommended cooking temperature.
9. Solid Shortening. Refer to the manufacturer's instructions/guidance for proper use.

Figure 16-2.--Energy Conservation Checklist

Chapter 17

Contingency Feeding and Planning

1. General Information. As a matter of basic federal appropriation law, Congress has not approved MPMC 1105 SIK funding to feed civilians who are victims of emergencies and disasters. Should some disaster or emergency occur, Commanders are authorized to come to the aid of civilians, however this is normally accomplished through Federal Emergency Management Agency (FEMA), Red Cross, State Department, United States Agency for International Development (USAID) and other organizations. Commanders will provide temporary relief with the resources at their disposal (e.g., labor, equipment, food, water). The Installation Commander must coordinate, not necessarily receive, payment for subsistence support prior to providing services/meals. The MPMC subsistence account will absorb the cost of emergency and disaster feeding under any circumstance. It is required that the Installation Commander receive payment for all MPMC 1105 SIK funded subsistence support. Commands are not authorized to store rations procured with appropriated funds for the purpose of supporting civilians during emergencies or disasters.

a. Contingency planning and funding for disaster relief operations should be planned and funded through the National Guard and/or FEMA which have the mission to feed the victims of disasters and emergencies. These organizations possess capabilities to execute mission requirements independently and may coordinate for the use of the Marine Corps as an instrument of implementation.

b. It is through these organizations that the Marine Corps will receive the food for preparation or the funding to provide meals for victims of emergencies and disasters, which in turn will ensure that appropriated funds are not used for this otherwise, unauthorized purpose.

c. When food service employees provide mess hall services, a contingency plan must be documented and maintained within the Mess Hall Officer's/Manager's turnover files. The plan must account for food service employees' capabilities to provide the necessary support during natural disasters, labor disputes/strikes, or work stoppages. However, the overall responsibility for contingency planning still lies with the camp/station commander (via the Mess Hall Officer/Manager). Any employee's irregular or altered schedule (i.e., overtime or administrative leave, etc.) that occurs due to natural disasters, labor disputes/strikes, or work stoppages, must be documented and reported to the installation Food Service Officer. The installation food service Operations Officer will consolidate all irregular schedules and route the report to the Civilian Payroll Office and confirm compliance of food service employee regulations with the local CHRO. All food service personnel, to include civilian employees, must be accounted for and listed on an emergency recall roster.

2. Responsibilities. During emergencies, commanders are responsible for damage control, maintenance of mess hall facilities, and for ensuring that assigned personnel who are entitled to subsist at government expense are provided meals. These responsibilities require both personnel and equipment support from tenant organizations. In accordance with reference (y),

installations and tenant commands will develop a contingency plan to identify personnel and equipment requirements during emergency situations. Plans will be reviewed and validated annually. In addition, commanders will determine the feeding requirement and suitable distribution site for meal support when mess halls are required to close under emergency conditions. The installation Food Service Office may assist the camp/station commander with a mess hall damage assessment, and provide assistance to expedite normal meal services and mess hall operations. Subordinate MCIPAC-MCBB installations will coordinate with supporting III MEF tenant commands to develop local SOPs for emergency feeding.

3. Types of Emergency Situations

a. Destructive Weather. Destructive weather refers to any dangerous meteorological phenomena with the potential to cause damage or serious social disruption, such as tropical cyclones, typhoons, and destructive winds. In the event of a mess hall closure, meals ready to eat (MREs) will be provided to commanders for distribution to personnel entitled to subsist at government expense (i.e., meal card holders). Food service employees are considered "Essential Duty Personnel", which is not to be confused with "Emergency Essential Personnel". Destructive weather feeding instructions will be in accordance with reference (aa).

(1) When employees are released by their supervisor, each ~~individual~~ employee will conduct necessary preparations prior to being released from work. Mess Hall Managers must ensure that all preparations are satisfactorily complete before securing the mess hall. Civilian employees will be excused without being charged leave time or loss of pay.

(2) Due to the geographic dispersion of mess halls, destructive weather conditions may occur at different times for a particular military installation. Actions taken during Tropical Cyclone Condition of Readiness (TCCOR) are as follows:

(a) If Typhoon Condition "Storm Watch" is declared and the mess hall remains open; civilian employees that are on leave cannot void annual leave taken during such time;

(b) TCCOR 1, the mess hall will remain open throughout this TCCOR condition; employees will remain at work to continue normal operations;

(c) TCCOR 1 Caution (TCCOR-1C), the mess hall will cease operations, all employees will be briefed and released;

(d) TCCOR 1 Emergency (TCCOR-1E), mess halls will remain closed;

(e) TCCOR 1 Recovery (TCCOR-1R), with the exception of Emergency Essential Personnel, all personnel must remain in their quarters. Nonessential functions will remain closed unless directed by the commander. The mess hall will remain closed until an assessment is performed to determine the extent of damage, employees will return to the mess hall once notified by their supervisor. It is imperative that all employees contact their supervisor prior to reporting in for work to ensure safe work conditions exist.

b. Natural Disasters. A natural disaster is defined as an event resulting in catastrophic consequences such as an earthquake, flood, or tsunami. Such emergency conditions will most likely result in the closure of mess halls. These conditions may cause serious damage to mess hall infrastructure and exterior areas. Natural disasters may also cause imminent hazards such as contamination of potable water, or rupture to utility lines. The emergency action plan will be activated to provide feeding support under these conditions.

c. Pandemic Outbreak. Garrison mess halls serve a highly susceptible population and must take stringent precautions to protect and defend against a pandemic outbreak. A pandemic outbreak is an epidemic of infectious diseases that has spread through human populations across large regions, such as influenza. It is helpful to understand the magnitude of what can happen during a pandemic outbreak and the protective measures to use should one occur. The medical authority will conduct an epidemiological investigation of all suspected outbreaks that affect food service operations. Food employees will ensure that food is unadulterated and prepared in a clean environment, even under these conditions. Any food service employee confirmed to have a communicable disease will be prohibited from working in the mess hall until cleared by a competent medical authority. Protective measures may include the need to:

- (1) Identify procedural, training, and management requirements;
- (2) Increase food surveillance and sanitation inspections; and
- (3) Increase the number of handwashing stations to prevent the spread of infection.

d. Other Public Health Hazards. Other hazards that may affect food service operations may include Imminent Health Hazards (IHH). An IHH may occur due to an emergency condition or gross unsanitary occurrences. Examples may include conditions such as a fire, extended interruption of power or water service greater than two hours, sewage backup, or the misuse of poisonous or toxic materials. Under such conditions, mess halls will immediately discontinue operations until cleared by a regulatory medical authority.

e. Work Stoppage Plan. As required by reference (a), commanders with operational control of the garrison mess halls are responsible for developing a written contingency plan in case of a work stoppage or an interruption of services. When a strike, labor dispute, or other form of employee work stoppage occurs without warning, the commander may determine that assigning military personnel as mess attendant(s) is essential to support feeding missions. All work stoppage plan will include a list of tenant commands in support of mess hall operations and the number of mess attendants required from each supporting unit. Work stoppage plans will be signed by the Camp/Station Commander and be kept on file at the mess hall. This plan will be reviewed annually to validate requirements and personnel assignments. The installation Food Service Office will be immediately notified upon activation of the work stoppage plan.

f. Preparatory Measures Taken Before an Emergency. In the event of a loss in power, steam, or interruption of meal services, commanders are encouraged to consider the use of a modified or a utility outage menu contained in the cyclic master menu. Preparatory measures will be taken to:

(1) Secure loose article outside of the mess hall to protect items from damage.

(2) Ensure adequate stock of supplies and paper gear. A minimum of three days worth of supplies will be maintained on hand at the mess hall. The Installation Food Service Office will be contacted when additional support is needed.

(3) Ensure Doors to refrigerators/freezers are sealed tightly. Employees should limit the number of times doors are opened and closed to maintain safe storage temperatures and efficiency of the unit.

(4) Ensure generators and auxiliary gear provide uninterrupted power to the mess hall. The installation Facilities Maintenance Office is responsible for the maintenance and repair of all generators aboard the installation. Periodic checks should be conducted to ensure generators are in good working order.

(5) Initiate plans for early deliveries in support of modified operations. Normal delivery schedules may be affected by emergency conditions. Additional support may be requested to the installation Food Service Office.

g. Measures Taken After an Emergency Situation. Upon emergency status downgrade, a damage assessment of the mess hall will be conducted. The assessment will consist of a survey of the entire infrastructure, refrigeration units, and utilities such as power, water, and steam. When mess hall operations are discontinued due to an emergency situation or IHH, the PIC will obtain approval from the PMU before resuming operations.

(1) Generators should provide uninterrupted power to refrigeration units during a utility outage. However, refrigeration units must be checked during damage assessments to ensure food items were not exposed to temperature abuse. Temperature abuse include signs of crystals or liquid stains on the bottom of the case/package, changes in color/texture, unpleasant odor, or wilted produce. Food items must be discarded if signs of temperature abuse is found.

(2) Utilities to the mess hall must be inspected to ensure that potable clean water is available and food equipment is operational for food production. Potable water must be flushed, disinfected, and tested for chlorine residual when affected by emergency situations, such as a flood, that may introduce contaminants into the piping per the Tri Service Food Code. The PMU will be notified when a water system has been affected by an emergency situation and requires microbiological testing prior to resuming operations.

4. Contingency Feeding for Civilians. Commanders are authorized to come to the aid of civilians identified as victims of emergencies and disasters, as well as non-DoD emergency/disaster personnel who provide immediate response to protect the installation and DoD personnel.

a. Disaster or emergency relief is not a programmed requirement for military services, for which no funds are allocated. Federal civilian employees may subsist in mess halls when on official duty as a result of a natural disaster and when there are no other comparable food service facilities available. The installation commander may determine that it is not reasonable, practicable or feasible to collect subsistence costs from victims of emergencies and disasters. Such arrangements are undertaken on the basis that those costs will be reimbursed to the MPMC 1105 SIK appropriation by agencies outside of the DoD, or by the individual themselves at the standard meal rate. A waiver of charges may be granted with prior verbal approval from the Navy Comptroller via LFS-4. Under current fiscal law, federal employees (including DoD emergency responders) and military personnel not entitled to subsist at government expense must pay for all meals consumed from the appropriated mess halls. Feeding civilians and emergency/disaster personnel will be done at no cost to the government.

b. Local installation partners provide significant capabilities to support the commander in feeding civilians. Timely supply support is contingent on the timely partnering with organizations and agencies to ensure requirements are properly resourced and delivered to meet mission requirements. Partners include, but are not limited to; DLA, Army and Air Force Exchange Service, Marine Corps Community Services clubs, and the DeCA.

c. United States military subsistence supply channel will only be used when other responsible agencies cannot provide support, and when the military mission is not jeopardized. MCIPAC-MCBB will receive the food for distribution, or the funding to provide meals for victims of emergencies and disasters, which in turn will ensure that appropriated funds are not used for this otherwise, unauthorized purpose.