

ORIGINAL



UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION

BEAUFORT SOUTH CAROLINA 29904 5000

ASO P10110.8A

FS

9 April 1993

AIR STATION ORDER P10110.8A

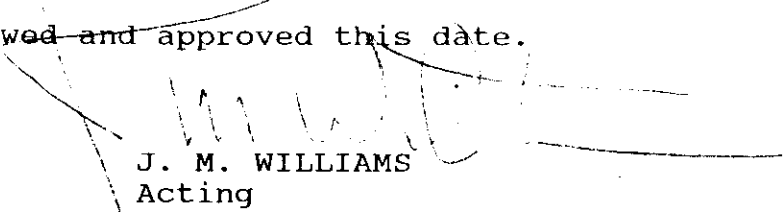
From: Commanding Officer
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR FOOD SERVICE

Ref: (a) MCO P10110.14L

Encl: (1) LOCATOR SHEET

1. Purpose. To promulgate the Standing Operating Procedures for Food Service.
2. Cancellation. ASO P10110.8.
3. Action. The Food Service Program will be operated in accordance with this Order.
4. Effective Date. The provisions of this Order are effective upon receipt.
5. Recommendations. Suggestions and recommendations concerning this Order are invited and should be submitted to the Commanding Officer (Food Service Officer).
6. Concurrence. The Commanding Officer of Marine Aircraft Group 31 concurs with this Order insofar as it pertains to Fleet Marine Force units aboard Marine Corps Air Station Beaufort.
7. Certification. Reviewed and approved this date.


J. M. WILLIAMS
Acting

DISTRIBUTION: A2

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ASO P10110.8A
9 April 1993

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STANDING OPERATING PROCEDURES FOR FOOD SERVICE

RECORD OF CHANGES

Log completed change action as required.

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

STANDING OPERATING PROCEDURES FOR FOOD SERVICE

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STANDING OPERATING PROCEDURES FOR FOOD SERVICE

CHAPTER 1

GENERAL FOOD SERVICE INFORMATION AND PROCEDURES

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STANDING OPERATING PROCEDURES FOR FOOD SERVICE

CHAPTER 1

GENERAL FOOD SERVICE INFORMATION AND PROCEDURES

1000. AUTHORITY. The scope and authority for the food service program are contained in paragraph 4301 of the Marine Corps Manual.

1001. ORGANIZATION. Organization of the food service program is contained in MCO P10110.14.

1002. PURPOSE. This Order outlines the regulations and procedures for the Food Service and Subsistence Management Program as outlined in MCO P10110.14, and includes procedures pertaining to the procurement, storage, issue, accounting, preparation, and serving of all foods within this Command's food service program.

1003. ADMINISTRATIVE CONTROL. The overall administrative control of the food service program and the mess hall is exercised by the Commanding Officer, Marine Corps Air Station Beaufort, and the Food Service Officer.

1004. OPERATIONAL CONTROL. The operational control of the mess hall is vested in the Air Station Supply Officer.

1005. MANAGEMENT CONTROL. The Food Service Officer has management control and direct staff cognizance over all food service personnel and matters pertaining to the mess hall and food service operations.

1006. COMMAND RESPONSIBILITIES. The Commanding Officer, MCAS, shall:

1. Appoint a Food Service Officer (FSO) (Military Occupational Specialty (MOS) 3302) to function as a special staff officer who recommends action and interprets policies and directives that concern appropriated fund food service matters within the Command.

2. Ensure the policies, standards, and criteria of the Food Service and Subsistence Program are maintained per MCO 10110.34.

3. Exercise Command supervision, financial responsibility, and management control of food service functions as stated in this Manual.

4. Publish Command directives for accomplishing program objectives.
5. Make maximum use of technical assistance available from the CMC (LFS-4).
6. Program for new construction, alteration, maintenance, and repairs of food service facilities.
7. Determine the conditions under which officers and civilians personnel are authorized to subsist in appropriated fund mess halls on a cash basis.
8. Verify the adequacy of the menus being served, ensures that required subsistence items are available, and that accounting procedures as prescribed in this Manual are followed.
9. Establish procedures to ensure that officers, civilians, and enlisted personnel receiving per diem or basic allowance for subsistence, reimburse the government for all meals consumed to include box lunches and operational rations.
10. Budget and obtain new and replacement food service equipment.
11. Establish a program to recognize outstanding food service personnel and operations.
12. Promote a comprehensive nutrition and patron education program for the mess hall as required by MCO P10110.14.
13. Ensure that the policy and procedures for the collection and exemption of surcharge are consistently applied throughout the installation.
14. Review and sign the Subsistence Operational Analysis Report (SOAR) to be forwarded to CMC (LFS-4).
15. Ensure that no subsistence items, including coffee grounds, sugar and milk, and property items, such as cups and silverware, are removed from the mess hall for use in coffee messes, living spaces, etc.
16. Ensure that garrison type food service equipment and supplies are not removed from the mess hall to support field operations or for use in working or living spaces.
17. Ensure compliance with Chapter 2, Sale of Meals from the Mess Hall, of this Order.

18. Ensure that a fourth convenience type meal is not served. Early and late meals may be served on a nonscheduled basis; however, precautions must be taken to ensure that an individual does not receive more than three meals on any given day.

1007. HOURS OF OPERATION. The hours of operation of the mess hall will be commensurate with the needs of this Command and tenant activities. Exact meal hours will be published by separate bulletin, as necessary.

1008. WATCH STANDER MEALS. Early regular meals and night meals (box lunches) are intended for personnel whose duties cause them to miss a regularly scheduled meal. Early meals are served on weekdays only. The night meal (box lunches), when provided, will only be made available to personnel who could not attend the breakfast or dinner (evening) meal because their assignment/duty prevents them from leaving the work area. The serving of night meals (box lunches) to replace meals missed/skipped at the individual's own choice is not authorized. Submit Box Lunch Request Form MCAS 10110/5 (figure 1-1), to the Mess Chief. The request must reach the mess hall 3 working days in advance of the meal being requested.

1009. ADJUSTMENT DUE TO SURVEY. The Food Service Officer will initiate the request for survey, in letter form, to the Commanding Officer, Marine Corps Air Station. The request shall contain a copy of the Veterinary/Medical Officer's recommendation. In addition to the recommendation, the following data will be included on each survey request:

1. Name of article(s)
2. Quantity
3. Total cost
4. Date of receipt
5. Other pertinent data for evaluating the cause of loss, such as improper holding temperatures, storage conditions, condition upon receipt, and handling damage.

1010. RECREATIONAL EVENTS

1. The use of government subsistence and/or the facility and its staff to support non-appropriated fund events such as Mess Night, dining-in functions, retirement ceremonies, etc., and individual unit picnics/parties (when sponsored at only subdivision, branch and/or section levels) IS NOT AUTHORIZED.

2. Appropriated fund support can be authorized by the Commanding Officer for certain events when they meet the required criteria as shown below:

a. Military Field Meets are required Command functions and are normally published in a Command bulletin. Military Field Meets must be sponsored at the company level or higher and approved by the command. The Field Meet will be the military personnel's appointed place of duty at that time and the meal served will be the authorized meal. The meal must replace the normal lunch or dinner meal.

b. Family Day, Open House, and Military Appreciation Day events are only authorized when these events are mandated by the Commanding Officer and published in the Command's bulletin as an approved function.

2. Commanding Officers desiring meals for organized recreational events shall submit Special Meal Request Form MCAS 10110/5a (figure 1-2), to the Air Station Commanding Officer (Food Service Officer). The request must reach the mess hall five (5) five working days prior to the event to ensure ordering and preparation of the food required, and will include the following information:

a. Name of Officer or NCO in charge.

b. The total number of personnel not entitled to subsist at government expense; i.e., commuted rations, officers, or authorized civilians. Only military personnel attending military Field Meets are surcharge exempt.

c. The total number of personnel authorized to subsist at government expense, to include meal card numbers and a roster of names.

d. Date, time and the location of the event to be held.

3. After approval of the request, the Commanding Officer will direct the designated Officer or NCO in charge to contact the Mess Chief for instructions relative to the handling of funds, signing the Meal Signature Record and determining when food will be available for pickup and other related matters. Charges will

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be as currently prescribed for the meal the rations replace, and payment will be made to the activity collection agent in the mess hall prior to pickup of meals.

4. Block signatures are not authorized on the Meal Signature Record for recreational events.

5. Subsistence items for recreational events will be limited to picnic-type items, such as cold cuts, frankfurters, hamburgers, potato salad, etc.

6. Unauthorized diversion or misuse of government subsistence, supplies, and facilities through failure to maintain essential data and/or accurately document the head count and/or cash collection is considered mismanagement, and must be investigated to determine the value and pecuniary liability. When there is a difference in excess of 10 percent of the meals requested on the unit support request and the actual head count as reflected on the head count forms, a Report of Survey will be accomplished according to chapter 11 of the reference.

1011. UTILIZATION OF MESS HALL FOR SPECIAL EVENTS. The mess hall will not be used for special functions; i.e., youth picnics, banquets, etc., unless there is no other facility available aboard the installation capable of accommodating the group because of size or volume. All requests will be submitted, in writing, to the Commanding Officer (Food Service Officer), and will be considered on an individual basis.

1012. SUBSISTENCE/PERSONNEL SUPPORT FOR FIELD EXERCISES. Units requiring subsistence support from the Food Service Branch for a field mess hall will accomplish the following:

1. A request for subsistence support will be forwarded to the Commanding Officer (Food Service Officer), at least 30 days prior to the exercise. The request will contain the type of rations required, the number of personnel involved, the dates rations are required with specific meals to be served on the first and last dates, desired pickup times, and any special requirements not normal to field subsistence. The MCAS Master Menu will be utilized unless otherwise directed by the Food Service Officer.

2. Submit a request for the appropriate number of food service personnel to the appropriate personnel office. Nominations will be obtained from the Food Service Officer or a designated representative. Unit commanders are encouraged to contact the Food Service Officer regarding personnel to be nominated for field mess hall duty.

3. Direct liaison with the Food Service Officer is encouraged to facilitate ease in accomplishing subsistence and personnel requirements for field operations. Procedures for field operations and deployments are outlined in MCO P10110.14 and MCO P10110.34.

1013. PACKAGED OPERATIONAL RATIONS (POR). The USMC POR Requirements/Usage Report (form NAVMC 11110) will be submitted quarterly by all warehousing/issuing activities. All organizations, using units, and activities that consume POR's must submit a monthly POR report to the Commanding Officer responsible for submitting the Subsistence Operational Analysis Report (SOAR), form NAVMC 10369-A. Marine Corps Order P10110.14 establishes requirements for this report.

1014. SALE OF PREPARED SUBSISTENCE ITEMS FOR OFFICIAL COMMAND FUNCTIONS

1. Policy. Prepared subsistence items such as pastries, beverages, and condiments may be sold from the mess hall to support Command functions on a reimbursable basis; for example, Change of Command, retirement ceremonies, Marine Corps Birthdays, etc. The sale of such items will be at the raw ingredient cost plus a 196 percent surcharge and will not require additional resources (manpower or funds) or adversely affect the operation of the mess hall. Items will be sold only when no other source is available to the Command. These items will not be purchased and paid for with appropriated funds. Coffee, punch, cookies, doughnuts, cakes and other items of subsistence for personnel not authorized to subsist in the mess hall at government expense should be purchased from the Officer's Club, Staff Noncommissioned Officer's Club or a commercial source, as appropriate.

2. Authority. The Air Station Commanding Officer will approve, in writing, requests for the sale of prepared subsistence items prior to the date of consumption. Judicious use of this authority must be exercised to ensure the primary purpose of the mess hall is not jeopardized.

STANDING OPERATING PROCEDURES FOR FOOD SERVICE

BOX LUNCH REQUEST

MCAS 10110/5 (Rev 9-92)

BOX LUNCHES

From: (Organization and Section) : Date:

I certify that I will be responsible for all meals being requested for personnel who rate subsistence-in-kind, and that all personnel meet the requirements for box lunches.

OIC: Name, Grade/Title, and Phone : Signature: Officer In Charge

To: Mess Chief

Via: Food Service Officer Approved: Disapproved:

Subj: REQUEST FOR BOX LUNCHES

Date and Time of Pickup: : Consumption Location:

Quantity	Meal Period
	Breakfast
	Lunch
	Dinner
	Midrats
	Night Meal

INSTRUCTIONS AND REQUIREMENTS

1. Personnel receiving box lunches must have a meal card and the meal requested is in lieu of a meal that was missed due to work schedule and not because the individual decided not to subsist in the messhall for personal reasons.
2. That box lunches when requested, is the responsibility of the individual requesting, to ensure that meals are picked up and signed for; and if there is a reason for cancellation that it be done at least 24 hours in advance.
3. Request for box lunches must be submitted at least 3 working days in advance of the meal being requested.
4. Fill out the required information below, the reverse side of this form may be utilized if needed. Please ensure that all information is correct.

The following information is required:

Grade Name SSN Meal Card #

STANDING OPERATING PROCEDURES FOR FOOD SERVICE

SPECIAL MEAL REQUEST

MCAS 10110/5a (Rev 9-92)

SPECIAL MEAL REQUEST

From: (Organization and Section) _____ Date: _____

I certify that I will be responsible for the cash collected for all subsistence furnished to personnel not entitled to subsist at government expense prior to consumption.

OIC: Name, Grade/Title, and Phone _____ Signature: Officer In Charge _____

To: Commanding Officer, MCAS _____

Via: S-4 Officer _____ Approved: _____ Disapproved: _____

Subj: REQUEST FOR RATIONS

Date and Time of Pickup:		Consumption Location:		
Total Quantity	Meal Requested	Check Event	Type of Special Meal (Submit 5 days prior)	
	Breakfast		Military Field Meet	
	Lunch		Family Day / Open House / Appreciation Day	
	Dinner		Field Chow	
Reimbursement:	Military on Commuted Rations (Enlisted & Officers)	Civilians	Children	Enlisted at Government Expense
	at	at	at	

INSTRUCTIONS

The activity commander may authorize the furnishing of subsistence from the messhall for Special Meal events in-place of the meal in the messhall. The subsistence items will be limited to picnic type items such as hamburgers, hot dogs, etc. Below are the procedures for requesting and receiving Special Meal rations from the Station Messhall.

1. Completely fill out a Special Meal Request; MCAS Form 10110/5a (Rev 9-92).
2. Submit a roster of all enlisted personnel with Meal Cards by NAME, GRADE, SSN, and MEAL CARD number.
(DO NOT HAVE OFFICERS WITH SURCHARGE EXEMPT CARDS ON LIST)
3. Personnel authorized commuted rations (Officers, enlisted, civilian guests) will be supported by attached letter or line paper with their name and grade recorded.
4. Request for Special Meal rations will be submitted to the messhall (Manager) five (5) working days prior to the date of pickup.
5. Monies collected from personnel on commuted rations will be turned in to the activity collection agent in the messhall prior to pickup of meals. Prices charged will be current with applicable surcharges.
6. Dependents, relatives, and guests must be authorized by the activity commander (CO, MCAS) in writing. The current meal prices and surcharge will be charged.
7. Assistance may be obtained by calling the Station Mess Chief at extension 6523/6524 or 7408.

STANDING OPERATING PROCEDURES FOR FOOD SERVICE

CHAPTER 2

SALE OF MEALS FROM THE MESS HALL

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STANDING OPERATING PROCEDURES FOR FOOD SERVICE

CHAPTER 2

SALE OF MEALS FROM THE MESS HALL

2000. GENERAL. As defined in MCO P10110.14, the primary purpose of the enlisted mess hall is to provide subsistence for active duty enlisted personnel entitled to subsistence-in-kind (SIK). Additionally, MCO P10110.34 authorizes enlisted personnel receiving commuted rations in lieu of SIK and active duty officers to purchase meals at the mess hall under certain conditions. Authorized civilians may purchase meals from an enlisted mess hall with prior approval. Additional procedures to obtain approval are provided in this Chapter. Meal rates and surcharge exemptions are outlined in paragraph 2012.

2001. ENLISTED PERSONNEL ON COMMUTED RATIONS. Enlisted personnel on commuted rations are permitted to purchase meals at the mess hall at any time, regardless of duty status.

2002. OFFICER PERSONNEL. All officers will be permitted to purchase meals from the enlisted mess hall for the purpose of ensuring the health, morale and welfare of their personnel. The meal rate and surcharge will apply except for those exempted officers in paragraph 2012.

2003. SPECIAL OCCASIONS. The Air Station Commanding Officer may authorize the sale of meals to officers, civilians, and youth groups who are visiting the activity in connection with inspections, surveys, entertainment, special events, orientation or public relation programs. Requests will be submitted to the Commanding Officer (Food Service Officer) so as to be received at least five working days prior to the occasion and will specify the size of the group, length of time and purpose. Special occasions will not justify a special menu.

2004. RECREATIONAL EVENTS. The MCAS Commanding Officer may authorize the furnishing of subsistence from the mess hall for recreational and other command sponsored events in lieu of the mess hall meal. Paragraph 1010 of this Order applies.

2005. DEPENDENTS, RELATIVES, AND GUESTS. The Commanding Officer may authorize the sale of meals to dependents, relatives and guests of military personnel authorized to subsist in the mess hall when such sales will reflect realistic advantages in the form of goodwill, morale or better public relations. The appropriate meal rates and surcharges will apply.

2006. EMERGENCY FEEDING. The Air Station Commanding Officer, as the Activity Commander may authorize, to the extent of capabilities under emergency feeding conditions, the sale of meals to personnel not entitled to subsist at government expense. Surcharges are not applicable under declared emergency feeding conditions.

2007. DEPENDENTS OF PERSONNEL IN TEMPORARY QUARTERS. The Commanding Officer may authorize the sale of meals to dependents of military personnel (enlisted or officer) who report for duty under permanent change of station orders. This authorization will not exceed thirty days. The respective Commanding Officer will apprise all incoming married personnel of those authorized. The military sponsor of these dependents may also be permitted to purchase meals during this period. The appropriate meal rates and surcharges will apply. The following measures will be initiated to ensure certain conditions are met and that only authorized personnel participate in the program:

1. When applicable, include the following statement as part of the endorsement upon reporting aboard: "The sale of meals from the mess hall to you and your dependents is authorized for (30 days maximum)."
2. Inform military sponsor that the orders endorsement may be requested to be shown before purchasing meals.
3. Ensure dependents wear appropriate civilian attire while subsisting in the mess hall.
4. All meals will be consumed in the mess hall (except carry-out) during regularly scheduled meal hours.
5. Meals sold will be as prescribed in the Master Menu without substitution or addition of food items.
6. No increase in resources (manpower, material/furniture or funds) will be made available to provide for the sale of meals.

2008. COFFEE MESSES. Subsistence items purchased with appropriated funds may not be utilized in support of private coffee messes.

2009. COMMUTED RATIONS. Regulations concerning the granting of commuted rations are contained in current Air Station directives.

2010. GROUP ENTRIES. Group entries are authorized on the Paid Supernumerary Ration Register when required for recreational

rations or when training groups must be served rapidly. When collecting funds from authorized groups, the following procedures shall apply:

1. The total number of personnel in the group, plus the applicable cost/surcharge, shall be shown in the signature column, and the extended price shall be shown in the food cost surcharge column of the Paid Supernumerary Ration Register Form, NAVMC 10298.
2. The original authorization, stating total number of persons in the group authorized to purchase meals, shall be attached to the original form, NAVMC 10298. The duplicate copy of the authorization shall be retained by the Mess Chief.

2011. OTHER AUTHORIZED PERSONNEL

1. Civilian personnel on official duty are permitted to purchase meals under any of the following conditions:

(a) Personnel performing food service duties.

(b) Marine Corps Base firefighters.

(c) Base maintenance personnel, when performing work at the mess hall during a meal period.

2. Civilian employees of private contractors, when performing work at the mess hall during a meal period.

3. Dependents of Military Personnel During Emergency Conditions. Reimbursement procedures will be determined by the Air Station Commanding Officer, based on the situation and promulgated by the most expedient means. Surcharges are not applicable under declared emergency conditions.

4. Guests of military personnel as defined below:

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

(b) Dependents and relatives of military persons who are POW's, MIA's, or serving a remote tour of duty.

(c) Previous subparagraphs (a) and (b) are permitted to promote good will and morale, or enhance public relations. However, judicious use of this authorization must be exercised and must not jeopardize the primary mission of the mess hall. Requests for dependent guests of military persons to purchase a meal in the mess hall must be submitted in writing to the commander having

commander having operational control of the mess hall, 10 working days prior to the event. Commanders will ensure a letter of approval is available at the mess hall to identify those authorized individuals.

5. Guests at Holiday Meals. The sale of Marine Corps Birthday, Thanksgiving, and Christmas Day meals to immediate members of the family and bonafide guests of authorized military personnel is permitted in the mess hall.

6. Requests for all other civilians (i.e., retirees, tour group, civic groups, athletes, Boy Scouts, etc.) to purchase meals from a mess hall must be submitted in writing to the Commanding Officer 10 working days prior to the event. Approval will be granted on a case by case basis, depending on the capabilities of the mess hall to support the function.

2012. MEAL RATES AND SURCHARGE EXEMPTIONS. Meal rates and surcharges for the sale of meals will be in accordance with instructions contained in MCO P10110.14 and the current Marine Corps Bulletins in the 10110 series. The below listed categories of personnel are exempt from paying surcharges as indicated.

1. Officers (not in receipt of per diem) and all military dependents are exempted from paying the surcharge for the Marine Corps Birthday, Thanksgiving, and Christmas Day meals.

2. Enlisted personnel.

3. Patients in hospitals and dispensaries.

4. Officer candidates.

5. U.S. military academy cadets and midshipmen.

6. Naval Reserve Officers Training Corps (NROTC) Midshipmen, chaperons and instructors included.

7. Spouses and dependent children of enlisted members in pay grade E-4 and below.

8. Members of nonprofit youth groups. All group members and chaperons are exempt from surcharge.

9. Military athletes in permissive TAD status.

10. Personnel on maneuvers and field exercises when eating under field conditions at a location actually situated in the field.

11. Officers on an authorized field exercise when food is prepared and served in the field.

12. When being fed in an appropriated fund mess hall as a result of an act of providence when no other comparable food service facilities are available.

13. Personnel participating in mass troop movements.

14. Commanding Officer having operational control of the mess hall.

15. Group and Squadron Duty Officers and Officers of the Day who consume a meal to determine the quality and quantity of food served.

16. Officers Having Command Authority. Inherent features of the office of command are contained in the Marine Corps Manual.

17. Officers in leadership positions or designated by the Commanding Officer. This exemption shall be used at the mess hall where the officer's Marines subsist. This exemption shall not be available to officers while they are serving TDY, on leave, or otherwise absent from their permanent duty station.

(a) In order to facilitate record keeping in the mess hall, the commander with operational control will:

(1) Identify in writing, the officers who are to be exempt from paying the surcharges.

(2) Prepare a Meal Card (DD Form 714) for each exempted officer and over-stamp each card with the words "Surcharge Exempt Only."

(b) When eating at the mess hall, officers in possession of a surcharge exemption card will present this card along with their military ID card to the mess hall cashier, and will place "SE" in the surcharge column of the Cash Meal Payment Sheet. Officers not in possession of a surcharge exemption card are required to pay the surcharge rate along with the meal rate prior to eating.

18. Performing Food Service Assignments. This includes Command food service officers and civilian staff, unit S-4 officers and mess officers supervising a mess hall.

19. International Military Education and Training (IMET) personnel/Foreign Military Sales (FMS) personnel.

20. On-Duty Red Cross Personnel. This will apply only to volunteer workers not receiving the meal portion of per diem.

21. On-duty government contracted civilian mess hall personnel.
22. On-duty Air Station firefighters.
23. Members participating in the unit deployment program (UDP) and receiving "flat rate per diem" are exempted while in a field duty status.
24. Upon entering a field duty status, officers' payroll checkage will commence on the first day of field duty at the current authorized daily meal rate, based on availability (i.e., three meals per day) and not consumption. Enlisted BAS stoppage will commence on the first day of field duty and will be at the BAS rate in effect at the time of field duty status. Enlisted members, by law, are not entitled to BAS while TAD to field duty.
25. The abbreviations listed in Appendix A will be used on mess hall Cash Meal Payment Sheets to identify those individuals who are specifically authorized surcharge exemption. A matrix is provided in Appendix B to simplify the determination of surcharge exempt personnel.

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CHAPTER 3

ACCOUNTING FOR PERSONNEL FED

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CHAPTER 3

ACCOUNTING FOR PERSONNEL FED

3000. MEAL SIGNATURE RECORD. The Meal Signature Record (NAVMC 10789) will be used as outlined in MCO P10110.14. At this time a civilian contractor is performing all duties concerned.

3001. EXCEPTION PROCEDURES

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

a. During maneuvers and field exercises when actually subsisted in the field.

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

c. While in a confined status.

2. When personnel are subsisted under the exception conditions, a certification of the Meal Signature Record form will be made by the person responsible for feeding the unit, group or formation as follows:

"I ACKNOWLEDGE RECEIPT OF _____ MEALS THIS _____
(NUMERICAL) (DATE)

WHICH ARE FOR _____ INDIVIDUALS WHO ARE ENTITLED TO
(WRITTEN OUT)

SUBSISTENCE-IN-KIND."

(Signature) (Grade) (Organization/Unit)

3002. MAN DAY FED REPORT. The Man-Day Fed Report, NAVMC 565-1, will be prepared in accordance with MCO P10110.14.

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CHAPTER 4

CONTROL OF MESS HALL FUNDS

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STANDING OPERATING PROCEDURES FOR FOOD SERVICE

CHAPTER 4

CONTROL OF MESS HALL FUNDS

4000. APPOINTMENT AND CONTROL PROCEDURES

1. The appointment of collection agents, mess hall custodians, cashiers, and control and safekeeping of mess hall funds will be in accordance with NAVCOMPT Manual, Volume 4, and MCO P10110.14.
2. The Air Station Commanding Officer shall appoint a collection agent and an alternate to act under the supervision of the Food Service Officer. Supplementary instructions will be issued concerning the control and safekeeping of funds and appointments as unit authorized custodians and mess hall cashiers. Sample appointing orders can be found in MCO P10110.14.

4001. CHANGE FUND. One or more sheets of Paid Supernumerary Ration Register (NAVMC 10298) from the previous day may be retained by the mess hall to form a change fund not to exceed \$25.00. This change fund is not applicable to the civilian mess contract. The contractor shall provide sufficient change in the mess hall to make change for patrons who pay cash for their meals.

4002. SAFEKEEPING OF MESS HALL FUNDS. In accordance with UM 4400-15, safe combinations will be changed every six months, or upon change of agents. Additionally, if field safes are utilized for the safekeeping of funds, the current edition of MCO P4400.150 requires these safes to be chained or bolted to the deck.

1. Unit commanders will ensure that individuals in possession of public funds provide proper and adequate safeguards for the security of their funds. Security controls will include utilization of cash boxes, dial covers to shield combinations when opening safes, and locking of safes when not in use. Additionally, the person accountable for the safe and its contents should be the only person in possession of the combination.

2. NAVCOMPT Manual, Volume 4, paragraph 042351.4a, requires that an individual utilizing a government safe for security and storage of U.S. Government funds (monies) have up-to-date recall information in the event of burglary, theft, or if the safe is found otherwise in an unsecured condition. This will allow Military Police, or other investigative sources, to contact the person responsible for the safe and its contents to determine the amount of funds lost/stolen and relative supporting documents.

a. The following information will be placed on a 3" by 5" card and attached to the right side, inside of the primary/alternate collection agents and cashiers safes:

- (1) Billet: _____
- (2) _____
(Name of person responsible for safe)
- (3) Rank: _____
- (4) Recall phone number: _____
- (5) Recall address: _____

b. A record of safe combination changes must be maintained to support the actual combination changes. The following information will be placed in a log book inside the primary/alternate collection agents safes:

- (1) Date of Combination Change: _____
- (2) Changed by (legible signature): _____

c. The procedures mentioned above will be followed by military mess cashiers under the supervision of the mess hall collection agent. All civilian mess contract cashiers will be governed by internal company procedures and the civilian mess contract.

4003. LOST OF FUNDS. In cases where loss or deficiencies of money occur, the following action shall be instituted by the Commanding Officer (Food Service Officer):

1. Make an immediate telephonic report to the Air Station Provost Marshal furnishing the site of the loss, amount of funds involved, names of the designated unit authorized custodian and mess hall cashier involved, and any other pertinent information. In compliance with MCO P4400.150, decide the procedure to be followed and initiate an investigation to determine the cause of the loss and assign responsibility thereof.

2. Within a period of seventy-two hours, the collection agent will confirm the above telephonic report in writing to the Commanding Officer, Marine Corps Air Station via appropriate Command channels, with copies going to the Provost Marshal and Food Service Officer. The report will give a brief of circumstances, the form of investigation to be convened, the amount of funds missing, the custodian of the missing funds, site of the loss, and other pertinent information.

3. Monetary credit will be given the mess hall by the collection agent for the amount of cash remaining only; however, for the purpose of their accountability, full credit will be given for the Ration Register forms involved.

4004. CASH MEAL PAYMENT SHEET (NAVMC 10298)

1. Procurement and Issue. The Food Service Officer will procure Cash Meal Payment Sheets, NAVMC 10298, from the Self-Service Center. A record will be maintained as to the date received and issued to the collection agent by the inclusive numerical sequence of each pad, i.e., sheets 10001 through 10050. The collection agent will list the serial numbers in a log book in numerical sequence immediately upon receipt. The log book must list the serial number, to whom issued, date issued, date returned, amount of cash received, and received by. The collection agent will issue all sheets as needed to the cashiers.

2. Preparation of Ration Registers. Ration Registers will be prepared in accordance with MCO P10110.14. Erasers will not be made on this form. If an error is made during collection, the error will be lined through once and initialed by the mess hall cashier and the payee.

3. Group Entries. Group entries are authorized on the Cash Meal Payment Sheets when required for recreational events or when training groups must be served rapidly. When collecting funds from authorized groups, the following procedures will apply.

(a) The total number of personnel in the group, plus the applicable food cost/surcharge, shall be shown in the signature column, and the extended price will be shown in the food cost and surcharge columns of the Cash Meal Payment Sheet.

(b) The original authorization, stating the total number of persons in the group and length of time the group is authorized to purchase meals, will be attached to the original NAVMC 10298 form. The duplicate copy of the authorization will be attached to the green copy of the NAVMC 10298 form and retained in the mess hall.

(c) A listing of all personnel in the group will be attached to the Cash Meal Payment Sheet with the ranks and names of military personnel and names of civilian personnel. Since dependents of E-4 and below are exempt from surcharges, the list of dependents should be broken down by those required to pay surcharges and those who are exempt and by age group (adults, and children under 12 years old).

4. Loss of Cash Meal Payment Sheets. Cash Meal Payment Sheets that become lost will be accounted for in the following manner:

(a) If blank Cash Meal Payment Sheets are lost, the Food Service Officer will submit a statement regarding the loss to the Commanding Officer. The original of this statement, with the Commanding Officer's endorsement thereon, will be filed with the activity collection agents records.

(b) If Cash Meal Payment Sheets that contain a record of collected funds are lost, the Food Service Officer will submit a statement to be used as a replacement Cash Meal Payment Sheet to the Commanding Officer. This statement, with the Commanding Officer's endorsement thereon, will be filed with the collection agents records. Funds involved will be handled on a regular payment basis.

(c) If Cash Meal Payment Sheets are lost by civilian contract personnel, notification will be provided to the contracting officer's technical representative for action.

5. Procedures for Turn-in of Funds. The custodian will turn in funds with supporting Cash Meal Payment Sheets in the proper numerical sequence to the collection agent. All funds must be turned in prior to the accumulation of \$500.00. The collection agent will receipt for the money on the original and duplicate Cash Meal Payment Sheets. Original copies of the Cash Meal Payment Sheets will be retained by the collection agent, and the signed duplicate (green) copies will be filed at the mess hall.

6. Deposit With the Disbursing Officer. The collection agent will turn in all funds to the Disbursing Officer as directed by NAVCOMPT Manual, Volume 4, and MCO P10110.14.

4005. MONTHLY VERIFICATION OF RECORDS OF THE COLLECTION AGENT. An individual will be appointed by the Commanding Officer to conduct an unannounced monthly verification of the Cash Meal Payment Sheets maintained by the Food Service Officer. This verification will be conducted at the mess hall at irregular intervals and will include records of business conducted during the preceding month. The verification appointee will be guided by the provisions of this paragraph as listed below, and paragraph 041502-6, Chapter I, Volume 4 of the NAVCOMPT Manual.

1. Examine appointment letters of the collection agent and alternate to determine duties and responsibilities.
2. Cash Meal Payment Sheets (NAVMC 10298) will be verified to ensure that the mess hall uses sheets in proper numerical sequence. Verification is accomplished by checking the log book maintained by the collection agent.
3. Each Cash Meal Payment Sheets will be verified to ensure that the number of meals listed corresponds to each signature showing current meal charges and surcharges.
4. Each Cash Meal Payment Sheet will be verified to ensure that the surcharge column is properly completed in the case officers and authorized civilians. This column should show a surcharge or an

explanation code such as "OOD" (Officer of the Day), "SE" (Officers Surcharge Exempt), or "MA" (Government Contracted Civilian Mess Hall), etc., as shown in Appendix A of this Manual.

5. When the above steps have been completed, total the daily funds collected on the Cash Meal Payment Sheets for the monthly total. The totals shown should agree with the amounts deposited at Disbursing as verified by Voucher for Disbursement and/or Collection (NAVMC Form 2277) and Collection Receipt form MCAS 7270/1 (8-67). Ensure NAVCOMPT 2277's are signed by the Food Service Officer and certified by Disbursing and MCAS 7270/1(8-67) are signed by Disbursing. Verify also that funds have been deposited with the Disbursing Officer in a timely manner and that funds on hand have not exceeded the amount shown in the collection agents appointment letter by examining the date and amounts of the MCAS 7270/1(8-67) and NAVCOMPT 2277's.

6. Examine safes for unauthorized funds or material. Also examine the permanent record of safe combination changes for compliance as directed in Chapter 4, paragraph 4002.2b of this Manual.

7. The rations shown on the monthly consolidated Man-Days Fed Report, (when divided by the applicable percentage and converted to meals), should coincide with the meals shown on the collection receipt. Questions concerning the verification will be referred to the Food Service Officer. Shortages or overages noted during the audit will be brought to the Food Service Officer's attention immediately.

a. Shortages not received by the collection agent will be collected from the mess hall cashier and shown the next reporting period.

b. Overages will be reported to respective supervisors to prevent reoccurrences. Excess funds will be turned into the Disbursing Office as directed by the Disbursing Officer.

STANDING OPERATING PROCEDURES FOR FOOD SERVICE

CHAPTER 5

FLIGHT FEEDING AND GROUP SUPPORT MEALS

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STANDING OPERATING PROCEDURES FOR FOOD SERVICE

CHAPTER 5

FLIGHT FEEDING AND GROUP SUPPORT MEALS

5000. GENERAL. Improper diets, attitude, and poor judgment contribute to fatigue. When these negative elements are present, human error may be greater, thereby increasing the chances of aircraft accidents. For this reason, the Marine Corps Flight Feeding and Ground Support Meals Program must offer balanced and nutritious meals to air crews and support members. The comfort and morale of air passengers must also be considered. Both air crews and passengers must interrupt and change their normal sleeping, eating, and work routines. The flight feeding system offers the nutritional portion of the adjustment process in the form of wholesome and attractive meals at proper intervals.

5001. TYPES OF FLIGHT MEALS. The following types of in-flight meals (depending on the duration of the flight, mission, and food preparation equipment aboard) are authorized for use at MCAS, Beaufort:

1. Sandwich Meal. This meal, used for breakfast, lunch, or dinner, provides a variety of food items in addition to sandwiches. This meal requires no installed aircraft equipment, except a hot cup for heating soups. It must be consumed within a limited time (usually 3 hours), depending on the storage or room temperature after issue. When stored at less than 40 degrees F., sandwich meals may be held for more than 3 hours after issue, but not more than 24 hours after preparation. It can be prepared by flight kitchens in large quantities, by installation kitchens in small quantities, and afloat. Normally, sandwich meals are used for flights requiring one meal or for the first meal on long flights. The sandwich meal is complete and requires no supplement.
2. Snack Meal. Authorized for use on short flights not requiring full meal service or on long flights in addition to a meal. Snack meals will be sold to all crew members or passengers who desire them. They may not be issued in lieu of a regular flight meal. The snack meal is limited to 30 percent of the value of the BDFA.
3. Bulk Items for Preparation Aloft. When equipment aboard the aircraft is adequate and qualified personnel are assigned, bulk subsistence items may be prepared and served during flight. This type of feeding is also used for air evacuation patients. The aircraft is equipped with a sectional type galley or suitable substitute which contains both refrigerated and dry storage space. Normally, easy to prepare items are used, such as, but not limited to, soups, sandwiches, beverages, breakfast meats, grilled meats and eggs. No supplement is required for these items.

4. Bulk Liquid/Raw Coffee Aloft. These items are available for sale from the mess hall to authorized flight crews for use aloft only. The actual cost of ingredients will be paid in cash upon receipt by flight crew personnel.

5002. COST AND ENTITLEMENT

1. In-flight meals will be prepared and served aboard military aircraft to crew members and authorized military and civilian passengers who are authorized subsistence-in-kind or whose meals are furnished on a reimbursable basis. In-flight meals are exempt from surcharge.

2. The following categories of personnel will be required to pay cash for in-flight meals:

a. All officers of the United States Government unless a payroll checkage has been initiated.

b. Civilian and military personnel of foreign governments.

c. Enlisted personnel receiving basic allowance for subsistence (BAS).

d. Civilian and Federal Government employees, including those under contract.

e. Dependents of military and civilian Federal Government employees.

f. Cadets and Midshipmen.

3. The following categories of personnel are entitled to in-flight meals at government expense:

a. Enlisted personnel of the uniformed services traveling under individual or group orders (if so stated).

b. Enlisted personnel not receiving Commuted Rations or other monetary subsistence allowances.

5003. ISSUE AND ACCOUNTABILITY FOR FLIGHT MEALS

1. Food items used for flight meals will be issued from the mess hall account on the Subsistence Issue and Receipt Form, NAVMC 10568, or the Inventory Requisition and Issue Forms (NAVMC's 10815 through 10819 and 10941).

2. The cost of food items for the preparation of flight meals will be deducted from the mess hall's total stores consumed and will not be reflected on line 12 of NAVMC 10369.
3. Line 12 of NAVMC 10369 will be annotated as "Less Flight Meals."
4. Only the monetary credits for flight meals will be shown on line 14c, part II, of NAVMC 10369. (The "Man-Days Fed" and "Rate" columns will not be used).
5. Flight meals are "special meals" and, as such, are funded by a special allowance. They are not to be converted to man-day fed credits on the Man-Days Fed Report, NAVMC 565-1.
6. Disposable non-food items used for flight meals in the nature of paper cups, bags, boxes, etc., will be procured with Food Service Operation and Maintenance (O&M) Funds.

5004. RESPONSIBILITIES

1. Upon receipt of properly executed request for Flight Rations (MCAS Form 10110/5), the Food Service Officer will ensure administrative control procedures are initiated for accounting/reporting purposes, and will forward the request to the Mess Chief.
2. The Air Station Officer of the Day will accept, approve and forward requests for preparation of in-flight meals after normal working hours to the Mess Chief, or a designated representative.
3. The Mess Chief will be responsible for the preparation and issuance of in-flight meals.
4. The Commanding Officer, or a designated representative, will verbally appoint a crew member as a temporary cashier on a one-time basis, on flights when it is not possible to collect funds before flight departures.
5. The Officer of the Day will assist transient aircraft commanders in the preparation of in-flight ration requests, and will provide the pickup and delivery of in-flight meals to the aircraft.

5005. PROCUREMENT AND ADMINISTRATIVE CONTROL PROCEDURES

1. Squadron commanders, or a designated representative, will complete and sign the original and four copies of MCAS Form 10110/5 (figure 1-1), when in-flight meals are required for crew members and/or passengers. The original and three copies of the

request will be submitted to the Food Service Officer, Building 442, during normal working hours, and via the MCAS OOD, Building 601, after normal working hours. The fourth copy will be retained by the requesting organization. The request may be for an estimated number of required meals, if the actual number cannot be determined.

2. The Operations Duty Officer will assist in the preparation of in-flight ration requests from transient aircraft commanders, and transmittal of forms as outlined herein.

3. Requests for in-flight meals will be submitted at least 24 hours in advance of scheduled flights. Requests for meals on nonscheduled flights will be submitted at the earliest possible time to allow the mess hall adequate preparation time.

a. For nonscheduled flights originating during working hours, advance telephone liaison can be established with the Food Service Officer at extensions 6524 or 6525.

b. After working hours, telephone liaison can be made with the Mess Chief or Chief Cook, extension 6526. Mess hall personnel will not prepare flight rations until copies of the request are received or advanced telephone contact has been made and approved.

c. A telephone request for in-flight meals will not cancel the requirement for a written request.

4. The cash collection agent will ensure that a cashier, designated in writing, is present at the flight terminal prior to flight time to collect funds and record necessary data related to issuance of in-flight rations. The cashier will be provided a suitable metal cash box for the safeguarding of funds. The Paid Supernumerary Ration Register (NAVMC 10298), will be used to record all meals sold on a cash basis. Control of funds and preparation of the Paid Supernumerary Ration Register will be in compliance with MCO P10110.14 and this Order.

5. The Meal Signature Record (NAVMC 10789) will be used to record meals provided to authorized military personnel at government expense. The Food Service Officer will sign the certification of meals issued-in-kind statement located on the reverse side of the NAVMC 10789 form, on the line designated, "Signature of Unit Commander/Officer in Charge."

6. Enlisted military personnel on temporary additional duty (TAD) orders and crew members drawing per diem will sign the Paid Supernumerary Ration Register, and claim the meal taken when their orders are liquidated.

5006. MONTHLY CERTIFICATE OF ISSUES. A record of the quantity, value, and cost of food items issued to the mess hall which were used in the preparation of flight meals will be maintained on inventory, requisition, and issue forms (NAVMC's 10815 through 10819 and 10941) and will be certified by the Food Service Officer.

5007. CERTIFICATE OF FLIGHT MEALS. The Food Service Officer will prepare a monthly certificate of flight meals, for all flight meals issued at government expense or sold during the month. The original and one copy will be included in the monthly Subsistence Operational Analysis Report (SOAR).

5008. SALE OF FLIGHT MEALS AND COFFEE. The Paid Supernumerary Ration Register, NAVMC 10298, will be used to record all meals and coffee sold on a cash basis. Charges for flight meals sold will be those listed in the current 10110 Marine Corps Bulletins series which dictate food rates. The instructions contained in MCO P10110.14, concerning the issue and preparation of the Ration Register, are applicable and will be followed. A daily record of the number of flight meals issued and sold, and the number of gallons or pounds of coffee sold to flight crews will be maintained by the Food Service Officer.

STANDING OPERATING PROCEDURES FOR FOOD SERVICE

CHAPTER 6

STANDARDS OF SAFETY AND SANITATION

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STANDING OPERATING PROCEDURES FOR FOOD SERVICE

CHAPTER 6

STANDARDS OF SAFETY AND SANITATION

6000. OPERATING INSTRUCTIONS AND SAFETY PRECAUTIONS. Food service personnel are exposed to many safety hazards in the operation of food service equipment. Stringent safety precautions must be taken to eliminate potential hazards. In this respect, operating instructions and safety precautions will be prominently posted on or near each piece of equipment and strictly followed.

6001. BASIC SAFETY MEASURES. The following safety measures are basic and must be followed in the day-to-day operation of the mess hall:

1. Electrical equipment will not be cleaned until electricity has been turned off, or unplugged.
2. Electrical equipment will not be cleaned with water.
3. Particular attention must be given to the use and storage of poisonous and corrosive material used in the mess hall for specific and limited purposes, e.g., scale removing compound, disinfectants, and detergents. Such chemicals and cleaning agents must be stored in areas separate from food products, in clearly labeled containers. Under no circumstances will these items be placed or stored in any type container which has or will contain food.
4. Smoking is prohibited in the mess hall.
5. Do not operate deep fat fryers when cooking smoke becomes heavy.
6. Keep ventilating system (hoods) free of grease.
7. Check thermostats periodically and secure units with defective thermostats until repairs can be made.

6002. INSTRUCTION OF PERSONNEL. Personnel responsible for the operation of the mess hall are responsible for ensuring that adequate instructions are given to all personnel on the proper operating procedures and safety measures to be used in operating mess hall equipment and fire safety measures.

6003. FIRE SAFETY. All personnel must be assigned to fire stations within the mess hall, or be assigned specific duties in case of fire. The Chief Cook on each watch is responsible for the assignment of his personnel. The Food Service Officer must ensure that all personnel are fully schooled on immediate actions to take in case of fire and how to call the fire department. Assistance from the local Air Station Fire Department is available for this purpose. Telephone numbers will be posted at or on every telephone in the Mess Hall for:

1. Fire Department
2. Ambulance
3. Emergency Room at Dispensary
4. Public Works Trouble Service

6004. FIRST AID. When serious injuries occur, many times immediate action must be taken to sustain life until medical help arrives. The Mess Chief will ensure that not less than 20% of all food service personnel have been schooled by competent medical personnel on the below listed first aid and emergency procedures:

1. Cardiopulmonary Resuscitation
2. Choking and Throat Clearing
3. Electrical Shock
4. Steam and Hot Water Burns
5. Grease Burns
6. Stopping/Retarding Bleeding

6005. GENERAL SANITATION STANDARDS

1. All doors, windows, and other openings into outer air will be in good repair and effectively screened to preclude entry of insects and rodents. Doors shall open outward and be self-closing to facilitate fly control.
2. Floors of all rooms or spaces in which food or drink is stored, prepared, served, or in which utensils are washed or stored, will be kept clean. Particular attention will be devoted to pits in the galley to ensure that food waste from cleaning of steam kettles is not permitted to drain on the deck. A colander or other type utensil will be used to collect food waste when cleaning or draining steam kettles.

3. Only under field-type operation will utensils or equipment be washed in outside areas.
4. Signs will be conspicuously posted directing all personnel to wash hands after using the head.
5. All food items and food preparation equipment shall be placed at least six inches away from walls, decks, and adjacent equipment, or sealed to the wall and deck on all sides, or be completely movable.
6. The entire physical plant of the mess hall shall be maintained in a scrupulously clean condition at all times. Rodent and vermin proof containers provided with clean, tight fitting covers will be utilized for all garbage, refuse, and other materials conducive to harborage and multiplication of, or serving as sources of attraction for rodents and insects. All liquid waste shall be disposed of promptly and in a sanitary manner. Trash and rubbish accumulations which may provide harborage or shelter for rodents and insects will not be permitted within the food preparation area.
7. All food and drink shall be clean, wholesome, free from spoilage, and so prepared, stored, and served as to be safe for human consumption.
8. Ready-to-eat food that has been previously served to a patron shall not be served again or consumed by mess hall personnel.
9. Food shall be considered adulterated if:
 - (a) It consists in whole or in part of any filthy, putrid, or decomposed substances, or if otherwise unfit for consumption.
 - (b) It is prepared, packed, or held under unsanitary conditions whereby it may have been rendered injurious to health.

6006. DISH WASHING PROCEDURES. Dish washing and dish racking will be in accordance with NAVMED P5010, Chapter 1, and in this Order.

1. Scraping and Sorting. Scraping is the removal of gross particles of food or refuse from dishes and utensils, and is accomplished when soiled dishes arrive at the sink. Scraping may be done with the hand or with a rubber scraper, but brushes will not be used for this purpose. Chipped or cracked glassware or tableware will be discarded at this point.
2. Pre-washing. Dishes shall be pre-washed by steam or a spray of warm water under line pressure. A compartment of the dish sink may be used for this purpose.

3. Drying. Whenever high humidity or excessive steam vapors are present in the room where dish washing operations are performed, suitable means must be provided for their removal. Sufficient clean dish table area must be provided to permit at least one minute of drying time prior to unloading the utensil rack. All utensils will be air dried. Towels will not be used. Utensils washed and sanitized by heat at prescribed temperatures in properly ventilated areas will dry thoroughly in one minute.

4. Storage. Utensils are to be stored in a clean, dry place, protected from dust and other contamination, and will be handled in a manner to prevent contamination so far as practical, since improper handling and storage will nullify the sanitizing process. Personnel shall be required to wash their hands between the handling of contaminated and sanitized articles. Cups, glasses, bowls, etc., will be stored inverted in wire or other approved type racks. Knives, forks, and spoons shall be separated and stored with the handles upright so that the part coming in contact with the user's mouth will not be handled by others. Silverware will be inspected daily and forks with bent or broken tines will be removed immediately from use. Rough edge spoons, cracked or chipped cups, badly worn dishes, glasses, and other china will be removed and discarded.

6007. DINING AREA

1. Dining tables will be cleaned after each use, and wiped dry with a clean towel and sanitizing solution. Since silverware and some food items are placed directly on table surfaces, the use of towels with disinfectant solution is considered the most effective method of cleaning dining tables and other food contact surfaces. Tables are to be cleaned underneath and all foreign materials such as gum, etc., removed after each meal.

2. Towels will be cleaned after each use and submerged in sanitizing solution to prevent growth of harmful bacteria.

3. Dining chairs will be cleaned after each meal to remove finger prints, swab marks, and other foreign materials. Chairs are to be cleaned underneath as well as their fronts, backs, and seats.

4. All condiment bottles, salt and pepper shakers, and napkin holders are to be cleaned after each meal.

5. Milk machines are to be cleaned after each meal and defrosted when required to prevent accumulation of ice over 1/16 of an inch from forming on the inside of the cabinet.

6. Artificial flowers are to be washed when required to remove the accumulation of dust, grease film, and other foreign materials.

7. Decks are to be thoroughly cleaned after each meal. They are to be vigorously scrubbed, rinsed with clean water and swabbed dry with a clean swab at least twice daily. All swab strings are to be policed immediately.

8. Windows and screens are to be cleaned as required, but at least once each week.

9. All doors are to be cleaned daily to remove fingerprints, kick marks, and swab marks.

6008. GALLEY EQUIPMENT

1. Steam jacketed kettles are to be scrubbed inside and outside after each use with a scrub brush and detergent, and rinsed with clean hot water at 180 degrees F. After each use, the component parts (drain valve, drain lines, caps, and plugs), will be disassembled, thoroughly cleaned, and sanitized.

2. Grease filter screens and drip pans will be cleaned as required, but at least once a week.

3. Special non-wooden cutting boards shall be used for cleaning or cutting poultry, liver, fish, hot meats, fruits, and vegetables. Boards shall be cleaned and sanitized after each use, especially before another food product, other than the one previously prepared, is in placed on the board.

4. Doors on all ovens are to be cleaned and brightened after each meal.

5. Ranges and grills will be thoroughly cleaned once a week in addition to the usual after-use cleaning of ovens, unit covers, drip pans, grease receptacles, and hoods.

6. Deep fat fryers are to be drained and the grease strained after each use. Grease will be placed under refrigeration with the exception of one clean deep fat fryer that may be filled and ready for standby use.

7. Stainless steel inserts for food lines will be thoroughly cleaned after each use, run through the dish washing machine or other sanitizing processes, then stored inverted in a clean location for air drying until needed.

8. Baking and roasting pans, and other utensils used in cooking processes will be thoroughly cleaned after each use. Accumulations of carbonized areas will be removed during each cleaning process.

9. Food and dish carts will be thoroughly cleaned after each meal, to include the tops/bottoms of the shelves, and wheels.
10. The use of steel wool for cleaning equipment and utensils is prohibited. Metal sponges available in the supply system shall be used.
11. All towels used in cleaning utensils and equipment shall be cleaned and sanitized after each meal period.

6009. DAIRY PRODUCTS. All dairy products shall be received, stored, and dispensed in accordance with Chapter 1 of NAVMED P5010.

6010. PERSONNEL SUPERVISION

1. All food service personnel must be examined and found free from communicable disease, and otherwise acceptable as a food service worker before they are assigned to duty.
2. Each person examined by a medical officer and found free from communicable disease will be furnished with an endorsement to that effect on the request for physical examination letter.
3. All food service personnel shall be thoroughly indoctrinated in personal hygiene and food sanitation as well as in the methods and importance of preventing food-borne infections and intoxicants. All food service personnel shall attend formal food sanitation training classes conducted in accordance with SECNAVINST 4061.1. Temporary food service attendants must be indoctrinated by supervisory personnel prior to or at the time of assignment to duty in the mess hall.
4. The Mess Chief, or senior responsible supervisor shall inspect all food service personnel and food service attendants daily for personal cleanliness.
5. All food service specialists and attendants will be physically clean, and will wear clean garments when working in the mess hall. Head covers will be worn at all times.
6. Personnel will keep their fingernails clean and trimmed short, and give special attention to the cleanliness of their hands.

6011. PREPARATION OF FOOD

1. The preparation of food will be in accordance with MCO P10110.42 (Armed Forces Recipe Service), and will be so planned that the time between preparation and serving is kept to a minimum.

Hot foods must be kept hot and cold foods cold. If for any reason food is to be held longer than two hours between preparation and serving, it will either be thoroughly chilled to a temperature of 40 degrees F. or lower (but not frozen) as soon as possible, or it will be held at a constant temperature of 140 degrees F. or higher. These temperatures hold the development of pathogenic bacteria to a minimum. Food awaiting preparation or serving will be covered at all times to prevent contamination.

2. Meals will be planned to avoid excessive leftover food. When there are leftovers, they will be placed in shallow containers to a depth of not over two inches, covered, dated, and refrigerated immediately. Care must be taken to ensure thorough and complete chilling to the center of the food mass, but in no case will leftovers be used after 36 hours.

3. Ground food will be cooked or served immediately after grinding. Items will never be ground in advance and returned to the refrigerator for later use. All ground, chopped, or diced foods must be suspected of containing pathogenic bacteria and the prescribed precautions must be strictly followed.

4. Fresh vegetables and produce will be processed upon receipt at the mess hall. Vegetables which may be contaminated with pathogenic organisms or chemicals will be thoroughly washed and chemically sanitized by approved methods before serving.

5. Frozen provisions should not be thawed beyond the point necessary to permit cutting, slicing, or other treatment preparatory to cooking. Frozen foods that have been thawed will not be re-frozen.

6. The freezing of chilled foods which show signs of spoilage is prohibited.

7. Frozen meats, fish, and poultry will not be thawed by exposure to heat or immersion in water.

8. Pork or other meat products containing pork, whether fresh or frozen, shall be thoroughly heated to bring the center of the meat or product to a temperature of at least 170 degrees F. prior to serving.

9. Salads shall be freshly prepared and served as soon as possible.

10. Sandwiches are considered potentially hazardous food because of the method of preparation, type of filling, and handling procedures. Sandwiches will be prepared in accordance with MCO P10110.17 and MCO P10110.42.

11. All food is to be served in a sanitary manner. Food items on serving lines will be protected by covers at all times, except when food is actually being served.
12. Food lines are to be constantly policed to remove any spilled or dropped food during meal periods.
13. Serving lines will be set up with sufficient spoons, forks, tongs, etc., for the proper serving of salads, pastries, breads, etc.
14. The cook in charge of the serving line shall ensure sanitary serving conditions by having an adequate number of appropriate serving utensils near or with the food items. The lines are to be carefully supervised throughout the meal period to keep foods neatly arranged and to ensure they are replenished as needed.
15. Food items will not be poured or exchanged between containers on the food lines. All containers will be replenished or food items exchanged in the galley.

STANDING OPERATING PROCEDURES FOR FOOD SERVICE

CHAPTER 7

FOOD SERVICE PROPERTY AND MAINTENANCE

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STANDING OPERATING PROCEDURES FOR FOOD SERVICE

CHAPTER 7

FOOD SERVICE PROPERTY AND MAINTENANCE

7000. PURPOSE. To prescribe property control procedures for the control, requisitioning, and disposal of all garrison type food service property.

7001. CLASSES OF SUPPLIES, PROPERTY, AND EQUIPMENT. For accounting and control procedures, food service supplies, property, and equipment are classified as follows:

1. Consumable Supplies (Cleaning Gear). Consumable supplies are those articles which are chemically or physically altered with use to the extent that they cannot be economically reused for their original purpose. Consumable supplies are either consumed, used or lose their identity in the process of work or in the performance of services. Office supplies, soap, detergent, and sandwich bags are examples of consumable supplies.

2. Nonconsumable Supplies (Cleaning Gear). Nonconsumable supplies are materials or equipment which is not physically altered with use to such an extent that would preclude economical reuse for its original purpose. Swabs, brooms, and squeegees are examples of such supplies.

3. NonConsumable Supplies (Minor Property). Included in this category are cook's knives, spatulas, colanders, and other cooking utensils.

4. Equipment Components. Equipment components are materials which are nonconsumable regardless of unit value, used as replacement parts and become an integral part of some other piece of equipment, such as spare parts for scales, bowls, whips, beaters for food mixing machines, serving pans for steam lines, etc. These items are components of a major item of equipment and records are not required.

5. Plant Account Property. This category includes nonconsumable supplies or equipment having a unit value in excess of \$5,000.00. Supplies or equipment in this price range are identified by a plant account number permanently attached to the individual piece of equipment. Records of plant account equipment are maintained on Consolidated Memorandum Receipts.

6. Controlled Expendable Property. This category includes nonconsumable food service equipment, designated as requiring the same control as nonexpendable supplies. Included in this category are food service uniforms. All controlled expendable and minor property items will be maintained on NAVMC 708 cards.

7002. CONTROL AND ALLOWANCE

1. All food service property used in the mess hall will be controlled by the Food Service Officer to include all office type property (desks, chairs, file cabinets, typewriters) required for the operation of the mess hall.

7003. REQUISITIONING PROCEDURES. All requisitions or memo requests will be signed by the Food Service Officer or his authorized representative.

1. Consumable and NonConsumable Supplies (Cleaning Gear and Minor Property). A shopping list for supplies will be prepared in advance and approved by the Food Service Technician. Items not available will be annotated NIS to provide future usage data.

2. Equipment Components (Repair and Replacement Parts). Replacement parts, such as spare parts for scales, bowls, whips, and beaters for food service mixing machines or components of major items of equipment will be replaced utilizing food service O&M funds.

3. Equipment Repair Parts. Items required for equipment repair are the responsibility of the Maintenance Officer.

7004. RECEIPT OF MATERIALS. All items of supplies and equipment received will be verified as to the proper quantity and condition at the time of receipt. All discrepancies will be brought to the attention of the Food Service Officer.

7005. DISPOSAL OF PROPERTY

1. Consumable Supplies. Consumable supplies will be dropped from the records upon issue as outlined in MCO P10110.14.

2. Unserviceable, Nonexpendable Supplies (Minor Property). Unserviceable minor property not requiring a limited technical inspection will be disposed of in the following manner:

a. The Property NCO will contact the Property Control Officer, requesting a date for turn-in.

b. A memorandum will be submitted including the PA/NSN, nomenclature, quantity, and serial number as applicable.

c. On date specified by the Property Control Officer, the Property NCO will deliver these items to the Station Property Officer for disposition. The Property NCO will ensure that an interim receipt is obtained for all property turned in.

3. Unserviceable, Nonexpendable Equipment (Plant Account Property)
Unserviceable plant account equipment will be disposed of in the same manner as nonexpendable supplies, except that the maintenance department will perform a Limited Technical Inspection (LTI) indicating the estimated repair/replacement cost of the item and annotating if the item can be economically repaired. All property which is operated by gas, steam, or electricity must be subject to a LTI regardless of unit cost.

7006. LOST, DAMAGED OR DESTROYED NONEXPENDABLE (PLANT ACCOUNT) PROPERTY. All lost, damaged, or destroyed nonexpendable property will be accounted for in accordance with procedures set forth in UM P4400.19.

7007. LOST OR GAIN OF CONTROLLED EXPENDABLE PROPERTY (MINOR PROPERTY). Nonconsumable expendable property will be increased or decreased by utilizing Form DD-1149. The DD-1149 will be sent to the Property Control Officer via the Supply Officer. The Food Service Officer will utilize this interim receipt to adjust his copy of the consolidated memorandum receipt, and await the final debit/credit memorandum. A Missing, Lost, Stolen Report (MLSR) must be submitted on all serialized property.

7008. INVENTORIES. The following instructions will be followed in the conduct and submission of inventories:

1. The Mess Chief will inventory nonexpendable property (plant account) and controlled expendable property quarterly, and upon change of responsible officers and/or property NCO's.
2. Nonconsumable expendable supplies (minor property) will be inventoried on the last working day of each month by the Property NCO. The completed inventory will be presented to the Food Service Officer by the third working day following the inventory.

7009. EQUIPMENT MAINTENANCE RECORDS. The Property NCO will maintain a maintenance record on all mechanical equipment on the CMR. The records will be maintained in the mess hall files for reference by maintenance and food service personnel. These records will reflect all repairs or service, and will remain at the mess hall until the equipment is turned into property or disposal sections, as applicable. Under no circumstances will these records be loaned.

7010. OCCUPATIONAL CLOTHING. Occupational Clothing pertains to clothing worn for work in the mess hall and may be worn only at work in the mess hall, or worn to and from the barracks in which food service personnel and food service attendants reside.

1. All initial issues and maintenance of occupational clothing will be the responsibility of the Property NCO. Losses of occupational clothing will be replaced through the use of O&MMC funds on a monthly basis.

2. All occupational clothing will be signed out to using personnel not to exceed five sets per man. A signed receipt will be filed until the articles are returned to stock. Frequent checks will be made by supervisory personnel to ensure that records are current and that clothing is being returned as personnel are relieved from duty.

7011. SELF-HELP. All self-help projects must be approved by the Food Service Officer and the Maintenance Officer.

7012. MESS HALL OPERATION AND MAINTENANCE MARINE CORPS (O&MMC) FUNDS. O&MMC funds are to be provided to the mess hall on a quarterly basis. These funds are to be utilized for the replacement of minor property and consumable supplies, and are not to be utilized for the procurement of paper gear and equipment to support field operations, picnics, or parties.

7013. QUALITY DEFICIENCY REPORT (QDR). The responsibility for submitting QDR's is with the personnel who are aware of defective food service equipment. The reporting criteria are contained in P10110.14. QDR's will be forwarded by the Food Service Officer.

7014. COLLECTION AND DISPOSAL OF FOOD, GARBAGE, AND GREASE BY SALES CONTRACT. Edible table refuse, natural waste of edible matter, cooking grease, and paper waste are controlled by contract via the Maintenance Officer.

STANDING OPERATING PROCEDURES FOR FOOD SERVICE

APPENDIX A

STANDARD ABBREVIATIONS FOR CASH MEAL PAYMENT SHEETS

<u>CATEGORY</u>	<u>ACRONYM/ ABBREVIATIONS</u>
Officer Candidates	OC
Cadets/Midshipmen	CDT/MID
Reserve Officer Training Course	ROTC
Military Dependents of Corporal & Below	MD
Organized Nonprofit Youth Group	ONYG
Maneuvers/Field Exercises/Mass Troop Movements/Field Duty Orders	ME
Officers with Command Authority	CO
Officer of the Day	OOD
Officers Surcharge Exempt	SE
Officers/Civilians Performing Food Service Assignments	FSA
International Military Education & Training Personnel	IMET
Foreign Military Sales Personnel	FMS
Red Cross Personnel	RC
Government Contracted Civilian Mess Hall Personnel	MA
On-Duty Firefighters	FD
Act of Providence	PROV

STANDING OPERATING PROCEDURES FOR FOOD SERVICE

APPENDIX B

ACCOUNTING MATRIX FOR AUTHORIZED PERSONNEL

<u>TYPE OF PERSONNEL</u>	<u>CASH MEAL PAYMENT SHEET</u>		
	<u>FOOD COST</u>	<u>SURCHARGE</u>	<u>MEAL VERI- FICATION RECORDS</u>
1. Personnel Receiving Per Diem	X	X	
2. Regular Enlisted (SIK)			X
3. Regular Enlisted (COMRATS)	X		
4. Officers (unless Exempted)	X	X	
5. Officers Exempt from Surcharge	X		
6. POOLEES/Recruits	X	X	
7. Reserves:			
a. Enlisted (SIK)			X
b. Enlisted (COMRATS)	X		
c. Officers (unless Exempted)	X	X	
8. Midshipmen/Cadets:			
a. U.S. Naval Academy			X
b. All others	X		
9. ROTC (All Services)	X		
10. NROTC Midshipmen:			
a. Orientation	X		
b. Summer Training			X
11. National Guard Personnel			X
12. NJROTC	X		
13. MCJROTC			X
14. Chaperons of NJROTC & MCJROTC	X	X	
15. Military Athletes in Permis- sive TAD Status	X		

STANDING OPERATING PROCEDURES FOR FOOD SERVICE

TYPE OF PERSONNEL

CASH MEAL PAYMENT SHEET

	<u>FOOD COST</u>	<u>SURCHARGE</u>	<u>MEAL VERI- FICATION RECORDS</u>
16. Foreign Personnel:			
a. Military Enlisted (SIK)			X
b. Military Enlisted (COMRATS)	X		
c. Military Officer	X	X	
d. Civilian	X	X	
17. Foreign Students:			
a. Foreign IMET Students (Per ITO) Cross Service Feeding		X	
b. FMS Students	X		
18. Nonprofit Youth Groups & Chaperons	X		
19. Spouse & Dependents of:			
a. Corporal & Below	X		
b. Sergeant & Above	X	X	
20. Relatives & Guests of Active Duty Personnel	X	X	
21. Civilian Personnel:			
a. Civilian Employees of Private Contractors	X	X	
b. Base Maintenance Personnel	X	X	
c. Contract Food Service Attendant	X		
d. Civilian Personnel Assigned to Base Food Service positions	X		
e. Red Cross Personnel	X		
f. Firefighters	X		
22. Hospital Patient	X		