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From: Commanding Officer
To: Distribution List

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

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Encl: (1) Locator Sheet

1. Purpose. To publish standing operating procedures, per the references, for the administration and management of the Food Service System within Marine Corps Air Station (MCAS) Miramar.

2. Information. The procedures herein are applicable to component activities of the Food Service Division and all organizations and units provided subsistence support by the MCAS Miramar Food Service System.

3. Recommendations. Recommendations concerning the contents of this publication should be submitted to the Commanding Officer, Marine Corps Air Station Miramar (Attn: Food Service Officer) via the appropriate chain of command.

4. Action

a. Organizational commanders will take action to ensure compliance with all portions of this Manual relevant to command participation and support of the Food Service Program.

LOCATOR SHEET

Subj: STANDING OPERATING PROCEDURES (SOP) FOR FOOD SERVICE
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Location: _____
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SOP FOR FOOD SERVICE

CHAPTER 1

POLICY AND MANAGEMENT

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CHAPTER 1

MISSION AND ORGANIZATION

1000. OBJECTIVE. The objective of the Food Service Program is to ensure that enlisted personnel assigned to MCAS Miramar who are entitled to subsistence-in-kind; receive nutritionally balanced and well prepared meals, attractively served in a sanitary and pleasant environment. Basic standards for the Food Service Program are provided in reference (a).

1001. CONTROL AND ADMINISTRATION. The Food Service Program is administered by the Commanding Officer, Marine Corps Air Station Miramar, through the S-4, and the Director, Food Service Division. The administration of the Food Service Program and the operation and management of the Mess Hall will be per the current edition of reference (a). The contents of this Manual will reinforce and/or supplement the instructions provided in the aforementioned reference. Duties and responsibilities of personnel tasked with the administration and support of the Food Service Program are contained in paragraph 1004 of this Manual.

1002. ORGANIZATION. Food Service is organized as a separate division within the S-4 Department under the guidance of the S-4. The Director, Food Service Division is designated as a special staff officer to the Commanding Officer. The director is responsible for the supervision, operation, and management of the Mess Hall, administration of the Subsistence Account, and the overall coordination of the Food Service Program.

1003. DUTIES AND RESPONSIBILITIES

1. Commanding Officer, MCAS Miramar. The Commanding Officer is responsible to the Commandant of the Marine Corps for the proper and judicious administration of the Food Service Program aboard MCAS Miramar, California.

2. S-4. The S-4 exercises staff cognizance over the Food Service Program, and will ensure that the support and guidance essential to an efficient Food Service Program are provided for the Director, Food Service Division. The S-4 will also appoint the unit authorized custodian on MCAS Miramar.

3. The Director, Food Service Division (Food Service Officer). The Director, Food Service Division serves as a special staff officer under S-4 and is responsible for the implementation and management of the Food Service Program.

4. Food Service Operations Officer. The Food Service Operations Officer serves as a special staff officer under the cognizance of the Director, Food Service Division. In addition to duties per reference (a), the Food Service Operations Officer will perform collateral duties as Mess Hall Officer for MCAS Miramar. This is a FAP billet from 3d Marine Aircraft Wing (MAW) and represents all Wing interests in mess hall operations. Specific duties of the mess hall officer are as follows:

- a. Maintain a Daily Cost Analysis record of the mess hall.
- b. Ensure that food is prepared and served in an efficient and appetizing manner in keeping with current directives.
- c. Make frequent inspections of the mess hall and maintain a record of each.
- d. Ensure requisitions are submitted via the appropriate channels, for all provisions and supplies required by the mess hall. Maintain equipment and supply records on expendable/nonexpendable supplies.
- e. Ensure cleanliness is maintained in and around the mess hall.
- f. Coordinate with food service training, to ensure all personnel attend scheduled required military training.
- g. Be responsible to the Director, Food Service for the health, morale, welfare and discipline of the Marines in their charge.

5. Food Service Technician. As the senior enlisted Marine assigned to the Food Service Division, the Food Service Technician performs the duties and tasks delineated by the Director, Food Service Division, and such other duties as are necessary to maintain an active and progressive Food Services Program. Specific duties for this billet are listed below:

a. Establish and maintain a line of communication between the Director and individual Mess Hall Manager.

b. Ensure career enhancing school quotas are filled by qualified personnel.

c. Provide technical guidance and assistance to mess hall managers.

d. Monitor the Food Service MOS training program to ensure qualitative results.

e. Advise on assignment of food service personnel.

6. Mess Hall Manager. The Mess Hall Manager is responsible to the Mess Hall Officer for the operation of the mess hall. They delegate specific supervisory responsibilities and duties to others as required. Detailed duties and responsibilities include but are not limited to the following:

a. Require the proper preparation and utilization of the cooks worksheet, and product sheet. Ensure that all products are prepared as directed in the current edition of reference (d), or the appropriate local recipe for the products approved by the Director, Food Service Division.

b. Determine acceptability of food items from usage data obtained from the cooks worksheet, and other control forms used in the operations and prepare an acceptability chart.

c. Establish operating and working procedures for cooks and other personnel. Become thoroughly familiar with manpower requirements for the various duties in the mess hall and develop methods to improve the overall efficiency.

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- d. Hold frequent meetings with food service personnel to discuss food preparation, cooking and serving methods, problems concerning the mess hall operation, and methods to improve the overall efficiency.
- e. Provide instruction and training for all subordinate food service personnel and monitor the instructions given by other supervisory personnel, in order to ensure their promotions and assignments.
- f. Evaluate the performance of all food service and subsistence personnel assigned and make recommendations for their promotions and assignments.
- g. Inspect the entire mess hall daily ensuring high standards of sanitation and cleanliness are maintained. Also inspect appliances and equipment daily to ensure they are assembled correctly and are serviceable.
- h. Establish systematic methods for determining subsistence and supply requirements and submit requisitions as are appropriate. Ensure requisitions are carefully screened and are based on rations fed, acceptability factors, and Master Menu requirements.
- i. Maintain an accurate up-to-date turnover file for all billets.
- j. Prepare an updated personnel roster and submit it to the Director, Food Service Division during the first week of each month.
- k. Accompany any officer visiting the mess hall for inspection or limited observation of activities in the mess hall.
- l. Provide positive security and accountability for commuted ration monies, Cash Meal Payment Sheets and all subsistence supplies received and utilized in the mess halls.
- m. Be visible and accessible to patrons during meal hours per paragraph 4301 of reference (a).

7. Chief Cook Duties. The chief cook on watch will be responsible to the mess hall manager for the activities of all food service personnel and food service attendants assigned. The tour of duty for the chief cook will be as directed by the mess hall manager. Detailed duties and responsibilities are listed below:

a. Personally supervise the actual preparation, cooking, and serving of food and critique each meal with cooks on watch. Supervise the preparation and utilization of the cook's produce requirement sheet and product sheet.

b. Observe and enforce the rules of personal hygiene and food sanitation per reference (g) and paragraph 6007 of their duty.

c. Personally muster and inspect the cooks upon reporting for duty.

d. Assign and schedule work for the cooks and others assigned to the watch. Train them in the performance of their duties.

e. Adhere to the recipes contained in the current edition of reference (c) as well as prescribed cooking practices, in order that maximum nutrients may be obtained and cooking losses minimized.

f. Be responsible for the good order and discipline of the cooks during the tour of the watch. Allow no loud profane language, unnecessary noise or loitering in the mess hall at any time.

g. Prior to dismissing the watch, ensure that the galley and equipment is in a state of order and cleanliness satisfactory to the oncoming chief cook. Instruct individuals on the watch the time to report for duty prior to securing each day.

h. Enforce a clean-as-you-go policy in the mess hall. The Chief Cook is responsible for the enforcement of orders necessary to ensure the success of this policy.

i. Take steps necessary to ensure the proper and economical utilization of food and the elimination of waste.

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j. Meet and accompany the Command Duty Officer (CDO) on inspection of the mess hall, take immediate action to correct any discrepancies noted.

k. Ensure that all the cooks understand the operating procedures and safety requirements for all food service equipment.

1004. FOOD SERVICE MEMORANDUMS. In order to maintain a flow of information from Food Service to each mess hall, the Director, Food Service Division will publish Food Service Memorandums. They will be informational in nature. No policy will be established in these documents; however, reiterating references and policies published elsewhere may be included. Each Food Service Memorandum will be serialized consecutively with a number and the last two numbers for that fiscal year, i.e., 1-98, 2-79 etc. Distribution will be annotated in the lower left portion of the Memorandum. A semiannual checklist of current memorandums will be published in January and July of each year. The mess hall will maintain a file of current Food Service Memorandums.

1005. PATRON EDUCATION PROGRAM. The Director, Food Service Division, will initiate a patron education program to ensure that personnel supported by the enlisted mess hall understand elements of the food service program, as outlined in reference (a). Food service topics will include, but are not limited to, food conservation, portion control, menu suggestions, cost and replenishment of eating utensils and dinnerware, meal hours, removing food from the mess hall, and local problems within food service. Food Service Training will maintain copies of the current lesson plans for this program.

1006. OFFICIAL PUBLICATIONS. The Director, Food Service Division will maintain a file of reference publications addressing subsistence, supply, and mess hall operations and management for use by all Food Service personnel. However, the following reference publications will be maintained by each mess hall manager.

<u>Reference</u>	<u>Title</u>
MCO P10110.14	Manual for the MC Subsistence Program
MCO P10110.42	Armed Forces Recipe Service
MCO P10110.43	Index of Recipes
NAVMED P5010	Manual of Naval Preventive Medicine, Chapter 1
MCO P10110.34	U.S. Marine Corps Food Service Subsistence Program

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CHAPTER 2

FOOD SERVICE OPERATIONS

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CHAPTER 2

FOOD SERVICE OPERATIONS

2000. AUTHORITY. The scope and authority for a Marine Corps Food Service Program at an installation is contained in Marine Corps Manual, 1961, paragraph 4061.

2001. ENTITLEMENT. The entitlement of Marines and other service members, who are a part of a Marine Corps installation, to be provided rations in kind is contained in Marine Corps Manual, 1961, paragraph 10110 and the DoDPM.

2002. BASIC DAILY FOOD ALLOWANCE

1. The basic daily food allowance is a prescribed quantity of food defined by components and monetary value that is required to provide a nutritionally adequate diet for one individual for 1 day. No more than three meals per individual per day are authorized.

2. Chapter 6 of reference (a) provides the instructions to compute that Basic Daily Food Allowance (BDFA), and outlines specific responsibilities related to the computation of the BDFA.

2003. BUDGETING AND ACCOUNTING FOR SUBSISTENCE FUNDS (ACCOUNT N-4). The Director, Food Service Division is responsible to the S-4 for all actions relative to funds allotted by Headquarters Marine Corps for procurement of subsistence items and is required to:

1. Provide accurate budget requirements by 1 August each year for Subsistence Fund requirements for the fiscal year beginning 1 October.

2. Submit Marine Corps Air Bases Western Area (MCABWA) Mess Hall Facility Improvement Program (MFIP) projects for each budget year to Commandant of the Marine Corps (CMC) (LFS) by 15 March.

3. Submit MCABWA Food Serving and Preparation Equipment (FPSE) budgets to CMC (LFS) by 1 March each year.

4. Provide quarterly estimates of expenditures of Subsistence Funds, one month prior to the commencement of a fiscal quarter. Request additional funds if the balance at the 4th quarter is not sufficient. Updates are required monthly.
5. Maintain accurate daily records of all expenses against the Subsistence Account.
6. Reconcile daily with SPVI, no later than 3 working days.
7. Maintain a running balance of expenditures against any contract obligation to ensure that the maximum value of authorized expenditures is not exceeded and that minimum guarantees to contractors are not below required obligation.

2004. MESS HALL FINANCIAL STATUS. An accurate daily cost analysis for the mess hall will be maintained daily using the MCFMIS. The Mess Hall Manager will ensure that the DCA of their mess hall is reconciled daily with the SPVI financial status maintained in the Food Service Operations Office. Discrepancies between the two must be rectified immediately.

2005. SUBSISTENCE REQUISITIONING PROCEDURES.

1. Requisitions will be prepared and submitted by the mess hall manager to ensure that all subsistence supplies on hand are sufficient to support the master menu requirements, but are not in excess of 7 percent of the cumulative credits during the accounting period.
2. The Marine Corps Food Management Information System (MCFMIS) will be the only means used for requisitioning subsistence supplies.

2006. CONTROL OF SUBSISTENCE SUPPLIES. All records for control of subsistence supplies will be done through the Marine Corps Food Management Information System. In order for the system to produce the necessary report; the following entries are required:

1. Adjustments
2. Regular and special orders receipts
3. Picklists (Issues)
4. Meal verification record and cash meal payment sheets
5. End of the month physical inventory worksheet
6. Update price change/item file

2007. REPORTING AND DISPOSITION OF UNUSABLE, AGED, AND SPOILED FOOD ITEMS. Refer to Chapter 8 and Chapter 11 of reference (a). Any items suspected of contamination, poor manufacturer quality, spoilage due to poor handling or non-refrigeration, or over aged due to prolonged storage will not be utilized and the following actions will be taken by the Mess Hall Manager or his representative.

1. The item will be placed in a designated quarantine area (dry stores in the dry stores, frozen items in freeze reefers, etc.) and clearly marked "Unfit for Consumption - Pending Veterinarian Inspection."
2. The Food Service Subsistence Operations Chief will be notified and the following information will be provided:
 - a. NSN
 - b. Nomenclature
 - c. Contract number and lot number
 - d. Manufacturer/Producer
 - e. Date received from subsistence
 - f. Total quantity from lot on hand
 - g. Officer Description of suspected problem

3. The Food Service Subsistence Operations Chief will direct that the mess hall and the Supply Office restrict usage/issue of the item until released or disposition instructions are provided.

4. The Food Service Subsistence Operations Chief will request that the Veterinarian inspect the item(s) in question and all other stock of the same contract and lot number in the Subsistence Warehouse and mess hall.

a. If contamination is confirmed, the Veterinarian will provide each mess hall and the Subsistence Office with guidance for disposition and authority to drop the item from the stock with a copy to the Food Service Office.

b. If contamination cannot be determined, the Senior Veterinarian Technician will forward a sample via the most expeditious means to the appropriate service hospital laboratory for evaluation. If the evaluation indicates contamination, the authority to drop the items will be issued.

5. Upon receipt of the Contaminated Food Report, and if disposal is directed, the Food Service Operations Officer will issue credit to the cognizant mess hall.

6. If disposition cannot be made through the use of the mess hall garbage disposals, the contaminated item(s) will not be disposed of in dumpsters. The Director, Food Service Division will request a one time disposal agreement with a local garbage contractor. This contract will require deep burying and will be witnessed by an officer or staff noncommissioned officer assigned from the command but not from within the Food Service Division. Payment for disposal will be from Food Service O&MMC funds.

7. The officer witnessing the disposal will certify that the item has been properly disposed of in an area and a manner so as to preclude further use of the item by humans or animals or contamination through underground seepage. This certification will be attached to all copies of the Contaminated Food Report.

8. The Mess Hall disposing of contaminated food or suspected contaminated food prior to the receipt of a final evaluation or in a manner other than prescribed above will not receive credit for

the item, and the cost of the item will be charged against the cost to feed. If the item excess of \$1,000, and investigation is required per paragraph 5013 below and reference (b).

2008. FOOD PREPARATION CONTROL FORMS. The following forms are mandatory for use by the mess hall, ensuring coordination, proper supervision, and consistency of all products.

1. Armed Forces Recipe Service. Unless a specific special local recipe is approved, printed, and furnished to each mess hall by the Director, Food Service Division, all recipes from the current edition of reference (c) will be fully utilized. Recommendations for recipe changes may be submitted to the Director, Food Service Division. Once tested and determined to be an improvement, the modification will be forwarded to HQMC, LFS-4, recommending changes to the Armed Forces Recipe Service.

2. Proguide Form. This form is the means of conveying each menu and special preparation instructions from the Mess Hall Manager to the Chief Cook and subsequently to the cooks on watch. It ensures proper and uniform preparation of the meal. A separate proguide will be completed for each category of the meal, i.e., box lunch menu, regular menu, and salad menu.

3. Reacquisition Form. This form will be used for all products requiring more than two ingredients (less water) to form a completed product.

a. Recquas will be made prior to the preparation of the product by the individual assigned to prepare the product as indicated on the Cooks Worksheet. Recquas will be reviewed by the Chief Cook for accuracy. The Chief Cook will initial next to the preparer's signature. The acceptability factor and leftover count will be entered on the Recqua by the assigned cook.

b. Upon completion of the meal, the Chief Cook will return all completed Proguides to the Messhall Manager.

c. Menu products that require exactly the same measures and procedures, meal-by-meal, and day-to-day; such as, coffee, salads and pastries, previously prepared Recquas protected by plastic binders may be used. If the quantity required does not correspond to the portions on the Recqua, a new Recqua must be prepared. This procedure may not be utilized for meat and vegetable (main entree) products.

d. Recquas will remain in the possession of the cook preparing the product until the meal is completed. Recipe cards will be returned to the recipe card box once the Recqua is completed.

4. PrePrep (Produce Requirements). The PrePrep sheet will be used for processing fruits, vegetables, diced cheese and bread crumbs.

5. Picklist. This form will provide positive internal control for subsistence items in a uniform manner, and will be the only form used for recording issues. This form will also serve as a breakout sheet for each meal requiring subsistence items.

2009. MASTER MENU AND MENU BOARDS. The Master Menu for MCAS Miramar is published biannually. It is designed to provide nutritionally balanced meals and offer variety and eye appeal at a cost within the Basic Daily Food Allowance. It will be reviewed, updated, and revised by a Menu Board, using the guideline established in MCO P10110.17C.

1. The Menu Board will be convened upon call by the Director, Food Service Division. Members will include:

- a. Director, Food Service Division
- b. Food Service Operations Officer
- c. Food Service Technician
- d. Food Service Subsistence Operations Chief
- e. Mess Hall Manager
- f. Medical Department Representative

- g. Veterinarian
- h. Subsistence Officer
- i. Interested personnel subsisting at government expense.

2. Menu Changes. Variation of main entree items may not be made by the Mess Hall Manager without prior approval of the Director, Food Service.

2010. SUBSISTENCE INVENTORIES

1. The Mess Hall Officer will supervise a complete inventory of all subsistence items on hand after the final issue on the last day of each month.
2. After completion and tabulation of the inventory, a cover letter will be completed and attached to the inventory. The original will be forwarded from the mess hall to the Director, Food Service Division.
3. The results of the inventory will be submitted in duplicate, using the MCFMIS.
4. Inventory results, to include on hand balances, prices, and totals, will be verified by the Food Service Operations Section.
5. If errors are noted, the Food Service Subsistence Operations Chief will return the inventory to the Mess Hall Manager for correction.
6. Mess Hall inventories must reach the Food Service Office by 1600 the second working day of the month after the accounting period.

2011. RECREATIONAL EVENTS. The Commanding Officer may authorize mess halls to provide subsistence for such events provided the rations are consumed in authorized areas. Paragraph 4504 of reference (a) outline procedures for recreational events. Subsistence support for recreational events is limited to a major command level.

1. Subsistence items furnished will be limited to rations as specified in the Master Menu. The resale of subsistence items to support command fund raising events is prohibited.
2. Picnic/party supplies such as paper plates, napkins, tableware, etc., will not be provided by the mess halls. Such items must be furnished by the requesting unit.
3. Request for subsistence support for recreational events, will be submitted to the Commanding Officer, S-4 (Food Service Officer) not less than 7 working days prior to the day of the event. Request forms are available from Mess Hall Manager's Officer.
4. The individual receipting for subsistence items will also be required to receipt for all mess hall equipment (i.e., pots, pans, spoons) issued. Per reference (b) no accountable garrison food service equipment will be permitted to leave the mess hall for any occasion.
5. Ice will not be provided by mess halls for recreational events or other command functions, unless requested in advance and depending upon availability.
6. Commanding officers or officers in charge will designate a representative to collect and turn over to the Mess Hall Custodian all money collected from authorized guests and personnel on commuted rations attending the event. All monies will be turned in for credit at the time the rations are received for consumption. Surcharges may not be exempted for recreational events other than Military Field Meets.

2012. SPECIAL FEEDING REQUESTS. Special feeding requests must be made in writing to the S-4. Each request will be judged on its merit and the provisions of reference (a). Special menus are not authorized, and the Master Menu will be the only menu served. A copy of all correspondence will be forwarded for the mess halls records.

2013. EMERGENCY FEEDING. Feeding under emergency conditions, at MCAS Miramar, will be as directed by the AC/S, S-4.

2014. BOX LUNCHES. The authorization, issue policy, and accounting for box lunches is located in reference (a) paragraph 4506. Reference (g) contains information necessary in the preparation of box lunches to prevent food borne illness. Box lunch requests will be delivered directly to the mess hall at least 72 hours prior to pick up time. Box lunches will be prepared per the Master Menu.

2015. SUBSISTENCE OPERATIONAL ANALYSIS RECORD (SOAR)

1. The Director, Food Service Division is responsible for the submission of the quarterly Subsistence Operational Analysis Report to Headquarters Marine Corps. Instructions for the preparation of the SOAR are contained in reference (a), Chapter 9.
2. The Food Service Operations Officer will prepare and submit to the Director, Food Service Division the completed report by the 8th of the month following the accounting period. The Director, Food Service will review all aspects of the report, sign the NAVMC 10369, the transmittal to the S-4, for signature. The signed report will be forwarded to Headquarters Marine Corps (LFS-4) to arrive no later than 15 days after the end of the accounting period.

CHAPTER 3

ACCOUNTING FOR PERSONNEL FED

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CHAPTER 3

ACCOUNTING FOR PERSONNEL FED

3000. ACCOUNTING FOR PERSONNEL FED. In order for management to obtain data essential to effective meal planning and to operate within the basic daily food allowance, personnel subsisting in the mess hall must be identified, recorded, and properly accounted for. This requires that specific administrative control procedures be established for the preparation and use of meal verification records and related control forms.

3001. MEAL VERIFICATION RECORD (NAVMC 10789)

1. This form records the receipt of meals by individuals entitled to subsistence in kind. Each person subsisting at government expense in a mess hall will be required to individually write their social security number and unit on the Meal Verification Record prior to each meal, for exceptions refer to reference (a) paragraph 4204.2.

2. Meal Verification Supervisors. Meal Verification Supervisors and cashiers will be provided by the mess contract, see reference (h).

3002. MAN-DAY FED REPORTS (NAVMC 565-1)

1. Entries recorded on the Meal Verification Record and the Cash Meal Payment Sheet, NAVMC 10298, form the basis for computation of total man-day fed credits authorized each mess hall. Total credits must be supported by proper entries on each form. Detailed instructions for the preparation of the Man-Day Fed Report are contained in reference (a) paragraph 4302.11.

2. Daily Man-Day Fed Report. Mess hall manager will prepare and forward to the director, Food Service Division a daily Man-Day Fed Report. Information required for completion of this report is derived from and must be completely supported by the data contained on the Meal Verification records and Cash Meal Payment Sheets for the date covered by the report. Meal column totals will be converted to man-days fed, using the man-day fed conversion percentage provided in reference (a).

3. Signature. The Man-day Fed Report must be signed by a responsible individual external to the mess hall. The individual who signs the Meal Verification Records, normally the Mess Officer, may not sign the Man-Day Fed Report. Signing will be per the S-4's direction for the Commander.

4. Distribution of Completed Daily Man-Day Fed Report. The signed original daily man-day fed report will be retained by the Mess Hall Operations Section and retained on file for a period of 3 months after the end of the reporting month. Total man-days fed credit reported on the Daily Man-Day Fed Report will be entered into the MAPEDMAN program within MCFMIS.

3003. FOREIGN NATIONALS AND INTERNATIONAL TRAINING PROGRAM TRAINEES. Refer to reference (a) paragraph 4107.

3004. SUBSISTING OTHER SERVICE MEMBERS. Paragraph 4104 of reference (a) outlines the proper procedures for subsisting other service members.

3005. MEMBERS OF RESERVE FORCES AND RESERVE OFFICERS TRAINING CORPS (ROTC) AND JUNIOR ROTC STUDENTS. The mess hall subsisting Marine Corps Junior Reserve Officer Training Candidates will enter the number fed by meal on the Man-Day Fed Report the "other" column. The original Meal Verification Record and list of personnel will be forwarded with the Man-Day Fed Report to the Food Service Office. The Food Service Subsistence Operations chief will prepare a NAVCOMPT Form 2277, which will transfer funds from the Food Service O&MMC Account to the Subsistence Account (N-4). Refer to paragraph 4105 of reference (a).

3006. U.S. MILITARY ACADEMY CADETS AND MIDSHIPMEN. Paragraph 4106 of reference (a) provides instructions.

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CHAPTER 4

SALE OF MEALS

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CHAPTER 4

SALE OF MEALS

4000. AUTHORITY OF THE ACTIVITY COMMANDER. The policies relative to the sale of meals from mess halls are as delineated below.

1. The Activity Commander may authorize the sale of meals to officers and civilians provided the conditions outlined in paragraph 4002 below are met. The authority for the sale of meals in each case must be in writing.
2. The Activity Commander may authorize the sale of meals to civilians who are official visitors in conjunction with inspection, surveys, entertainment, special events, orientations, or other public relations programs. Each situation will be authorized separately in writing and include the group authorized to subsist and the inclusive periods of the authorization.
3. Refer to paragraph 4205.2f of reference (a) for group collections.
4. The sale of meals to bona fide guests of enlisted personnel authorized to subsist in kind, officers and their dependents is authorized on the Marine Corps Birthday, Thanksgiving, Christmas, and New Years Day.
5. The Activity Commander may authorize the sale of meals from mess halls to members of organized nonprofit youth groups which are sponsored at the national or local level. Refer to paragraph 4100 of reference (a).
6. The sale of meals to dependents, relatives, and guests of military members authorized to subsist in kind is authorized when such will reflect realistic advantages in the form of goodwill, morale, or better public relations. Each case will be considered on its individual merits.
7. Service members and their dependents residing in the Temporary Lodging Facility are authorized to subsist in the mess hall for up to thirty days upon written approval from the Activity Commander. This applies to personnel reporting for duty aboard MCAS Miramar.

8. Enlisted personnel will be authorized to purchase meals in the mess hall only if the conditions of paragraph 4002 are met.

4001. CONDITIONS FOR SALE OF MEALS

1. Sale of meals from the mess halls is not authorized unless the conditions in references (a) and (c) are met to justify the sale.
2. Meals sold will be only as prescribed in the Master Menu. Substitutions or additions of food items will be not authorized.
3. Increases in manpower or funds to support the sale of meals from the mess hall will not be authorized or used.

4002. BASIC ALLOWANCE FOR SUBSISTENCE (BAS). The criteria for the authorization of BAS is contained in Chapter I, Section III of the Department of Defense Pay Manual (DoD PM).

4003. MEAL CHARGES. A schedule of meal charges will be published as changes occur. All charges must be conspicuously posted adjacent to each cashier and all cashiers must be thoroughly briefed on the application of meal cost. All charges are directed by the DoD and in no case will meal charges be affected locally. When publishing new prices, at least 24 hours will be provided from the time the price change directive is published to the effective date.

1. Meal Charges. The charges reflect the cost of the food served to an individual for a particular meal. The total of the food charges for a days ration (breakfast, lunch, and dinner or breakfast/brunch and dinner/brunch) will not necessarily equate to the daily authorization for subsistence as authorized in the DoDPM.
2. Cash Sales. All meals will be sold on cash basis, except for those contained in reference (a). Collection for the sale of meals will be made prior to consumption of the meal. It is the responsibility of the individual subsisting to have correct change. Failure to have correct change is not justification for noncompliance.

4004. CONTROL OF MESS HALL FUNDS

1. Activity Collection Agent. The primary activity collection agent and the alternated activity collection agent will be appointed by the Commanding Officer. A copy of all appointments; unit authorized custodians, mess hall cashiers, and their alternates will be furnished to the activity collection agent who will maintain a current file of all such appointments. Appointments and individual responsibilities are discussed in reference (a). A copy of the format for the appointing order for the activity collection agent is shown in reference (a), which the AC/S, Comptroller will appoint by direction. In addition to the duties of the activity collection agent delineated in the appointing order, the following instructions are applicable:

a. Funds derived from the sale of meals in the mess halls must be handled per reference (e), paragraphs 041501, 041511, and 041513, and reference (a).

b. The Cash Meal Payment Sheet, NAVMC 10298, which is serialized, will be controlled and issued individually or in blocks. Issues will be made only to the custodian or alternate custodian. All Cash Meal Payment Sheets will be recorded in a log book when received from the supply source by the activity collection agent. When issued, each sheet will be receipted for by the custodian or alternate custodian who will sign the log book.

c. Funds will be collected from each cashier on a daily basis. These funds will be receipted for on the Cash Meal Payment Sheet and a cash receipt (NAVCOMPT Form 2114). The original copy will be retained by the activity collecting agent and the green copy returned to the Mess Hall Custodian. All funds must agree with the entries annotated on the payment sheet. Funds collected will be deposited with the Disbursing Officer weekly. Interim receipts will be obtained for each deposit. A NAVCOMPT Form 2277 will be prepared at the end of the accounting period.

2. Alternate Collection Agent. In the event of a planned or unplanned absence of the primary activity collection agent, the alternate will assume all responsibilities that apply to the primary position. Reference (f), paragraph 04020606 is the authority for the designated alternate agent to assume the responsibilities of the primary agent. The primary and alternate agents may not serve as working agents at the same time.

3. Unit Authorized Custodians. Alternate Unit Authorized Custodians will be appointed by the S-4. At no time should funds exceeding \$500.00 be held by the unit custodian between deposits. The appointment will be in writing utilizing the format in reference (a). If \$500.00 is exceeded, the collection agent will be notified and arrangements will be made to turn in money immediately.

4. Alternate Unit Authorized Custodian. Alternate Unit Authorized Custodians will be appointed to act in the absence of the Unit Custodian. Their appointment will be the same as the unit custodian using reference (a).

5. Cashiers. The mess hall cashier will be appointed in writing by the S-4 (MCAS Miramar)/Commanding Officer to act under the supervision of the Unit Authorized Custodian. The appointment will be made using the letter format in reference (a) which contains the cashiers duties on the reverse side. The cashiers will collect cash for the sale of meals and safeguard the money until it is turned in to the unit custodian/alternate custodian at the days end or when \$500.00 cash is on hand, whichever is sooner. Cashiers or alternates will not be assigned any other duty while actually collecting funds. They may, however, when not collecting funds, i.e., between meals, be assigned other duties.

6. Relief of Duties. The primary Activity Collection Agent/Alternate Activity Collection Agent, Unit Authorized Custodian/Alternate Unit Authorized Custodian, and Cashier/Alternate Cashier will be relieved of their duties in writing, as prescribed in reference (a).

7. Cash Meal Payment Sheets

a. When signed for by the Unit Authorized Custodian, the Activity Collection Agent has no further responsibility for accountability until funds are turned in on these forms. If the Activity Collection Agent, during a periodic audit of numbers after funds have been turned in notes a form missing, he/she will report it to the Director, Food Service Division who will request an investigation per paragraph 4010 below.

b. Funds turned in must correspond to the daily recapitulation of funds at the bottom of the payment sheet. The daily recapitulation of meals plus the previous days accumulated recapitulation must equal the current days accumulated recapitulation. If either do not correspond, the activity collection agent will provide a cash receipt for funds only and return the payment sheet to the Unit Authorized Custodian for correction.

c. When multiple sheets are utilized during one collection period, only the last sheet will be used for recapitulation of meals and money collected.

4005. COLLECTION OF MESS HALL FUNDS

1. Location of Mess Hall Cashiers. Sufficient cashiers/alternate cashiers will be appointed to ensure that cashiers are able to fully accommodate the customers paying for meals. Normally the cashiers will be placed at each entrance to ensure proper collections.
2. Briefing Cashiers. It is the responsibility of the Unit Authorized Custodian to brief each cashier when appointed to his/her assigned duties. This includes reviewing the entire appointment letter to ensure it is completely understood. Additionally, the cashier will be thoroughly briefed on appropriate meal charges to be collected. Prior to each meal the Unit Authorized Custodian will thoroughly brief all cashiers on special guests/groups and the appropriate food cost and surcharges. All cashiers will be instructed to carry their cash box at all times.
3. Posting of Food Costs. Current Food costs will be conspicuously displayed at each collection point. Once the food cost chart becomes soiled or faded a new chart will be posted. Food cost charts are available from the Activity Collection Agent. The only food cost chart displayed will be the one issued from the Collection Agent.
4. Turn-in Procedures for Funds Collected. Funds will be turned in each working day between 0800 and 1400. All funds must be turned in by Unit Authorized Custodians unless an Alternate Custodian is working in the absence of the primary custodian.

In the event that the Cash Meal Payment Sheet is not correct, or a completed payment sheet is lost, the funds will be turned in and a cash receipt only will be provided by the Activity Collection Agent. Normally the payment sheet will be completed and verified for completeness and accuracy prior to turn in.

5. Turn in of Funds from Cashiers and Alternate Cashiers. At least once each day, and preferably after each meal, the Unit Authorized Custodian will collect funds from all Cashiers and Alternate Cashiers. The collections from cashiers must be timely enough to ensure that not more than \$500.00 is held by the individual cashier. Whenever cash is turned in to a custodian by a cashier, a Cash Receipt Certificate, NAVCOMPT Form 2114, will be prepared and signed by the custodian; the original will be provided to the cashier and the copy will be retained by the Unit Authorized Custodian, cash receipts will be retained for 30 days.

4006. SAFEKEEPING OF MESS HALL FUNDS

1. Adequate Safes. The Director, Food Service Division will ensure that adequate safes are provided all personnel handling funds. Paragraph 4208.5 reference (a) provides guidance for safekeeping of mess hall funds.

2. Safe Combinations. Authorized locksmiths or the Operations Chief will make safe combination changes. The locksmith normally should be given 5 working days notice for a requested combination change, refer to paragraph 4208.5.c. of reference (a)

4007. AUDIT OF ACTIVITY COLLECTIONS. In addition to the requirements in paragraph 4208.4 of reference (a) the Director, Food Service Division, Food Technician, or Activity Collection Agent will perform periodic unannounced verifications of mess hall practices and procedures relative to the collection, safekeeping, and turn in of government funds. Unless serious discrepancies are noted or irregularities are suspected or verified, the Director, Food Service Division will cause any discrepancy to be rectified or note irregularities for future corrective action as deemed necessary.

The Comptroller will assign a verification officer not associated with the Food Service Division to conduct a quarterly unannounced inspection of all custodians and collection agents assigned to Food Service.

4008. LOSS OF CASH MEAL PAYMENT SHEET. Refer to reference (a) paragraph 4208.7.

4009. LOSS OF MESS HALL FUNDS

1. In all cases, a loss of government funds due to theft, act of nature, carelessness, or unknown causes must be investigated per reference (a), paragraph 4208.8, and references (b) and (f). In addition to the guidance provided in reference (a) the Director, Food Service Division will:

a. Immediately notify the Provost Marshal.

b. Notify the S-4 in writing within 1 working day of the loss with a copy to the Provost Marshal's Office and AC/S, Comptroller.

c. Ensure that any remaining funds or payment sheets are turned in to the activity collection agent to be held until the completed investigation with the Commandant of the Marine Corps or endorsement is received. If the cash meal payment sheet and a portion of or no funds are held, they will be turned into the Activity Collection Agent.

d. Within 2 working days of the loss the S-4 will appoint in writing, or cause to be appointed, an investigation officer to investigate the circumstances of the loss per references (b) and (f). A copy of this appointment will be provided the Director, Food Service Division for filing with the activity collection agents records. Lost funds and related lost Cash Meal Payment Sheets will not be investigated separately.

e. The report of investigation will be forwarded to the Commanding Officer, MCAS Miramar for review and forwarding to the Commandant of the Marine Corps. A copy of the forwarded investigation report will be filed with the Activity Collection Agent until final action is received.

f. All reports of investigation of loss, theft, or shortages of government funds derived from the sale of meals must be submitted to the Commandant of the Marine Corps for final action. Disciplinary action is deemed appropriate, may continue without final action from the Commandant of the Marine Corps.

2. Entries on Cash Meal Payment Sheet. Prior to the turn in of any cash remaining from the loss/theft of government funds, the daily recapitulation and accumulated food cost portion of the Cash Meal Payment Sheet will be adjusted to reflect only the total value of funds remaining. Funds amounting to less than the price of one meal will be turned in; however, no credit will be taken.

3. Man-Day Fed Credits. Refer to reference (a), paragraph 4208.8b.

SOP FOR FOOD SERVICE

CHAPTER 5

FOOD SERVICE FISCAL AND SUPPLY PROCEDURES

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SOP FOR FOOD SERVICE

CHAPTER 5

FOOD SERVICE FISCAL AND SUPPLY PROCEDURES

5000. OFFICER. The procedures provided below are designated to provide control, and accountability for all food service property and equipment employed within the food service operation.

5001. LONG RANGE EQUIPMENT PROCUREMENT AND REPLACEMENT PLAN. Refer to reference (a), paragraph 5405.

5002. BUDGETING. Budgeting procedures in reference (a), Chapter 10 and guidance provided by the S-4, and the Comptroller will be used by the Food Service Operations Officer to formulate all required budgets for submission by the Director, Food Service Division.

5003. RESPONSIBLE OFFICER

1. Mess Hall Managers will be assigned in writing by the Food Service Operations Officer as the responsible officer to receipt for and maintain all property issued to the mess hall. The Responsible Officer is responsible for all property, equipment and supplies issued under his control.

2. A Consolidated Memorandum Receipt (CMR) will be prepared by the Food Service Property Section for all equipment and property in each mess hall. The Responsible Officer for each mess hall will sign and return their CMR within 10 days of appointment.

5004. ACCOUNTING AND CONTROL PROCEDURES. Accounting for all items utilized in the mess halls, less subsistence items which are covered in paragraph 2008, will be accomplished as outlined below.

1. Plant Account Equipment. The Food Service Operations Officer will sign for all plant account equipment on the Consolidated Memorandum Receipt (CMR) within 10 days of assignment as Operations Officer.

All CMRs which reflect changes (additions or deletions) on equipment will also be signed discrepancies noted and returned to the Plant Account Supervisor within 3 working days of receipt. A copy of all CMRs will be maintained on file by the Food Service Operations Officer for 1 year.

2. Minor Property. The CMR for Minor Property will be signed by the Food Service Operations Officer and returned to the Property Control Officer within 10 days of appointment.

3. Transfer of Property. The transfer of Minor Property and Plant Account items will be documented utilizing a DD Form 1348-1. Any items of property taken from the facility to which it is assigned will be signed for whether its going to Food Service Property, Maintenance for repairs, or another mess hall. The original 1348-1 for Plant Account equipment signed by both receiving and releasing Responsible Officer must be returned to the Plant Account Supervisor.

5005. SEMIANNUAL PHYSICAL INVENTORY. The Responsible Officer for each mess hall will conduct a physical inventory of all equipment and supplies on hand to include minor expandables semiannually. The results will be reported to the Director, Food Service Division. All items of Accountable Property which are short or over will be noted by line item and serial number if applicable; the Director, Food Service Division, may initiate an investigation if losses or overages are excessive. For any missing Plant Account equipment, the Responsible Officer must request an investigation via the Plant Account Supervisor per the Financial Management SOP. The Responsible Officer will also note any appreciable change in equipment condition using the MILSTRIP Condition Codes in reference (b).

5006. OPERATION & MAINTENANCE MARINE CORPS FUNDS (O&MMC FUNDS). Procedures for the allocation of O&MMC funds for the purchase of expendable supplies (consumable and controlled expendables will be as follows:

1. Items requested from Serv-mart will be purchased by authorized card holders only. The Serv-Mart card will be issued to the Mess Hall Manager and Property NCO.

- a. Serv-mart cards are issued from the Resource Management Office, ext. 7-1030.
 - b. The express mart catalog should be utilized whenever possible to procure administrative supplies and office equipment.
 - c. Items that are not available through Serv-mart, will be requested on a NS 1153 (Open Purchase) order. The original plus two copies are forwarded to the Resource Management Officer. One copy is maintained at the mess hall.
 - d. After making the purchases, the Mess Hall Property NCO will copy each Serv-mart Shopping List, and the cash register tape. Total dollar amounts will be reconciled with the Resource Management Office on a monthly basis.
2. An automated spreadsheet will be utilized in the recording of all purchase. All records will be maintained for a period of at least two years.

5007. FOOD SERVICE MAINTENANCE

1. First Echelon Maintenance. Paragraph 5404.3 of reference (a) outlines the responsibilities of the Mess Hall Manager in regards to first echelon maintenance of Food Service Equipment and Property. To perform minor first echelon maintenance, the Mess Hall Manager is to maintain a tool box outfitted with tools to accomplish minor maintenance. The tools and box will be purchased from O&MMC funds. Mess Hall Manager will be required to account for tools purchased.
2. The Public Works Department has several standing job orders(SJO's) for the accomplishment of routine repairs to the mess hall. As part of the standing job orders maintenance personnel will daily/weekly stop into the mess hall to review the mess hall's facilities/NCO maintenance log and make repairs as required. Due to the short turnaround time required for several items of food service equipment, SJO's eliminate the need for service calls to be made to the Installations service desk for minor routine repairs.

3. Work Requests. All work request for repair, alteration, installation or removal of food service equipment, and requests for Public Works Department not handled by the mess hall maintenance technician will be forwarded to the S-4 for action. The S-4 office will review the work request and forward them to maintenance, NAVMC Form 9-11014/2, Work Request, will be used. All outstanding work requests should be reconciled with the S-4 weekly, ext. 7-1948.

4. Equipment Accountability. The following procedures will be established to control equipment accountability.

a. Upon transfer of the equipment to the possession of maintenance, the Property NCO will receive a copy of the work request signed by a maintenance representative.

b. The signed copy of the work request will list the name and/or description of the items to be repaired, serial number and/or plant account number when applicable.

c. The Property NCO or his designated representative will sign the completed job order as evidence that all listed equipment has been repaired and returned to Food Service Division.

5. Vendor Equipment Maintenance. Service, maintenance and repair of contract equipment such as soda dispensers and detergent dispensers will be done by the individual contractor. Routine or emergency maintenance requests will be called into the contractor as required by the Food Service Property Section.

6. Emergency Maintenance. Emergency maintenance during working hours will be called to the attention of the mess hall maintenance technician for action. Any work not completed will be called into the appropriate section in maintenance.

a. After working hours, the Maintenance "Trouble Desk" will (ext. 7-6395) will be notified. An "Emergency Maintenance" log will be kept at each mess hall. The log will include the name of the person making the call, person receiving the call, time, date, and nature of the call. For any emergency maintenance problem which would result in a major disruption of services in the mess hall, the Mess Hall Manager will also notify the Station Command Duty Officer.

b. Trouble calls will be limited to repairs that are required to eliminate safety hazards such as exposed wires, steam leaks, other safety hazards and equipment breakdowns that prevent the preparation of the meal.

5008. GARRISON PROPERTY USE LIMITATIONS. As prescribed in reference (b) no item of Garrison Food Service Equipment will be utilized anywhere other than the mess hall without the written permission of the Commandant of the Marine Corps. No item of equipment other than utensils, pots, pans, and vacuum jugs will be used for recreational events, ceremonies, or other functions outside the mess hall. The above items authorized for use outside the mess hall will be removed only after properly receipted for by a responsible individual.

5009. OCCUPATIONAL CLOTHING. The allowance of mess hall uniforms, established by the Director, Food Service Division, will be maintained by Food Service Property. The following instructions for control are applicable.

1. Control. Uniforms will signed out in writing by each individual Food Service Marine. Control measures will be established to ensure that a positive procedure for recovering all clothing prior to an individual checking out of the mess hall for PCS, TAD, leave, or hospitalization.
2. Issue. Not more than five sets of clothing may be issued to food service personnel for the period they are assigned to the mess hall. Organizational clothing issued in this manner will be maintained by the individual.
3. Restrictions. Food Specialists will wear occupational uniforms only as authorized below:
 - a. Mess Hall uniforms will not be worn to the Dispensary or Dental unless emergency medical treatment is required.
 - b. Mess Hall uniforms will only be worn in the mess hall and from barracks to mess halls.

c. Persons residing off base are authorized to wear the mess hall uniform to and from home of residence. Stops off base to and from home of residence are strictly prohibited.

d. Food Service personnel will wear boots at all times.

e. Name tags will be worn on the right side of the cook's jacket parallel to the top of the left patch pocket.

5010. RELIEF OF RESPONSIBLE OFFICER. Upon notification by the Food Service Operations Officer, the old and new Responsible Officer will conduct a physical inventory of items appearing on the mess hall's CMR. When the new Responsible Officer is satisfied that property on charge is correct or accounted for, the responsible officer will sign the CMR. This action will be completed within 10 working days after assignment. Lost, damaged, or destroyed equipment will be reported per reference (b).

5011. GARBAGE, FATS, SALVAGEABLE AND UNSALVAGEABLE MATERIALS

1. Wet Garbage. Garbage will be ground in garbage disposals and will not be put in dumpsters. Wet garbage will be permitted to leave the mess hall for purposes of soil fertilization ONLY.

2. Dry Garbage. Pickup will be provided by contracts negotiated by the Public Works Department. All dry garbage will be placed in plastic bags prior to disposal in dumpsters. Dumpsters must be cleaned and sanitized weekly by the contractor.

3. Fats and Grease. Fat, suet, or grease will not be placed in drains, garbage disposals, or in dumpsters. The Defense Reutilization and Marketing Office (DRMO) provides contractor service for periodic removal of these items. All fats and grease will be placed in contractor provided containers until removal. The fat and grease containers will be three quarters filled with no more than 10 percent water allowed. Containers will not be stored with any edible food items. The contractors receipt stating the quantity, in pounds of grease picked up will be forwarded to the Food Service Office. The total of receipts will be reported on DD Form 1149 and forwarded to the DRMO monthly.

4. Disposal of Government Property. Government property to include Plant Account Equipment, Non-Expendable Consumable Items or pieces of garrison office furniture or other accountable items or non accountable items containing metal will not be disposed of in dumpster or by any other means at the mess hall level. Any item listed above will be turned in for proper disposal through the local DRMO office.

5. Salvageable Material. Any items which are no longer usable or are beyond economical repair, will be so coded and turned in to DRMO.

a. Station Order 4010.1 Recyclable Materials Program (c) will be complied with at all times.

b. Corrugated cardboard, glass and cans from the mess halls will be recycled. Dumpsters will be placed near each mess hall for collecting these items. Cardboard boxes will be flattened. The Mess Hall Manager will monitor these containers daily to ensure only recyclable materials are placed in the correct containers.

6. Unsalvageable Materials. All accountable or non-accountable items even though unsalvageable for their original purpose will be turned into the Property Control Office.

5012. INVESTIGATION OF LOSS OF FOOD, PROPERTY, OR OTHER ACCOUNTING DOCUMENTS

1. Investigations involving the loss/theft, spoilage, or misuse of food products or government equipment will be initiated by the commanding officer operating the mess hall per reference (b). Except for situations requiring further investigation by Naval Intelligence Service. The commanding officer originating the investigative action will notify the Director, Food Service to preclude actions which might hamper the investigation.

2. If, during the course of either an informal or formal inspection, the Food Service Officer uncovers areas of suspicion which require further detailed scrutiny or investigation, they will immediately notify the S-4 and a determination will be made:

a. Either the Director, Food Service Division or the representative will receipt for all supporting documents for further analysis and/or safekeeping.

b. To request further investigation by external agencies or to initiate a command investigation.

3. Copies of all investigations with the endorsements of directing final actions will be maintained in the Food Service Office.

4. The instructions for investigation of damaged, lost, stolen and/or destroyed subsistence items are contained in reference (b).

5013. ICE FOR ICE CARVINGS. Block ice for decorative ice carvings, or for classroom instruction on ice carving, will be requested from the Food Service Property Section not less than 7 days prior to the date required. Block ice will be paid for with O&MMC monies.

SOP FOR FOOD SERVICE

CHAPTER 6

SAFETY, SANITATION AND CONSERVATION

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SOP FOR FOOD SERVICE

CHAPTER 6

SAFETY, SANITATION AND CONSERVATION

6000. OPERATING INSTRUCTIONS

1. Operating instructions will be permanently posted on or in a conspicuous place near the following items of equipment:

- a. Grills and ranges;
- b. Dish washing machines/utility pot water;
- c. Deep fat fryers;
- d. Oven;
- e. Choppers and graters;
- f. Steam kettles;
- g. Tilt fryers;
- h. Mixers (bake shop and galley); and
- i. Meat slicers.

6001. SAFETY

1. The Mess Hall Manager will ensure that all personnel are thoroughly trained at least quarterly on the safety precautions to take, when operating or using each piece of equipment.

2. The utmost in safety awareness must be observed at all times to prevent loss of man-hours and to prevent permanent bodily injury. The most common accidents/injuries in mess halls are cuts from knives and power cutting devices, burns from grease, steam and ovens, and falls caused by wet decks. All supervisory personnel are responsible for rectifying, on the spot, any violation of sound safety practices.

6002. FIRE SAFETY. 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 should be held responsible for the assignment of personnel. The mess hall manager must quarterly ensure that all personnel are fully schooled on immediate actions to take in case of fire and on how to call the fire department. Assistance from the fire department is available for this purpose. In all cases the following telephone numbers will be posted near every telephone in each mess hall. Fire drills will be conducted once a quarter in each mess hall.

1. Fire Department, 911
2. Ambulance, 911
3. Maintenance Trouble Service, 1609
4. Military Police Sergeant, 911
5. Command Duty Officer, 1141

6003. FIRST AID. When serious injury occurs, immediate action must be taken to sustain life until medical help arrives. Mess Hall Managers will ensure that at least 20 percent of all food service personnel have been schooled by competent medical personnel on the following:

1. Cardiopulmonary resuscitation
2. Choking and throat clearing
3. Electrical shock
4. Steam, hot water, and grease burns
5. Stopping/retarding bleeding

6004. MEDICAL EXAMINATION. Requirements for physical examinations of food handlers is contained in reference (g) also refer to reference (a) paragraph 12003.

6005. SANITATION TRAINING. All personnel assigned to fill a food service billet including those in MOS 3361 will be given 6 hours of basic sanitation training prior to handling food and annually thereafter. They will be thoroughly indoctrinated in personal hygiene and food sanitation procedures as well as the importance of preventing food borne illness. The basic requirements are outlined in reference (a) paragraph 12004 and reference (g).

1. Mess Attendants must be provided sanitation indoctrination by the Mess Hall Manager or his designated representative (supervisory personnel) prior to or at the time of assignment to the mess hall.

2. The Mess Hall Manager, or senior responsible food service supervisor shall inspect daily, all food service personnel and mess attendants for personal cleanliness.

a. All Food Service Personnel and Mess Attendants will be physically clean and will wear clean garments when working in mess halls. Head covers will be worn at all times.

b. Personnel will keep their fingernails clean and trimmed short and give special attention to the cleanliness of their hands.

6006. STANDARDS OF SANITATION. Reference (g) delineates the basic sanitation standard and preventive medicine procedures for food storage, refrigeration, preparation and waste disposal. The following instructions are to supplement those instructions:

1. Sanitation Standards for Mess Halls

a. All doors, windows, and other openings will be in good repair and effectively screened to preclude entry of insects and rodents.

b. Decks, overheads, and bulkheads of all rooms or spaces in which food or drink is stored, prepared, and served; or in which utensils are washed or stored, will be kept clean.

c. Food and Food Containers shall be stored at least 2 inches off the deck and away from bulkheads and adjacent stacks and placed on pallets, racks, or similar structures to permit adequate air circulation within the storage space.

d. The entire mess hall and its surroundings shall be maintained in a scrupulously clean condition at all times.

e. A Temperature Log will be used in all mess halls for recording the temperature of all refrigeration units. Temperatures will be checked by responsible personnel and accurately recorded every 4 hours beginning at the opening each day. Anytime a temperature is noted to be higher or lower than the allowable temperature range for an hour or more, it will be brought to the attention of the chief cook or the mess hall manager. The allowable temperature range for food storage refrigerators is located in reference (g) section V.

2. Procedures used for washing and drying dishes, serving utensils, pots and pans are critically important for ensuring proper sanitation and for eliminating conditions that are conducive to the growth of enterotoxin producing organisms which are the bacteria most commonly responsible for food poisoning incidences.

a. Effective sanitation is accomplished only when the surfaces of utensils have been thoroughly cleaned by properly washing, rinsing, and air drying. It is important to remember that utensils are only sanitized, and not sterilized, and that there may be some residual enterotoxin producing organisms remaining which could thrive given the proper environment.

b. If the dishes, pots and pans, and utensils are allowed to be stacked with moisture condensation trapped on the surface, and ideal environment is inadvertently provided for the growth of pathogenic bacteria which may immediately contaminate food upon contact. For this reason, the sanitation standards and procedures for sanitizing food service equipment delineated in section II of reference (g) must be read, understood and followed by all food service personnel assigned to mess halls.

3. The cleaning of dining areas is important for the control of vermin, and providing a healthy appealing environment for patrons to dine. The following guidance is provided:

a. Dining table, chairs, condiment bottles, salt and pepper shakers, and napkin holders will be cleaned after each meal and wiped dry with a disposable or non-disposable cleaning cloth and sanitizing solution.

b. Milk machines are to be cleaned after each meal and defrosted when required, to prevent accumulation of ice over 1/8 of an inch thick on the inside of the cabinets.

c. Artificial plants are to be washed when required to remove accumulation of dust, grease, film, and other foreign material.

4. The cleaning of galley equipment is another very important preventive measure for reducing the threat of food poisoning.

a. Steam jacketed kettles are to be scrubbed inside and out after each use and rinsed with clean hot water at 180 degrees F. The component parts (drain valves, drain lines) will be disassembled after each use, thoroughly cleaned and sanitized.

b. Grease filter screens will be cleaned as required, but not less than once weekly.

c. Ranges, grills, and ovens will be thoroughly cleaned once each week in addition to the usual after-use cleaning.

d. Deep fat fryers are to be drained and the grease filtered after each use. Deep Fat Fryers will be reassembled and filled after cleaning.

5. Food Storage and Preparation. Subsistence supplies will be stored per reference (g) Chapter 1. Additional requirements are as follows:

a. The preparation of food will be per reference (d) and will be planned that time between preparation and serving is kept to a minimum. Food awaiting preparation or serving will be covered and dated at all times to prevent contamination.

b. Frozen meats, eggs, fish, and poultry will not be thawed by exposure to heat or immersion in water. (Poultry will be "washed" in clean, clear running water prior to usage.)

c. Sandwiches are considered a potentially hazardous food because of the method of preparation, types of filling, and handling procedures. Sandwiches will be prepared and served per reference (c) and (g).

6007. ENERGY CONSERVATION. All food service personnel are required to comply with NAVMC 2733 (ENERGY Conservation in mess halls) and the following policies to conserve energy in the mess halls:

1. All overhead lights in dining areas should be turned off except during meal hours. At night only one row of lights will be left on for security.
2. All food service equipment will be turned off when not in use, e.g., ovens which are usually on all day.
3. Ensure steam kettles are covered to retain heat, thereby conserving steam.
4. Curtail unnecessary use of water, especially on the back dock and GI storage area; water is a utility which is sometimes unconsciously wasted by habit. All leaking water faucets will be reported to maintenance. Specific instructions will be given for washing tables, carts and other equipment on the back dock area to preclude the wasting of water, i.e., use containers of hot soapy water, scrub brush and hose rinse to clean tables or carts, etc.
5. Discontinue the practice, where it prevails, of boiling several steam kettles of water for cleaning the food preparation areas and running it down the drain in the process of cleaning out the pits.
6. Do not store food in front of refrigerator blowers. When the blowers are blocked the units are overtaxed and less effective.

6008. SANITATION INSPECTIONS AND DISCREPANCIES. The Preventive Medicine Office or his representative will inspect each mess hall at least twice per month. The inspection will be on an unannounced basis. The signed original of the sanitation report will be forwarded to the Director, Food Service.

Sanitation Inspection with discrepancies of five or more points deducted in a category require a written response of corrective action within 5 working days stating the action taken to rectify the noted discrepancies. If any major sanitation problem is noted during the course of the sanitation inspection, the Director, Food Service Division or Food Service Operation Officer will be notified immediately while the Preventive Medicine inspector is still in the facility.

SOP FOR FOOD SERVICE

CHAPTER 7

AWARDS, TRAINING, INSPECTIONS, AND RECORDS

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SOP FOR FOOD SERVICE

CHAPTER 7

AWARDS, TRAINING, INSPECTIONS, AND RECORDS

7000. FOOD SERVICE CHEF OF THE QUARTER AWARD

1. The Station Decorations and Awards Program sets forth the basic policy concerning awards to personnel for superior performance and accomplishments. Recognition and credit for a job well done, provides excellent means for instilling pride, esprit de corps, and desire for continued professional development and person improvement in individuals such as food service personnel who must work long and irregular hours to accomplish their mission.
2. The Mess Hall Officers of MCAS Miramar, Camp Pendleton and Yuma, will nominate a Marine employed in their respective sections for the award. The award will be made to those Marines possessing a 3381 or 3361 military occupational specialty. The Food Service Chef of the Quarter will be awarded a Commanding General's Certificate of Commendation and a 72 hour pass.
3. Selection Board. A board for evaluation and selection of the recipient of the award will be comprised of the following:
 - a. MCAS Miramar Food Service Technician;
 - b. Mess Hall Manager Mess Hall 305 MCAS Miramar;
 - c. Mess Hall Manager Mess Hall 710 MCAS Yuma; and the
 - d. Mess Hall Manager Mess Hall 2403 MCAS Camp Pendleton.
4. Nominations will be submitted to the Director, Food Service Division by the tenth working day of January, April, July, and October.
 - a. The Selection Board will meet prior to the fifteenth working day of the month following the quarter to consider nominees for the award. Selection will be based on:
 - (1) Knowledge of military occupational specialty to be determined by interview, written and practical examination.

(2) Conduct, duty proficiency, and essential subjects markings.

(3) Appearance and military bearing.

b. The Director, Food Service Division will submit the recommendation of the Board to the Commanding Officer, MCAS Miramar, via the S-4.

7001. TRAINING

1. Each individual assigned to a food service billet or possessing a food service occupational specialty will receive a minimum of 12 hours of skill training quarterly. Each Mess Hall Manager will ensure that training is accomplished on schedule. The Food Service Training Office will conduct or monitor all training.

2. All Marines will participate on a continuing basis in leadership training designated to develop leadership qualities and enhance their professional knowledge, thereby ensuring each Marine develops into a quality leader of Marines. SNCO and NCO leadership will be conducted quarterly, at the Food Service level. Leadership training for Lance Corporal and below will be conducted quarterly at the section level. The intent of this instruction is basic leadership as it pertains to the technical aspects of food service. In addition, it provides the individual with an insight of what will be required of him as a food service Marine in the next higher rank.

3. The Food Service Training NCO is responsible for recording all training performed in each individual's food service training folder. Current sanitation card, medical examination, and all training dates will be maintained in a training folder maintained in the Food Service Training Office.

4. It is the responsibility of each Mess Hall Manager to determine based upon an analysis of the mission and other assigned duties, the skills knowledge, and attitude stated in terms of training objectives needed by Marines assigned to the Mess Hall. Additionally, Mess Hall Managers will evaluate each Marines ability to perform his/her duties in support of the Food Service mission. This information will be provided to the Food Service Training NCO for scheduling of necessary classes.

5. Mess Halls will establish and maintain a continuous on the job training (OJT) program for all food service personnel. The training will consist of recorded instructions while on duty presented under controlled conditions and supervised.

7002. PROFICIENCY TESTING. At any time a Mess Hall Manager believes that an individual is not performing to the standards prescribed in MCO P1200.7, Military Occupational Specialties, they may request that the individual be tested either in writing or verbally by the Director, Food Service Division and the Food Service Operations Officer. The results will be confidential and will be provided to the requesting individual with a separate letter of analysis and recommendation.

7003. PROFICIENCY COMPETENCY BOARDS. If the results of proficiency testing or data compiled by the immediate supervisor indicates that an individual's sustained proficiency is below the standards prescribed in MCO P1200.7, the Director, Food Service Division may request that a Competency Screening Board be convened in accordance with MCO P1400.29, MARCORPROMAN. The Director, Food Service Division or the Mess Hall Officer will provide technical representation for the panel.

7004. TECHNICAL INSPECTIONS. Each mess hall will be inspected not less than quarterly by the Director, Food Service Division or by individuals selected by the S-4. A report of the inspection will be forwarded to the Commanding Officer, (S-4), within 72 hours of the inspection. Each quarterly inspection will be announced in advance of the inspection date to give the mess halls ample-time to prepare. Each inspection will thoroughly check into the following areas:

1. Management
2. Subsistence
3. Administration
4. Sanitation and Housekeeping
5. Training

6. Food preparation
7. Facility Maintenance

7005. INFORMAL STAFF VISITS. Periodically unannounced informal walk-thru visits will be made by the Director, Food Service Division, Food Service Operations Officer or the Food Service Technician. Any adverse areas noted will be brought to the attention of the Mess Hall Manger. In cases where serious or continuous problem areas are encountered, a written report of the problem(s) will be provided to the Mess Hall Officer. In all cases the Mess Hall Manager will be provided an opportunity to rectify the problem. The continuing observation of food preparation and sanitation within the mess hall will be addressed in the Quarterly Inspection Report as a fair evaluation, these two areas cannot be made in a single day.

7006. RECORDS TO BE MAINTAINED

1. Food Service Officer. The Director, Food Service Division maintains formal records and files on all actions and accounting documents relative to all food service functions within the Food Service System. Accordingly, all files will be maintained according to the Standard Classification Guide and all files will be retained for periods specified in SECNAVINST 5212.5B, Part 2, Chapter 7, paragraph 7000. Special instructions for file maintenance at the Food Service Office includes:

- a. All supporting documents and copies of the Subsistence Operational Analysis Reports will be maintained for 2 years.
- b. All letters files will be maintained by the file clerk in the food service central files. No personal or desk files are authorized. No letters or documents will be removed from any file except for reproduction. Spotters with the name of the individual holding the file folder will be placed in the file cabinet.
- c. All files leaving the Food Service building will be receipted for.