



UNITED STATES MARINE CORPS

MARINE CORPS BASE

QUANTICO, VIRGINIA 22134-5001

IN REPLY REFER TO:
MCBO P10110.1
C 214/JAP/rkg
19 Dec 75

MARINE CORPS BASE ORDER P10110.1 w/ Ch 1, 2, 3, 4 & 5

From: Commanding General
To: Distribution List

Subj : Standing Operating Procedure for Food Service

Encl: (1) LOCATOR SHEET

Reports Required: List, page iv

1. Purpose. To promulgate procedures for the operation of the Food Service program within the Marine Corps Development and Education Command consolidated food service system.
2. Cancellation. MCDECO, ~~1650.6A~~, MCDECO 1650.7, MCDECO 1650.8, MCDECO 5305.1, MCDECO 5420.10, MCDECO 7220.15, MCDECO P10110.2 and MCDECO 10110.5.
3. Information. This Order provides procedures and guidelines for the operation of dining facilities within the consolidated food service program.
4. Recommendations. **Recommendations** concerning the contents of this Order are invited. Submit recommendations to this Headquarters (Code B 214) via the chain of command.
5. Action. The provisions of this Order will be complied with by all **personnel concerned** with the administration and operational control of dining facilities within this Command.
6. Summary of Revision. This revision contains a substantial number of changes and should be completely reviewed.
7. Certification. Reviewed and approved this date.

R. A. SAVAGE
Chief of Staff

DISTRIBUTION: SEE CH 1



UNITED STATES MARINE CORPS

MARINE CORPS BASE

QUANTICO, VIRGINIA 22134-5001

MCBO P10110.1 Ch1
C 214/JAP/rkg
29 Jan 76

MARINE CORPS BASE ORDER P10110.1 Ch1

From: Commanding General
To: Distribution List

Subj : Standing Operating Procedure for Food Service

1. Purpose. To direct pen changes to subject Manual.

2. Action

a. In distribution section, delete present distribution "B/D" and "Hd, Supply Dept. (30)" and substitute the following:

"DISTRIBUTION:

CG,MCDEC	1(1)	Hd,Spt Dept.	12(6)
SJA	13(1)	OIC,PersAdminScol/AAT	18(1)
Surgeon	17(1)	Dir,Educ Ctr	20(2)
Hd,ComptDept	11(3)	Dir,Dev Ctr	21(3)
Hd,Facilities Dept	5(2)	CO,HqBn	22(3)
Hd,MgtSys Dept	10(1)	CO,SptBn	23(12)
Hd,Manpower Dept	4(8)	CO,WpnsTrngBn	24(7)
Hd, Op Dept	6(9)	CO,MCAS	25(4)
Hd,Scty Dept	7(4)	CO,OCS	26(8)
Hd,Serv Dept	4(5)	co,TBS	27(15)"
Hd,Supply Dept	9(32)		

b. Addressees who have received distribution B/D are requested to return copies of this Manual in excess of new distribution to the Adjutant.

3. Filing Instructions. This change will be filed immediately following the signature page of the basic Manual.

4. Certification. Reviewed and approved this date.

R. A. Savage
R. A. SAVAGE
Chief of Staff

DISTRIBUTION: ~~B/D.~~
Hd, Supply Dept. (30)



UNITED STATES MARINE CORPS

MARINE CORPS BASE

QUANTICO, VIRGINIA 22134-6001

MCBO P10110.1 Ch2

c 210/clk

18 May 76

MARINE CORPS BASE ORDER P10110.1 Ch2

From: Commanding General
To: Distribution List

Subj: Standing Operating Procedure for Food Service

1. Purpose. To direct pen changes to subject Manual.

2. Action

a. On the front cover, change the words "STANDING OPERATION PROCEDURE FOOD SERVICE PROGRAM" to read "STANDING OPERATING PROCEDURE FOR FOOD SERVICE."

b. In paragraph 903.1c, change the word "Two" to read "Four."

c. In paragraph 903.1d, change the word "Two" to read "Four."

d. In paragraph 903.2, delete the last sentence and substitute the following:

"Other criteria to be used include personal appearance, conduct, ability of expression, food service knowledge; product preparation, presentation, and palatability based on use of a prescribed recipe; and responses to questions posed by members of the Selection Board."

3. Filing Instructions. This promulgation page shall be filed immediately following page 3 of the basic Manual.

4. Certification. Reviewed and approved this date.

R. A. Savage
R. A. SAVAGE
Chief of Staff

DISTRIBUTION: 1(1), 4(8), 5(2), 6(9), 7(4), 8(5), 9(32), 10(1),
11(3), 12(6), 13(1), 17(1), 18(1), 20(2), 21(3),
22(3), 23(12), 24(7), 25(4), 26(8), 27(15)



UNITED STATES MARINE CORPS

MARINE CORPS BASE

QUANTICO, VIRGINIA 22134-5001

MCBO P10110.1 Ch 3
C 214/ALM/rkg
19 Oct 76

MARINE CORPS BASE ORDER P10110.1 Ch 3

From: Commanding General
To: Distribution List

Subj: Standing Operating Procedure for Food Service

1. Purpose. To direct pen changes to subject Manual.

Action

a. Delete paragraph 105.6.

b. In paragraph 207, line 5 after manager insert "14 days prior to."

c. In paragraph 212, line 4 after the words "Figure 17" change "Appendix A" to read "Appendix H."

d. In paragraph 504.4, line 5 after "over" change "\$100.00" to read "\$200."

3. Filing Instructions. This promulgation page shall be filed immediately following page 5 of the basic Manual.

4. Certification. Reviewed and approved this date.


V. T. BLAZ
Chief of Staff

DISTRIBUTION: 1(1), 4(8), 5(2), 6(9), 7(4), 8(5), 9(32), 10(1),
11(3), 12(6), 13(1), 17(1), 18(1), 20(2), 21(3),
22(3), 23(12), 24(7), 25(4), 26(8), 27(15)



UNITED STATES MARINE CORPS

MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

MCBO P10110.1 Ch 4
C 214/evj
6 Jan 77

MARINE CORPS BASE ORDER P10110.1 Ch 4

From: Commanding General
To: Distribution List

Subj: Standing Operating Procedure fcr Food Service

1. Purpose. To direct a pen change to subject Manual.

2. Action. On page 4-3, at the end of paragraph 403.1 add,
"All requests for service as described in this subparagraph
pertaining to Bruce Hall, Building #2000, will be addressed
via the Commanding Officer, Support Battalion."

3. Filing Instructions. This promulgation page shall be
filed immediately following page 7 of the basic Manual.

4. Certification. Reviewed and approved this date.


V. T. BLAZ
Chief of Staff

DISTRIBUTION: 1(1), 4(8), 5(2), 6(9), 7(4), 8(5), 9(32),
10(1), 11(3), 12(6), 13(1), 17(1), 18(1),
20(2), 21(3), 22(3), 23(12), 24(7), 25(4),
26(8), 27(15)



UNITED STATES MARINE CORPS

MARINE CORPS BASE

QUANTICO, VIRGINIA 22134-5001

MCBO P10110.1 ch 5
c 214/rkg
28 Apr 78

MARINE CORPS BASE ORDER P10110.1 Ch 5

From: Commanding General
To: Distribution List

Subj: Standing Operating Procedure for Food Service

1. Purpose. To direct pen changes to subject Manual.

2. Action

a. Delete paragraph 131.2b in its entirety and **substitute** the following:

"b. All married enlisted personnel residing with dependents shall be afforded an opportunity to **apply** for commuted rations."

b. Delete paragraph 602.3i in its entirety and substitute the following:

"c. Certification. Upon the conclusion of each meal, the individual detailed to supervise the signature record will assemble the records in sequence by category of personnel, draw a line diagonally through all unused signature spaces on each sheet, certify on the last sheet of each category of personnel in the space provided, and present all sheets to the organizational authorized custodian. **Prior** to certifying the **Man-Day** Fed Report (Form NAVMC-565-1), the organizational commander having operational control over the dining facility or the organizational dining facility officer will sign in the space provided on the last page of the meal signature records for each **category** of personnel which shows the total for the meal. The officer who certifies the meal signature record cannot certify the Man-Day Fed Report."

c. In the title of paragraph 602.3j, change "Rations" to read "Man-Day".

d. In paragraph 903.5, after the word "tenth" insert "working".

3. Filing Instructions. This promulgation page shall be filed **immediately following** page 10 of the basic Manual.

MCBO P10110.1 Ch 5

28 Apr 78

4. Certification. Reviewed and approved this date.

C. R. Vorgang
C. R. VORGANG
Chief of Staff

DISTRIBUTION: 1, 4(8), 5(2), 6(9), 7(4), 8(5), 9(32), 10, 11(3),
12(6), 13, 17, 18, 20(2), 21(3), 22(3), 23(12), 24(7),
25(4), 26(8), 27(15)

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Received	Date Entered	Signature of Person Entering Change
1	29 Jan 76	2 Feb 76	2 Feb 76	Ed "Doc" Bynthe
2	18 May 76	19 May 76	20 May 76	R. J. Shanderson
3	19 Oct 76	21 Oct 76	21 Oct 76	R. J. Shanderson
4	6 Jan 77	10 Jan 77	10 Jan 77	R. J. Shanderson
5	27 APR 78	5 MAY 78	5 MAY 78	M. E. Turner

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par. 129
 - PI. Man-Day Fed Report (**NAVMC** Form 565-1)
(Report Exempt) par. **605**
 - III. **Memorandum** of Authorization by Man-Days
(**NAVMC Form** 565) (Report Exempt) par. 606
 - IV. Inventory of Minor Property Report (**MCDEC**
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SECTION 1

GENERAL INFORMATION

101. Purpose. This Order outlines the regulations and procedures for the food service and subsistence management program, as outlined in MCO P10110.14H, which includes the procurement, storage, issue, accounting, preparation, and serving of all foods within this Command's consolidated food service program.

102. Applicability. The provisions of this Order apply to the Head, Security Department/all organizational commanders having responsibility for operating dining facilities under the **subsistence-in-kind** program and for furnishing meals to authorized military and civilian personnel on a reimbursable basis when operating costs and food costs are financed from appropriated funds from the consolidated food service program.

103. Authority. The scope and authority for the food service program are contained in Marine Corps Manual, paragraph 4061.

104. Management Control. The management and financial control of all enlisted dining facilities at this Command is exercised by the Commanding General, through the Head, Supply Department.

105. Operational Control. Dining facilities in a caretaker status and under the custodial control of the Head, Security Department/organizational commanders will be activated only upon the authority of the Commanding General, at which time responsibility for operational control will be indicated. Head, Security Department exercises operational control of the Correctional Facility, Dining Facility Building 3247. Operational control of the following dining facilities is assigned as follows:

1. Commanding Officer, Support Battalion. "D" Barracks Dining Facility Building 2003 and "G" Barracks Dining Facility Building 2007.

2. Commanding Officer, The Basic School. Camp Barrett Dining Facility Building 24002.

3. Commanding Officer, Weapons Training Battalion. Weapons Training Battalion Dining Facility Building 27219.

4. Commanding Officer, Officer Candidates School. Dining Facility Buildings 2186, 2600 and 3090.

~~5. Commanding Officer, Marine Corps Air Station. Turner Field, Dining Facility Building 2106. Commanding Officer, Marine Corps Air Station, Turner Field, Dining Facility Building 2106.~~

106. Entitlement. Entitlement to rations at Government expense is contained in the Marine Corps Manual, paragraph 10110.

107. Food Allowance Definitions

1. Daily Food Allowance. An authorized quantity of nutritionally **adequate food** for the subsistence of one man for me day.
2. Basic Daily Food Allowance (BDFA). A **prescribed** quantity of food, **defined by components** and **monetary** value, which is required to provide a nutritionally adequate diet for one man for one day. It is not part of the pay of the service member, but it is a limited allowance prescribed by the Government.
3. Supplemental Food Allowance. A prescribed quantity of food, **defined by quantity or monetary value**, which, due to **unusual or extraordinary circumstances**, is required in addition to the basic daily food allowance.

108. Ration Definitions

1. Commuted Ration. A prescribed monetary value that is paid to **authorized enlisted** members in lieu of a food allowance in kind.
2. Ration in Kind. A person provided **prepared food items** in garrison or the field at **Government** expense is considered to be receiving a ration in kind.
3. Ration. A flight ration is an allowance of provisions **provided to members** of the Naval service and to employees of the **Department** of the Navy while engaged in flight operations.
4. Field Ration. Any rations furnished to personnel engaged in maneuvers, **field** exercises, or combat are considered as field rations.
5. "A" Rations. The "A" ration is designed for large group feeding in **garrison or the field**. The "A" ration is composed mainly of fresh or fresh frozen (highly perishable) subsistence **items**. Food preparation facilities and refrigerated storage spaces are a requirement when this ration is utilized for feeding.
6. "B" Rations. This ration is designed for large group feeding when cooking facilities are available and can be used. This ration is **composed** of canned or dehydrated nonperishable food which has been substituted for like **items** of a perishable nature.
7. Packaged Operational Ration. The packaged operational ration is **designed for** individual or **small** group feeding when the tactical situation **is** unstable so that cooking **facilities** cannot be used. The packaged operational ration used by the Marine Corps is the individual combat meal. This meal is designed for use in individual units as one meal. Each meal supplies one-third of the minimum daily nutrient **requirements**; therefore, any combination of three will give a nutritionally complete daily food **allowance**.

109. Organization. Organization for the Marine Corps food service program is contained in **MCO P10110.14H**.

110. Personnel Staffing. Food service personnel staffing is contained in ~~MCO P5320.5B~~

111. Staff Cognizance. The Head, Supply Department has cognizance over the operation and functioning of all this Command's enlisted dining facilities.

112. Mission. The mission of the Head, Food Service Division is to assist **in Command** management of appropriated dining facilities and to lend technical assistance to the Head, Security Department/organizational commanders operating dining facilities. The Head, Food Service Division will function under the cognizance of the Head, Supply Department.

113. Head, Food Service Division Responsibilities. The Head, Food Service Division will perform the duties as set forth in MCO P10110.14H, Food Service and Subsistence Management Manual, paragraph 3020, and be responsible for the following:

1. Promulgation of orders and directives to provide guidance in the operation of the dining facilities.
2. Coordination of the food service program for the consolidated system.
3. Overall financial management of the food service program.
4. Guidance and technical assistance to Head, Security Department and organizational commanders exercising operational control of dining facilities, when requested.
5. Standardization of training programs, food preparation, decor of dining facilities, and service to the--patrons.
6. Acting as a consultant on the assignment of all OF-33 personnel to ensure maximum utilization of manpower.
7. Promulgation and provision of technical information as required or requested by the Head, Security Department/organizational **commanders** exercising operational control of dining facilities.
8. Conducting periodic scheduled inspections and staff visits of all enlisted dining facilities.
9. Conducting **unannounced** inspections as required.
10. Serving as technical representative to the OIC, **COM's** (Closed) on food preparation and procurement of food preparation equipment.
11. Maintenance of data on food service personnel concerning training and schooling in dining facility operations, institution of on the job training for food service and subsistence personnel, when required, and recommendations for additional training as appropriate.

12. Development of approved methods, systems and techniques for reducing the waste of edible food in its distribution, preparation, and consumption.

13. Convening a food service planning board as prescribed by **MCO P10110.14H**.

14. Preparation of and publishing as a Command bulletin the menu as approved by the **Menu Board**.

15. The organization, administration, and operational control of the Administrative Section, Central Pastry Kitchen Section and Consolidated Food Service Equipment and Facilities Section.

16. Cooperating with, and coordinating the activities of food **management** teams when visiting Command dining facilities.

17. Advising the Subsistence Officer of the need, acceptability, and desirability of subsistence items.

18. Maintaining an adequate supply of official food service publications.

19. Advising the Head, Facilities **Department** regarding the functional layout of equipment on new construction or rehabilitation of dining facilities.

20. Conducting quarterly food service evaluations to determine the "best dining facility" within this **Command**.

114. Food Service **Operations** Officer Responsibilities. The Food Service Operations Officer will be guided in the **performance** of his duties by the provisions of **MCO P10110.14H** and as modified below. The Food Service Operations Officer will be responsible for the following:

1. Supervision of the Consolidated Food Service Equipment and Facilities Section within the Food Service Division which **includes** dining facility property **control** and maintenance procedures. These duties are outlined in detail in Section VII of this **Order**.

2. Preparation and certification of a recapitulation of the daily and monthly **Man-Day** Authorization memorandums and Man-Day Fed Reports.

3. Preparation of the Subsistence Operational Analysis Report, **NAVMC** Form **10369-SD**, with all supporting documents for certification by the Head, Food Service Division.

4. Supervision of the Central **Pastry** Kitchen within the Food Service Division. These duties are outlined in detail in **MCO P10110.14H**.

115. Head, Security Department/Organizational Commanders. It is the **responsibility** of the Head, **Security** Department/organizational **commanders** assigned operational control of enlisted dining facilities to

ensure that personnel under their **command** are properly provided with food, which is of good quality, of sufficient quantity, well prepared and served. Specific responsibilities are listed below. **MCO P10110.14H** and **MCO 10110.34B** provide additional guidance. The Head, Security Department/organizational **commanders** operating dining facilities will:

1. Assign in writing a dining facility officer for the detailed supervision of the respective dining facility (a copy of the orders will be delivered to the Head, Food Service Division).
2. Ensure an economically operated dining facility by enforcing waste control, supply discipline, proper food areuaration methods, and maintaining proper liaison between the dining facility officer and the organizational commanders relative to the **number** of personnel to be subsisted.
3. Ensure that the dining facility is maintained in sanitary condition at all times in accordance with the Manual of Naval Preventive Medicine, Chapter I.
4. Restrict the use of garrison type food service **equipment** to the operation of the dining facility **in** accordance with **MCO P4400.19B**, Volume I.
5. Designate hours of serving all meals, commensurate with needs, keeping the frequency of off-hour servings to a minimum.
6. Assign food service attendants in accordance with **MCO P5320.5B**, **PRCM**, paragraph 4000.5.
7. Require the Officer of the Day to be present in the dining **facili-ty** during the serving of all meals. Provide a sample checklist that will be utilized by the Officer of the Day. Figure 1 of Appendix H depicts the sample checklist which will be utilized by the Officer of the Day daily.
8. Ensure that the serving of "Operational Rations" in the field is not supplemented by items of "Garrison Rations", thereby causing a financial burden on the dining facility.
9. Under no circumstances **remove** prepared coffee, coffee grounds, cups, sugar, milk or **silverware from** the dining facility. Commanding Officers operating coffee messes will use cups, silverware and other equipment that-is dissimilar to Government items used in the dining facilities.
10. Ensure that expenditure of subsistence items **purchased** for dining facility consumption is authorized only for those personnel entitled to subsist at Government expense who have complied with headcount procedures and for those personnel who have complied with the requirements for the sale and payment of meals.

11. Ensure that appropriated funds are not used for subsistence support of official **Command functions**, i.e., **retirement** ceremonies, **change of command**, and parades **in honor** of visiting dignitaries, etc.

12. Be **responsible** for the financial management of the dining facility under their operational control.

13. **Maintain** the objective of the food service program by initiating orders which may be necessary for the accomplishment of the requirement of this Order. Require the preparation, documentation and submission of **forms** and periodic reports as set forth in this Order.

14. **Ensure** that food **items** (raw or **prepared**) are not removed from the dining facility except as **specifically** authorized in writing.

15. Ensure that the average cost to feed per man-day per month does not exceed the basic daily food allowance **authorized** for that month as outlined in **MCO 10110.34B**.

16. **Ensure** that the end of the month subsistence inventory does not exceed 20% of total monetary credits due for that month as authorized by **MCO P10110.14H**.

116. Dining Facility Officer. The dining facility officer will be **guided** in the performance of his duties by the instructions **outlined** in **MCO P10110.14H**, **MCO 10110.34B** and as outlined below. The dining facility officer will:

1. Be responsible to the Head, Security Department/**organizational** comer for accomplishing all orders and directives **promulgated** from this Headquarters or higher authority, related to administration, **management**, and operation of the dining facility.

2. Ensure that the dining facility is **operated within** the spirit and intent of **MCO P10110.14H**, **MCO 10110.34B** and this Order.

3. Require that **food** preparation **equipment** be utilized to the fullest extent to expedite patron feeding.

4. Ensure that the dining facility manager is informed of severe **flucuations** in personnel to be fed, and **in** those instances where personnel from other organizations are being subsisted in the dining **facility under** his cognizance, establish **liaison** with the organizational, **commander** for the same purpose.

5. Require observance and adherence to practices of supply discipline within the dining facility.

6. Ensure proper requisitioning, storage and control of food **in** the dining facility.

7. Provide the Food Service Operations Officer with a complete, accurate -subsistence inventory as required by **MCO P10110.14H** and this Order. Inventories are to be taken after the evening meal on the last day of the month and delivered to the Head, Food Service Division prior to 1600 on the second workday of the following month. Prepare and submit the inventory cover letter with inventory deck as depicted by Figure 51, Appendix H.

a. Supervise the preparation, documentation and timely submission of food preparation control forms, administration forms and periodic reports as set forth in this Order.

9. Ensure that Appendix E is accomplished daily by the **dining facility** manager or the next senior man present. Entries are to be made at the time the area is inspected; discrepancies are to be noted and corrective action taken **immediately**.

16. Utilizing Figure 2, Appendix H, conduct an evaluation-of the dining facility as required, but not less than once each month.

11. Attend quarterly meetings of the Food Service Planning Board.

12. Be responsible for all Government property in the dining facility.

13. Be responsible for the sanitary condition of the dining facility.

14. Be responsible for proper collection, recording and **disposal** of funds for paid supernumerary rations, and the proper reporting thereof in accordance with this Order and **MCO P10110.14H**.

15. The maintenance of an estimated and true record of financial status of the dining facility.

li7. Official Publications. This Order and the following publications (which are to be kept current and displayed in each dining facility for evaluations) will be used in operating dining facilities:

... Federal Supply Catalog 89 Series Price List, Perishables and Non-perishables.

2. SECNAVINST **4061.1B**, Food Sanitation Training Program.

3. NAVSUP 421, Naval Food Operations Reference **Manual**.

4. NAVMED P-5010, Manual of Naval Preventive Medicine, Chapter I.

5. **MCO P10110.14H**, Food Service and Subsistence Management Manual.

6. **MCO P10110.16B**, Armed Forces Recipe Service.

7. **MCO P10110.17A**, Marine Corps Menus.

8. **MCO P10110.25B**, The Standard "B" Ration for the Armed Forces.

9. MCDECO **6240.1A**, Preventive Medicine Regulations.

148, Food Service Planning Board. The Food Service Planning Board is ~~established~~ and will consist of the Head, Food **Service** Division, Food Service *rations Officer, Subsistence Officer, dining facility officers, Food Service Technician, dining facility managers, food service property chief, a representative of the Base Surgeon and two sergeants or below entitled to subsist at Government expense from each dining facility. The Board will meet the 10th working day of the first month of each quarter. **The** following functions and procedures apply to the **Board**.

1. Menu. Using **MCO P10110.17A** as a guide, the proposed menu will be discussed on the basis of availability of subsistence items, climatic conditions, command requirements, cost limitations, and troop acceptability, and the menu submitted.

2. Planning* Pertinent information, as it effects the food service **program**, will be disseminated, mutual problems and past activities discussed and future functions planned to encompass all areas of **food** service.

119. Appearance and Grooming of Personnel. Personnel engaged in the **preparation and serving** of foods will be neatly attired in appropriate food service uniforms. Appropriate uniforms and **grooming** consist of the **following**. All clothing is to be maintained in a neat, clean, and serviceable **condition**:

1. Jacket and trousers.
2. **Belt**.
3. **Boots**.
4. Clean shaven.
5. Regulation haircut.
6. Fingernails cut short and kept clean.

120. Officer of the Day. Each menu served in a dining facility will be sampled by an officer detailed by the Head, Security **Department/organizational commander** responsible for operation of that dining facility, in accordance with U. S. **Navy Regulations**, Article 1119.1 and **MCO P10110.14H**. The Officer of the Day (OOD) will make **comments** regarding the quantity, quality, appearance and service of the food, as well as appearance of the Personnel, work areas, and dining area. Regulations governing the inspection of food in a dining facility by dining facility officers or duty officers, do not authorize serving a meal or meals to such officers at Government expense. Figures 1 and 5 of Appendix H depicts checklist and instructions for maintenance of the Officer of the Day checklist and cook's worksheet.

121. Security of Dining Facilities. Head, Security Department/organizational commanders operating dining facilities will establish procedures for the positive control of all keys used to secure storage spaces in the facility. In order to be satisfactory, the key control procedures must be on a signature basis. When the building is secured, keys are to be turned in to the Officer of the Day and a notation of date, time, and individual recorded in the Officer of the Day's log book. When keys are received from the Officer of the Day, keys are to be logged out in the same manner.

122. Checklist for Securing Dining Facilities. The checklist as listed in Figure 3, Appendix H, will be completed daily by the chief cook or responsible individual, prior to securing the dining facility, in order to ensure that all areas within the facility are properly secured prior to locking exit doors and securing the building. The checklist for securing dining facilities is to be retained in the files for 30 days.

123. Billeting Space in buildings designed as dining facilities will not be utilized as billeting spaces, (living quarters) for personnel unless specifically authorized in writing by the Commanding General.

124. Evaluations. Inspections of dining facilities where food is prepared and served will be as follows:

1. Technical Evaluations. Technical evaluations will be conducted in accordance with paragraph 901 of this Order. Liaison will be made with the Head, Security Department/organizational commander prior to and at the conclusion of each evaluation. Noted discrepancies will be covered in detail and recommended action suggested. A written inspection report will be provided upon request and submitted via the Head, Security Department/organizational commander of the organization inspected. A competitive score sheet for the best dining facility of the quarter award as outlined in Section 9 of this Order will be provided. One copy will be delivered to the Head, Security Department/organizational commander of the organization inspected, one copy will be delivered to the Head, Supply Department, and one copy retained by the Head, Food Service Division. An additional copy will be filed with the Base Inspector when the evaluation grade is below average or unsatisfactory.

2. Unannounced Evaluations. Unannounced evaluations of dining facilities with food preparation facilities may be conducted at any time. The inspecting officer will not give the command prior notification; however, upon arrival at the dining facility, he will notify the senior man on duty and the Head, Security Department/organizational commander or duty officer, as appropriate, of his presence, and the purpose of the visit. A verbal report will be provided prior to the inspector's departure on discrepancies noted. A written evaluation report will be provided when the evaluation grade is below average or unsatisfactory.

125. Staff Visits. Visits will be made to dining facilities monthly. Such visits may be regularly scheduled evaluations or staff visits. The Head, Food Service Division or his representative will contact the

command prior to the visit **in** order that the dining facility officer may be present. The **Head, Security Department/organizational commander** will be apprised of the visit upon its completion.

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

127. Food Service Personnel Physical Examinations. **In** accordance with enclosure (2) of **MCDECO 6240.1A**, all food handlers, except food service **attendants** shall be **examined** by the Base Surgeon or **his** representative for **communicable** and other diseases before being assigned to such duties, and at least once a year thereafter. Food service attendants will be given a medical examination prior to assumption of **duties**, and **as deemed** necessary for the remainder of their food handling assignment. A copy of **examinations** will be retained in the dining facility files.

128. Contagious, Communicable Diseases, and Food Poisoning. **All suspected** cases of contagious and communicable **diseases and all outbreaks** of food poisoning will be reported immediately to the Base Surgeon, Environmental Health Officer, and Head, Food Service Division.

129. Monthly Personnel Roster. Head, Security **Department/organizational commanders** operating dining facilities, utilizing appropriated funds for subsistence items and **equipment**, will submit a monthly personnel roster of all food service **personnel assigned**, on the last day of each month. The personnel roster will be prepared (using Figure 4 of Appendix H as the **format**), **in** duplicate, with the duplicate copy retained in the dining facility files for a period of one year. The personnel roster will be submitted in sufficient time to reach the Head, **Food Service Division** not later than the third working day of each month.

130. Temporary Closing of Dining Facilities. The Head, Security **Department/organizational commanders** operating dining facilities will notify the Head, Food Service Division, in writing, when a dining facility is to be closed **in** excess of 48 hours. The notification of closing will state assistance required for subsisting of personnel, coordinating for delivery of subsistence supplies, or other staff support required. In the event of an emergency, a telephone call will suffice with the written report to follow within 24 hours. The following steps provide a checklist to be taken prior to closing the facility.

1. Request disposition instructions for all subsistence items on hand. Subsistence **items** will be issued/invoiced on standard requisition forms stating Federal Stock Number, quantity and price. This is the supporting document for reducing NAVMC Form 708, Stock Record and Inventory Control Card, to a zero balance for the closing of the facility. Likewise, it will be a supporting document for making proper entries on NAVMC Form 708, Stock Record and Inventory Control Card, at the receiving facility. In the event that the subsistence requisition/issue does not reconcile NAVMC Form 708, Stock Record and Inventory Control Cards, at the closing facility, an inventory **adjustment** is required as outlined **in** paragraph 304.6 and as depicted by **Figure 9, Appendix H.**

2. Notify the Base Maintenance Officer of date and time of closing, and request:

a. **That** utilities to ranges and refrigerators be shut off.

b. That routine maintenance inspection be conducted in order to make repairs while the facility is closed.

3. Leave doors to ranges, refrigerators, and freezers open once **utilities are** secured.

4. All' preparation and serving utensils are to be cleaned, inventoried, and stored in a locked room. **Items** of galley **equipment will be** cleaned, garrison or plant account property will not be removed from the building.

5. Occupational clothing will be inventoried and turned in as directed by the Food Service Operations **Officer.**

6. All **Government** property will be inventoried jointly by the responsible officer or rear echelon **commander.** Upon completion of the inventory, the new responsible officer/organizational commander will become responsible and the old responsible **officer's** account will be closed.

7. Ensure that the dining facility and surrounding grounds are left in proper state of police. Arrange disposal of trash and garbage **remaining** after the final meal is **served.**

8. Provide the Food Service Operations Officer the name of the individual who has custody of keys for the building.

131. Commuted Rations

1. **Authority.** MCO 10110.33 and MARCORMAN, paragraph 10110.2, provides **that, subject** to the permission of Head, Security **Department/commanding** officers and approval of the organizational **commanders** responsible for the operation of the dining facility, enlisted personnel on permanent, temporary, or **temporary** additional duty, at a station where an enlisted dining facility is **maintained,** may make application to have their rations **commuted** at the applicable daily rate. The application for an

allowance to subsist separately is not to be authorized solely on the basis of marital status, dependency, location of the member's residence (except when occupying Government leased quarters), pay grade, or as an extra incentive or compensation on the basis of the member's assignment to specialized duties (such as band, recruiting, chauffeur, or orderly). Each application is to be considered on its own merit.

2. Application

a. **Entitlement** to commuted rations commences on the **date** and hour a member's written request is approved by **the commanding officer** or his designated representative. Retroactive approval of **commuted rations** is prohibited, NAVMC Form 10522-PD will be used to request **commuted rations**. The application for commuted rations must be reduced **to writing immediately** in order for the allowance to become effective before the first **meal** hour occurring after **reporting aboard**. **Four** copies of the form are required. The form may be **typewritten** or **neatly printed** and legible in ink.

* **b. All married enlisted personnel residing with dependents shall be** afforded an opportunity to apply for commuted rations.

c. Once **commuted rations** have been authorized, **such authorization** will remain in effect during the remainder of **the tour of duty** at this **Command**, unless suspended or revoked for cause.

d. When an individual is transferred or ordered to temporary **additional duty** within this **Command**, the commanding officer of the unit to which the individual is assigned will recognize the previous authorization. This policy in no way restricts the **commanding officer's** authority to revoke or suspend previous authorization, for cause.

e. **A copy** of the NAVMC Form 10522-PD, signed by the **commanding officer**, with endorsements authorizing the **commuted rations**, will be filed in the individual's service record during his tour of duty at this **Command** unless revoked for cause. Upon transfer from the **Command** or upon revocation for cause, **subject authorization** will be removed from the individual's service record.

f. The current monetary value of **commuted rations** is published in MCO P10110.14H.

g. The Officer of the Day, is authorized to approve or disapprove applications for **commuted rations** submitted by eligible personnel reporting to this **Command** for duty after regular **working** hours, weekends, and holidays. Such actions will be subject to review by the organizational **commander** responsible for operation of the dining facility and the **commanding officer** to which the individual is assigned for duty. Requests for **commuted rations** approved by the Officer of the Day will be forwarded with the original orders to the **commanding officer** of the unit of which the individual is assigned.

h. The Head, Security Department shall ensure that the pertinent portions of this Order are incorporated into the special orders for the Officer of the **Day** and that sufficient quantities of **Commuted Rations Action Forms (NAVMC 10522-PD)** are readily available to the Officer of the Day for utilization by personnel desiring to apply for commuted rations.

3. **Policy.** Organizational **commanders** responsible for the operation of **dining** facilities are authorized to grant commuted rations under the following circumstances:

a.. **The applicant** resides with his dependents within a reasonable distance from his **normal** place of duty. **As** a guide, a reasonable distance is interpreted as being within approximately 80 miles from the individual's place of duty and at such a location that, **in** the opinion of the **commanding** officer, daily **commuting** constitutes no interference in the performance of duty and does not present a definite safety hazard by travel in a private vehicle or public conveyance.

b. Other enlisted personnel may be authorized when **recommended** by organizational **commanders** for hardship or special cases. Applications will be forwarded with justification via the organizational **commander** delegated operational control of the dining facility, to the **Commanding General** (Code B 210).

c. **MARCORMAN**, paragraph 10110 requires that commanding officers who **are** not responsible for the operation of a dining facility, **have** approval of the organizational commander responsible for the **operation** of the dining facility, prior to approving applications for **commuted** rations.

4. **Special/Hardship Cases.**---Organizational **commanders** and commanding officers are requested to review the following criteria to ensure the **recommending** of approval for commuted rations to applicants for special or hardship cases is not detrimental to the operation of the dining facility, (each application is to be considered on an individual basis):

a. Menus served **in** dining facilities are formulated over a period of time, **normally** 30-45 day cycle to enable the facilities to operate within the authorized basic daily food allowance. Menu planning involves rotating expensive meats, fish and poultry entrees with less expensive portions of meats and variety products in proportion to the overall percentage of cuts derived from pork and beef, i.e., roasts, steaks, ground beef, pot roast, **swiss** steak, etc. This action balances the menu "**cost wide**". Personnel drawing **commuted** rations are **inclined** to subsist in the dining facility **only** when higher price entrees (meats and seafoods) are served, thus increasing the cost to feed.

b. **Number of** personnel actually fed in the dining facility (an excessive number of personnel drawing commuted **rations** is a financial burden and detrimental to the operation of the dining facility).

c. Ratio of paid **supernumerary** personnel (**commuted** rations) to **personnel** authorized to subsist at **Government** expense (in kind).

d. **Feeding commitments** peculiar to the **command**.

e. Financial condition of the dining facility.

f. Personnel residing in the barracks should not receive **commuted** rations.

g. Reason for living **off Base** (convenience or necessity).

h. Maturity of applicant;

i. Conduct and proficiency of individual.

j. Temperance.

k. Integrity (no indebtedness, etc.).

l. **Second** enlistment or over two years service.

m. **Once** granted **commuted** rations, personnel will not subsist in the dining facility except when in a duty status that requires their presence.

132. Official **Command** Functions. Appropriated funds will not be **used** for **subsistence support** of official **Command** functions, i.e., retirement ceremonies, change of **command**, and parades **in** honor of visiting dignitaries. Expenditure of subsistence **items** purchased for dining facility **consumption** is authorized only for those personnel entitled to subsist at Government expense, who have **complied** with **head-count** requirements for the sale and payment of meals.

133. Standards of Dress

1. The standards for dress and conduct set forth apply equally to persons partaking of meals within the dining facility or those who enter the dining facility to converse with patrons or for other reasons.

2. In order to ensure a minimum standard of neatness, the following types of clothing will not be worn within the dining facility:

a. Shower shoes.

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

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

d. Athletic attire.

- e. Shoes or sandals without socks.

134. Standards of Conduct

1. The basic philosophy for the dining facility patrons must be "respect your neighbors".

2. When a person or patron of the dining facility does not comply with the spirit of this code, the fact will be reported using the following procedures:

a. First. ~~Notify the senior person~~ present in the group and preferably the individual that their/his conduct is unacceptable.

b. Second. If **corrective** action is not taken within a reasonable time, **five minutes**, contact the dining facility manager or the chief cook on watch.

c. Third. Contact the battalion officer of the day and request his **presence** at the dining facility. **As** a last resort, if all other means fail, contact the MCDEC Staff Duty Officer.

3. Profanity, abusive language and loud yelling or talk are out of place at all times.

135. Patron Education Program. Organizational commanders will establish a patron education program to ensure that personnel supported by a dining facility understand the **elements** of the food **service** program, especially food conservation, supply discipline and financial constraints for the food service program. The Head, Food Service Division will provide technical information and assistance as requested.

136. Suggestion Boxes. Every effort will be made, including solicitation of ideas, constructive criticisms, and recommendations from all **dining** facility patrons of the several means available for communications between Marines and their organizational **commanders**. The most convenient is the suggestion box. Figure (49), Appendix H, depicts a sample suggestion form. **The** following procedures apply to control and utilization of the suggestion box:

1. The suggestion **box** is to be installed in a conspicuous location **in** the dining facility near the main exit convenient for personnel to deposit completed forms.

2. Provide blank forms near the suggestion box with pen or pencil for writing.

3. Encourage all dining facility patrons to utilize the suggestion box program for the submission of ideas, constructive criticisms, and **recommendations**, or, to acknowledge outstanding acts or contributions by individual food service personnel.

4. Establish **procedures** whereby:

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

b. The deposited **forms** will be collected daily by the battalion sergeant major or individual designated by the organizational commander having operational control of the facility.

c. Each suggestion form will be actively reviewed and passed to the **dining** facility manager for possible implementation if practical.

d. The organizational **commander** provides a reply to suggestions when a valid name and address is furnished on the reverse side of the suggestion form.

e. Suggestions which have merit and cannot be implemented at the **dining** facility level will be forwarded to this Headquarters (Code B 210) for **action**.

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SECTION II

FOOD SERVICE PROCEDURES

201. Master Menu. The Master Menu Workbook published by this **Command** will be **adhered to** in the operation of **all** dining facilities. **Changes** to the menu must receive prior approval **from the** Head, Food Service Division. All food **prepared** in the dining facilities will be prepared in accordance with **MCO P10110.16B**, except that the **recipes** contained in **MCO P10110.25B**, may be used in the preparation of "B" rations.

202. Utilization of Standard Forms. Standard requisitioning; food production, and control forms will be utilized in the operation of dining facilities as outlined below:

1. Cook's Worksheets. The Cook's Worksheet (10110) NAVMC Form 36-SD (Rev. 2-73), is intended as a plan of the day for the guidance of food service personnel in the preparation and serving of **meals** in the dining facilities. Figure 5 of Appendix H provides detailed instructions for preparation and maintenance of Cook's Worksheets.
2. Financial Status of Mess. The Financial Status of the Mess, NAVMC Form 584-SD (Rev. S-66) will be prepared and used to indicate financial stability of the facility. Figure 6 of Appendix H-provides detailed instructions for preparation of this form.
3. Subsistence Issue Receipt (10110). Figure 7 of Appendix H provides detailed instructions for maintenance of the subsistence issue receipt.
4. Stock Record and Inventory Control Card, NAVMC Form 708-SD. Figures 8 and 9 of Appendix H provide detailed instructions for maintenance of stock record and inventory control cards.
5. Product Sheet (NAVMC Form 10616, Rev. 7-68). This document is intended to be used as an official **planning** form for the individual **cook** in the preparation of a product. **This** document will be used, and when completed, retained in the dining facility managers' files with the Cook's Worksheet. Figure 10 Appendix H provides detailed instructions for maintenance of product sheets.
6. Cook's Produce Requirement (NAVMC Form 10615-SD (4+5)). This document will be used by the **chief** cook to alert the **vegetable** preparation room for the vegetable requirements of the galley for any given day. Once completed, this form will be retained in the dining facility managers' files with the Cook's Worksheet and the product sheet. The use of **this** form is mandatory. Figure 11 of Appendix H provides detailed **instructions** for **maintenance** of cook's **produce** requirement sheets. Figure 12, Appendix H, depicts conversion factors **from** (EP) edible portions to (AP) as purchased.

203. Internal Control of Subsistence Items in the Dining Facility. The procedures outlined in this Order will be adhered to in order to provide positive internal control for subsistence items in a uniform manner.

204. Safekeeping of Subsistence Supplies. The safekeeping of subsistence supplies **which** have been issued to a dining facility is the responsibility of the Head, Security **Department/organizational commander** who is responsible for the operational control of that facility. The Base Food Service Operations Officer is responsible for the safekeeping of all subsistence supplies issued for use in the Central Pastry Kitchen.

205. Reports of Investigation. When subsistence supplies which have been issued to the Head, Food Service Division/dining facility officer are lost, damaged, or destroyed, these supplies will be reported as set forth in Chapter II, Part B of **MCO P4400.19B**.

206. Rotation of Subsistence Stems. All subsistence items received at the dining facility will be dated as date received at the dining facility; delivery copies of requisitions will be utilized as supporting documents. Dates received will be entered with grease pencil or felt tip pen in order to be legible and easily identified. Date will be marked on label side of container; in the event no label is entered on container, the marks will be on the side of the container, facing the isle. Additionally, the case weight as noted on delivery copies of produce will be entered on produce containers and this entry will be circled. Date received will be entered as month, day and year, i.e., 7/13/73, **July 13, 1973**. Stores are to be rotated; oldest stock received by the dining facility will be used **first, unless deterioration** of contents require immediate use to prevent loss to the Government, in which event the Head, Food Service Division is to be notified.

207. Recreational Meals. Requests for prepared food for authorized recreation parties will be submitted to the Head, Security **Department/organizational commander** having operational control of the dining facility in which the respective unit is subsisting for approval/disapproval. The *** request will be submitted in time to reach the dining facility manager 14 days prior to the date planned for the event.** Rations furnished will be for the total number attending. Personnel receiving recreational meals are not entitled to subsist at the dining facility for the meal that the meals are replacing. Requests for recreational meals will be prepared in accordance with the format prescribed in Figure 13, Appendix H. A separate paid supernumerary ration register will be used to record group signatures for monies collected for recreational meals, A representative of the Head, Security Department/organizational commander will make a certification on the meal signature record, for those personnel entitled to subsist at Government expense. Providing of ice for recreational events is not a food service function. Ice and single service items (paper gear) is a responsibility of the respective organization.

1. Collection of Funds and Property Responsibilities. The Head, Security Department/organizational **commander** will designate a representative to collect and turn over for credit to the dining

facility manager, all money for meals from officers,, guests, and enlisted personnel on **commuted** rations attending the event. All monies will be turned in for credit prior to, or at the time the food is removed from the dining facility. The designated representative will also receipt for and assume responsibility for all food service property used. Upon the safe and prompt return of such equipment to the dining facility, the signed memorandum receipt will be returned to the **responsible representatives**. charges will be as currently prescribed for the noon meal; officers and authorized civilians will pay food cost and surcharge.

2. Rations Issued. **All** of the below listed items need not be provided; however, an ample assortment necessary to provide an acceptable menu will be provided. The issue of steak or other meat entrees is prohibited. **MCDECO 6240.1A** should be adhered to regarding sanitary precautions in the dining facility. Upon approval of the **recreational** meal request, the dining facility supplying meals will present the following menu:

Frankfurters w/buns
Hamburgers w/buns
Cheeseburgers w/buns
Sliced bologna
Sliced salami
Sliced cheese
Sliced luncheon meat
Baked Beans
*Macaroni/potato salad - not to be served during **summer** months.
Potato chips
Pickles/olives/sliced onions
Catsup/mustard/relish/bread

208. **Box bunches (Nonflight Menu)**

1. Instructions. The box lunch (nonflight) menu is included for use **in preparing** a standard suitable lunch for personnel that cannot possibly be fed a hot meal in the dining facility because of the nature of the performance of their official duties. The form as illustrated by Figure 14, Appendix H, will be attached to each bag lunch prepared. Use of this form will significantly reduce the potential of food borne illness encountered in sandwich type feeding. Requests for box lunches will be prepared in accordance with Figure 15, Appendix H.

2. The box lunch will replace a meal and will not be served in addition to the regular meal.

3. Issue and control of box lunches is the responsibility of the Head, Security **Department/organizational commander** operating the dining facility.

a. Requests for box lunches and other meals for **consumption** outside the dining **facility must** be in **writing. Such requests must** be justified; kept to **a minimum**, and **issued only** to persons entitled to rations in kind or who have paid for the meal at the appropriate **commuted** ration rate.

b. Requests must include the names of persons to receive the box lunches and their meal card numbers. All such requests shall be attached to the appropriate meal signature record to justify ration credits for such meals.

c. A certification will be **made** on the **meal signature record by** the **person** picking up box lunches.

(1) Menu. The box lunch (nonflight) menu will consist of the following items:

<u>Quantity</u>	<u>Item</u>
1	Roast beef sandwich or two pieces of fried chicken* or sliced turkey sandwich or baked ham sandwich.
1	Bologna and cheese sandwich or luncheon loaf sandwich or salami sandwich or two hard boiled eggs.
1	Milk, pint.
1	Fresh fruit (apple, orange, pear, peach, or banana).
1	Pastry (cake or cookies).
1	Portion of lettuce or carrot and celery sticks or pickles and olives.
1	Individual envelope of salt, pepper, catsup, mustard, salad dressing, and napkin.

*If this combination is provided, include a bread and butter sandwich.

(2) Time Limitations. Personnel must prepare box lunches as close as possible to **pickup** time. Prepared box lunches must be kept refrigerated until issued and must be **consumed** within three hours after removal from refrigeration.

(3) Preparation Precautions. The following precautions will be used in preparing box lunches:

(a) Sandwiches will not be prepared with hot meats or other hot ingredients.

(b) Sandwich ingredients will be kept under refrigeration until actual use.

(c) Sandwich fillers made with a mayonnaise or salad dressing such as chicken salad, ham salad and egg salad, etc., and cream or custard **filled** cookies or cakes, will not be used.

(d) **MCDECO 6240.1A** contains guidance regarding sanitary **precautions** in the handling of sandwich type meals.

(4) Credit Taken. Credit taken for box lunches (**nonflight**) will be obtained by using appropriate conversion factor for the **meal** the box lunch replaces.

209. Night Meals. When approved by the Head, Security Department/**organizational commander** having operational control of the dining facility, carry&t night meals will be issued to authorized **personnel**. **Personnel drawing commuted rations are not authorized** night meals at Government expense. Requests **for night** meals will be prepared and **submitted** in accordance with Figure 15, Appendix H. Credit taken for night meals fed will be obtained by using appropriate conversion factor for the meal it replaces, breakfast or dinner.

210. Emergency/Special Feeding. Head, Security **Department/organizational commanders** having operational control of dining facilities will establish procedures for a duty food service section for after hours **emergency/special** feeding requirements.

211. Flight Rations. Entitled to flight rations is based on the **status of the person** requiring the ration.

1. The following categories of personnel will be required to pay cash for flight rations (the rates to be charged are contained in MCO P10110.14G):

- a. **All officers of the United States Government.**
- b. Civilian and military personnel of foreign **governments.**
- c. Enlisted personnel receiving basic allowance for subsistence in kind.
- d. Dependents of military and civilian Federal Government employees,
- e. Aviation cadets.
- f; Civilian Federal Government **employees**, including those under contract.

2. The following categories of personnel are entitled to flight rations at Government expense:

- a. Enlisted personnel of the uniformed services traveling under individual or group orders.

b. Enlisted personnel not receiving **commuted** rations or other monetary subsistence allowance.

3. The types of flight rations and cost limitations placed on flight ration **components** are contained in **MCO P10110.14H**, paragraph 01042.

4. The flight ration request, issue and receipt form illustrated in Figure 16, Appendix H, will be **used** as the authority to issue **flight** rations.

5. **The** Paid Supernumerary Ration Register (**NAVMC** Form 10298) will be used to record all meals sold on a cash basis. A daily record will be maintained by the Food Service Operations Officer of the number of flight rations issued or sold.

212. Field Feeding. Meals served in the field will be prepared, **transported and served** by personnel of the dining facility designated by the Head: Security **Department/organizational commander** exercising **command** over the training involved. Figure 17, Appendix **H**, provides a checklist for **field feeding**.

1. Care and Use of Food Container, Insulated, for Field Feeding

a. Unserviceable Condition. The food container, insulated, and jug, vacuum beverage, becomes unserviceable when any portion of the inner or outer shells is ruptured, allowing liquids and food particles to seep into the insulated area separating the shells. When this occurs, the results are a breeding place for bacteria, a source of food contamination, and sour odor from the putrefaction of food particles.

b. Inspection. The Head, Security Department/organizational commanders of dining facilities using food containers, insulated, or jugs, **vacuum** beverage, will implement the **following** procedures of inspection:

(1) All food containers/jugs will be inspected before and after **each** use. Particular attention will be given to the top gaskets to ensure that they fit snugly and to the fiber span connecting the inner and outer shells for punctures or ruptures which would render the containers unserviceable. In addition, a detailed inspection will be made of the sidewalls of the containers, inside and outside, for punctures and the outside welded seams for ruptures.

(2) Check all containers to determine excessive weight difference. Weight difference is a definite indication that liquids have penetrated the insulation of the containers and have rendered **them** unserviceable.

(3) If doubt exists as to the serviceability of the containers, they will not be used for food under any circumstances. The containers will be tagged as unserviceable and held in a suspense status pending an inspection by the Head, Food Service Division. When an early

evaluation is desired due to a shortage of containers, an immediate inspection may be requested by a phone call to the Head, Food Service Division.

(4) All food containers declared unserviceable by the Head, Food Service Division will be disposed of in accordance with current Marine Corps supply directives.

2. Handling and Storage of Food Container, Insulated for Field Feeding.

It is recognized that the present stock food container/jug, vacuum beverage, is fragile due to its **composition** and structure; therefore, it is mandatory that using personnel handle these items of equipment with **utmost** care to prevent excessive loss to the Government through replacements and to preclude damage to their thermal capability by abuse. The containers will not be subjected to maltreatment by throwing them on and off of vehicles, but will be loaded and unloaded with due care. Also, containers will be cleaned immediately after use, washed, dried, inspected, and placed in a safe storage location. **Particular** attention is required to cleaning of dispenser mechanism of the jug and sanitizing of neoprene seat cups within the dispenser mechanism.

213. Locally Reproduced Blank Forms. Locally **reproduced** blank forms, as **depicted in** this Order, and **which** are assigned local control numbers, are available for issue at the Facility and Equipment Section, Food **Service** Division. The forms will be used in operation of dining facilities at this Command in order to achieve standardization and enhance management procedures.

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SECTION III

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

301. Requisitioning Procedures. Requisitioning procedures for all **subsistence items** for the **Marine** Corps Development and Education Command consolidated food service **system** will be **in** accordance with the following instructions:

1. Nonperishable Subsistence

a. Nonperishable subsistence items will be requisitioned on the Inventory, Requisition, and Issue Record, **NAVMC** Form 10815 (Rev. 8-69). Deliveries will be made Monday, **Wednesday**, and Thursday. Nonperishable subsistence are issued in case lots with **the** exception of certain condiments and spices, which will be issued by the unit of issue.

b. In the event an emergency should arise, arrangements can be made for items by contacting the Food Service Operations Officer. **Dining** facilities should schedule delivery of dry stores as much as possible in the morning, in order that the afternoon may be devoted to replenishing stocks on the floor at the warehouse.

2. Perishable Subsistence. Meat items are delivered to dining **facilities** under the supervision of the Subsistence Warehouse Foreman, Monday through Friday.

a. Frozen Meats. These items are **requisitioned on the** Inventory, **Requisition**, and Issue **Record**, **NAVMC** Form 10816 (Rev. **8-69**), and submitted to the Food Service Operations Officer, Meat, poultry, and seafood that require thawing before preparation will be requisitioned to ensure that delivery is accomplished at least three days prior to **consumption** date.

b. Chilled Subsistence. This category includes cheese, eggs, butter, fresh yeast, shortening, horseradish, topping, and individual catsup, mustard, salad dressing, syrup, jams and jellies. The subsistence items are requisitioned on **NAVMC** Form 10818-1 (Rev. 8-69) and submitted to ~~the Food Service Operations~~ Officer. These items are delivered to the dining facilities on Tuesday and Friday each week.

c. Frozen Fruits, Fruit Juices, and Frozen Vegetables. This category includes all the above **items stocked in the cold** storage facility. These subsistence: items are **requisitioned on** the Inventory Requisition and Issue Record, **NAVMC Form** 10817 (Rev. 8-69) and submitted to the Food Service Operations Officer. These items are delivered to the Food Service Operations Officer. These items are delivered to the dining facilities Tuesday and Friday each week.

d. Fresh Produce. This category includes all fresh fruits, vegetables, and baking potatoes. These items will be requisitioned on

NAVMC Form 10818 (8-69) and submitted to the Base Food Service Operations Officer. **These items are delivered** to the dining facilities Tuesday and **Friday each week.**

e. Pastry Products. Pastry products to be produced and delivered by **the NCOIC (Central Pastry Kitchen** are requisitioned on **NAVMC Form 10819-Z (Rev: 8-69).** Requisitions are due prior to 1400 each Thursday for the following **Monday through Monday.** **Pastry** items are to be requisitioned as follows:

<u>Nomenclature</u>	<u>Unit of Issue</u>	<u>Billed As</u>
Regular cake	Sheet pan	Each or Pan
Poundcake	Three lb. loaf each	Each
Pies	Each	Each
Brownies	Sheet pan	Each
Cookies	Dozen	Dozen
Fruit Bars	Dozen	Dozen
Cinnamon rolls	Dozen	Dozen
Kolaches	Four dozen per pan	Dozen
Coffee rings	Three rings per sheet pan	Each
Stolen loaf	Three loaves per pan	Each
Iboughnuts	Dozen	Dozen
Ginger bread	Sheet pan	Each
-- Quick coffee cake	Sheet pan	Each

f. Dairy Products. **Dairy** products are requisitioned on NAVMC **Form 10819 (Rev. 8-69)** and submitted to the Food Service Operations Officer. Milk is requisitioned by the case or bulk carton, cottage cheese by the pound, and sour cream by pint containers. Ice cream is requisitioned by the gallon. Ice cream flavors available and quantity of one half pints of milk per case will be published by separate correspondence depending on the contract. Requisitions are due prior to 1400 each Thursday for issue the following **Monday through Monday.**

g. Bread, and Bolls. Bread is requisitioned by the loaf and rolls by **the** package on **NAVMC Form 10819 (Rev. 8-69)** and submitted to the Base Food Service Operations Officer, prior to 1400 each Thursday for issue the following Monday through Monday. Milk, bread, and roll orders may be increased or decreased by calling 640-2346 prior to 1000 the day prior to delivery.

h. Carbonated Beverage Syrup. Carbonated beverages are requisitioned by five-gallon containers. These items are written in on NAVMC Form 10815 (Rev. 8-69), and are delivered from the subsistence dry stores warehouse.

i. Ice. Ice for use in enlisted dining facilities, when procured from civilian sources, will not be procured with subsistence funds (Project 31), but will be chargeable to O&M allotment of funds for utilities. It is imperative that the dining facility's officer handle and store ice as sanitarily as portable water, since it is used in beverages and foods for human consumption.

j. CO² gas is requisitioned from the Food Service Operations Officer and is issued in 20-pound cylinders.

302. Issuing and Billing Procedures. Issuing and billing procedures will be in accordance with the following instructions:

1. The dining facility manager or his designated representative is to acknowledge delivery requisitions in order to ensure that weights and/or quantities of subsistence items are received in satisfactory condition. After quantities and condition are acknowledged to be satisfactory and acceptable, the appropriate NAVMC form or open purchase document is signed. Each dining facility retains one copy of the delivery requisition which plainly states quantity of items delivered. This copy is to be priced, extended, and filed in the dining facility; it is also to be reconciled with the true bill when received, and adjustments made as required. The original signed NAVMC requisition and issue form is used by the issuing activity to bill (Project 31), Base Food Service Operations Officer. All signed NAVMC requisition and issue forms are forwarded to the Food Service Operations Officer to be reconciled with the appropriate data processing printout sheet and the NAVMC form is filed by the Food Service Operations Officer. The duplicate copies of the printout sheet and the NAVMC form are forwarded to each dining facility as the official billing documents and should be verified with the delivery copy on file in the dining facility. Any discrepancies noted should be resolved with the Food Service Operations Officer immediately.

2. Perishable and Nonperishable Subsistence. Perishable and non-perishable subsistence items are delivered to the dining facilities on a scheduled basis..

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

(1) Milk, cottage cheese, and sour cream are delivered daily except Saturday and Sunday.

(2) Ice cream is delivered on Friday only during the winter season and Tuesday and Friday at other times.

(3) Bread and rolls are delivered daily except Saturday and Sunday. Dining facility 'supervisory personnel should verify packaging co& dates **and** quantities of all vendor delivered products prior to signing delivery **form** acknowledging receipt. These code dates are published periodically by a food service memorandum.

3. Special Note. All subsistence items will be requisitioned, issued, **billed and inventoried** by the unit shown on the quarterly price list, **i.e., can, package, pound, dozen, etc.** The units as noted on delivery **requisitions** are to be entered on dining facility NAVMC Form 708, Stock Record and **Inventory Control Card**, for subsistence items.

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

5. Emergency Issues. Special or **emergency** issues for perishable subsistence can be made any time during working hours by approval of the Base Food Service Operations Officer. Approval must be stamped on requisition prior to going to warehouse facilities. For emergency issues after **normal** working hours or on weekends, contact the Food Service Operations Officer or Food Service Technician. The home telephone numbers may be located in the local telephone directory.

303. Requisition Schedule. The following condensed requisition schedule provides a ready reference for all dining facilities. **Changes** to the schedule will be made only to **accommodate** holidays, subsistence inventories and other disruptive occurrences, at which time the Base Food Service Division will publish alternative dates.

1. Requisitioning Cycle For Nonperishable Subsistence

<u>Item</u>	<u>Copies Required</u>	<u>NAVMC Form No. and Pages</u>
Nonperishable	Original & 5	10815 (Rev. 8-69) 1-11
<u>Requisition Due</u>	<u>Delivery/Issued</u>	<u>Consumption Date(s)</u>
1400 one day prior to issue date	Monday, Wednesday, & Friday	As required
Carbonated Beverage Syrup	As requested	As required

2. Requisitioning Cycle for Perishable Subsistence

<u>Item</u>	<u>Pages Required</u>	<u>NAVMC Form No. & Pages</u>
Bakery Products (Vendor delivered to dining facilities) Original and 2		10819 (8-69) 1

<u>Requisition Due</u>	<u>Delivery/Issued</u>	<u>Consumption Date(s)</u>
1400 Thursday for	Thursday	Friday
the following	Friday	Sat. , Sm. , Mon.
Monday through	Monday	Tuesday
Monday	Tuesday	Wednesday
issue	Wednesday	Thursday

3. Requisitioning Cycle for Dairy Products

<u>Item</u>	<u>Pages Required</u>	<u>NAVMC Form No. & Pages</u>
Dairy Products	(Vendor delivered to dining facilities) Original and 2	10819 (8-69) 1

Milk, cottage cheese and **sour** cream.

<u>Requisition Due</u>	<u>Delivery/Issued</u>	<u>Consumption Date(s)</u>
1400 Thursday for	Thursday	Friday
the following	Friday	Sat., Sun., Mon.
Monday through	Monday	Tuesday
Monday	Tuesday	Wednesday
issue	Wednesday	Thursday

4. Requisitioning Cycle for Ice Cream or Sherbet

<u>Item</u>	<u>Pages Required</u>	<u>NAVMC Form No. & Pages</u>
Ice cream or Sherbet	Original and 2	10819 (8-69) 1

<u>Requisition Due</u>	<u>Delivery/Issued</u>	<u>Consumption Date(s)</u>
1400 Thursday preceding issue date	Tuesday	Wed., Thurs., Fri.
1400 Monday preceding issue date	Friday	Sat., Sun., Mon., Tues.

5. Requisitioning Cycle for Perishable Subsistence

<u>Item</u>	<u>Pages Required</u>	<u>NAVMC Form No. and Pages</u>	
Perishable Subsistence	Original and 5	10817	1-3
Produce, fresh and frozen fruits and vegetables and eggs, cheese, shortening, and miscellaneous.		10818	Pg. 1 only
<u>Requisition Due</u>	<u>Delivery/Issued</u>	<u>Consumption Date(s)</u>	
1400 Thursday (each week)	Friday (one week later)	Sat., Sun., Mon., Tues.	
1400 Tuesday (each week)	Tuesday (one week later)	Wed., Thurs., Fri.	

6. Requisitioning Cycle for Meats

<u>Item</u>	<u>Pages Required</u>	<u>NAVMC Form No. & Pages</u>	
Meats	Original and 5	10816	1-3
<u>Requisition Due</u>	<u>Delivery/Issued</u>	<u>Consumption Date(s)</u>	
1400 Tuesday each week for issue Wednesday through Tuesday one week later	Wednesday Thursday Friday Monday Tuesday	Thursday Friday Sat., Sun., Mon. Tuesday Wednesday	

7. Requisitioning Cycle for Pastry

<u>Item</u>	<u>Pages Required</u>	<u>NAVMC Form No. & Pages</u>	
-Pastry from Central Pastry Kitchen	Original and 3	10819	2

<u>Requisition Due</u>	<u>Delivery/Issued</u>	<u>Consumption Date(s)</u>
Thursday each week for issue Monday through Monday of following week.'	Monday Tuesday Wednesday Thursday Friday	Tuesday Wednesday Thursday Friday Sat., Sun., Mon.

304. Reporting Inventories of Subsistence Items in the Dining Facility

1. On the last day of the month, after the required subsistence items have been issued for the preparation of the evening meal, the dining facility officer or his designated representative will physically inventory all subsistence items on hand in the dining facility. Results of the inventory will be recorded in red ink on the stock record cards maintained in each dining facility.

2. Upon completion of posting the results of the inventory on stock record cards, the quantity of each subsistence item is then entered on the corresponding mechanized inventory cards which are furnished each dining facility by the Head, Food Service Division prior to the last day of each month.

a. The inventory cards are arranged in alphabetical sequence by perishable and nonperishable items. The cards will be kept in the same order. The cover letter as depicted by Figure 51, Appendix H will accompany the inventory deck.

b. The amount only of each item on hand should be written in the right hand corner of the card and between card columns 73-80.

c. Inventory cards for items not in stock at the time of inventory will be discarded.

d. Entries on the inventory cards must be for the same unit of issue as shown on card over column 34. In other words, items such as flour listed by bag must be shown as so many bags and not by pounds.

e. Entries on inventory cards must be entered to the nearest whole unit, no fractions.

f. Do not bend, fold or mutilate cards.

g. Subsistence items on hand at time of inventory, with no mechanized cards in the deck, will be listed as follows on lined tablet paper and submitted with the card deck:

<u>FSN</u>	<u>U/I</u>	<u>Unit Price</u>	<u>Nomenclature</u>	<u>Quantity</u>
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h. All pastry items are to be listed on local **forms** as follows:

<u>Nomenclature</u>	<u>U/I</u>	<u>Qty</u>	<u>Unit Price</u>	<u>Total Price</u>
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3. The completed inventory cards will be returned to the Head, Food Service Division by 1630 on the second workday following the inventory.

4. Each dining facility will receive a copy of the printed mechanized subsistence inventory for record purposes. The total monetary value of subsistence inventory, both perishable and nonperishable items, will not exceed 20 percent of the **maximum** allowable monetary credits to each dining facility for the month concerned.-

5. Complete subsistence inventories will be taken at the closing of an enlisted dining facility in order to obtain operating cost figures for the retiring unit. Disposition of inventories will be determined by the Head, Food Service Division.

6. Adjustment of Dining Facility NAVMC **Form 708** Subsistence Cards. DD **Form 1348**, **DOD Single Line Item Requisition System** Document, **or** the format as outlined in Figure 9, Appendix H, will be used as an inventory gain/loss adjustment voucher for any adjustments of NAVMC Form 708 Cards maintained in the dining facility for subsistence items. **NAVMC Form 708** Cards will be adjusted in each dining facility at the end of the calendar month or when directed to do so as a result of inspections or other competent authority. Adjustments will be made to accurately reflect physical stock on hand. A request to adjust NAVMC Form 708 Cards for subsistence **items** will be prepared using Figure 9, Appendix H, as the format or by using standard **form** DD Form 1348.

a. Each **inventory** adjustment increase or decrease in the balance of stock on hand, as a result of taking a regularly scheduled inventory, must be approved by the Head, Security **Department/organizational** commander. Any **discrepancy** between the actual quantity of stock on hand and the accountable balance **shown** on **NAVMC Form 708** Cards **must** be briefly explained **in** the remarks **column** of the DD Form 1348.

b. DD **Form 1348** will also be used to record losses of subsistence items when unavoidably lost, destroyed, or stolen. Such losses must contain, or be accompanied by, a complete explanatory note and state what action is being taken.

c. Further information concerning the use of DD **Form 1348** may be **found** in **MCO P4400.15G, Chapter 3, Part B**.

d. The signed original DD Form 1348 will be retained on file in the dining facility for the life of the respective NAVMC Form 708 Card.

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SALE OF MEALS FROM THE DINING FACILITIES

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SECTION IV

SALE OF MEALS FROM THE DINING FACILITIES

401. Authorization. Regulations authorizing the sale of meals from the dining facility are contained in Chapter 3, Part D of MCO P10110.14H.

402. Justification. The sale of meals from the dining facility may be authorized as prescribed below. Unless otherwise exempted in this Order, the following conditions must be met to justify the sale of meals from the dining facility;

1. The primary purpose of the enlisted dining facility (to subsist enlisted personnel entitled to rations in kind) will not be jeopardized.
2. There must be no other adequate messing facilities available.
3. The sale of meals must be a necessity, not a convenience.
4. The sale of meals may not be approved for consumption in a place other than the enlisted dining facility or a section thereof set aside for officers and civilians; in the field during field exercises or maneuvers and authorized recreational events.
5. Meals sold will be as prescribed in the dining facility menu, without the substitution or addition of food items except in the case of authorized recreational events.
6. The authority for the sale of meals must be in writing, and must include the conditions under which the sale is authorized.
7. No increase in resources will be made available to provide for the sale of meals.

403. Authority. The Commanding General may authorize, under the conditions set forth in paragraph 401 above, the sale of meals to officers and civilian employees of the Armed Forces and to civilian employees of private contractors who are performing work at a Marine Corps activity, and for reasons specified below. (Exception: Organizational commanders operating dining facilities in the Guadalcanal Area are authorized to subsist civilian employees of this Command as paid supernumeraries when such personnel are directly engaged in snow clearing or emergency maintenance operations.)

1. Special Occasions. The Commanding General may authorize, in accordance with paragraphs 402.1 and 402.4 through 7 above, the sale of meals to officers and civilians who are visiting the activity in connection with inspections, surveys, entertainment, special events, orientation, or other public relations programs. Requests for such

authority will be submitted in writing by the sponsoring unit to the Commanding General (Code B 210), so as to be received at least five working days prior to the occasion; specifying the group and the length of time the group desires to purchase meals from the dining facility. It is essential that the sponsoring unit maintain close liaison with the dining facility designated to support the visitors. Special occasions do not justify a special menu. All requests for service as described in this subparagraph pertaining to Bruce Hall, Building #2000, will be addressed via the Commanding Officer, Support Battalion.

2. Sale of Holiday Meals. On the Marine Corps Birthday, Thanksgiving Day, Christmas Day and New Year's Day, organizational commanders are authorized to sell the dinner meal or, in the case of "brunch", the evening meal to bona fide guests of personnel authorized to subsist in the enlisted dining facility, including dependents of officers and **enlisted** personnel in a commuted ration status. Charges and surcharges will be for holiday meals. In order to provide adequate information for management and to preclude financial loss to the dining facility, it is essential that the following steps be adhered to in planning:

a. Reservations will be accepted no earlier than 5 days prior to the meal and no later than 48 hours before serving time.

b. Inform persons having reservations that they may cancel any time up to 24 hours prior to the meal. Anyone cancelling a reservation within 24 hours preceding the meal will be responsible for the payment of same.

c. Accomplish reservations either by ticket sales, or by name; the **names being** recorded on the Paid Supernumerary Ration Register (NAVMC Form 10298-SD) at the time of the sale or reservation.

d. If it appears that more reservations are made than is consistent with the seating capacity of the dining facility, arrangements should be made to schedule those persons with **reservations** at a meal period subsequent to the normal meal period.

3. Enlisted Personnel on Commuted Rations. Enlisted personnel who are drawing **commuted** rations will be permitted to purchase meals when in a duty status during the meal period.

4. Officer Personnel. Officers, other than duty officers may be permitted to purchase meals when **approved** by the Commanding Officer having operational control of the dining facility. Such authorization will involve required duties in the organizational area; there are no other adequate facilities available; and the sale of the meals is a necessity, not a convenience.

5. Civilian and Military Personnel of Foreign Governments. Civilian and military personnel of foreign **governments** will be furnished meals in accordance with specific agreements made between the U. S. Government and the foreign **government**. In the absence of specific agreements, charges will be made on the same basis as they would for U. S. Government personnel of equal grade and being fed under the same conditions.

404. Prices to be Charged. Charges and surcharges for meals sold from the **dining** facility are contained in **MCO P10110.14H**. All meals will be sold on a cash basis. Collection will be made prior to the consumption, or in advance of each meal. Exceptions to these provisions will be approved only by the **Commanding** General.

405. Application of Surcharges. Surcharges are prescribed to reimburse the Government for overhead expense incurred in the preparation and serving of food to personnel not entitled to rations at **Government** expense. The availability or nonavailability of other messing **facilities** is not the **deciding** factor.

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

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

a. During maneuvers and field exercises, when fed under field **feeding** conditions at a location actually **situated** in the field.

b. During troop movements.

c. During catastrophe feeding.

d. While patients in hospitals, infirmaries, or sickbays.

e. When assigned duty requires an officer or civilian employee to subsist with enlisted personnel in the dining facility; such circumstances should be limited to the following:

(1) The nature of the duty being performed requires that the officer sample the meal in accordance with Article 1119, U. S. Navy Regulations. **The** duty officer relieved from paying surcharges **under this** provision---is limited to the officer/representative that is required by the Head, Security **Department/organizational** commander delegated operational control of the facility to partake of each meal served in the **dining** facility and record comments on the Cook's Worksheet, **NAVMC** Form 36-SD in accordance with **MCO P10110.14H**. Other duty officers may be invited and encouraged to partake of the meal and note quantity and quality of food, etc. to their respective **Commanding** Officer/Head, Security **Department**; however, surcharges are applicable. Duty officers exempt from surcharges by this paragraph will so indicate by stating "required" under surcharge space of Paid Supernumerary Ration Register (**NAVMC** Form 10298-SD). The **regular** food cost prevails.

(2) The place of duty is located **in** a remote area **where no** adequate messing facilities (Government or commercial), other than the dining facility, are available and the travel time required by these personnel to subsist in other facilities would be excessive to the degree that it would materially reduce the effectiveness of the **Command** in accomplishing the assigned mission.

406. Flight Rations. Entitlement to flight rations is based on the status ~~of the~~ person requiring the ration.

407. Recreational Events. Head, Security Department/**organizational commanders** operating **dining** facilities may authorize the furnishing of meals from the enlisted dining facility for recreational events in lieu of the dining facility meal. The requirements of paragraph 207 of Section 2, apply in such cases. **Conversion** factors and meal prices will be for the meal it replaces. Collection for the sale of meals will be made and deposited with the dining facility manager prior to consumption of the meal.

408. Dependents, Relatives, and Guests. The Head, Security Department/**organizational** commander responsible for the operation of an enlisted dining facility may request the sale of meals to dependents, relatives, and guests of military personnel authorized to subsist in the dining facility, when such sales reflect realistic advantages in the form of good will, morale, or better public relations, paragraph 403.1 applies. The appropriate charges and surcharges apply. Judicious use of this authorization must be exercised.

409. Emergency Feeding. The Head, Security Department/**organizational commander** **having** operational control of dining facilities may authorize, to the extent of their capabilities under emergency feeding conditions, the sale of meals to personnel not entitled to subsist at Government expense. Surcharges are not applicable under **declared** emergency feeding conditions. Appropriate charges for meals consumed **apply**. Emergency feeding conditions are defined as those acts of God which are a natural disaster, i.e. , tornadoes, hurricanes, earthquakes, etc.

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SECTION V

CONTROL OF DINING FACILITY FUNDS

501. Appointment and Control Procedures. The appointment of collection agents, control and safekeeping of dining facility funds will be in accordance with the provisions of Chapter 1, Volume IV, NAVCOMPT Manual and Part E, Chapter 3, MCO P10110.14H.

1. The **Commanding** General will appoint an installation collection agent and an **alternate** to act under the supervision of the Food Service Operations **Officer**.

2. The Head, Security **Department/organizational** commander to whom operational control of a dining facility has been delegated will issue such supplementary instructions on control and safekeeping of funds as deemed necessary, including appointments of unit authorized dining facility custodians and dining facility cashiers. Figure 18, Appendix **H**, illustrates a sample appointing order. The appointments will be in writing. A copy of each appointment will be provided the Head, Food Service Division for record purposes.

502. Change Fund. One or more sheets of the Paid Supernumerary Ration Register (NAVMC Form 10298-SD) from the previous day will be retained by the dining facility to form a change fund not to exceed \$20.00. This does not relieve the individual purchasing the meal of the responsibility for having the correct change.

503. Collection of Dining Facility Funds

1. **Location of Dining Facility Cashier.** The dining facility cashier will be located near the dining facility line entrance, with a conspicuous sign displayed near this position to inform personnel not entitled to eat at Government expense to pay for all meals consumed. This sign will list the current charges and surcharges for meals. It will also state that personnel in a per diem status are responsible for so notifying the dining facility cashier.

2. **Issue.** The Installation Collection Agent will procure Paid Supernumerary Ration Registers, NAVMC Form 10298-SD, from the Food Service Operations Officer or Head, Food Service Division. He will issue them to the unit dining facility custodians concerned by serial numbers for use in collecting funds from the sale of meals in the enlisted dining facilities within this **Command**, food service complex only. A record of such issues will be maintained by the Installation Collection Agent.

3. **Preparation of Ration Registers.** The dining facility cashier will collect and **account** for **money from paid** supernumerary personnel on the Paid Supernumerary Ration Register, NAVMC Form 10298. The dining facility cashier is responsible to the unit authorized dining facility

custodian for assuring that the ration register is correct, that the correct charges and surcharges are collected, and the amount of money collected agrees with the amount recorded on the ration register. Erasures will not be made on ration registers. If an error is made during collection, the error will be lined through and initialed by the dining facility cashier and the payee.

5. Simultaneous Collections. When collections are to be made simultaneously by the dining facility cashier, alternate dining facility cashier, and **temporary** dining facility cashier, the regular dining facility cashier will issue ration registers to the alternate and temporary dining facility cashiers. **As soon as practicable after** collection for these meals has been completed, the alternate and temporary cashiers will return the ration registers, together with the funds collected, to the regular dining facility cashier. After verifying the amount of money collected with the amount recorded on the ration registers, the dining facility cashier will issue a cash receipt to the alternate or temporary dining facility cashier, as appropriate. If discrepancies are found, the dining facility cashier will immediately notify the unit authorized dining facility custodian and the unit dining facility officer.

6. Receipt for Dining Facility Cashier. The dining facility cashier will **turn** over all dining facility funds collected, exclusive of the change fund authorized herein, with the supporting ration registers to the unit authorized custodian at least once each working day and/or whenever the collections exceed \$50 during any day. The unit authorized dining facility custodian will verify the cash with the supporting ration registers and will issue a cash receipt to the dining facility cashier. This receipt will be retained by the dining facility cashier for 30 days. Figure 20, Appendix H, depicts sample format for cash receipt certificate.

504. Safekeeping of Dining Facility Funds

1. Adequate Safe. Each dining facility will be equipped with an **adequate safe in** which ration registers and dining facility funds will be stored. To be adequate, the safe must contain at least two separate compartments which can be locked independently of each other. One of these compartments will be used **to store** funds in the custody of the unit authorized dining facility custodian; the other will be used to store funds in the custody of the dining facility cashier. **The keys** to these two compartments will be retained in the custody of the unit authorized dining facility custodian and the dining facility cashier, respectively. The NAVCOMPT Manual, paragraph 04-1502-4 refers.

2. Verification of Cash. The dining facility cashier and his alternate will verify the contents of the dining facility cashier's compartment in the presence of the unit authorized dining facility custodian, prior to relieving each other of the duty as dining facility cashier.

3. cash Boxes. Suitable metal cash boxes to be used while making collections will be provided for the dining facility cashiers.

4. Procedures for Turnover of Funds. The unit dining facility **custodians** will turn over **funds** (excluding weekends and holidays, less registers **retained** for change-fund) **with** supporting ration registers in proper numerical sequence to **the** Installation Collection Agent. All **funds** must be turned over prior to **accumulation** of over **\$200.00**. The Installation Collection Agent will receipt for the money on the original and duplicate ration registers. **Original** copies of the ration register will be retained by the Installation Collection Agent, **and** the signed duplicate (green) copy will be filed by each unit dining facility custodian concerned. **Funds** collected from the **sale** of meals, with supporting Ration Register, NAVMC Form 10298, will be turned over to the Installation Collection Agent on a **scheduled** basis at the respective dining facilities; frequency of collection will depend on amount of **funds** collected, In the event of emergency, funds may be turned in to the Installation Collection Agent at **Building 2011**.

5. Deposit with the Disbursing Officer. The Installation Collection Agent will **turn** in all funds to **the** Disbursing Officer as directed by local regulations and in accordance with paragraph **3082.1a(2)** of MCO P10110.14H.

6. Relief Procedures for Unit Authorized Dining Facility Custodian. **The unit** authorized dining **facility custodian** and his alternate will verify the contents of the safe prior to relieving each other of the duty as unit authorized dining facility custodian.

505. Loss of Ration Registers. If blank ration registers are lost, the **unit commander** will submit a statement regarding the loss to the activity commander. The original of this **statement**, with the activity **commander's** endorsement thereon, will be filed with the activity collection agent's records. If ration registers that contain a record of collections are lost, the unit **commander** will submit a **statement** to be used as a replacement ration register to the **activity commander**. This statement, with the activity **commander's** endorsement thereon, will be **filed** with the collection agent's records. Funds involved will be handled on a regular turn-in basis.

506. Loss of Dining Facility Funds

1. Investigation Required. If **dining** facility funds are missing or lost, **an** investigation will be conducted in accordance with **MCO P4400.19A**, Chapter IV, Part B.

2. Final Action. Reports of investigation held in conjunction with **shortages** of funds derived **from** the **sale** of **meals** in a dining facility will be submitted to the **Commandant** of the Marine **Corps** for final action. (Report **Symbol MC-7220-14** has been assigned to this report.)

3. Entries on Ration Register. The daily recapitulation and **accumulated** food cost portions of the Paid **Supernumerary Ration** Register, (**NAVMC Form 10298**), will be adjusted to reflect the total value of funds held after deducting the lost funds.

4. Supporting Papers. A copy of any report of investigation involving lost dining facility funds will be filed with the collection agent's records to support the **adjustments** to ration registers.

507. Monthly Audit of Records of Supernumerary Ration Collection Agent. A team consisting of an officer and four staff **noncommissioned officers** will be appointed quarterly by the Commanding General -to- conduct a monthly audit of the Paid Supernumerary Ration Records **maintained** by the Food Service Operations Officer. This audit will be conducted at the Head, Food Service Division office prior to the tenth **working** day of each month at a time and date designated by the Food Service Operations **Officer** and will include records of business conducted during the preceding month.

508. Audit Duties. The audit officer will be guided by the provisions of this paragraph and paragraph 041502-6, **NAVCOMPT** Manual, Volume IV, Chapter I, Part C.

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ACCOUNTING FOR PERSONNEL FED

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SECTION VI

ACCOUNTING FOR PERSONNEL FED

601. Purpose. When accounting for personnel fed, it is essential to accurately record and obtain credit for those personnel subsisted **within** the food service program.

602. Meal Signature Record. The **Meal** Signature Record, **NAVMC** Form 10789, will be utilized to record the receipt of a meal by various categories of personnel entitled to subsist at Government expense.

1. Head, Security Department/organizational commanders responsible for the operation of the dining facility will be responsible for assigning, **in** writing, sufficient personnel associated with the operation of the dining facility to **supervise** the identification of personnel and recording of signatures of those personnel authorized to subsist in the dining facility. Figure 21, Appendix H, depicts the format for **maintaining** the meal signature record. **The** meal signature supervisors will:

- a. Be responsible, mature individuals of at least the rank of corporal.
- b. Be attired in the uniform of the day and wear a duty belt.
- c. Attend each meal during their duty assignments period and report to the dining facility manager prior to each meal in sufficient time for **instructions** on specific duties.
- d. Perform the meal signature supervisory duties in accordance with existing instructions, with primary **attention** to ensuring that all personnel show a valid meal card or pay for meals to be consumed prior to being allowed entry to the dining facility for dining purposes.
- e. Visually inspect the **meal card** of all personnel rather **than** taking **an** individual's word that he or she possesses one.
- f. **Ensure** that all personnel who are entitled to rations in kind sign the meal signature record with a legible signature. Initials and surname are considered adequate for the purpose of this Order.
- g. Spot check and **compare** meal card **with the** individual's **identification** card.
- h. Report all violations or difficulties to the dining facility manager for **immediate** resolution.

2. The dining facility manager will be responsible for the following:

a. Instructing the dining facility signature supervisors as to their **duties** and provide the required facilities and **equipment**. Improper performance or failure to report by any signature supervisor will be reported to the unit dining facility officer at the earliest practical time.

b. Conducting frequent observation of the meal signature supervisor to ensure that assigned duties are being properly performed.

c. Initiating measures to ensure that authorized personnel enter the dining facility through designated entrances over which the signature supervisor has thorough control.

3. The Officer of the Day of the organization responsible for the dining facility will inspect the performance of the dining facility signature supervisors, and if **necessary**, take corrective action and report all deficiencies-in the Officer of-the Day duty log. The dining facility officer of the organization responsible for the dining facility will ensure that meal signature records are prepared in accordance with the following instructions:

a. Left Hand Corner of Form. Record the unit and dining facility **designation**.

b. Date. Enter the date the meal is served.

c. Type of Meal. Check the applicable block. (For the night meal **block, write in either** breakfast or dinner, depending on whether the breakfast or dinner menu is served).

d. Category of Personnel. Check the applicable block. Extraordinary categories are explained. Separate meal signature records will be used to record each category of personnel.

(1) Marine Corps Reserves Block. **This block** is for enlisted **members** of the Marine Corps Reserve on active duty for training and category "K" Reservists (**6-month** trainees). (Marine Reserves on continuous or extended duty will not be shown in the block).

(2) National Guard Block. When National Guard or Air National Guard personnel are subsisted, a separate certificate will be prepared in accordance with paragraph 2061 of **MCO P10110.14H** and submitted to the **Head**, Food Service Division.

(3) Cadet's Block. Cadets and midshipmen from **U. S. Military Academies** are required to pay for meals in accordance with Figure 1-1 of **MCO P10110.14H**. Therefore, such personnel normally are not authorized to subsistence in kind. Any exception to this regulation will depend upon the individual's orders.

(5) Foreign Block. This block is for foreign enlisted personnel only ~~and must be justified~~ by an ITO (~~invitational~~ travel order) number. A copy of the travel orders must be provided the Food Service Officer. All-foreign officers are required to pay for meals and applicable ~~surcharges~~.

e. Signature. Each individual, after having been properly identified, will sign his name legibly in the signature block prior to receiving a ~~meal~~.

f. Meal Card Number. Enter the meal card number as recorded on each individual's meal card. Organized Marine ~~Corps~~ Reserve personnel, less category "K" Reserves (~~6-month~~ trainees), on annual training duty enter the last four digits of their identification card number.

g. Command or Unit. Each individual signing the meal signature record will enter the abbreviated title of his ~~organization~~ or unit in the space provided.

h. Personnel receiving a second serving of food will not be ~~re-~~
~~traded~~ twice during the same meal period.

i. Certification. ~~Upon the conclusion of~~ each meal, the individual detailed to supervise the signature record will assemble the records in sequence by category of personnel, draw a line diagonally through all unused signature spaces on each sheet, certify on the last sheet of each category of personnel in the space provided, and present all sheets to the organizational authorized custodian. Prior to certifying the Man-Day Fed Report (Form NAVMC- 565-1.) the organizational commander having operational control over the dining facility or the organizational dining facility officer will sign in the space provided on the last page of the meal signature records for each category of personnel which shows the total for the meal. The officer who certifies the meal signature record cannot certify the Man-Day Fed Report."

j. Conversion of Meals to ^{MAN-DAY}~~Rations~~ Credit. The reverse side of the last page of the meal signature record for each meal category will be converted in the space "total meals" to man-days, using applicable conversion factors,

k. Relation with Other Documents. Signatures recorded on the Meal Signature Record, NAVMC Form 10789, and Paid Supernumerary Ration Register, NAVMC Form 10298, form the basis for the computation of the total man-day credits authorized for each dining facility daily. All man-day credits claimed on the man-day fed report must be supported by appropriate signature/entries on these two documents.

1. Submission. The meal signature records, man-day fed reports, and other supporting documents are to be **delivered to** the-Head, Food Service Division, Building 2011, not later than 1300 of the first working day following the period covered by the documents.

m. Disposal Instructions. The **Head**, Food Service Division is responsible for review, filing, and disposal of records after verification as to the number and category of meals provided, as recorded on the meal signature record and man-day fed report.

603. Exception Procedures

1. It is intended that all personnel entitled to rations in kind will be required to sign the meal signature record form. Personnel subsisted by the dining facility under the following conditions will not be required individually to sign the meal signature record form:

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

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

c. While in a confined status.

d. Trainees at Officer Candidates School.

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

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

a. The unit designation will be indicated.

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

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

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

604. Identification Procedures. Identification procedures and verification of central register for meal cards are contained in **MCDECO 10110.4.**

605. Man-Day Fed Report. The Head, Security Department/organizational **commander having** operational control over a dining facility will prepare, in duplicate, a **Man-Day** Fed Report, **NAVMC** Form 555-1, as depicted by Figure **22**, Appendix H. Information required for completion of this report is derived from, and must be completely supported by, data contained on the meal signature records and paid **supernumerary** ration registers for the date covered by the report. In order to ensure expediency, there is no requirement to type the man-day fed report. Hand written, legible reports submitted in ink and signed by proper authority are both proper and acceptable. Accuracy in computations is essential.

1. Reservists on active duty for training and Category **"K"** (G-month **trainees**) will be shown in the Marine Corps Reserve column.
2. A separate man-day fed report will be prepared and submitted for foreign enlisted personnel subsisting in the dining facility. An entry in this block must be justified by **ITO** (invitational travel order) number. A copy of the orders is to be provided the **Head, Food Service Division.**
3. The signed original of the man-day fed report with supporting meal signature records attached, will be forwarded to the Head, Food Service Division for consolidation. The signed duplicate man-day fed report will be returned **to** the unit dining facility officer originating the report and retained on file for a period of 180 days after the end of the reporting month.
4. The original man-day fed report and **supporting documents** are to be delivered to the Head, Food Service Division, Building 2011, prior to 1300 on the first working day following the period covered by the report.
5. Total man-day credit reported on the **Man-Day** Fed Report will be entered on the financial status of each dining facility.
6. The Head, Food Service Division will compile a daily and monthly consolidated man-day fed report in order to meet the requirements of **MCO P10110.14H** for the monthly subsistence operational analysis.
7. Subsistence for Night Watches. The authority to issue **special rations** to personnel standing night watches has been deleted from **MCO P10110.14H** and night rations as such do not apply. Provisions for night meals are outlined in **MCO P10110.14H**, Section II, (see paragraphs.208 and **209**), for **carryout** type meals.

606. Memorandum of Meal Authorization by Man-Days. The Head, Security Department/organizational **commander** with operational control of each dining facility will complete and submit the daily memorandum of meal authorization by man-days for all units subsisted in the dining facility in accordance **with Part C**, Chapter 3 of **MCO P10110.14H**, to the **Commanding**

General (Code B 2143, so as to be delivered no later than 1330 on the first working day following the date to which the memorandum pertains. Appendix H, Figure 23, depicts format for the memorandum of meal authorization by man-days. Hand written, legible reports submitted in ink and signed by proper authority are both proper and acceptable. Accuracy in computations is essential.

1. Preparation of Part I. All entries on the memorandum of meal authorization by man-days are generally provided from the data in the unit diary. Exceptions are "Less Other Deductions", "Plus Other Additions", and "Paid Supernumeraries." The following applies when reporting these categories:

a. Less Other Deductions. All entries in this column must be explained in the "Other Deductions" block at the bottom of the memorandum of meal authorization by man-days. Personnel who are included in the "Actual Strength" of the reporting-unit, but are not physically present and who cannot be accounted for in any of the columns in Part I are known as "Other Deductions" and will fall in one of the following categories:

(1) In the hands of civilian authorities (IHCA).

(2) In the hands of military authority (IHMA). This group does not include personnel confined to the Base Correctional Facility. Treat all military personnel confined to the Correctional Facility as though they were with their parent unit in a duty status.

(3) In military hospitals, other than a Naval hospital (MilHosp). Personnel in a Naval hospital will be shown in the column marked "Less Naval Hospital."

(4) In all civilian hospitals (CivHosp).

(5) Home awaiting the results of physical evaluation boards (Home Awtg PEB). Personnel in this group are included in the "Actual Strength" column, but are actually at home and not in a duty status.

(6) In the field subsisting on packaged operational rations (POR). Multiply the number of meals served by the number of Marines eating the meal and divide by three. (Example: 400 Marines ate two meals; $2 \times 400 = 800 \div 3 = 266 \frac{2}{3} = 267$ rations to be deducted.) Marines should be shown separately from Navy. Explanation to be shown on the memorandum of meal-authorization by man-days: 267; 400 Marines ate two meals POR.

b. Plus Other Additions. All entries in this column must be explained in the "Other Additions" block at the bottom of the memorandum. Personnel listed in "Plus Other Additions" column are personnel who are physically present in the reporting unit, but who are not included in the "Actual Strength" of the unit. Examples of other additions are:

(1) Personnel who are **UA/AWOL** from another base or station.

(2) Personnel on restriction in lieu of arrest from another **station.**

(3) Any other personnel aboard who are entitled to subsist at **Government** expense and who have not been claimed or shown elsewhere in Part I of the **memorandum** of meal authorization by man-days.

c. Paid Supernumeraries. Leave blank. The Head, Food Service Division will complete this line on the monthly memorandum of meal authorization by man-days daily.

d. Reservists and Category "K" Reserves, Six-month trainees on active duty for training (other than reserves on extended or continuous active duty), will be shown in the appropriate block at the bottom of the reverse side of the memorandum.

e. Army or Air Force. Enter the actual strength attached for rations.

2. Exceptional Procedure. All reserves on active duty for annual training (excluding six-month reserves) will **submit** the **unit** memorandum of meal authorization by man-days to the host unit which will attach and forward the reserve organization **memorandum** of meal authorization by man-days with the host unit's memorandum of meal authorization by man-days in accordance with this Order.. The **reserve** unit will provide memorandums of meal authorization by man-days to cover period of date of arrival to date of departure inclusive. This identification is required, as enlisted members of the reserve unit on active duty for training are budgeted for, and paid from, an appropriated **fund** separate from the regular appropriation. Accuracy in showing **reserves** (including other services) in the proper spaces facilitates appropriate billing for subsistence provided,

607. Man-Day Fed and Memorandum of Meal Authorization by Man-Days Flow Chart. Figure 24, Appendix H, depicts flow chart for man-day fed reports **and memorandums of** meal authorization by man-days.

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FOOD SERVICE PROPERTY CONTROL AND MAINTENANCE PROCEDURES

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SECTION VII

FOOD SERVICE PROPERTY CONTROL AND MAINTENANCE PROCEDURES

701. Mission. To prescribe property control procedures for the control, requisitioning, and disposal of all garrison-type food service **property** in appropriated dining facilities.

702. Responsibilities

1. **Base Food Service Operations Officer.** The Base Food Service **Operations Officer** is the direct representative of the Food Service **Officer** regarding technical **control** for all **garrison-type food service property** and shall be responsible for the following functions:

a. **Make** recommendations to the Food Service Officer for consistent property control procedures for all garrison-type food **service property** maintained within the food service program.

b. Requisition and budget for all garrison-type food service property and **equipment** required for the food service program.

c. Maintain custody and plant account records for all **food service property** and equipment.

d. Maintain records on all minor property and cleaning supplies used by food service activities that are issued from stock.

e. Monitor stocks of cleaning supplies and minor property for sale at Self Service to ensure proper stocks are maintained to properly operate the food service program in garrison.

f. **Monitor** all requisitions submitted by the individual dining facilities for proper content and quantity.

g. Monitor and coordinate the supply functions of responsible officers for all dining facilities as required.

h. Coordinate redistribution or disposal of excess serviceable garrison-type food service property generated by food service activities.

i. Coordinate disposal of unserviceable garrison-type property generated by food service activities.

2. **Unit Dining Facility Officers.** Dining facility officers and/or officers **in** charge of activities directly involved with the food service program, are delegated as **responsible** officers and are assigned the following functions:

a. Prepare and submit requisitions for all garrison-type food **service property** and equipment to the Food Service Operations Officer, in accordance with instructions outlined in this Order.

b. **Maintain** records on all **garrison-type** food service **prop-**erty to include cleaning supplies, minor property, controlled **expend-**able property and plant account property **in** accordance with instructions outlined **in** this Order. Assign authorized representative to receipt for property. Figure 25, Appendix H, depicts format.

3. Head, Security Department/Organizational Commanders. **The Head, Security Department/organizational** commander **directly involved with the** food service program will designate responsible officers and ensure compliance with supply and property control procedures. A copy of orders assigning and relieving responsible officers will be forwarded to the Food Service Operations Officer. **Generally,** the officer designated as dining facility officer will also be the responsible officer for that dining facility. Responsible officers will be assigned account numbers in accordance with instructions outlined in this Order. New and old responsible officers, after taking physical inventory of all property listed in their accounts, shall report in person to the Food Service Operations Officer, to sign equipment custody record (ECR) cards for all equipment on charge. A certification that the inventory has **been completed** and items on charge are correct, or any discrepancies noted will be reported by the new responsible officer within **seventy-two** hours after assuming his duties. In the event that the Food Service **Operations** Officer is not notified of the change of the responsible officer and the inventory certification within **seventy-two** hours, the new responsible officer will be held responsible. Figure 26, Appendix H, depicts letter format for assignment of responsible officers.

703. Food Service Property (Garrison-Type). Except as specifically authorized in each instance by the **Commandant** of the Marine Corps, the use of Base garrison food service property is prohibited during field exercises as outlined **in** Marine Corps Supply Manual, Volume I, page 2-45, paragraph 2110. Silverware and metal trays that are used-for short duration feeding (1-15 meals) are not considered as Base garrison food service property and may be used for field feeding aboard areas at MCB, Quantico, Virginia.

704.- 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 purposes. 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. Records will be **maintained** on NAVMC Form 708-SD Cards to establish usage history as outlined in Figures 27 and **28, Appendix B.**

2. Nonconsumable Supplies (Cleaning Gear). **Nonconsumable** supplies are material 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. Records will be maintained the same as for consumable supplies.

3. Nonconsumable Expendable Supplies (Minor Property). Included in this category are cooks knives, spatulas, colanders, and other cooking utensils. Records will be maintained the same as for consumable and nonconsumable supplies.

4. Nonconsumable Expendable Supplies (Repair or Replacement Parts). Materials which are nonconsumable regardless of unit value which are used as replacement parts and become an integral part of some other piece of equipment such as spare parts for scales; bowls, whips, and 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. Nonexpendable Supplies (Plant Account Property). This category includes nonconsumable supplies or equipment having a unit value in excess of \$1,000.00. Supplies or equipment in this price range are identified by a plant account number permanently attached to the individual piece of equipment. Records are maintained on ECR cards and controlled by the consolidated food service property section.

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 cooks' and food service attendants' whites, tables and chairs.

705. Control and Allowances

1. All food service property used in the dining facilities will be controlled by the Food Service Operations Officer.

2. All office-type property (desks, chairs, file cabinets, typewriters), required for the operation of the dining facilities will be requisitioned and controlled by the Food Service Operations Officer.

3. Items of food service field equipment such as food containers, insulated jugs, vacuum beverages, immersion burners, etc., are the responsibility of the unit concerned with their use and funding for these items accomplished by the unit concerned. Replacement parts and equipment for these items will not be furnished by the Food Service Operations Officer.

4. Allowances for major equipment, such as plant account and controlled expendable property will be established by the Head, Food Service Division.

706. Requisitioning Procedures. All requisitions will be signed by the responsible officer or his authorized representative.

1. Consumable and Nonconsumable Supplies (Cleaning Gear) and Nonconsumable Supplies (Minor Property). t f o r S e l f S e r v i c e supplies will be prepared on NAVMC Form 10700-SD (Z-66) as depicted on Figure 29, Appendix H. An original and four copies will be used, two copies will be left at Self Service, two copies will be turned in to

the Food Service Operations Officer, and one copy will be retained by the customer. Items not available at Self Service Center will be requested on memorandum **forms** to the Food Service Operations Officer.

2. Nonconsumable Expendable Supplies (Repair or Replacement Parts). Repair or replacement parts will be requested by **memorandum** with all necessary information furnished as to make, model, serial number, plant account number, and if available, part number in order that the Food Service Operations Officer can properly order the equipment. Justification will be furnished.

3. Nonexpendable Supplies (Plant Account) and Controlled Expendable Property. These items requiring replacement will be requisitioned by **memorandum** with justification. Requests for additional or new type items will be submitted in letter form with justification.

4. Blank Forms. All standard forms, MCDEC forms, and other locally reproduced forms which are related to food service matters and required by dining facilities to perform daily operations, will be retained, controlled, and issued by the Food Service Operations Officer as required. All dining facilities will submit a **memorandum** signed by the dining facility manager to draw blank forms **from** the Food Service Property Section, Building 2011, during normal working hours, 0730-1630. All other forms pertaining to other units other than Food Service will be requisitioned using a self service shopping list, NAVMC Form **10700-SD (2-66)**, to be procured from the Self **Service** Center, Building 7.

5. Allocation of Funds. **Funds** for buying cleaning gear and minor property will be allocated **monthly** to the Head, Security Department/organizational commanders having operational control of dining facilities, by Food Service Memorandum, based upon \$ **.04** per ration fed daily for replacement of minor property, using previous month's average rations fed and \$3.00 per day will be allocated for cleaning gear for small dining facilities and \$5.00 per day for large dining facilities. Large dining facilities are considered as those facilities feeding 15,000 personnel or more monthly.

Example:	5,580	Average rations fed.	\$ 3.00	per day.
	<u>s .04</u>	Per ration for replacement of minor property.	<u>x 30</u>	cleaning gear
	\$223.20	Monthly minor property.	\$90.00	
	<u>90.00</u>	Cleaning gear per month.		
		Total funds per month.		
	\$313.20			

Dining facilities are required to maintain ledgers on funds allocated and spent, and may not exceed the authorized allocation. The Food Service Operations Officer is responsible to maintain accurate records on **O&M** funding to dining facilities and will periodically inform the Head, Security Department/organizational **commanders** by memorandum on their financial status in regards to allocations, monies spent, and remaining balance.

6. Obtaining Credit Cards for Minor Property and Cleaning Gear.

Credit cards for Self Service shopping will be maintained and controlled by the Food Service Operations Officer and issued to dining facilities upon presenting a valid completed shopping list, properly filled out and signed by the dining facility officer. Upon verification of funds available, a credit card will be issued and receipted for. At the completion of the shopping, the credit card and one copy of the shopping list will be returned to the Food Service Operations Officer, **Building 2011**. Under no circumstances will the credit card be kept out beyond 1630 on the date of issue.

707. Receipt of Material. All items of supplies and **equipment** received by the responsible officer or his designated representative 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 Operations Officer.

708. Disposal of Property,

1. Consumable Supplies. Consumable supplies will be dropped from the **records** of the responsible officer at the **time of consumption**. Figures 27 and 28, Appendix H, provide instructions for accounting for consumable supplies.

2. Unserviceable Nonconsumable Expendable Supplies (Minor Property). Unserviceable minor property will be submitted by the responsible officer on a DD Form 1348 to the Food Service Operations Officer, with the unserviceable piece of equipment. The Food Service Operations Officer will give a receipt for these items. Figure 30, Appendix H, depicts format for submission of DD Form 1348.

3. Unserviceable Nonexpendable Equipment (Plant Account Property). **Unserviceable** plant account **equipment will** be disposed of **in** accordance with the following procedures:

a. ~~the~~ responsible officer will prepare a work request to the **Maintenance** Officer, via the Food Service Operations Officer, requesting that the item be inspected and condition coded as to the degree of unserviceability.

b. Upon completion of the above inspection, the **item** and the letter of unserviceability will be turned in to the Food Service Operations Officer.

c. Upon receipt of the item and the letter of unserviceability, the Food Service Operations Officer will prepare a DD Form 1348-1 as outlined in Figure 31, Appendix H.

d. The Food Service Operations Officer will forward the letter of unserviceability and the DD Form 1348-1 to the Plant Account Officer.

e. Upon receipt of the DD Form 1348-1 and after processing by the Plant Account Officer, the Food Service Operations Officer will turn the item in to the Defense Property Disposal Office.

f. When the item has been accepted by the Defense **Property** Disposal Office, the signed ECR card will be returned to the responsible officer.

4. -Unserviceable Controlled Expendable Property. Unserviceable controlled expendable property will be **disposed of** in accordance with the following procedures:

a. The unit dining facility manager shall turn in all unserviceable controlled expendable property to the Food Service Operations Officer.

b. The Food Service Operations Officer will prepare a DD Form 1348-1.

c. The Food Service Operations Officer will give one copy of the DD **Form** 1348 to the dining facility officer as a receipt of turn-in.

d. The Food Service Operations Officer will forward the item and the original copy of the DD **Form** 1348-1 to the Property Control Officer for turn-in of the item, and to obtain the signed DD Form 1348-1 as a receipt for local records.

e. The unit responsible officer will report to the Food Service Operations Officer within 10 days after any transaction that causes an increase or decrease to his account to sign the updated Equipment Custody Record Card.

709. Lost, Damaged, or Destroyed Nonexpendable and Controlled Items (Plant Account). All lost, ~~damaged~~, or destroyed nonexpendable property will be accounted for in accordance with procedures set forth in MCO P4400.19B, Marine Corps Supply Manual, Volume I, Chapter IV.

1. Upon knowledge of **loss of property**, instructions outlined in this Order will be followed.

2. Submit a letter requesting investigation to the Head, Security Department/commanding officer authorized to assign investigating officers as set forth in MCO P4400.19B, Marine Corps Supply Manual, Volume I, Chapter IV.

3. The completed report of investigation will be forwarded to the Commanding General via the chain of command as applicable, and the Food Service Operations Officer for assignment of a document number.

4. Upon approval of the report of investigation by the **Commanding** General, credit will be issued in the case of lost or missing property. In case of damaged property, the item will be turned in on DD **Form** 1348-1 to the Food Service Operations Officer with letter of unserviceable property.

710. Loss or Gain of Nonconsumable Expendable Property (Minor Property). Nonconsumable expendable property will be increased or decreased by utilizing a DD Form 1348 originating from the Head, Security Department/organizational **commander** responsible for the dining facility, as outlined **in** Figure 32. The approved DD Form 1348-1 will be assigned a local control **number** and used as a posting reference to the NAVMC **Form 708** cards. The original and three copies will be forwarded to the Food Service Operations Officer. The Food Service Operations Officer will utilize the Head, Security Department/organizational **commander's** DD Form 1348-1 as enclosure (1) and prepare a DD Form **1348-1** as outlined in Figure 33.

711. Inventories. The following instructions will be complied with in the conduct and submission of inventories:

- 1 .Each responsible officer will inventory nonexpendable property (plant account) and controlled expendable property annually or upon request of the Food Service Operations Officer.
2. **Nonconsumable** expendable supplies (minor property) will be inventoried on the last day of each month by each responsible officer or his representative. The form letter will be furnished to each operating dining facility account by the Food Service Operations Officer for this purpose.--. The completed inventory will be submitted to the **Commanding General**, (Code B 214) by the Head, Security Department/organizational commander operating the dining facility. The letter is to be delivered to the Food Service Officer prior to the second working day of the following month for which the letter pertains. Sample forms are depicted on Figure 34, Appendix H.

712. Maintenance Instructions and Work Requests

1. Typewriter Repairs. Manually operated typewriters will be repaired in the **following** manner:

a. Prepare a work request to the Support Department (**MCDEC**) listing the serial number, manufacturer, and a brief description of repairs required.

b. Submit this work request along with the typewriter to the Food Service Operations Officer.

c. Upon receipt of this request, the Food Service Operations Officer will assign a work request--number--and the---unit-concerned--will take the work request and typewriter to Office Machine Repair Division, Support Department. Office Machine Repair Division, Support Department will issue a temporary loan typewriter if one is available.

2. Electrically Operated Office Machines (Calculators) under Repair Contracts. Call the Office Machine Repair Division, Support Department. The following information will be required: Name of **unit, type** of

machine, name of manufacturer, machine serial number, building number, person to be contacted by the repairman, and telephone number. A contract repairman will report directly to the organization to repair the machine.

3. Work Requests. In the interest of standardization and economy, all work requests for installations of equipment or alterations to existing facilities or the removal of any plant-account equipment, will be forwarded to Base Maintenance via the Food Service Operations Officer for review, consolidation, and project submission. Routine maintenance requests will be forwarded by the unit responsible officer to the Base Maintenance Officer via the Food Service Operations Officer, as outlined below:

a. An original and three copies are requested by the Head, Food Service Division. In the interest of conserving forms, the Work Request (Maintenance Management), NAVMC Form 9-11014/20 set will be used with plain tissue paper copies as required for local use.

b. Work requests should be dated.

c. The space for "Request Number" will be left blank. Numbers will be assigned only by the Food Service Operations Officer.

d. The description of the work requested should contain sufficient information for Base Maintenance to dispatch appropriate personnel and material to accomplish the work without recurring visits to the dining facility. Each work request will be confined to items of repair by trade per request.

e. In order to properly identify Government property for the purposes of repair, all items of equipment without a plant account number being delivered to the Food Service Operations Officer for repair, will have on the work request the following certification signed by the responsible officer on whose **account** it appears:

"This certifies that the accompanying item _____
(list item)
is on my Responsible Officer Account Number _____, which is
a subordinate account of the Food Service **Operations** Officer, Account
_____. This item is not nonappropriated **fund** property or
private property."

f. Brief, but adequate, justification should be included.

g. The original of the work request must be signed by the unit dining facility officer or his representative.

h. Requests for other than routine maintenance and repair must be submitted as "special projects" in accordance with current directives. Included in this category are modifications, alterations, and additions to existing structures or facilities.

4. Trouble Calls. Emergency maintenance requirements will be reported by telephone to the Food Service Operations Officer, giving the following information: Dining facility number, person reporting trouble, telephone **number**, plant account number, if any, and a specific description of the type of maintenance work required. Trouble call logs will be maintained in each dining facility with the required information recorded. Precautions are to be taken to ensure the safety of the log and its contents. In general, the following constitute emergencies and should be called **in** as trouble calls:

- a. Power failure.
- b. Broken water lines.
- c. Gas leaks.
- d. Failure of reefers to function properly.
- e. Sewage stoppage.
- f. Lack of heat.
- g. Lack of hot water.
- h. Broken locks (security).
- i. Fire hazards.
- j. Any malfunctions that may cause injury to personnel.
- k. Broken window panes (security).
- l. Replacement of light bulbs. (Those which require replacing at height over **15** feet).

5. Maintenance of Dining Tables and Chairs

a. Maintenance of dining tables and chairs will be accomplished through the Food Service Operations Officer,

b. Tables and chairs that become unserviceable and cannot be repaired locally by the dining facility concerned will be exchanged by the Food Service Operations Officer.

713. Occupational Clothing

1. The Food Service Operations Officer is responsible for the operation of the consolidated linen service to all dining facilities in the consolidated **food service** property system.

2. The **term** "Occupational Clothing" pertains to clothing worn for work in the dining facility. Occupational clothing may be worn only for work in the dining facility or to and from the barracks in which food service personnel and food service attendants reside.

3. All occupational clothing will be issued to the individual not to exceed four sets per individual, and a signed receipt, DD Form 1348, will be filed in the dining facility records until such time as the clothing is returned to stock. Frequent checks should be made by supervisory personnel to ensure that records are current and that clothing is being returned as personnel are relieved from duty.

4. Due care will be exercised by supervisory personnel to prevent damage to occupational clothing, and to guard against its use for other than its intended purpose.

5. Occupational clothing issued to the dining facilities is garrison property. When a dining facility is closed, occupational clothing will be returned to the Food Service Operations Officer. The Food Service Operations Officer will receipt for occupational clothing turned in.

714. Laundry Service

1. The Food Service Operations Officer will operate a central laundry exchange and will:

a. Exchange on a "one-for-one" basis to dining facilities.

b. Deliver soiled linen to, and remove clean linen from, the Base Laundry.

2. The dining facility manager will:

a. Count all soiled linen by item prior to turn-in.

b. Place clothing with tears, rips or which is otherwise unserviceable in a separate bundle, clearly marked as to being unserviceable clothing and turn it in separately from regular soiled clothing. The items will be replaced on a one-for-one basis. Under no circumstances will the clothing be used for rags or further mutilated.

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SECTION VIII

FOOD SERVICE STRUCTURAL TRAINING

801. Technical Training. Technical **training** is conducted to ensure that each **Marine** is **fully** trained within his occupational-field. **Technical training** as applied in this section is **accomplished through** on the **job training, classroom** type instructions, and **correspondence** courses: Figure 35, Appendix H, depicts individual **information** sheet.

1. Types of Training. There is a continual requirement at all levels to **train and** qualify food service personnel in the art and science of food preparation and food **service** sanitation. This training can only be accomplished with an aggressive on the job training schedule, augmented with classroom instructions.

2. Definitions of Food Service Training

a. On the job training is defined as that instruction of limited duration, providing daily; informal progressive training, under controlled direct supervision. **By** itself, it cannot provide the individual with the requisite instruction.

b. Classroom instruction is defined as **informal** instructions presented under controlled conditions in order to provide background information or in depth material in **theory** or hypothesis. Classroom instruction is characterized by a supervisor conducting the lecture or demonstration periods. It can be conducted in a **classroom academic** atmosphere or in working spaces. The Head, **Security Department/organizational commanders** responsible for operation of the dining facilities **are** requested to establish and maintain an informal training program for all food **service** personnel, to include **training schedules** consisting of a **minimum** of four hours per calendar month. An individual MOS training record **will** be maintained at the lowest effective level. A copy of the record will be on file at the dining facility at which the individual is assigned duties. Figure 36, **Appendix H**, provides the format for **MOS** individual training **records**. The status of enrollment, and progress of correspondence courses will also be entered on the individual's training record. Food service syllabus for training of cooks is outlined in Figure 36, Appendix H.

8'02. Food Service Qualification and Job Rotation Record. In order to **ascertain the effectiveness of training. it is necessary to perform** evaluations of individual skills and **to establish written records** of skills achieved and to focus attention on **areas** that require additional education, so that the individual may progress. The food service qualification and job rotation records as depicted on Figures 37 and 38, Appendix H, are a **management** tool that will measure timely progress of individuals and provide an indicator of the degree of effectiveness of training. The food service qualification and job rotation records will serve as an effective management evaluation tool for individual accomplishment. The food **service** qualification and job rotation records are used to test/evaluate an individual's degree of proficiency. The record

is to be an integral part of the turnover folder exchanged between dining facility managers, when relieved. The **food service** qualification record and the job **rotation** record, when properly prepared, will provide **management personnel** with a **clear** indication of an individual's abilities and potential.

803. Counseling Record. The counseling record is to be maintained on a **quarterly basis and is a vital record** designed to assist food service management personnel **and individuals**. Many times subordinates are not aware of their failings, or shortcomings, or **what** the manager considers superior performance. **Individuals are** to be counseled at least once a quarter and pertinent **remarks** recorded on the counseling record. Figure 39, Appendix H, depicts **format** for counseling record. Be fair but **firm with** subordinates. Tell them what you want, assist the individuals to establish goals for self-improvement and encourage personnel to establish goals of their own.

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SECTION IX

DINING FACILITY INCENTIVE AWARDS PROGRAM

901. Dining Facility Quarterly Awards Program

1. The dining facility quarterly award program is established to enhance dining facility operations, encourage new ideas, competitive teamwork and **Command** attention.
2. Evaluations of the dining facilities will be conducted quarterly. Dates and times are promulgated by separate correspondence.
3. The competitive score sheet as depicted by Figure 40, Appendix H, is self-explanatory and will be utilized to ascertain a numerical grade for each facility. While **all** facets of the dining facility will be evaluated and scored, prime consideration will be given to food preparation, serving techniques, financial management, cleanliness of facilities and equipment, leadership, personal appearance of food **ser-**vice personnel, organizational **command** interest, patron reaction to service provided by the dining facility, and self-help programs (to include training of food service personnel and enrollment in food service correspondence courses or off-duty education).
4. The Head, Security Department/organizational **commanders** delegated operational control of dining facilities evaluated, will be provided a copy of the evaluation competitive score sheet. The evaluations will be conducted during the preparation and serving of a meal. **Re-**sults of the quarterly evaluation rating, other than announcing the **winner**, will not be published.
5. Figure 2 of Appendix **H** is provided to assist the Head, Security **Department/organizational** commanders, and dining facility officers with a training device and checklist in order to properly prepare dining -facilities for scheduled evaluations.
6. The Head, Food Service Division and members of his staff will evaluate each dining facility quarterly. **Determination** of eligibility for the subject award will be derived from quarterly scheduled evaluations, unannounced visits and staff visits.
7. The Head, Food Service Division is designated responsibility as coordinator for the evaluations and trophy presentation ceremonies. **Areas** to be covered, although not all inclusive, are:
 - a. Arrange for engraving of the trophy for each quarterly winner.
 - b. Arrange for presentation of the trophy at a time mutually convenient.
 - c. Coordinate with the Head, Security Department/organizational **commander** concerned for attendance by the Head, Security Department/organizational **commanders** and food service personnel.

d. News media coverage by the Public Affairs Officer.

e. Preparation of a Command directive which announces the quarterly schedule for evaluation of each facility.

902. Major General W. P. T. Hill Award Program

1. Marine Corps Order **P10110.14H** establishes an annual food service excellence award. This program is designed to recognize the best managed Marine Corps dining facility. The program was named, in honor of the late Major General W. P. T. HILL, who served as Quartermaster General of the Marine Corps from 1944 to 1955, and contributed significantly toward the development of the Marine ~~Corps~~ food service program,

2. The Commanding General will appoint an Award Evaluation Team comprised of the following to recommend and make final selection of this Command's dining facilities to represent this Command in Corps-wide competition for this award:

- a. Head, Food Service Division.
- b. Food Service Operations Officer.
- c. Environmental Officer.
- d. One company grade officer.
- e. One sergeant major.
- f. Food Service Technician.
- g. One first sergeant.

3. The Head, Food Service Division is designated the senior member of the Award Team. The Team will meet at his call, but not later than 30 November of each year, to make final selection of the dining facility to represent this Command and to submit this nomination to Headquarters Marine Corps by 15 February annually.

4. The Head, Security Department/organizational commanders operating dining facilities will ensure food service personnel are aware of the contents of MCO's P10110.14H, 10110.34A and this Order.

5. Based on the results of the quarterly evaluation program, the Head, Food Service Division will nominate, by 30 November each year, a minimum of three Marine Corps Development and Education Command dining facilities to the Award Team for consideration as this Command's nomination for the Major General W. P. T. Hill Award. Specific nominees will be announced by separate correspondence.

6. The Award Evaluation Team will:

a. Evaluate the dining facilities nominated in accordance with **paragraph 902.e(5)** above during the months of December and January, **using** the criteria as depicted by Figure 41, Appendix H. Numerical scores assigned are derived from the respective evaluator's best **judgement** of the operation of each area within each dining facility.

b. Upon completion of the competitive evaluation, submit the final selection to this Headquarters (Code B 21) in letter format for signature by the **Commanding** General as his nomination for the Major General W. P. T. Hill Award.

903. Chef of the Quarter Award

1. In the performance of their duties, food service personnel work additional and irregular hours to accomplish their mission. In order to recognize superior accomplishment, promote culinary professional competition, and give credit for a job well done, the "Chef of the **Quarter**" Award Program is established for personnel assigned to **ap-**propriated fund enlisted dining facilities. The Board tasked to select the Marine Corps Development and Education Command "Chef of the Quarter" will be comprised of the following members:

a. Food Service Operations Officer.

b. Food Service Technician.

c. Four **dining** facility officers appointed on a quarterly rotating basis by the Head, Food Service Division.

d. **Four** dining facility management chiefs appointed on a quarterly rotating basis by the Head, Food Service Division.

2. Selections will be based on information submitted by the **Head**, Security Department/organizational **commander** operating the dining facility. "Other criteria to be used include personal appearance, **conduct**, ability of expression, food service knowledge; product **Preparation**, presentation, and palatability based on use of a Pre-scribed recipe; and **responses** to questions posed by members of the Selection Board."

3. The nominee selected for the "**Chef** of the Quarter" shall receive a performance of duty letter from the **Commanding** General and a **ninety-**six hour pass.

4. Personnel **recommended**, but not selected, as "**Chef of** the Quarter" will be recognized, through official correspondence, for their efforts in attaining a professional background warranting such recommendation,

5. The "**Chef** of the Quarter" Selection Board will meet the seventh working day of **the** first month of the quarter. The Board will **make** its recommendation to the Co-ding General prior to the **tenth** working day of the first month of the quarter.

6. **Organizational commanders** operating dining facilities and the Head, Security **Department** **are** requested to:

a. Select a food service individual from the enlisted personnel assigned to each appropriated fund dining facility to compete with nominees from other organizations for the Marine Corps **Development** and Education Command "Chef of the Quarter" Award. Negative reports are unacceptable.

b. Submit the name(s) of the nominee(s) by letter, including therein the basis for selection to reach this **Headquarters** (~~Code-B -214~~) prior to the fifth **working** day of the first month of each quarter.

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SECTION X

FOOD SERVICE CONSERVATION MEASURES

1001. Reducing Feeding and Energy Costs. The escalation of food prices and shortages of food and energy items are without precedence. There is a moral and legal obligation for all food service personnel in a supervisory/management position or in a position to influence others to reduce the expenditures for both food and energy. Supervisory food service personnel, in whom special trust and confidence has been placed, have a definite obligation to ensure success of this endeavor. There are many procedures that can effectively be implemented to reduce the cost to feed, without compromising the quality and quantity of food or service provided.

1002. Conservation and Cost Reduction Methods. The Head, Security ~~Department/organizational~~ commanders having operational control of dining facilities are request⁴ to initiate the following procedures to reduce food cost and effect energy savings:

1. Reducing Food Cost

a. Require-use of food preparation scales (NSN 6670-10-254-4630) to **weigh** all leftovers (saved or discarded) , and enter accurate portion figures on the Cook's Worksheet, NAVMC Form 36, **in** the space provided. This will provide tangible material with which to work and a base **in** which to progress from, in reducing over-preparation.

b. Ensure that subsistence support is not used for official **Command** functions, such as retirement ceremonies, change of **command**, and parades in honor of dignitaries, etc.

c. Implement positive control as required by MCDECO 10110.4 to ensure that each individual partaking of a meal is accounted for and proper credit derived.

d. Adherence to **MCO P10110.16B** to prevent overpreparation and/or improper food preparation.

e. Use larger container sizes where practical **in** lieu of individually packaged food **items** (this category includes catsup, mustard, salad dressings, syrup, etc.). _____

f. Use nonfat dry milk in all cooked products, vice whole fresh milk. The results will be superior products at reduced costs.

g. Requisition those vegetables and fruits that are "**in** season" and abundant at a lower cost.

h. Requisition less expensive meat/seafood **items**.

1. Requisition the less expensive food items, when two or more **like items** are listed in the subsistence price list and an overall savings can be realized by pound weight.

j. Adhere to the Base Master Menu as this is an-effective means of controlling food expenditures,

2. Conservation of Energy

a. Do not use electric can openers, electric hives, meat slicers, vegetable choppers, and other electric equipment unless absolutely **essen-tial** and manually operated equipment will not suffice.

b. Do not leave ovens or other food service equipment on overnight. **This** equipment consumes vast amounts of electric and gas energy.

c. Reduce heat to 200°F. in ovens when not needed for short periods of time. In the event the ovens are not required for a period **in** excess of two hours, turn the equipment off.

d. When roasting beef and other meat items, roast in large pieces at no higher than **325°F.** The larger the piece of meat, the less time required per pound to **roast/bake.**

e. To reduce overall hot water consumption, do not leave hot water running in sinks, and do not rinse down the outside of dining facilities with hot water.

f. Secure electric lights when not required and use task lighting or individual space lighting when practical.

g. Use ice only in amounts required, paying particular attention to that which is **discarded after** the meal in order to reduce the amount required for subsequent meals.

h. Secure electric lights in reefers and storage spaces when not actually required.

i. Keep fill valves and drain valves closed after filling **dish-**washing machines. Open valves cause a loss of hot water and waste detergent.

j. Do not permit dishwasher to **run** unless dishes are being washed.

k. Keep doors tightly closed on all refrigerators, and check door seals daily for leaks and loss of refrigerated air.

l. Secure radiators when windows are open.

m. Keep steam valves turned off on steam kettles when not in use.

n. Do not operate electric pedestal fans unless required.

- o. Do not operate cold food counters except when actually required during meal periods.
- p. Turn off deep fat fryers when not in actual use; drain and strain grease immediately after use in order to prolong the life span of the grease.
- q. Turn off fly fans when doors are secured.
- r. Secure electric exhaust system when not actually- required.
- s. It is not required to preheat ovens or broilers for roasting or broiling.
- t. Do not open oven doors during roasting periods (20 percent of the heat is lost when opening the doors).
- u. Foods to be baked should be placed in the oven the moment it reaches preheated temperature.
- v. When cooking vegetables, use as little water as possible.
- w. Use a tight fitting lid if-possible when cooking foods in order to keep the heat in the container, except for vegetables with a high sulphur content.
- x. Cook foods on the lowest possible temperature setting in order to reduce shrinkage and save energy. Water simmers at 185°F. and rapidly boils at 212°F. at sea level.
- y. Do not let frost build up inside milk machines or freezers before defrosting. The ice will become an insulation and prevent proper cooling.
- z. When using the oven, combine products so that the oven gets maximum use of heat produced.
- aa. Shut off the heat source a minute or two before the food is cooked to desired temperature or degree of doneness. The product will continue cooking with residual heat.

APPENDIX A

STANDARDS OF DUTIES FOR THE DINING FACILITY MANAGER

1. The dining facility manager is responsible to the unit dining facility officer for the operation and control of the dining facility. He is in charge of all details of the dining facility operation and delegates specific supervision and duties to others. His detailed duties and responsibilities are listed below:

a. Supervises and requires **compliance** with **MCO P10110.16B** (Armed Forces Recipe Service).

b. Supervises and requires preparation and use of **Product Sheet**, NAVMC Form 10616 (Rev 7-68), **Produce Requirement Sheet**, NAVMC Form 10615-SD (Rev 4-65), and **Meal Signature Record**, NAVMC Form 10789 (Rev X-68) in accordance with **MCO P10110.14H**.

c. Prepares the Cook's Worksheet 10110, NAVMC Form 36, (Rev 8-69) and adjusts portions to properly prepare the menu items **in accordance with** patron acceptability to thus reduce food waste.

d. **Determines** troop acceptability of food **items** by usage data **obtained** from **Cook's Worksheet**, **Product Sheets**, and other control forms used in operation of the dining facility.

e. Inspects the serving lines throughout meal periods to determine **quality** and quantity of food being **served, attitude**, appearance, and posture of food service personnel **servicing food** and initiates corrective action as required. The place of duty **during** the meal periods for the dining facility manager is to be seen regularly by patron personnel.

f. Takes necessary action to ensure proper use of food and the elimination of all **food** waste.

g. Establishes operating and working procedures for cooks, bakers, and other production personnel. Becomes thoroughly familiar with amount of manpower required for the various duties in the dining facility and assigns duties as necessary for the successful operation of the dining facility.

h. Holds frequent meetings with dining facility personnel to discuss the preparation, cooking and serving of foods, problems **concerning** the dining facility, and methods to improve overall efficiency.

i. Trains personnel in proper **and** accepted dishwashing procedures.

j. **Instructs** and trains all dining facility personnel and monitors the **instructions** provided by other members of the dining facility staff.

k. Makes **recommendations for** promotions and assignments as well as for training, and develops subordinates **for** future positions.

1. Ensures that only authorized persons are allowed to consume or draw food **items** in the dining facility. and that **all** are properly reported.

m. Maintains an up-to-date estimated financial status and a true financial status with the latest **known** figures available.

n. Maintains a food service attendant log book of significant events which transpire in the dining facility on a daily basis. The log is to be maintained in chronological order. Precautions are to be taken to ensure the safety of the log and its contents.

o. Inspects dining facility personnel for personal hygiene daily.

p. Ensures that the dining facility building, **equipment** and outside area are kept **in** a sanitary **condition** in accordance with the Manual of Naval Preventive Medicine, Chapter 1.

q. Inspects appliances and equipment frequently and reports **repairs on** work requests or phone log for emergency maintenance.

r. Ensures the meal signatures supervisor is informed of his duties **and** that all persons subsisting at government expense possess meal cards authorizing them to subsist in the dining **facility**. Ensures that each individual documents required **information** on meal signature record in accordance with MCO P10110.14H.

s. The dining facility **manager** will ensure successful operation of the **dining** facility through aggressive food management, systematic training, energetic and forceful leadership.

t. Requisitions subsistence **items** and food service property in **accordance** with current directives.

u. The dining facility manager will attend the monthly dining facility managers' meeting and the food **service planning** board **conducted** quarterly. Pertinent information as it affects the food service program **will** be discussed.

v. The dining facility manager is responsible for the propriety and **good** taste in conduct of diners. Personnel that **cannot** conduct themselves with proper decorum will be reported to the O.O.D. in accordance with paragraph 134 of this Order.

w. Maintain a current file of individual sick slips (**DD Form 682**) **showing** evidence of a physical **examination** prior to assignment to duty as a food service attendant. Sick slips are to be retained on **file** for a period of three **months**.

x. The dining facility manager will report, **in** a military manner, **and** accompany an Officer of the Day, Special Staff Officer, or inspecting officer visiting the dining facility for **inspection** purposes or **staff** visits.

APPENDIX B

STANDARDS OF DUTIES FOR THE CHIEF COOK

1. The Chief Cook on watch will be responsible to the dining facility manager for the operation of the galley and the activities of all **cooks**, bakers and food service attendants assigned. **He** is also responsible for the operation and police of the vegetable preparation room.

a. The tour of duty for the chief cook will be as directed by the dining facility manager. During the chief cook's tour of duty he will **remain** in the dining **facility**.

b. He will be responsible for such special meals and sandwiches as may be directed by the dining facility manager, as well as the cleanliness of the galley, galley equipment, food preparation and serving utensils.

c. He will personally supervise the actual preparation, cooking and serving of food.

d. He will personally supervise and require preparation and utilization of cooks produce requirement sheets and product sheets in accordance with current directives.

e. He will observe and enforce the rules of personal hygiene and dining facility sanitation in accordance with the **Manual** of Naval Preventive Medicine, **Chapter 1**.

f. He will personally muster and inspect the morning cooks watch prior to commencement of breakfast meal preparation. The oncoming evening watch will be mustered and inspected prior to **commencement** of the noon meal.

g. During meal periods he will detail one cook to supervise each **food line** and will provide complete instructions for the meal **concerning** the quantity to be served. He will personally demonstrate for each cook assigned the amount of each food item to be served.

h. He will assign and schedule the work of the cooks on watch and the food service attendants assigned to the galley, and will train them in the **performance** of their duties.

i. He will adhere to the recipes of the Armed Forces Recipe Service, **MCO P10110.16B**, as well as prescribed cooking practices, **in order that** maximum nutrients may be obtained and to minimize cooking loss.

j. He will be responsible for good order and discipline of the cooks **during** his watch. No loud or profane language, unnecessary noise or skylarking will be allowed in the dining facility at any time.

k. After each meal the chief cook will check with the **dining** facility manager-for instructions as to **how** leftovers-can be used to the best advantage. **All** leftovers 'will **be recorded** on cook's **worksheet in** accordance with **MCO P10110.14H**. Disposition of leftovers will be as indicated below:

(1) All leftovers are to be covered with **wax paper** or aluminum foil and dated as to meal **prepared**. **Example: Dinner** meal 26 August 1972. **Entires** are to be made using a grease pencil or felt tip pen.

(2) All leftovers will be consumed within 36 hours in accordance with the Manual of Naval Preventive **Medicine**.

(3) Serve leftovers in other than their original form whenever possible.

(4) Always refrigerate leftovers until they are to be utilized.

(5) Discard when of no further use.

1. When assuming the watch, the **chief** cook will consult with the dining facility manager regarding any special feeding requirements.

m. He will be responsible for the accurate **completion** of the cook's worksheet in accordance with current **directives** and this Order. He will inspect food preparation and serving utensils to be **certain** that the **items** are clean and sanitary, and that the **equipment** is returned or stored in its proper place when not in use.

n. Prior to dismissing the watch at noon, the off-going chief cook will ensure that the galley is **in** a state of order and cleanliness satisfactory to the chief cook relieving him.

o. The off-going chief cook will pass on to the **on-coming** chief cook any **information** that may pertain to his watch.

p. A clean-as-you-go policy will be **enforced in** the galley. The chief cook will be responsible **for** the enforcement of such orders as may be necessary to ensure the success of this policy.

q. The chief cook will be responsible for the conservation of utilities in the galley. All gas, electricity, water, and steam **appliances** will be turned off when not in use.

r. The chief cook will take all necessary steps to ensure the proper and economical **utilization** of food and **elimination** of waste.

s. He will **instruct** the cooks and food **service** attendants assigned to the vegetable preparation room on the proper procedures for preparation of all vegetables and salads in accordance with **MCO P10110.16B**.

t. The chief cook will instruct individuals on his watch **as** to the time to next report 'for duty, **prior to securing** each day.

u. In the absence of the dining facility manager, the chief cook will, report in a military manner and **accompany** any Officer of the Day, Special Staff **Duty** Officer, or inspecting officer visiting the dining facility for inspection purposes or staff visits. The chief cook will report the results of such visits/inspections to the dining facility manager immediately on his return to the facility.

APPENDIX C

STANDARDS OF DUTIES FOR COOKS

1. All cooks on watch are responsible to the chief-cook for the preparation of food, performance of duties assigned, personal conduct, and compliance with the rules of sanitation. Cooks on watch will remain in the **immediate** vicinity of their duties, leaving the area only with the express permission of the chief cook.

a. The tour of duty for cook's watches will be as established by the dining facility manager and may vary at his discretion-for---watches or individuals.

b. Each cook on watch will, prior to securing, ascertain from the chief cook the time he is to next report for duty. It is the individual's responsibility to report for duty on time.

c. Cooks may be assigned to any of the different **departments** within the dining facility requiring his qualifications. When so assigned, the cook will be responsible to the noncommissioned officer or senior man in charge of that department for the proper **performance** of his assign& duties.

d. The proper uniform for cooks will be: clean underclothing, regulation belt, occupational white mess trousers and jacket, clean boots and white paper caps. During warm weather the jackets may be worn at the discretion of the dining facility manager. Dining facility personnel (cooks and Food Service attendants) will be clean shaven at **all times** and will maintain **regulation** haircuts. Occupational food se-r-vice clothing will only be worn to and from the billeting area and dining facility.

e. Cooks will take a personal interest in their duties and constantly endeavor to produce the best possible products to promote the health, **contentment** and pride of the organization. This will be **accomplished** by adherence to the cook's worksheet, product sheet and produce requirement sheet as outlined by MCO P10110.14H.

f. **The** cook will observe the rules of good personal hygiene; he must be clean, wear clean uniforms, shave and shower daily. The bands **must** be washed daily **and** always after visiting the toilet. Fingernails and hair will be kept clean and short.

g. While on **duty**, cooks will assist the chief cook in maintaining **galley** utensils in proper working order, clean and sanitized properly. All items are to be stored properly when not in use. Utensils and equipment must be inspected carefully before use, to ensure that they are in a sanitary condition.

h. **When** sampling or tasting food, basting spoons or other utensils being **used to stir** the food will not be used.

i. Sanitary regulations forbid the use of tobacco in any form in food preparation or serving areas. Cooks are expected to observe "No Smoking" rules in the galley and assist in the enforcement of such rules.

j. A clean-as-you-go plan will be followed at all times in food **preparation**. In general, the following procedures **should** be followed when preparing a food item.

(1) Study the recipe carefully **until you understand the procedure** and plan your work.

(2) Complete the product sheet in accordance with the cook's worksheet and recipe card.

(3) Assemble utensils needed.

(4) Preset ovens, grills or deep fat fryers as required.

(5) Assemble and measure ingredients **required**.

(6) Combine ingredients or **prepare** as directed by the recipe card.

(7) Return unused ingredients to their proper place.

(8) Take dirty utensils to pot sink.

(9) Thoroughly clean preparation table and preparation area.

(10) Inspect the area (sweep and swab as **required**).

k. There will be no loud or profane **language, unnecessary** noise, or skylarking in the dining facility at **any time**. Excessive noise results in misunderstood orders and **adds to general confusion**.

l. Cuts or abrasions on hands or other **exposed** surfaces of the skin will be reported mediately to the **chief cook**.

m. Good sanitation practices forbid the **wearing** of rings, watches or other jewelry on the hands and wrist, **except** plain wedding bands while working with food.

n. **When** handling dishes,, plates, pans or other utensils; they will be **handled** so that the hands and fingers make the least possible contact with the inside of eating surfaces.

o. Cooks will be responsible to the chief cook for conservation **and economical** use of utilities **in the** galley. **Gas, Water, electricity** and **steam equipment** **will be turned** off **when not** in use.

p. Cooks will take all steps necessary and within their authority for **the** conservation and economical utilization of food and the **elimination** of waste.

q. Cooks will carry out other instructions as may be given from time to time by the chief cook.

r. M1 cooks will wear their appropriate insignia of rank on their caps and collar lapels when the white jacket is worn.

s. Off duty cooks **will not be permitted** to loiter in working spaces or food preparation areas in civilian attire.

APPENDIX D

'STANDARDS OF DUTIES FOR THE CHIEF FOOD SERVICE ATTENDANT LEADERS

1. The tour of duty for the chief, Food Service **attendant** will be as directed by the dining facility manager. During the chief Food Service attendants' tour of duty, he will remain in the dining facility, leaving the area only with the express permission of the chief cook on watch.

a. **During** his tour of duty the chief Food Service attendant will be **responsible** to the chief cook/dining facility manager for the following:

(1) Administration, **assignment** and instructions of Food Service **attendants**.

(2) Serving of food.

(3) Operation of scullery.

(4) Sanitary conditions of the dining area, scullery outside area and such other duties as may be assigned.

b. The chief Food Service attendant will have administrative control of all Food Service attendants assigned to the dining facility, and will be in direct charge of the attendants assigned to the dining area, scullery and outside area.

c. He/she will muster and inspect the Food Service attendants daily and report the results to the dining facility manager in writing. The Food Service attendants will be **inspected** when reporting to the dining facility in the morning prior to breakfast meal. At 1030 daily **the** chief Food Service attendant will muster all Food Service attendants for inspection by the dining facility manager. Further, he will hold such other musters as may be deemed necessary to ensure complete control of personnel at all times. All musters and other significant events will be entered in the chief Food Service attendants' log in chronological order and kept on file at the dining facility for at least 6 months.

d. When newly assigned personnel report for duty, the chief Food Service leader will ensure that each man's name, rank, and organization are recorded on the roster board located in the office and in the chief Food Service attendants' log.

e. The chief Food Service attendant will ensure that newly assigned **personnel** are indoctrinated in dining facility procedures, schedules and sanitation practices. He will ensure that each man thoroughly understands his job and its relation to the operation of the dining facility. **The** chief Food Service attendant is responsible for giving complete **verbal** instructions covering duties involved.

f. The chief Food Service attendant will maintain a log book for the purpose of logging personnel out/in when it is necessary that they leave the dining facility during any period of the working day. The log book will contain the name of the individual, time out, organization, destination, and time returned. Precautions are to be taken to ensure the safety of the log and its contents.

g. The chief Food Service attendant is responsible for the good order and discipline of the personnel at all times. There will be no loud or profane language, unnecessary noise or skylarking in the dining facility at any time.

h. One of the most important functions of the chief Food Service attendant is the service of food. Good food is appreciated by everyone, but even more so when it is complimented by gracious and professional service. The quality of food used in the Marine Corps dining facilities is the best obtainable, and the same degree and care must be applied to the service of food as we give to its preparation. The chief Food Service attendant will:

(1) Use every means at his disposal to serve food to personnel in an attractive, orderly, efficient manner.

(2) He/she will observe and enforce the rules of personal hygiene and sanitation at all times,

(3) After each meal the dining tables will be carefully inspected for cleanliness; condiment containers, salt and pepper shakers, toothpick dispensers, napkin dispensers will be cleaned after each meal and refilled daily.

(4) Each Food Service attendant will be assigned a specific job during each meal, and the chief Food Service attendant will ensure that each person has complete instructions for his particular job assignment.

(5) All food items left on the serving lines will be collected immediately after the meal is over and returned to the galley for proper disposal.

(6) The chief Food Service attendant will ensure the dining area, scullery, and outside areas are in excellent state of -police at all times. The outside area will be thoroughly policed after each meal, and the Food Service attendant will be assigned as necessary to ensure proper police of the dining area during meal hours.

(7) The chief Food Service attendant will draw the required cleaning gear from the storeroom/property NCO. it is imperative that sound supply economy practices be exercised. Aside from the cost factor involved, certain items of gear are not readily available for issue. Maximum use therefore must be obtained from cleaning supplies on hand; the chief Food Service attendant will ensure that personnel do not discard cleaning gear before it is worn out. He will furthermore ensure

that gear not willfully damaged/destroyed **and that** cleaning gear is not removed from the dining facility area. Any violation of the foregoing will be reported to the dining facility manager **immediately**.

(8) All swabs will be cleaned thoroughly after each use and returned to the swab rack. All other cleaning gear will be returned to the proper storage-area after each use.

(9) The chief Food Service attendant will ensure that personnel are in proper uniform and groomed at all times.

(a) Clean underclothing.

(b) Clean jacket and trousers.

(c) Clean cover.

(d) Clean belt-

(e j) Clean shoes/boots.

(f) Clean shaven.

(f) Regulation haircut.

(h) Fingernails cut short and kept clean.

(i) Hair-nets worn where applicable.

(10) The chief Food Service attendant will be responsible for conservation of utilities in the dining area, outside area and scullery. All appliances, lights, water, heat, gas, and electricity will be turned off when not in use.

(11) The chief Food Service attendant shift leader will count all silverware daily.

(a) A chart as depicted in **Appendix H**, Figure 44, will be used to conduct the count.

(b) Report of the count will be made to the dining facility manager daily.

(c) The chart will be maintained in the chief Food Service attendants' log book and will be presented during inspections of the dining facility.

MONTH	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
4. CABINETS, SHELVES - Clean, neatly arranged, old items discarded or used up.																																	
5. FOOD STOCKROOM - general appearance clean, orderly, well arranged, unused items sent to dead storage or discarded.																																	
6. FLOORS - clean, not slippery, cleaned daily.																																	
7. SUPPLIES - stacked on pallets, on shelves, by type or department.	1	1																															
8. BINS - cleaned out regularly, in good repair.																																	
9. DISH AND GLASS STORAGE - Cabinet shelves, lowerator units, clean and sanitary, operating correctly, glass racks stacked neatly out of the way.																																	

DISHWASHING PROCEDURE

BUSSING																																	
DISHES BUSSED from tables in an orderly manner so customers are not disturbed.																																	
GLASSES handled in sacks to avoid chipping.																																	
DISHES, BOWLS, DESSERT PLATES with heavy soil bussed separately.																																	

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
MONTH																																	
CLEAN DISH HANDLING																																	
CLEAN DISH QRTS placed at end of machine for easy loading.																																	
CLEAN DISH HANDLERS instructed to clean their hands thoroughly and to pick up dishes properly.																																	
SILVER DUMPF on clean cloth and put into holder, handles up.																																	
GLASS RACKS sent immediately to storage or back into use without extra handling.																																	
CLEAN UP DISMACHINE																																	
DISMACHINE CLEANED PROPERLY EACH DAY. WASH AND RINSE arms cleaned out.																																	
SCRAP TRAYS cleaned, straightened																																	
TANK DRAINAGE HOSED OUT, strainer cleaned.																																	
CURTAINS scrubbed and hung to dry.																																	
TABLES AND DISMACHINE are washed with detergent solution and hosed out - wiped dry.																																	
SURROUNDING AREA hosed down, scrubbed clean.																																	

REMARKS:

MCDEC 10110/9E (LR)

APPENDIX F

STANDARDS OF SANITATION FOR MCDEC DINING FACILITIES

1. MCDECO 6240.1A and this Order set forth sanitation standards for the dining facilities. It includes the sanitary supervision of all food storage, refrigeration, preparation and serving of food items destined for human consumption. Disposal of food waste is also covered.

a. Food service personnel includes all military personnel who supervise, prepare or serve food or drinks in appropriated dining facilities.

b. The term "utensils" includes any kitchenware, tableware, glassware, cutlery utensils, containers or any other equipment with which food or drink comes in contact with during stowage, preparation or distribution,

c. 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.

d. Floors of all rooms or spaces in which food or drink items are stored, prepared, served, or in which utensils are washed or stored will be kept clean. Particular attention will be devoted to the pits in galleys to ensure that food waste from cleaning of steam kettles is not permitted to drain on deck. A colander or other type utensil will be used to collect food waste when cleaning or draining steam kettles.

e. All rooms in which food, drink equipment or occupational Food Service clothing is stored, or in which utensils are washed, shall be well lighted.

f. Under no condition will utensils or equipment be washed in outside areas other than for field type messes.

g. Signs shall be conspicuously posted directing all personnel to wash hands after using the toilet.

h. All food items and food preparation equipment shall be placed at least 6 inches away from the walls, and adjacent equipment, and at least 6 inches off the floor, or sealed to the wall and floor on all sides, or be completely movable.

i. Cadmium plating, lead, or other injurious materials shall not be used in food preparation or serving equipment, except that solder containing a minimum of lead may be used for jointing. Enamelware and plastic ware, is prohibited for use in dining facilities.

j. The entire physical plant of the dining facility and the environs 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 material 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.

k. All food and drink shall be clean, wholesome, free from spoilage, and so prepared, stored, and served as to be safe for human consumption.

l. No person will serve ready-to-eat food that has been previously served and exposed to a patron.

m. Food becomes adulterated if it consists in whole or in part of any filthy, putrid or decomposed substances or if otherwise unfit for consumption; or if prepared, packed, or held under unsanitary conditions whereby it may have been rendered injurious to health.

n. Floors, bulkheads and storage racks of refrigerators will be kept immaculate. A temperature chart (MCDECO 6240.1A) will be conspicuously posted on or near each refrigerator. Temperature will be checked and recorded on charts at 0530, 1000, 1400 and 1800. Any irregularities shall be reported to responsible personnel immediately.

o. Dishwasher Procedures

(1) Scraping and Sorting Scraping is the removal of gross particles of food or refuse from the-dishes and utensils and is accomplished on arrival of dishes 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) Prewashing Dishes shall be prewashed by a steam or spray of warm water under line pressure. A compartment of the dish sink may be used for this purpose.

(3) Dishwashing will be in accordance with the Manual of Naval Preventive Medicine, Chapter I.

(4) Dish racking will be in accordance with the Manual of Naval Preventive Medicine, Chapter I.

(5) Drying. Whenever high humidity or excessive steam vapors are present in the room where dishwashing operations are performed, suitable means must be provided for their removal. Sufficient clean dish table area must also 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.

(6) Storage. Utensils are to be stored in a clean dry place, protected from dust and other contamination; and will be tiled in a manner to prevent ~~contamination~~ so far as practical, since improper handling and storage will nullify the sanitizing 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 users 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. Badly worn, rough edge spoons, cracked or chipped cups , dishes, glasses, and other china will be ~~removed~~ and discarded.

p. Dining Area

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

(2) Sponges will be cleaned after each use and submerged in sanitizing solution to prevent growth of harmful bacteria in accordance with the Manual of Naval Preventive Medicine.

(3) Dining chairs will be cleaned after each meal to remove finger prints, swab marks and other foreign material. Chairs are to be cleaned bottom, underneath as well as front and back.

(4) All condiment bottles, salt and pepper shakers and napkin holders are to be cleaned after each meal and items inspected by the chief Food Service attendant on watch.

(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 forming inside cabinet.

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

(7) Decks are to be thoroughly cleaned after each meal.. Decks will be vigorously scrubbed, rinsed with clear water and swabbed dry with clean swabs at least twice daily. All swab strings will be removed 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 finger prints, kick marks and swab marks.

q. Galley Equipment

(1) Steam jacket 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°F. The component parts (drain valves, drain lines, caps, plugs and vapor exhaust line) will be disassembled after each use, 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 **and** especially before another food product other than the one previously prepared is placed on the board.

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

(5) Range and grills will be thoroughly cleaned once each 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 that one clean deep fat fryer may be filled and ready for stand-by use.

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

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

(9) Food **and** dish carts will be thoroughly cleaned after each meal. The cleaning will include the tops, bottoms of the shelves and the wheels.

(10) **The** use of steel wool for cleaning equipment and utensils: is prohibited. Metal **sponges** available in the supply **system** will be used.

(11) All sponges used in cleaning utensils and equipment will be cleaned and sanitized after each meal period.

r. Dairy Products. All dairy products shall be received, stored and dispensed in accordance with the Manual of Naval Preventive Medicine, Chapter I.

s. Storage of Subsistence Items. All subsistence items will be stored in accordance with the Manual of Naval Preventive Medicine, Chapter I and Section 2 of this Order.

t. 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 inspected 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.

(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 infection and intoxications. All food service personnel shall attend formal food sanitation training classes conducted in accordance with SECNAVINST 4061.1B. Temporary (Food Service attendant) must be indoctrinated by supervisory personnel prior to or at the time of assignment to duty in dining facilities.

(4) The Dining Facility manager, or senior responsible food service supervisor shall inspect all food service personnel and food service attendants daily for personal cleanliness.

(5) All food service and food service attendant personnel will be physically clean and will wear clean garments when working in dining facilities. Head covers/hairnets 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.

u. Preparation of Food

(1) The preparation of food will be in accordance with MCO P10110.16B, 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 must be kept 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°F, or lower (but not frozen) as soon as possible, or it will be held at a constant temperature of 140°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 three inches and refrigerated immediately. Care must be taken to ensure thorough and complete chilling to the center of the mass of food. No leftovers will be used after 36 hours.

(3) Ground food will be checked 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 adhered to.

(4) Fresh vegetables and produce will be processed on receipt at dining facility. Vegetables which may be contaminated with pathogenic organisms or chemicals will be thoroughly washed or chemically sanitized by approved methods before serving.

(5) The thawing of frozen provisions should not be carried out to an extent beyond the point necessary to permit cutting, slicing, or other treatment preparatory to cooking. Frozen foods that have been thawed will not be refrozen.

(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 185°F, prior to serving.

(9) Salads shall be freshly prepared and served as soon as practical.

(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 P10110.16B, MCO P10110.17A and Section-2 of this Order.

(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 individual spoons, forks, tongs, etc., for the proper serving of salads, pastries, bread, etc.

(14) The cook **in** charge of the serving lines 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 replenished as needed.

(15) Food items will not be poured or exchanged between utensils on the food lines. All containers will be replenished or food items exchanged **in** the galley. It is poor manners and there is a safety factor involved in pouring **items** from one container to the other on food lines **in** the presence of patrons.

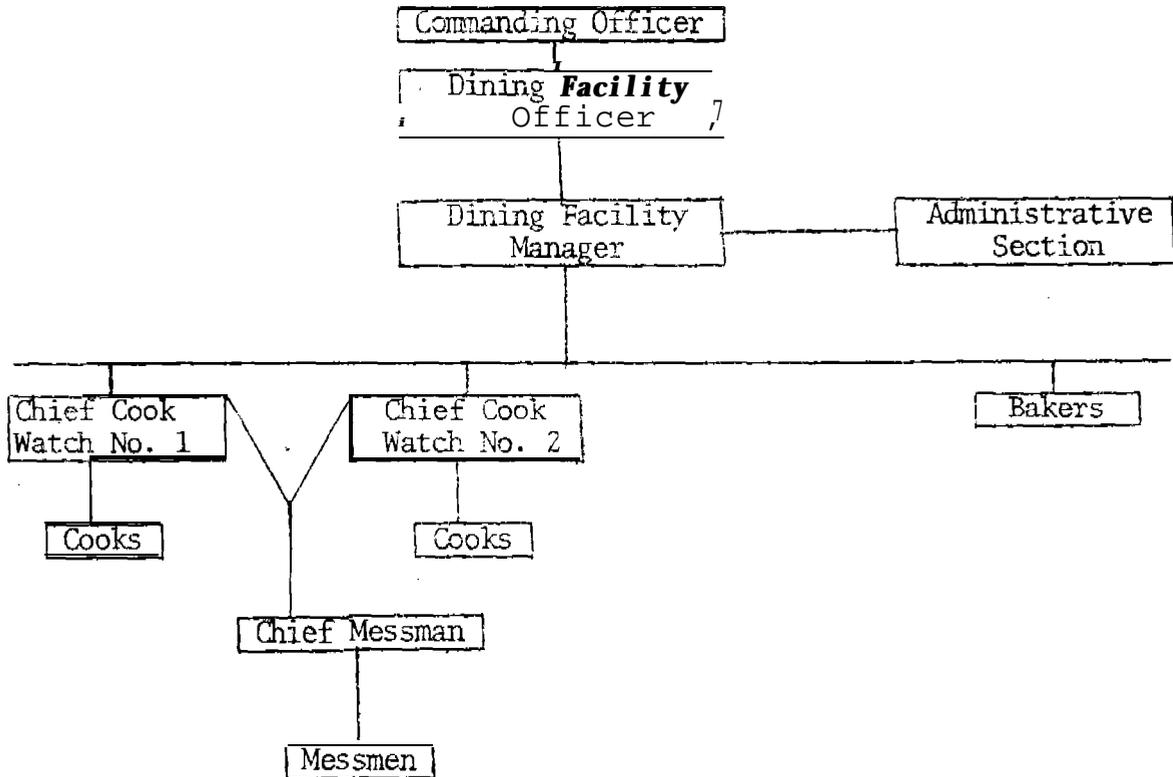
(16) Food **items** on serving line will be replenished from the galley. **Excess** quantities on the serving line will **not** be permitted. Food in hot food lines will be kept at **140°F** or above **until** served. Food line inserts will not be stacked on top of one another, or placed on deck while awaiting placement in **food** lines for serving.

APPENDIX G

ORGANIZATIONAL CHART AND JOB DESCRIPTIONS FOR OPERATION OF DINING FACILITIES

1. The purpose of this Appendix is to provide the organizational *structure chart* with job descriptions and functional *statements* for operation of dining facilities. The intent of this Appendix is to outline *each* members' duties, authority and accountability, to include what *the person* does, how he does it, when and how often the task is performed. This Appendix will assist with control of manpower resources, scheduling of workload and for accomplishment of management goals. The organizational charts and job descriptions bring every activity which contributes to the operation of the dining facilities under centralized directions..

Organizational Chart



Note : The Chief Cooks will supervise baking operations, when baking is performed in a respective dining facility. When the baking is accomplished at the Central Pastry Kitchen the bakers will be under the control of the Head, Food Service Division.

2. Cooks-3371

Descriptive Titles:

Dining Facility Manager
Chief Cook
Cook
Baker
Salad Room Manager
Chief Food Service attendant
Storeroom Manager
Property Manager
Subsistence Cards Clerk (Stock Record and Inventory Control Card, NAVMC Form 708)

Duties and Tasks • Operates field **messing equipment**, ovens, **steam** kettles, ranges and other garrison type food preparation **equipment in** preparation of food items. Prepares vegetables, **fruits** and meats for cooking, adds seasoning, prepares sauces **and garnishes** food to add **attractiveness** to meals. Processes vegetables **and prepares** desserts, beverages and plain pastries using standard **approved** recipes and formulas **in** accordance with master and special. **menus**. May bake plain pastries, cakes, and yeast dough using prepackaged **ingredients**. **Cleans or** supervises personnel in cleaning of galley and **dining facility** premises; **maintains** insect and rodent control. Effects **economy** in the dining facility by various measures such as use of substitute ingredients; utilization of leftovers; proper storage of food supplies. **Performs** preventive maintenance and makes minor repairs to field mess equipment. Collects and accounts for cash received from paid **supernumeraries**. Maintains records of **dining facility** such as **financial status**, NAVMC Form 708 cards and equipment inventory. Prepares watch list and menus. Requisitions food supplies and **dining facility equipment**. Maintains record of supplies on hand and expended **in** the preparation of meals. Supervises maintenance and operation of the dining facility. Checks incoming shipments, prepares reports of **supplies** received. Stores, or supervises the storing of, subsistence **supplies in conventional and** refrigerated spaces. Posts voucher entries to **appropriate** accounts.

3. Job Descriptions • The **below** listed j&/space descriptions and **functional statements require** the doing of **all things** necessary and proper for, or **incidental** to, the dining facilities' **functions**. Anything not directly specified, but necessary **in** the carrying out of the intent of this Appendix, and the complete **and proper execution** of the **services, shall be performed by the individual assigned as if it had** been specifically **described** and assigned.

4. Major Area (Dining Space)

a. This area and the **equipment** shall be cleaned three times per day, after meals, seven days a week (or so **specified**) as follows:

(1) During Each Meal. Police the dining room to immediately clear away accidental **spilling** -or **dumping** of food and trash on table tops, floor, or elsewhere in the dining **room**. Bussing of tables in junior enlisted area is prerogative of **commanding** officer.

b. Provide bussing service in the staff and **officer's section** of the dining facility. **Immediately** clear away dirty dishes and other table service ware as seats are vacated, Clean **and** rearrange tables as necessary.

(1) After Each Meal. Cleaning is **to be** completed 60 minutes after full lines are secured.

(a) Wash table tops with clean, hot, **detergent** water, rinse with **hot** water and wipe dry with cellulose sponge.

(b) Damp-wipe dining chairs and reposition around tables after cleaning decks.

(c) Clean salad bar and insert lids.

(d) Sweep, scrub, rinse, and dry decks or damp-mop and dry decks as specified.

(e) Clean salt and pepper **shakers**, napkin holders, sugar dispensers and condiment containers.

(f) Milk dispensers shall be thoroughly washed, defrosted, pinch valve assembly cleaned, drains cleaned, stand cleaned and exterior and interior wiped clean and dried.

(g) Beverage table shall be thoroughly cleaned and wiped dry.

(h) Police of all planter boxes and artificial plants.

(i) Wash with hot detergent water and wipe with clean cellulose sponge head-high bulkheads in dining space.

(j) Check and rehang or **square away** any drapes that do not present a neat military appearance.

(k) Reach-in refrigerators **shall** be wiped clean and **polished** daily. The box shall be emptied and the interiors shall be thoroughly cleaned weekly.

(2) Weekly: (Except as indicated)

(a) **Empty** all sugar dispensers, salt and pepper shakers, wash in dishwashing machine, allow to dry, refill and replace on tables (to be done twice weekly).

(b) Clean and wash pipes, drain ditches, window sills and pole columns.

(c) Wash legs, backs and bottoms of dining chairs and dining tables to remove dirty finger prints and kick marks.

(d) Clean and spray paint (black) base plate of tables if required.

(e) Thoroughly scrub down, rinse and dry swab deck.

(f) Thoroughly clean fans, base plates, blades and blade guard.

(g) Thoroughly wash bulkhead, baseboard, windows and door sills. This is to include inside and outside of all doors to remove dirty hand prints and kick marks.

(h) Clean window screens; taking care not to damage screens.

(3) As Required

(a) Fill salt and pepper shakers.

(b) Replace empty condiment containers.

(c) Fill napkin holders.

(d) Fill sugar **dispensers**.

5. Major Area (Scullery). Operation and cleaning is to be completed 60 minutes after food lines are secured.

a. The cleaning of all tableware will be accomplished as follows:

(1) **As** soiled tableware arrives **at** the scullery, **it** is to be scraped and sorted. Scraping is the removal of gross food particles to lessen amount of organic waste and **microorganisms entering** the dishwashing machine, to remove grease which **may inactivate** the detergent, and to conserve utilities. Scraping may be **done** with the hand or **rubber** scraper.

(2) Prewash dishes, trays, and bowls if required in **110° - 120°F** water. If prewash dishwashing machines are used this procedure is not required.

(3) Place dishes, etc., into dishwashing machine. wash section water to be **140°** to **160°F** and rinse section **not** less than **180°F**. Trays are not to be forced through dishwashers. Detergent and rinse additive is to be fed by preset dispensers.

(4) Glasses are to be washed in accordance with paragraphs (1) and **(2)** above.

(5) Silverware will be sorted and placed in a detergent solution to loosen soil prior to the washing operation. If required, silverware

(particularly forks) should be brushed by hand to loosen food particles. The silverware should then be placed into steri-sil containers, with handles down, and loaded into dishwashing racks for the passage through the dishwashing machine. Do not handle silverware after washing. Invert position with handles up.

b. Dishwashing equipment will be cleaned thoroughly at the end of each meal. Dish tables, dish carts and tableware dispensers will be scrubbed with detergent and rinsed clean with fresh hot water and wiped dry with clean cellulose sponge.

c. The procedure for cleaning the dish machine is as follows:

- (1) Turn off heat on wash and/or rinse tank.
- (2) D-rain water from tanks and pumps.
- (3) Remove screens from machine.
- (4) Remove wash arms and/or end caps where arms are not removable and clean with brush. Air dry wash arms and curtains.
- (5) Check and clean final rinse sprays.
- (6) Remove and clean scrap trays.
- (7) Close tank drain, scrub entire interior of machine, then flush; partially refill tanks and flush out pump and pump lines by running machine for one minute. Drain tanks.
- (8) Remove and clean scrap trays.
- (9) Check gauges for accuracy and/or breakage. Check pumps and pipe inlets for leaks.
- (10) Clean interiors of dish dispensers, tray racks, and carts.
- (11) All trash and garbage is to be removed from scullery.
- (12) Decks are to be scrubbed, rinsed and swabbed dry.
- (13) At no time will any dishwashing racks be thrown or other dishwashing gear be placed on the deck.
- (14) All sponges are to be washed clean, rinsed and placed in wescodyne or other germicidal solution.

6. Major Area (Serving Area and Food Lines)

a. During Meal Period

- (1) All food on serving line is to be kept continuously arranged in an attractive and orderly manner.

(2) Keep serving line continuously clean and free of spilled foods.

(3) Provide sufficient personnel to maintain a serving rate of 10 men per minute.

(4) Adhere strictly to portion sizes, as directed by chief cook or person in charge of serving line.

b. Cleaning is to be completed 60 minutes after food lines are secured.

(1) Cleaning is to commence immediately after all food has been removed from the hot food lines, cold food lines and related equipment.

(2) Hot food tables must be drained and thoroughly cleaned inside, outside and shelves underneath table that are used as storage space.

(3) Entire serving line, glass sneeze guard, top surfaces, covers, sides, front and tray rails must be cleaned, dried and polished after each meal.

(4) Toasters must be cleaned after each use; they are to be wiped clean daily and crumb trays emptied.

(5) Shelving under the serving lines shall be cleaned after each meal.

(6) Work tables shall be cleaned and polished after each meal.

(7) Coffee urns shall be emptied of leftover coffee. Urns shall be cleaned by rinsing and flushing interior with hot water and baking soda solution or urn Powder and then thoroughly rinsed after cleaning; fill 1 or 2 gallons of water into urn, damp wipe and dry exterior.

7. Ma&Area (Trash, Garbage Room and Outside Area)

a. Trash and garbage cans are to be removed from the scullery and galley after each meal and at other times as required.

b. All garbage and trash is to be separated as follows:

(1) Wet garbage - plate waste, galley and spud locker waste of food items. Trash - cans, bottles, boxes, egg shells, and coffee grounds.

(2) Bones - Bones removed from meat products. Crease - All grease removed from galley and butcher shop.

c. Garbage cans will be thoroughly cleaned before return to point of use.

d. Garbage/trash cans and covers will be thoroughly cleaned before storing, to remove all food particles and grease that may have adhered to cans or covers.

e. Only trash placed in plastic bags will be placed inside dumpsters. (This does not apply for large cardboard boxes.)

f. Dumpsters are to be scrubbed clean and rinsed with hot water at least once each week.

g. The garbage/trash area will be maintained in a sanitary, orderly condition at all times, and the floors shall be scrubbed, rinsed with clear hot water and swabbed dry after each meal.

h. Doors and window screens will be kept closed and in good repair to prevent fly infestation.

i. Walls, doors and bulkheads will be scrubbed clean, rinsed and wiped dry once a day.

j. All sponges are to be cleaned, rinsed and placed in wescodyne or other germicidal solution.

k. The outside and dumpster area is to be policed as required in order to maintain a neat, military appearance.

l. The swab rack is to be clean and orderly at all times. Swabs, scrub brushes and other cleaning gear is to be clean and neat. Swab heads are to be cut to present neat appearance. Police of swab area is to be accomplished as required;

xi. Rear platform is to be scrubbed, rinsed and swabbed dry after each meal period.

8. Major Area (Heads and Passageways)

a. Bulkhead, baseboards, door facings, and windows are to be washed as required in order to maintain a neat, clean orderly area. All dirty hand prints and kick marks are to be removed daily.

b. Decks are to be scrubbed, rinsed and dry swabbed as required but at least twice daily,

c. Screens are to be kept closed and in good repair to prevent fly infestation.

d. The deck in head is to be swabbed with a disinfectant at least once daily.

e. Bowls, basins and urinals are to be scoured, washed, rinsed and disinfected after each meal period.

f. Wash and police mirrors and bright work after **each** meal.

g. Wash and disinfect toilet seats at **least** once daily.

h. **Empty** paper towel receptacles, dust **and** clean soap dispensers and receptacles, and replenish soap and paper supplies as required but at least once daily.

i. Passageways shall be policed at regular intervals during the day **to** correct any hazardous conditions resulting from spillage of food and to **remove** empty boxes, cases, cans, etc. as they accumulate.

9. Major Area (Pot and Utensil Washing Room)

a. Utensil racks are to be cleaned daily to remove grease, dust or water marks.

b. Food cutting boards are to be **stored in** such a manner on the rack as not to touch each other and to **permit** air circulation.

c. **All** pots **and** pans are to be placed on racks inverted.

d. **All** small items that lend themselves to hanging are **to** be hung on overhead utensil racks.

e. All roasting pans, baking pans, **steam** table inserts **and** cooking utensils used in the preparation and service of food shall be thoroughly cleaned and sanitized after each use.

f. **Pans** and utensils will be returned to **point** of use or storage if not normally stored **in** the pot washing area.

g. Pan and utensil washing will be accomplished as rapidly as **possible** after presentation of the soiled items.

h. Pans, pots or utensils at no **time will** be placed on **the** deck prior to or after washing.

i. The pot and pan washing area **must** be kept clean with the floor -swept, scrubbed, rinsed with hot clear **water** and swabbed dry after each meal.

j. Pots and pans will be scraped clean to remove the major portion of refuse, washed in hot detergent water using the proper amount **of** detergent per gallon of water, rinsed in clear hot water with **wescodyne** or other type germicidal solution and air dried on utensil racks.

10. Job Assignments. **Figure** 50, Appendix M depicts sample work schedule **form for dining** facilities. **This** form will be utilized for assignment of individuals to accomplish specific task.

APPENDIX H

RECORD **FORMAT**, INSTRUCTIONS AND BLANK FORMS

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OFFICER OF THE DAY CHECKLIST FOR DINING FACILITY

_____ month

x Indicates meal is OK. o Indicates action required.

1. General Cleanliness of:

a. Galley. In and around equipment and storage areas. Area clean and neat appearance.

b. Scullery. No personal gear, miscellaneous excess cleaning supplies in the area. Area clean and neat, orderly appearance.

c. Garbage and Trash Areas. G.I. cans should be cleaned or in the process of being cleaned. There should not be a heavy odor of old garbage or excess water on the deck. Neat, orderly appearance.

d. Dining Area. General cleanliness. Neat arrangement.

e. Food Service Personnel. Personnel are to be clean shaven and will wear clean white uniforms, within reason. A cover will be worn by all male food service personnel and a hairnet will be worn by all male/female food service personnel as required.

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
B																															
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Figure 1
H-4

OFFICER OF THE DAY CHECKLIST FOR DINING FACILITY

_____ month

x Indicates meal is OK. o Indicates action required

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
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f. Salad Room/Sandwich Preparation Area. All equipment should be clean when not in use. No food scraps or excess water should be on the deck, during the processing of the fruits and vegetables.

g. Food Service Equipment. All such equipment should be cleaned when not in use. All foods will be placed in proper storage when actual preparation is not in progress.

Refrigeration:

a. Check general cleanliness of the deck and racks. Is a thermometer readily identifiable in each refrigeration space? Are temperatures recorded and proper. Meat arrangement and appearance.

b. Leftover or uncovered food. All prepared foods are to be covered.

Figure 1
H-5

OFFICER OF THE DAY CHECKLIST FOR DINING FACILITY

month

x Indicates meal is OK. o Indicates action required

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
B																																	
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c. Leftover foods should be identified as to date and time of preparation and intended use.

3. Dining Facility Operation :

- a. Is a master menu being followed?
- b. Spot check for meal cards.
- c. Enforce uniform regulations and ensure that patrons are maintaining proper decorum.
- d. Spot check for duplication of signature on meal signature records. Be alert to detect personnel not signing records or paying and ensure personnel are required to identify themselves as to entitlement to subsist.

Figure 1
H-6

MCDEC 10110/7B (LR)

OFFICER OF THE DAY CHECKLIST FOR DINING FACILITY

_____ month

x Indicates meal is OK. 0 Indicates action required

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
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e. Check garbage cans for excessive waste; i.e., does content indicate dissatisfaction with one or more food items served? If so, ascertain why.

f. Check patrons to determine the degree of customer satisfaction.

4. After hours feeding unusual feeding periods should be checked as to conformance with the above standards.

5. If in the opinion of the Officer of the Day (OOD) the operation of the unit dining facility is not in conformance with acceptable standards, an entry of unsatisfactory will be entered in the appropriate column. Details of the unsatisfactory or outstanding conditions are to be addressed in the COD signature section on the Cook's Worksheet and the Officer of the Days' Log book. U. S. Naval Regulations, Article 1982 and MCO P10110.141 requires that the OOD or a person delegated will make a statement on the cook's worksheet in regards to the quality and quantity of food, police of the dining facility and other pertinent remarks.

Figure 1

UNIT DINING FACILITY OFFICER'S EVALUATION WORKSHEET

 (Organization) (Date of Evaluation)

 (Commanding Officer) (Dining Facility Management Chief)

DINING FACILITY NO. _____

 (Dining Facility Officer)

 (Evaluator)

1. GENERAL CONSIDERATIONS

- a. Average number of rations fed daily. _____
 - b. Total rations fed date of evaluation. _____
 - c. Total rations due date of evaluation. _____
 - d. Off hours serving. _____
 - e. -Night meals furnished. _____
 - f. Was the menu displayed at **the beginning of** the serving **line** and **in** full view? _____
 - g. **Does the** average cost to feed a man per day exceed the basic daily food allowance? _____
- (1) Cost per man per day _____ (month)
- (2) Basic daily food allowance _____ (month) _____

2. DINING FACILITY MANAGEMENT/SANITATION.

YES NO

a. Outside Areas

- (1) Loading ramp clean. _____
- (2) Brooms and swabs clean and in good repair. _____
- (3) General appearance of grounds neat and clean. _____

b. Garbage Room

- (1) Clean and properly arranged. _____
- (2) Cleanliness of containers, -covers and **equipment**. _____

	<u>YES</u>	<u>NO</u>
(3) Garbage and trash separated properly.	_____	_____
(4) Doors and Window screens in good repair.	_____	_____
(5) Instructions posted for Washing of G. I. cans.	_____	_____
 c. <u>Cook's Head Facilities</u>		
(1) Clean and neat, sign post & (Wash hands).	_____	_____
(2) Soap, towels and toilet paper available.	_____	_____
(3) Window screens in good repair and closed,	_____	_____
(4) Bright work polished to a high gloss.	_____	_____
 d. <u>Property and Clothing Room</u>		
(1) Clean and neat.	_____	_____
(2) Adequate storage and arrangement.	_____	_____
 e. <u>Dairy Reefer</u>		
(1) Proper temperature (35°-44°F). recorded on chart..	_____	_____
(2) Clean and neat.	_____	_____
(3) Food covered, stores rotated.	_____	_____
(4) Adequate dunnage (shelves).	_____	_____
(5) Stores dated as date received at dining facility,	_____	_____
 f. <u>Fruit and Vegetable Reefer</u>		
(1) Proper temperature (38°-44°F).	_____	_____
(2) Clean and neat.	_____	_____
(3) Stores rotated.	_____	_____
(4) Proper storage (air spacing and stacking).	_____	_____
(5) Adequate dunnage (shelves).	_____	_____
(6) Stores dated as date received at dining facility.	_____	_____

	<u>YES</u>	<u>NO</u>
g. <u>Dry Stores Room</u>		
(1) Clean and properly arranged.	_____	_____
(2) Stores rotated,	_____	_____
(3) Window screens in good repair and closed.	_____	_____
h. <u>Pastry and Bread Cabinet or Room</u>		
(1) Clean and neat.	_____	_____
(2) Stores rotated.	_____	_____
(3) Proper ventilation and air spacing.	_____	_____
(4) Is leftover bread covered.	_____	_____
i. <u>Vegetable Locker</u>		
(1) Clean and neat.	_____	_____
(2) Proper storage and ventilation.	_____	_____
(3) Stocks rotated.	_____	_____
j. <u>Fruit and Vegetable Preparation Room</u>		
(1) Clean and neat.	_____	_____
(2) Clean vegetable peeling machine.	_____	_____
(3) Clean vegetable chopping machine.	_____	_____
(4) Clean knives and other utensils.	_____	_____
(5) Clean preparation tables.	_____	_____
(6) Proper cutting, slicing, shredding, peeling, etc. of vegetables	_____	_____
(7) Timely preparation of produce-	_____	_____
(8) Waste control.	_____	_____
(9) inspection, cleaning, trimming and sorting of produce upon receipt.	_____	_____
(10) Are safety instructions posted!	_____	_____
k. <u>Meat Reefer and Preparation Room</u>		
(1) Proper temperature (33 ^o -38 ^o F).	_____	_____
(2) Clean and neat.	_____	_____
(3) Proper storage methods.	_____	_____
(4) Stocks rotated.	_____	_____
(5) All equipment covered.	_____	_____
(6) Equipment clean.	_____	_____

	<u>YES</u>	<u>No</u>
(7) Safety instructions posted;	_____	_____
(8) Safety equipment in use, metal gloves and aprons.	_____	_____
(9) Adequate dunnage (shelves) .	_____	_____
(10) Stores dated as date received at dining facility.	_____	_____
(11) Are subsistence supplies on hand in excess of actual requirements?	_____	_____
 1. <u>Ice Cream Cabinets</u>		
(1) Clean and neat.	_____	_____
(2) Stocks rotated.	_____	_____
 m. <u>Pot and Pan Sink Area</u>		
(1) Area clear.	_____	_____
(2) Proper washing of pots, pans, etc	_____	_____
(3) Storage racks available.	_____	_____
(4) Cleaning supplies and equipment available.	_____	_____
(5) Garbage and waste separated.	_____	_____
(6) Pot washing procedures posted.	_____	_____
(7) Window screens in good repair and closed-	_____	_____
 n. <u>Cooking Area</u>		
(1) Area clean.	_____	_____
(2) Clean steam kettles and vegetable steamers,	_____	_____
(3) Clean ranges and ovens.	_____	_____
(4) Clean deep fat fryers.	_____	_____
(5) Is overhead canopy clean and free of grease?	_____	_____
(6) Clean preparation tables.	_____	_____
(7) Are safety instructions posted?	_____	_____
(8) Window screens in good repair and closed.	_____	_____
(9) Was the "No Smoking" rule complied with in the food preparation room?	_____	_____

	<u>.. YES ..</u>	<u>No</u>
0. <u>Food Preparation, Conservation and Serving-Techniques</u>		
(1) Were serving lines properly routed so as to avoid delays and congestion?	_____	_____
(2) Was the serving area clean?	_____	_____
(3) Were foods attractively displayed?	_____	_____
(4) Were servers courteous?	_____	_____
(5) Was portion control used?	_____	_____
(6) Were food service personnel clean and neat?	_____	_____
(7) Was the "No Smoking" rule complied with in food preparation and service areas?	_____	_____
(8) Was the noise level throughout the dining facility kept to a low level?	_____	_____
(9) Menu properly completed and signed by dining facility chief and posting in accordance with MCO P10110.14H.	_____	_____
(10) Food items timely prepared, using progressive cookery priciples.	_____	_____
(11) Appropriate food prepara-tion thermometers [meat, grill, oven, dough and deep fat) are on hand and used effectively in food preparation.	_____	_____
(12) Standard measuring devices and scales are available and effectively used.	_____	_____
(13) Frozen meats and poultry properly thawed and prepared immediately after thawing.	_____	_____
(14) Supervisors sample each item during preparation to ensure quality.	_____	_____
(15) Seasonings and flavoring available.	_____	_____
(16) Proper control of food waste in cooking.	_____	_____
(17) Has any apparent effort been made to enhance the " eye " appeal of the foods?	_____	_____

	YES	NO
(18) Preparation of adequate amounts of each menu item.	_____	_____
(19) Are local records kept of the acceptability of individual items on the menu?	_____	_____
(20) Is the posted menu followed?	_____	_____
(21) -Was there any effort made to eliminate or reduce food waste from the galley, vegetable preparation room, meat preparation room or bake shop?	_____	_____
(22) Non-fat dry milk used in all cooked and baked menu items which specify milk, as an ingredient?	_____	_____
(23) Is there an aggressive program in effect to reduce tray waste (tray waste should not exceed 3 ounces of edible tray waste per man per meal served)?	_____	_____
(24) Accurate estimates on number of personnel fed (subtract 1 point for every 1 percent variation between estimate and number actually fed for meal evaluated).	_____	_____
(25) Are procedures in effect to control portion size and permit seconds?	_____	_____
(26) Foods attractively displayed and garnished.	_____	_____
(27) Proper utensils utilized in serving lines and self service items.	_____	_____
(28) Are empty-food containers on food lines replenished with filled containers from galley/vegetable room?	_____	_____
(29) Was food placed neatly on trays or plates?	_____	_____
(30) Are foods arranged on lines to facilitate efficiency?	_____	_____

(31) Menu Sampling:

Menu Item	Specify	appearance 1-5	flavor 1-5	texture 1-5	Temp. 1-5	TOTAL
Soup						
Salad						
Entrce						
Vegetable						
Dessert						

_____ points awarded of a possible total of 100 points.

- | | YES | NO |
|--|-------|-------|
| (32) Consumer survey indicates meals are consisitently acceptable. | _____ | _____ |
| (33) Were ther indications that left-overs are properly utilized and economically served? | _____ | _____ |
| (34) Do food service personnel demonstrate cost conciuousness in carrying out assigned tasks? | _____ | _____ |

p. Scullery

- | | | |
|---|-------|-------|
| (1) Area clean. | _____ | _____ |
| (2) Cleaning supplies available. | _____ | _____ |
| (3) Prewash. | _____ | _____ |
| (4) Adequate change of prewash water. | _____ | _____ |
| (5) Correct use of detergent dispenser. | _____ | _____ |
| (6) Are proper dishwashing machine temperatures being maintained (140°-160°F) (180°F or more for rinse) ? | _____ | _____ |
| (7) Dishwashing machine instructions posted. | _____ | _____ |
| (8) Proper handling and air drying procedures. | _____ | _____ |

	<u>YES</u>	<u>No</u>
(9) Spray pipes cleaned periodically	_____	_____
(10) Strainer pans removed and cleaned after each meal.	_____	_____
(11) Supervision of scullery personnel adequate.	_____	_____
(12) Window screens in good repair and closed.	_____	_____
(13) Are all dishes and other eating and drinking utensils properly racked in accordance with Manual of Naval Preventive Medicine for washing?	_____	_____
(14) Does the final rinse operate properly?	_____	_____
(15) Are eating and drinking utensils permitted to remain in a drying position to air dry in racks?	_____	_____
(16) Do personnel working in the scullery understand and follow proper dishwashing instructions?	_____	_____

Dining Area

(1) Area clean.	_____	_____
(2) Clean tables and chairs.	_____	_____
(3) Clean steam tables.	_____	_____
(4) Clean serving tables and cabinets.	_____	_____
(5) Clean coffee urns and water fountains.	_____	_____
(6) Clean tray racks.	_____	_____
(7) Clean silverware and cups in adequate number.	_____	_____
(8) Condiment containers clean, filled and covered.	_____	_____
(9) Neatness and uniformity of table arrangements and items on tables.	_____	_____
(10) Clean toasters.	_____	_____
(11) Milk dispensers clean and properly utilized.	_____	_____
(12) Are beverage dispensers properly serviced?	_____	_____

	<u>YES</u>	<u>NO</u>
(13) Pledge of Service appropriately displayed and up to date.	_____	_____
(14) Suggestion box available and effectively used; are forms and pen/pencil available?	_____	_____
(15) Food serving area clean and all spills promptly cleaned.	- - -	_____
(16) Tables wiped promptly after removal of trays or plates.	_____	_____
(17) Deck in dining area properly cleaned after each meal.	_____	_____
r. <u>Personal Hygiene, Cooks and FdServ Attendant</u>		
(1) Haircuts.	_____	_____
(2) Fingernails.	_____	_____
(3) Shaves .	_____	_____
(4) Clean and properly clothed.	_____	_____
(5) Records of periodic medical examination of all food handlers.	_____	_____
s. <u>Salad Bar</u>		
(1) Adequate salads and "eye" appeal.	_____	_____
(2) Adequate serving utensils.	_____	_____
(3) Assorted salad dressing available.	_____	_____
(4) Are salads properly iced?	_____	_____
(5) Are olives, sweet pickles, sour pickles, etc. in separate containers?	_____	_____
t. <u>Hot-or Cold Food Lines</u>		
(1) Cook in charge of each serving line.	_____	_____
(2) As many cooks as possible serving foods.	_____	_____
(3) Proper supervision of personnel on serving line?	_____	_____
(4) Are portions uniform?	_____	_____
(5) Proper food temperatures (hot foods, hot; cold foods, cold),	_____	_____
(6) Proper timing of line setup and food replacement.	_____	_____

- | | <u>YES</u> | <u>No</u> |
|---|------------|-----------|
| (7) Continous police of serving line and tables. | _____ | _____ |
| (8) Proper serving utensils and equipment in use. | _____ | _____ |

u. Management/Supervision

- | | | |
|---|-------|-------|
| (1) Do personnel exhibit clean work habits and pride in appearance? | _____ | _____ |
| (2) Are frequent inspections of food service personnel and spaces conducted by qualified medical personnel and unit dining facility officer? | _____ | _____ |
| (3) Are "No Smoking" and head covering regulations obeyed by all personnel in food service spaces? | _____ | _____ |
| (4) Is there an effective preventive maintenance program in effect for food service equipment? | _____ | _____ |
| (5) Does the general appearance indicate a high state of cleanliness in all food service spaces and surrounding areas? | _____ | _____ |
| (6) Is available space properly utilized? | _____ | _____ |
| (7) Is security maintained in all food service spaces? | _____ | _____ |
| (8) Was there potential safety hazards observed? | _____ | _____ |
| (9) Do all levels of supervisory management thoroughly understand the phases of food service operation for which responsible and adhere to applicable Food Service Orders? | _____ | _____ |
| (10) Are personnel realistically scheduled in accordance with work to be performed? | _____ | _____ |
| (11) Is adequate supervision provided throughout all levels of the food service operation? | _____ | _____ |
| (12) Does the attitude of personnel indicate pride in their work? | _____ | _____ |

	<u>YES</u>	<u>NO</u>
(13) Does each person have thorough understanding of assigned tasks and carry them out efficiently?	_____	_____
(14) Is there a command/food service incentive program in effect to recognize outstanding personnel?	_____	_____
(15) Are operating instructions, cleaning requirements and safety precautions posted for all equipment?	_____	_____
(16) Is equipment properly utilized?	- -	_____
(17) Are program cleaning procedures for equipment followed?	- -	_____
(18) Are procedures in effect to reduce loss of silverware and breakage of china?	_____	_____
(19) Cost for replacement of lost or broken table service for the month of _____ was _____	_____	_____

3. RECORDS AND REPORTS

a. Meal Signature Record Sheets (NAVMC Form 10789)

- (1) Signatures recorded correctly. _____
- (2) Meal Signature Supervisors properly assigned in writing. _____
- (3) Meal Signature Supervisors in proper uniform. _____
- (4) Are sign-in procedures adequate? _____
- (5) Are two sign-in counters being used at the main door of the dining facility? _____

b. Cook's Product Sheet (NAVMC Form 10616)

- (1) **One** for each item prepared. _____
- (2) Properly completed and legible. _____
 - (a) _____
 - (b) _____
 - (c) _____

c. Cook's Produce Requirement Sheet (NAVMC Form 10615-SD)

- (1) One for each meal. _ _ _ _ _ _____

Figure2

(2) Properly completed and legible. . . _____

- (a)
- (b)
- (c)

d. Stock Record and **Inventory** Control Card (NAVMC Form 708-SD)

(1) Each **column** according to figure 20, **MCO P10110.14H**

- (a)
- (b)
- (c)
- (d)
- (e)

(2) Reflects end of month inventory. _____

e. Cook's Work Sheet (NAVMC Form 36-SD) Supervision
Each column according to figure 15, **MCO P10110.14H**

- (1)
- (2)
- (3)
- (4)

f. Subsistence procedures

- (1) Are subsistence supplies on hand in excess of actual requirements? _____
- (2) Are **MOS 3061/3371** personnel **knowledgeable** in subsistence procedures and subsistence accounting as set forth in applicable directives? _____
- (3) Are receipts of subsistence supplies promptly and properly posted to applicable NAVMC 708 cards? _____
- (4) Are receipts of subsistence supplies verified by actual count/weight when received? _____
- (5) Are price changes properly posted when received? _____
- (6) Are price **adjustments** applied to stocks on hand **effective** with the effective date of the price change? _____
- (7) Are inventory adjustments to account for inventory overage/shortages properly prepared and filed as required? _____
- (8) Subsistence inventory **over/under** last reporting period. _____
- (9) Subsistence Issue Receipt (NAVMC Form 10568-SD)
Each column according to figure 19, **MCO P10110.14H.**

- (a)
- (b)

- (c)
- (d)

g. Meal Card, DD-714 issued and recovered in accordance with MCO P10110.14H.

h. Man-Day Fed Report. Figure 24, MCO P10110.14H.

i. Financial Status up to date, Maintained in accordance with figure 11, MCO P10110.14H.

- (1) True _____
- (2) Estimated _____
- (3) Over/under expended _____
reporting (amount) (month)

j. Man-Day Authorization Memorandum current and properly completed.

k. Written Work Reauest not completed.

- (1) _____
- (2) _____

- (a)
- (b)
- (c)
- (d)
- (e)

l. Emergency Work Request (telephone] Log.

- (1) Are entries made? _____.
- (2) Number of work requests not completed _____.

- (a)
- (b)
- (c)
- (d)
- (e)

m. Food Handlers Card, SECNAVINST 4061.1B.

- (1) Personnel have cards _____.
- (2) Are cards correct _____.

n. Armed Forces Recipe Service

- (1) Usage _____
- (2) Currency _____

o. -Request for **Special Meals**

- (1) Request for bag lunches format in accordance with **current** directives.
- (2) Request for organizational parties and feeding of personnel not authorized to subsist at Government expense in accordance with current directives.

p. Subsistence Inventory Adjustment on File

q. Compliance with Base Master Menu

- (1) Regular Meals _____
- (2) Salad Bars _____
- (3) Speed Lines _____

4. PROPERTY

a. Property Record Cards

- (1) Plant Account Cards up to date and complete _____
- (2) Minor-Property Cards up to date and complete _____
- (3) Cleaning Supplies
 - (a) Storage over/under _____
 - (b) Usage (control) _____

b. Number of fans in use and properly/improperly located. _____

5. OFFICIAL PUBLICATIONS

- a. MCO P10110.14H - Marine Corps Subsistence **Management** Manual.
- b. MCO P10110.16B - Armed Forces Recipe Service.
- c. MCO P10110.17A - Marine Corps Menus.
- d. MCO P10110.25B - The Standard "B" Ration for the **Armed** Forces.
- e. NAVSUP 421 - Naval Food Operators Reference Manual.
- f. NAVMED P5010 - Manual of Naval Preventive Medicine, Chapter 1.
- g. Federal Supply Catalog 89 series Price List - perishables and non-perishables.

h. Copies of all food **service** orders and bulletins on file
(List those that are missing).

- (1)
- (2)
- (3)
- (4)

6. CONTROL OF DINING FACILITY FUNDS

a. Unit custodian: 2 or 3 appointed; normally the dining facility chief and two chief cooks.

- (1)
- (2)

b. Unit cashier: appointed normally a **messman**.

- (1)
- (2)

c. Current prices and surcharges displayed near cashier.

- (1)
- (2)

d. Tentative cash receipts issued by mess cashier and unit custodians for funds received (collected) and change fund.

- (1)
- (2)

e. Adequate safe, two compartments or two safes and metal cash box.

- (1)
- (2)

f. Safe combination - changed every six **months** or upon relief of the unit custodian or alternates.

- (1)
- (2)

g. **Number** of safes in use _____ ; number of safes in building.

h. Paid **Supernumerary** Ration Register Records.

- (1)
- (2)

7. **PERSONNEL**

... Cooks (Unit Assigned From)

- (1)
- (2)
- (3)

T/O No.

M/L No.

	E-1	E-2	E-3	E-4	E-5	E-6	E-7	E-8	E-9	TOTAL
T/O										
M/L										
ASSG										
TAD										
EAS										

b. Food Service Attendants

(1) Authorized _____ . Based on Average **Man-Days** Fed Daily last month (MCO P5320.5B).

(2) Actual Assigned _____ .

8. **TRAINING**

a. What percent of OF-3300 personnel assigned to the **command** are enrolled and active in off-duty education programs and/or correspondence courses related to food and/or food service?

b. Personnel Completed MCI Courses

<u>NAME</u>	<u>RANK</u>	<u>COURSE</u>	<u>CRS. No.</u>	<u>DATE COMPLETED</u>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

c. Personnel Currently Enrolled in MCI Courses

<u>NAME</u>	<u>RANK</u>	<u>COURSE</u>	<u>CRS. NO.</u>
1.			
2.			
3.			
4.			
5.			
6.			

d. Is **MOS 3371/3061** training **accomplished** in accordance with Marine Corps Order **P10110.14H**? _____

e. Are **lesson** plans available and on **file** for **curriculum** topic presented? _____

f. Does individual cook/Food Service **attendant demonstrate** effective **ness** of-training received? _____

9. GENERAL OVERALL RATING - _____

APPENDIX H

CHECKLIST FOR SECURING DINING FACILITIES

AREA	DINING FACILITY																																	
	DATE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
Product sheets for breakfast																																		
Produce requirement sheet for breakfast																																		
Produce requirement sheet for dinner																																		
Trash and garbage removed																																		
Check office space																																		
Safes secured																																		
Storerooms clean and secure																																		
Set standing lights																																		
Personnel out of building																																		
Cook's worksheet for breakfast meal																																		
Outside standing lights on																																		
Turn in keys to O.O.D.																																		

Figure 3

CHECKLIST FOR SECURING DINING FACILITIES

_____ (Month)

AREA	DATE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
(Scully)																																			
Dishwashing Machine properly cleaned																																			
Scully area clean and in good order																																			
(Dining Area)																																			
Windows Secured																																			
Tables Clean and set up																																			
Condiments filled																																			
Cleaning gear secured																																			
Set standing lights																																			
(Galley)																																			
Equipment Clean																																			

Figure 3

H-26

CHECKLIST FOR SECURING DINING FACILITIES

AREA	____ (Month)																																	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
DATE																																		
Check ovens																																		
Check grills																																		
Secure Refrigerators																																		
Check Temperature Charts																																		
Check meat breakout																																		

Figure 3
H-27

INSTRUCTIONS FOR COMPLETING THE MONTHLY PERSONNEL ROSTER

ITEM

1. Enter last name and initials of **individual**.
2. Enter individual's grade or rank and date of rank.
3. Enter individual's **MOS** number and social security **number**.
4. Enter individual's current job assignment or **remarks** as to his **disposition**, i.e., TAD, school, etc. If TAD, show **on** reverse side of form to where and estimated **return** date.
5. Enter individual's status as to Marine **Corps** Institute courses, active and completed. Enter yes or no if active and **number completed**.
6. Enter date **individual** joined unit.
7. Enter individual's qualifications as to **Marine** Corps Schools.' Enter 'YES' if individual is school **trained** or 'NO' if he has not attended a school.
8. Enter 'YES' or 'NO' if food sanitation is current in accordance with SECNAV Instruction **4061.1B**.
9. Enter expiration date of **individual's** enlistment.
10. Enter individual's overseas control date. This date must be checked against the individual's record book for accuracy.
11. Enter number of **food** service attendants currently assigned to the dining facility, if applicable.
12. Enter total recapitulated **figures** of personnel, by rank, as to the current table of organization, current manning level and on board strength.

COOK'S WORKSHEET (10110)

NAVMC 36 (REV. 2-73) (8-69 edition will be used.) SN-0000-000 0807 U1/SH

DATE: / Voucher No.

ORGANIZATION 1st Battalion, 6th Marines		MEAL <input checked="" type="checkbox"/> BREAKFAST <input type="checkbox"/> LUNCH <input type="checkbox"/> DINNER <input type="checkbox"/> OTHER (Specify):		MEAL TIME (Range detail) EARLY: 0430-0500 REGULAR: 0530-0700 (Guard) LATE: 0800-0815		REMARKS 9. 24 eggs uncooked in cooker (refer) 10. Will use for seasoning for beans but none made 13. Stored in cooker (refer) 15. Will run on pastry bars at noon meal	
FROM: Dining Facility Manager, Dining Facility No. 122		APPROVED SIGNATURE OF DINING FACILITY OFFICER <i>Joe H. John</i> Joe H. John, 1st Lt.		ESTIMATED NUMBER TO PREPARE FOR			
SIGNATURE OF DINING FACILITY CHIEF <i>Paul G. Hays</i> Paul G. Hays, GySgt.		It is requested that the following menu and instructions be approved for this unit for the meal and date indicated.					
MENU	PORTIONS TO PREPARE	RECIPE TO USE	SPECIAL INSTRUCTIONS	TO BE PREPARED BY	DISCARDED FOOD	SAVED FOOD	
1 Chilled Fresh Grapes			Wash all fruit prior to placing on the serving line. Items served "as required" need not be entered by dining facility manager prior to posting the Cook's worksheet. Quantities actually used will be entered by the Chief Cook after each meal to facilitate inventory control accounting. See Sgt. Hays for special instructions. Use prepackaged mix. Use recipe on package. Prepare in 100 portion batches. Use individual syrups.	Cpl. Jones			
2 Chilled Fresh Peaches				Cpl. Jones			
3 Chilled Fresh Oranges				Cpl. Jones			
4 Asst. Dry Cereal				Cpl. Hill			
5 Chilled Fresh Milk				Cpl. Hill			
6 Hot Toast				Cpl. Hill			
7 Butter				Cpl. Hill			
8 Jelly				Cpl. Hill			
9 Eggs to Order	400	F-10		Cpl. Hill			
10 Creamed Beef "P"	100	L-30		Cpl. Davis	5	12	
11 Crisp Bacon Slices	300	L-2		Cpl. Evans		10	
12 Breakfast Pork Chops	100	L-83		Cpl. Evans			
13 Hash Brown Potatoes	200			Cpl. Kent		28	
14 Hot Cakes "P"	150			Cpl. Kent	8		
15 Yeast Doughnuts	400			Cpl. Paul		55	
16 Hot Coffee	300			Cpl. Hill		35	
17 Maple Syrup				Cpl. Hill			
18							
19							
20							
21							
22							
23							
24 @ Choice of one item.							
25 * Choice of one meat item.							
26							
27 The intent of the multiple item meal is to provide a choice to the patrons; it is not intended to provide all items.							
28							
SIGNATURE OF CHIEF COOK <i>James C. Green, Sgt.</i>				COMMENTS OF OFFICER OF THE DAY: <i>L. A. Jones, Lt., OOD</i> Dining area in excellent police. Food well prepared and served. Dishwashing machine temp. 100°F. Sprayer is prepared dress and orderly.			
BREAKDOWN OF MEALS SERVED:		REGULAR	BOX MEALS	PAID SUPERINTENDENTS	OTHER MEALS	TOTAL FED	
		556		12	Field Chow 33	601	

H-30
Figure 5

1st Battalion, 6th Marines

FROM: Dining Facility Manager, Dining Facility No. 122

TO: Dining Facility Officer

It is requested that the following menu and instructions be approved for this unit for the meal and date indicated.

APPROVED BY: *Joe H. Johnson, 1st Lt.*

APPROVED BY: *Paul G. Hays, C/Sgt*

MEAL
 BREAKFAST
 LUNCH
 DINNER
 OTHER (Specify): _____

EARLY 1115-1130
 REGULAR 1145-1300
 LATE: None
 (CIRCLED NUMBER TO PREPARE FOR)

MENU	PORTIONS TO PREPARE	RECIPE TO USE	SPECIAL INSTRUCTIONS	TO BE PREPARED BY	DIS. CARDED FOOD	SAVED FOOD	COMMENTS OF OFFICER OF THE DAY			
								700	6	35
1 Vegetable Soup	50	P-7		1st Lt. Johnson						
2 Saltine Crackers	300	L-28		1st Lt. Johnson						
3 Chili Con Carne	300	L-6	Choice of one meat item	1st Lt. Johnson						
4 Sakiyaki	500	E-7		1st Lt. Johnson						
5 Fried Rice	200	Q-10		1st Lt. Johnson						
6 Broccoli Potomaise	600	N-6		1st Lt. Johnson						
7 Grilled Cheese Sandwich				1st Lt. Johnson						
8 Chow Mein Noodles				1st Lt. Johnson						
9 Salad Bar Menu #4				1st Lt. Johnson						
10 Bread				1st Lt. Johnson						
11 Butter				1st Lt. Johnson						
12 Jelly				1st Lt. Johnson						
13 Hot Coffee	100	C-3	Sec Din Fac Mgr for portion to prepare. Items served "as required" need not be entered by dining facility manager prior to posting the Cook's worksheet. Quantities actually used will be entered after each meal by the chief cook to facilitate inventory control accounting. See Din Fac Mgr for portion to prepare.	1st Lt. Johnson						
14 Chilled Fresh Milk	300	C-13		1st Lt. Johnson						
15 Iced Tea				1st Lt. Johnson						
16 Pastry Bar Menu #1				1st Lt. Johnson						
17 SPEED LINE				1st Lt. Johnson						
18 Asst. Cold Oats	75	L-143		1st Lt. Johnson						
19 Cold Sliced Turkey	100	N-6		1st Lt. Johnson						
20 Grilled Cheese Sandwich	80	M-40	The symbol "pm" on respective worksheets indicates the mandatory use of product sheets. The symbol will be placed next to the item requiring its usage.	1st Lt. Johnson						
21 Potato Salad	50	Q-5		1st Lt. Johnson						
22 Simmered Pinto Beans	50			1st Lt. Johnson						
23 Potato Chips				1st Lt. Johnson						
24 Sliced Tomatoes				1st Lt. Johnson						
25 Leafed Lettuce				1st Lt. Johnson						
26 Variety Bread				1st Lt. Johnson						
27 Note - the intent of the multiple item meal is to provide a choice to the patron, it provide all items.				1st Lt. Johnson						
28				1st Lt. Johnson						

REGULAR 689
 OTHER MEALS 716
 TOTAL 1405

APPROVED BY: *Jamie C. Brown, Sgt*

Figure 5
 4-51

INSTRUCTIONS FOR PREPARATION OF COOK'S WORKSHEETS, NAVMC 36 (Rev 2-73)

1. Cook's Worksheet (10110) NAVMC Form 36 (Rev. Z-73) will be maintained in accordance with MCO P10110.14H. The intent of this Order is to assist food service management, supervisory and production personnel with training of junior personnel and proper maintenance of subject form.

2. Cook's Worksheet. The **Cook's** Worksheet will be used by all enlisted dining facilities as the official plan of the day, for guidance of food service personnel in the preparation and serving of meals in the dining facilities, and to provide supervisory personnel with accurate data for proper management. It will be prepared and used as set forth in the following subparagraphs.

a. A separate worksheet is required for each meal served, i.e., breakfast, **lunch**, dinner, night meals, bag lunches, **picnic** meals, etc. The dining facility manager will complete the following:

(1) Organization. The **Command** having operational control of the dining facility.

(2) Dining, Facility Number. The dining facility which is preparing the menu.

(3) Meal. Indicate meal to be served.

(4) Estimated Number to Prepare for. Self-explanatory.

(5) Meal Time. Indicate hours meal is to be served.

(6) Menu. **State** menu to be prepared including (leftovers) "saved food" **to be** used. Saved food **items** will be written in if left over from previous meal of the same day.

(7) Portions to Prepare. Enter the number of portions to be prepared for all items requiring preparation. No entry is required for ready-to-eat self service items. These items will be available throughout the meal period.

(8) Recipe to Use. List the recipe number from **MCO P10110.16B** for each item requiring preparation. Recipes requiring product sheets will be coded with (P) on base master menu and on Cook's Worksheet:

(9) Special Instructions. This column will be used to provide information not covered by the recipe service, i.e., use of leftovers, quantity to prepare **in** each batch, etc.

(10) Signatures. When the aforementioned is **completed** and, prior to posting, the Cook's Worksheet will be **signed** by the dining facility **manager** and unit dining facility officer. After signature, the worksheet is a **written** order to be adhered to.

b. The chief cook will complete the following:

(1) To be Prepared by. This column will show the name and rank of the person **responsible** for the preparation of the **item**. This name will correspond with the signed product sheet unless stated, otherwise under **remarks** on product sheet. Duty assignments such as spud locker, **chief messman**, etc., **will not be** used.

(2) Discarded Food. This column will indicate in **numbers** of portions food that has no further use. This entry must be substantiated by weighing/scaling.

(3) Saved Food. This column **will** show in portions, all food that is to **be saved for** further use. This entry will also be substantiated by weighing/scaling.

(4) Remarks. This **column** will show:

(a) Disposition of food shown **in** the "Saved Food" **column**.

(b) Changes in the portions actually prepared, as required, in **the** "portions to prepare" column.

(c) Other remarks pertaining to items on the Cook's Worksheet.

(5) Breakdown of Meals Served

(a) Regular Meal. Number of meals fed at government **ex-**pense.

(b) Box Meal. Number of meals furnished to personnel **in** lieu of regular meals.

(c) Paid Supernumeraries. The number of meals sold. This column must correspond **to** the Paid Supernumerary Ration Register, **NAVMC Form** 10298 for the specific meal.

(d) Other Meals. This column may be used for meals furnished to personnel **requiring** in-flight type meals at government expense, field feeding and other type meals served.

(6) Signatures of Chief Cook. **Upon** completion of the foregoing, the chief cook will sign the Cook's Worksheet. The chief cook on watch will make the appropriate entries **immediately** upon completion of the meal period as figures are determined.

(7) Comments, OOD. The Officer of the Day will make comments regarding **the** quantity, quality, appearance, and **service** of the food, as well as the appearance of the personnel, work and dining area.

c. Filing Instructions. Attach to back of the Cook's Worksheet, for **respective** meal, the following listed forms:

(1) Cook's Produce **Requirement** Sheet, NAVMC Form **10615-SD** (4-71) for that meal.

(2) **Product** Sheet (**10110**), NAVMC Form 10616 (Rev. 7-68) for that meal.

(3) Subsistence Issue Receipt, NAVMC Form **10568-SD** (5-63) will be attached to the Cook's Worksheet for the dinner **meal** of the day **to** which the **forms** pertain.

(4) NAVMC Form 708 Subsistence Cards that were completed and no space is **remaining** for entries - carry available for issue to the new card. File completed NAVMC Form 708 card with Cook's Worksheet for dinner,

FINANCIAL STATUS OF DINING FACILITY
 (This form reflects on balances and will not be used)
 (See instructions on back of form)

INSTRUCTIONS
 COLUMN 1 - Enter number of days, meal days, actually fed or processed (with item
 Do's Report under the column "Meal Days (with Type of Processing)".
 COLUMN 2 - 4, 5, 6, 7, 8, 9, 10, 11, 12, 13 and 14 are self-explanatory.
 COLUMN 3 - Multiply Basic Daily Food Allowance by Daily Meal Days Fed in
 Column 1.
 COLUMN 5 - Enter 0.00, or credits due to dining adjustments

INSTRUCTIONS
 COLUMN 10 - Enter total of column 5, 6, 7, 8, 9, 10, 11, 12, 13, 14 and 15.
 COLUMN 11 - Multiply 28 by 10.
 COLUMN 12 - Multiply column 11 by column 10.
 COLUMN 13 - Multiply column 12 by column 10.
 COLUMN 14 - Multiply column 13 by column 10.
 COLUMN 15 - Enter the date, in appropriate block

INSTRUCTIONS
 COLUMN 16 - Enter total of column 17 through column 22.
 COLUMN 17 - Enter total of column 17 through column 22.
 COLUMN 18 - Enter total of column 17 through column 22.
 COLUMN 19 - Enter total of column 17 through column 22.
 COLUMN 20 - Enter total of column 17 through column 22.
 COLUMN 21 - Enter total of column 17 through column 22.
 COLUMN 22 - Enter total of column 17 through column 22.

SUPPORT BATTALION 2007, MCB, QUANTICO, VIRGINIA

DATE: **NOVEMBER 7, 2007** MONTH: **NOVEMBER 7, 2007**

DATES MONTH	DAILY MEALS FED	CUMULATIVE MEAL DAYS (Total of Column 1)	DAILY MONETARY CASH BASIS (for Column 1)	CUMULATIVE MONETARY BASIS (Total of Column 2)	HOLIDAY MEALS	TEST ITEMS	PERISHABLES (Total of Column 9)	VEGETABLES AND FRUIT (Total of Column 10)	NON-PERISHABLES (Total of Column 11)	ADJUSTMENTS (KICKOUTS)	TOTAL DAILY DEBITS (Total of Column 12)	CUMULATIVE DEBITS (Total of Column 13)	OVER EXPENDITURE	RESERVE	DATES OF MONTH
1	660	660	925.32	925.32			50.00	26.85	1440		417.55	417.55		507.77	1
2	703	1363	985.61	1910.93			66.00	106.00	1440		392.80	810.33		191.58	2
3	562	1925	787.92	2698.85			250.00	75.00	1440		100.00	910.33		731.50	3
4	650	2575	911.50	3610.35			350.00	266.66	1440		125.56	1035.89		534.46	4
5	671	3246	940.74	4551.09					1440		1697.00	1205.64	11.30		5
6															6
7															7
8															8
9															9
10															10
11															11
12															12
13															13
14															14
15															15
16															16
17															17
18															18
19															19
20															20
21															21
22															22
23															23
24															24
25															25
26															26
27	702	3948	984.20	5535.07			96.59	25.00	1440	31.68	1758.27	7293.86	885.87	176.54	27
28	650	4598	911.30	6446.37			100.00		1440		100.00	7393.86	74.07	734.06	28
29	683	5281	957.57	7403.94					1440		1200.00	8603.86	316.50		29
30	686	5967	933.73	8337.67					1440		793.77	9131.64			30
31	684	6651	948.98	9286.65					1440		584.66	9716.31			31
TOTALS							7%	5%	5%	5%	5%	24678.9			
COLUMN 6 is used to show those credits due the dining facility. NOTE: REFERENCE TO HOLIDAY MEALS. The use of this form is mandatory and is required to be kept up to date and completed at the end of each monthly accounting period. COLUMN 7 is used for REBATE ON EXPENSES TEST PURPOSES.															

CERTIFY THAT THIS FINANCIAL STATUS IS CORRECT.
 SIGNATURE: *[Signature]*
 TITLE: *[Title]*

INSTRUCTIONS FOR PREPARATION OF FINANCIAL STATUS OF DINING FACILITIES

1. Organization. Self Explanatory.
2. Month. Enter month Financial Status is maintained for.
3. Basic Daily Food Allowance (BDFA). To be obtained **from** the Head, **Food Service Division.**
4. Column 1. Total man-days fed shown on daily man-day fed report.
5. Column 2. Accumulated on day-to-day basis.
6. Column 3. Obtained by multiplying daily man-days fed x BDFA.
- 7, Column 4. **Accumulated** on day-to-day basis **from** column 3.
8. Column 5. Total daily monetary debits for bread & pastry invoices, NAVMC Form 10819.
9. Column 6. For special use as depicted on figure 6, H-35.
10. Column 7. For special use as depicted on figure 6, H-35.
11. Column 8. Total daily monetary debits for dairy invoices, NAVMC Form 10818.
12. Column 9. Total daily monetary debits for miscellaneous invoices, NAVMC Form 10941.
13. Column 10. Total daily monetary debits for fresh fruit & vegetable invoices, NAVMC Form 10817.
14. Column 11. Total daily monetary debits for frozen fruit & vegetable invoices, NAVMC Form 10817.
15. Column 12. Total daily monetary debits for meat invoices, NAVMC Form 10816.
16. Column 13. **Not** used at this time.
17. Column 14. Total daily monetary debits for non-perishable invoices: NAVMC Form 10815.
18. Column 15. **Daily adjustments/kickouts.**
19. Column 16. Daily total of all debits from invoices.
20. column 17. **Accumulated** on **day-to-day** basis.
21. Column 18. When cumulative debits exceed **cumulative** credits, enter amount **exceeded by here.**

Figure6

H-36

22. Column 19. When **cumulative** credits exceed **cumulative** debits, enter **amount** exceeded by here.
23. Column 20. Self **explanatory**.
24. Column 21. Self explanatory, enter **percentage** here.
25. Column 22. Self explanatory, enter all data required to accurately complete the form.
26. It is required that the, **form** be **completed** and **signed** each **month**.

SUBSISTENCE ISSUE RECEIPT (10110)

NAME: 10568 (REV. 9-71) SMC:0008:006-0302 U/I:15H THE 10-70 EDITION WILL BE USED.

ITEMS are to be receipted for by individual upon removal from storage spaces.

DRINK FACILITY NO. 24002
 SECTION (Dry stores, bakery shop, etc.) DRY STORES
 4206 25 Jul 74

ITEM	UNIT SIZE	BREAKFAST			LUNCH			DINNER			RETURNED BY (INITIALS)	RECEIVED BY (INITIALS)	TOTAL QTY. ISSUED FOR DAY	UNIT COST	TOTAL COST
		RECEIVED BY (INITIALS)	BY	(INITIALS)	RECEIVED BY (INITIALS)	BY	(INITIALS)	RECEIVED BY (INITIALS)	BY	(INITIALS)					
Coffee	Can #2	2	1/2 lb		2	1/2 lb		1	1/2 lb			5	.70	\$3.50	
Catsup	Can #10	1	1/2 lb		1	1/2 lb		1	1/2 lb			2	.80	\$1.60	
Salt	Lb.	5	1/2 lb		5	1/2 lb		5	1/2 lb			15	.09	\$1.35	
Vinegar	Btl.			2	2	1/2 lb						2	.20	\$.40	
Peas	Can #10			12	12	1/2 lb						12	1.00	\$12.00	
Olives, Ripe	Can			10	10	1/2 lb						8	.50	\$4.00	
Pickles	Jar 1 Gal.							4	1/2 lb			3	.60	\$1.80	

SAMPLE

Figure 7

INSTRUCTIONS FOR MAINTAINING SUBSISTENCE ISSUE RECEIPT (10110)

1. Dining facility No. Enter the **number** or name of unit dining facility **from which** subsistence supplies' are issued.
2. Sections. Enter section of storage facilities from which items are **removed** (dry stores, dairy reefer, butcher shop, fresh stores, etc) .
3. Date. Enter date the items were issued, **cook's** worksheet or other supporting **documents** that will justify issues. The calendar date will be synonymous with **julian** date entered at bottom of page.
4. Item. Enter the description of the item, as listed on **NAVMC Form 708.**
5. Unit Size. Enter the unit size that was issued (lb., No. 10 can, **gallon, jar, etc.**). This will be the unit invoiced to the **dining** facility. Bread is packaged and delivered in 1 1/2 lb. loaves; **however, it is invoiced** by the loaf. Unit size, therefore, will be loaf. Celery and other produce is packaged and delivered, in various size containers; however, it is invoiced to the dining facility by pounds and will be entered as such.
6. For Meals. Enter **in** the appropriate column the number of units issued for breakfast, lunch, and dinner meals and individual who received the stores will initial for same.
7. Returned to Storeroom. Enter total of unused items returned to storeroom **and initials** of person returning **them**.
8. Received by. Have the person to whom the items were returned **initial** this column. Normally, this will be the storeroom man.
9. Total Issues for Day. Enter total issues for breakfast, lunch, and dinner **in the appropriate columns.**
10. unit cost. Enter the unit cost of each item as reflected on NAVMC Form 708.
11. Total Cost. Enter total cost of each issue for the day.
12. Grand Total. On the dry stores issue receipt record the total of all **issues from each section for each day.**
- 13: Rations Fed. Enter the total rations fed this date. **Information obtained from Ration Fed Report NAVMC Form 565-1 (11-68).**
14. Cost to Feed. Enter the **average** cost to feed one **man** this date. **Obtained by dividing** number of rations fed into grand total.

15. Certification of Issues. At the end of each day, the person in charge of the storage facilities will certify that the issues for the day are correct. A line will be drawn diagonally **from last item** entered through all mused spaces.

16. Signature of Person Making Entries. After the listed **items** have been **posted to the NAVMC Form 708, the person** making the entries will date and sign the **NAVMC Form 10568.** All entries will be in blue/black **ink.**

17. Disposition Instructions. All completed NAVMC forms will be attached to the reverse side of the Cook's Worksheet covering the date that the issues **were made.**

INSTRUCTIONS FOR MAINTENANCE OF STOCK RECORD AND INVENTORY
CONTROL CARDS, NAVMC 708-SD

1. **Subsistence NAVMC Form 708** will be maintained in accordance with **MCO P10110.14H**. The intent of this Order is to provide detailed amplification of **MCO P10110.14H**, in order to assist dining facility **management** personnel with training and proper maintenance-of **subject** cards.

2. Cards are to be maintained as set forth below.

a. Date. Enter calendar date on which actual entries are being made to **cards**.

b. Document Number. Enter document number; **document** number will be Julian date of supporting vouchers (Subsistence Issue Receipt or billing invoices.) Example : If cards are posted (entries made) on Monday, 16 July 1973 for the weekend Friday, Saturday, and Sunday, and items recorded on the Subsistence Issue Receipt for Saturday are being abstracted, the date column entry would be 16 July 1973. The **document column** number would be **.3195**. The 3 denotes year 1973, 195 denotes days gone by in the year. This procedure clearly defines date items **were** received or removed from storage spaces as opposed to date (**post-ing**) entries are actually **accomplished**.

c. Type of Transactions. The nine types of transactions are as follows:

(1) Inventory (End of Month). This entry will be the **physi-cal inventory** taken on the last day of the **month** after the evening meal. This entry will be in red ink.

(2) Daily Issues or Issue. This entry indicates issues made to the dining facility. The figures must come from Subsistence Issue Receipt; no other form is authorized.

(3) Items Received. This entry is taken from delivering invoices where a **monetary** debit is incurred to the dining facility for a given quantity of merchandise received. The supporting **document** for this is the Financial Status where a debit was incurred by the dining facility for items received.

(4) Inventory Adjustments Loss/Gain. This entry will be made **when** adjusting NAVMC Form 708 at **end of the month** or **when** required to reconcile **with** physical inventory. The supporting document for this **entry** is the **form** that was used to document the items lost or gained after it has been signed by the Commanding Officer or his designated representative.

(5) Temporary Loan or Loans. This entry will be made when ~~items~~ are temporarily loaned to another dining facility or unit. When items are returned, the entry will be RTD ~~temporary~~ loan. The supporting document for this entry is SLIT document ~~DD Form 1348~~ or other signed documents from responsible individuals,

(6) Closing. This entry will be used, when a dining facility is closing ~~and stores~~ are issued to another dining facility and credit given to clear NAVMC Form 708.

(7) Request for Survey. Entry will be made when items have become unfit for ~~human consumption.~~ ~~This entry will reduce available~~ for issue column; however, items will continue to be carried on cards and shown under accountable balance.

(8) Survey. An appropriate entry will be made when permission has been ~~granted~~ to survey items. This will reduce and reconcile accountable balance with available for issue column.

(9) Processing. Entry will be made when processing loss is shown under quantity decrease column. This entry will generally be used for lettuce, cabbage, etc., when initially received at dining facility; however, it may be used for tomatoes, potatoes, carrots, etc., if a considerable amount is found to be unfit for human consumption on initial receipt at dining facility. This entry will not be used to record normal processing loss of vegetables or fruit in processing for final preparation prior to human consumption.

d. Quantity Increase. Enter total receipts. Quantity of items increased as shown on supporting vouchers (invoices) of that day.

e. Quantity Decreased. Enter total issues: Quantity of-item-decreases ~~as shown~~ on Subsistence Issue Receipt for that day or other abstract documents. No supporting document required for processing decrease entries made to fresh produce, Stock Record and Inventory Control Cards ; When processing losses within acceptable percentage of MCO P1.0110.16B.

f. Available for Issue. Enter total on hand in storage ~~facility.~~ This should be the same as physical inventory on hand in storage facilities, plus any items on Subsistence Issue Receipts or other supporting documents that have not been entered on cards.

g. Accountable Balance. This will normally be the same as available for issue column; however, this is not true in all cases. Any amount the dining facility may be accounted for will be shown. This is especially true of survey items. Example : Accountable balance of 24 cans Beans, Green, available for issue; column should read 18 cans; the difference would be 6 cans for survey that had not been inspected and approved for discardation.

SAMPLE FORMAT FOR REQUEST TO ADJUST STOCK RECORD AND
INVENTORY CONTROL CARDS, NAVMC FORM 708-SD

HEADING

(Date)

From:

To: **Commanding Officer,**

Subj: Request to Adjust Subsistence NAVMC Form 708

Ref: (a) MCO P10110.14H

1. It is requested that permission be granted to adjust Subsistence NAVMC Form 708 Cards in accordance with reference (a). Adjustment-will reconcile physical inventories with entries on Subsistence NAVMC Form 708 Cards for the period ending _____.
(date)

2. Increases:

NSN	<u>ITEM NAME</u>	<u>UNIT</u>	<u>UNIT COST</u>	<u>UNITS INCREASED</u>	<u>TOTAL COST</u>
-----	------------------	-------------	------------------	------------------------	-------------------

(Grand Total)

3. Decreases:

NSN	<u>ITEM NAME</u>	<u>UNIT</u>	<u>UNIT COST</u>	<u>UNITS DECREASED</u>	<u>TOTAL COST</u>
-----	------------------	-------------	------------------	------------------------	-------------------

(Grand Total)

1. Total monetary increase/decrease _____.

Subj: Request to Adjust Subsistence NAVMC Form 708

5. The reason for this adjustment is :
.....
_____ (State reason, end of month found
error on **inspection**, etc.).

(Signature)

(Date)

FIRST ENDORSEMENT

From : Commanding Officer, _____
To:

1. Returned approved/disapproved.

(Signature)

INSTRUCTIONS FOR PREPARATION AND USE OF PRODUCT SHEET NAVMC 10616 (Rev 2-73)

1. The Product Sheet will be prepared by the individual assigned to the product on the **cook's** worksheet. The produce sheet will be checked and initialed by chief cook prior to **assembling** the ingredients for product. Once the chief **cook** has checked and initialed product sheets no deviation is permitted. Product sheets will be prepared on all **items** as annotated on the base master menu with a (P).

- a. Product. Enter name of product being prepared.
- b. Recipe Number. Enter recipe number of product. This should be ~~the~~ same as on the cook's worksheet.
- c. Batch Yield. Enter portions or amount the batch will yield; batch yield will usually be restricted to mixing bowl/container size, etc.
- d. Number of Batches Required. Enter the number of batches required to be prepared, in order to accomplish portions to prepare column on cook's worksheet.
- e. Each Portion. Enter the size of each portion.
- f. Ingredients. The list of items shown on the recipe card **and/or** any deletions or changes in ingredient used.
- g. Quantity per 100 Portions. Enter the amount shown on the recipe card.
- h. Conversion Factor. Enter the conversion factor required by the size of the batch.
- i. Total Quantity Per Batch. Enter total quantity required to complete one batch. $\text{Quantity per 100 portions} \times \text{conversion factor}$ will result in total quantity per batch.
- j. Method. Enter method **used** as shown on recipe card or any deviation **required.** Deviations must be explained in the remarks column.
- k. Remarks. Enter anything of significance that pertains to the **preparation of the product.** Also any increase or decrease from portions to prepare as noted on the cook's worksheet will be explained and total quantity used recorded in this space.
1. Prepared By. Enter rank and name of person or persons preparing the item.

Figure 10

m. **Completion** Completed product sheets will be attached to reverse side of cook's worksheet for that meal. All forms will be maintained for period of time required by current directives.

n. Product sheets are required for those products as depicted by the **symbol (P)** on the **cook's** worksheet.

o. In the event additional **food items** are used, it should be recorded in the remarks column. For example, 100 more personnel were fed than originally planned for; therefore, an additional thirty pounds of hamburger patties were used,

p. **The** weight of all meat used on the product sheet must correspond with the weight of the meat issued on the subsistence issue sheet and the cook's worksheet. Additionally, the amount of meat used is correlate to the **number** of persons fed. For example, twelve pounds of bacon per hundred persons fed is the accepted standard.

COOKS PRODUCE REQUIREMENT SHEET (10110)

NAVMC 10615 (REV. 1-74) SN: 0000-006-1412 U/I:SH (4-71) EDITION WILL BE USED

DINING FACILITY NO.		DATE		REQUESTOR'S SIGNATURE			
3090		11 March 1974		Cgt. P.C. Chase, Chief Cook			
ITEM	MEALS			EDIBLE QUANTITY REQUIRED	TIME OF USAGE	SPECIAL INSTRUCTIONS	COOK'S INITIALS
	B	L	D				
APPLE							
CABBAGE	X			30 lbs.	0930	Sliced for Recipe C-12	J. A. M.
CANTALOUPE	X			60 lbs.	1115	Wash & slice for chilled cantaloupe	J. H. C.
CARROT	X						
CELERY	X			2 lbs.	0800	Cut 1/2" for soup, Recipe D-7,	H. C. J.
CORN ON COB	X				1100	See Recipe Card CG-2.	J. H. R.
CUCUMBER	X			20 lbs.	1030	Prepare for Salad, Recipe 17-15.	P. H. M.
GRAPEFRUIT							
LEMON	X			3 lbs.	1115	Wash & slice for Lemon Juice	F. A. M.
LETTUCE	X			21 lbs.	1045	Prepare for Salad vegetable salad	S. M.
ORANGE							
ONION (DRY)	X			6 lbs.	0800 1050	2 lbs. Cube for Soup / 4 lbs. Sliced	P. A. M.
ONION (GREEN)	X			15 lbs.	1115	1 lb. for garnish / 14 lbs. for salad base Clean & prepare for salad base	P. A. M.
PARSLEY							
PEPPER (GREEN)	X			28 lbs.	0730 1100	23 lbs. for stuffed peppers / 5 lbs. for pepper rings for salad bar	H. C. J.
POTATO (WHITE)	X			105 lbs.	1040	Quarter & slice for mashed potatoes	H. C. J.
RADISH							
ROMAINE	X			20 lbs.	1115 1015	3 lbs. Outer leaves for garnish / 17 lbs. for Romaine Salad	F. A. M.
TOMATO (FRESH)	X			45 lbs.	1100	Quarter for salad bar	F. A. M.

Figure 11

INSTRUCTIONS FOR PREPARATION AND USE OF COOKS PRODUCE REQUIREMENT SHEET,
NAVMC 10615-SD

1. The Cooks Produce Requirement Sheet will be prepared by the Chief Cook. A separate sheet is required for each meal. The use of Cooks Produce Requirement Sheet is mandatory.
2. When placed in use, the Cooks Produce Requirement Sheet will provide a smooth flow of work functions from food processing area to food preparation and serving area. The use of these forms establishes food production on a planned basis, and provides a plan to be followed.
3. Dining Facility Number. Enter dining facility number.
4. Date. Enter date the items are to be prepared for, this will be in agreement with the cook's worksheet for that day.
5. Requestor's Signature. Enter rank, name and position of person directing the preparation of items. This will normally be Chief Cook or Watch Captain.
6. Item. Self - explanatory.
7. Meal. Enter meal for which request is for (breakfast, dinner, or supper). A separate sheet will be used to record items for each meal.
8. Edible Quantity Required. Enter edible quantity required by the following methods.
 - a. Enter quantity required by recipe card. This will be the total pounds required to prepare in order to accomplish assignment as portions to prepare on Cook's Worksheet.
 - b. Miscellaneous (As Purchased). Enter total pounds requested to obtain edible pounds required. This can be accomplished easily with (EP) edible portions to (AP) as purchased conversion chart. When as purchased weight is more or less than a full pound go to next full pound weight. Example: Required 10 lb. 4 oz. onions as purchased, use 11 lbs. as working factor. Example: Required 15 lbs. 12 oz. of carrots as purchased, use 16 lbs. as working factor. See recipe card A- 7 (1) for additional details.
9. Time of Usage. Enter time items are required for use in galley or other food preparation spaces.
10. Special Instructions. Enter any pertinent instructions required for preparation of requested items such as size, method, shape, recipe number, etc,
11. Cook's Initials. The cook who receives the product will initial in this space.

CONVERSION FACTOR AND PREPARATION GUIDE FOR USE IN CONVERSION FROM (EP)
EDIBLE PORTIONS TO (AP) AS PURCHASED FRUITS AND VEGETABLES

1. The following instructions will be used in MCDEC dining facilities to properly complete Cooks Produce **Requirement** Sheet **in** accordance with **MCO P10110.14H** and as a ready reference for production personnel in preparation of vegetables for salads and items that appear on menu in accordance with **MCO P10110.16B**.

2. When the recipe prescribes 25 lbs. peeled, diced carrots, how much **do you break out?** The table of conversion factors from EP to **AP** furnishes easy, one-step conversions to help you arrive at answers to questions like this, Record these factors on Recipe Card A-7 in the new Armed Forces Recipe-Service when you receive your copies. To use these factors, multiply the quantity of prepared item by the appropriate conversion factor to arrive at the quantity of the item to process. In carrot example above, $25 \times 1.22 = 30.50$ lbs. fresh unpeeled carrots.

3. Preparation Guide for Vegetables Commonly Used in Marine Corps Dining Facilities

CABBAGE - Strip off wilted outer leaves, remove core. Look for small indicating presence of insects and cut out. Rinse thoroughly, and cut into sections; shred or section as desired.

CARROTS (without tops) - After thorough washing, pare in peeler; cook young carrots whole with skins on. Skins come off easily by hand after cooking. Less flavor loss occurs in cooking if carrots are sliced lengthwise.

CELERY.: **Separate outer** stalks from heart. Cut off stem ends. Wash and **trim bruised** and blemished parts. Thoroughly **scrub** with a vegetable brush to remove all dirt. Trim off heavy strings or midribs with a hand potato peeler. Use outer stalks for CPO and cooked dishes. Celery hearts and tender outer stalks are to be used for stuffed celery, celery sticks, and salad bar **items**.

CORN-ON-THE-COB - Remove outer husks. Remove clinging corn silk strands. Use a vegetable brush to simplify removing the corn silk. Cut out any diseased or worm-eaten parts. Extreme tip of ear may be broken off. Large ears may be broken crosswise in halves. **DO NOT ALLOW TO STAND IN WATER BEFORE COOKING.**

CUCUMBERS - Wash and pare, or score lengthwise with a fork, cut in desired design **lengthwise** for cucumber fingers or **crosswise** for cart-wheels. To ensure maximum crispness, let cuts stand in marinating solution of salted water for 15 minutes prior to serving.

ENDIVE - Prepare in the same manner as lettuce.

LETTUCE - Remove outer bruised leaves and discard. Cut out the core with a paring knife. Hold the cut opening under a stream of water. This rinses and forces the outer leaves apart. If needed, the outer most leaves may now be removed for garnishing or for use as lettuce cups. Turn the head of lettuce upside down to thoroughly drain. Always break lettuce for salads rather than cut with a knife.

ONIONS, DRY - Pour boiling water over the onions, then cold and slip the skin off, or peel the onions, holding under water to keep eyes from watering .

ONIONS, GREEN - Remove wilted leaves and defective parts, outer skin layer of bulb, and firm root end under running water. Cut only the very tip of firm root in. Cut only the defective parts of top of onions leaving as much green on onion tops as possible to provide color for salad bar. Onion tops also are excellent seasonings and a handy garnish 'Item.

PEPPERS, SWEET - Wash and remove stems and seeds. Various types of cuts may be made depending on the particular use in salads. When removing stems take extra care to remove only the stem portion, Pepper rings or sticks provide-popular relish ingredients.

POTATOES, WHITE - Pare potatoes lightly. Knobby or potatoes of different sizes in a potato peeler show high paring losses. After paring, remove blemishes, skins, and dark spots by hand. Cover with cold water to prevent discoloration. Shape potatoes for deep frying about 3 to 4 inches long and 3/8 to 1.2 inches thick. Shoestring potatoes will be cut about 1/8 to 1/4 inches thick and julienne potatoes will be approximately 1/4 inches thick. Shoestring and julienne potatoes should be approximately 2 to 2 1/2 inches. Browned potatoes are medium size potatoes which are pared and left whole. Because these potato pieces are larger than french, shoestring or julienne potatoes, they are blanched in fat at lower temperatures. Home fried or scalloped potatoes require slices about 1/8 inches thick. Cooking potatoes in their skins and subsequent peeling increases labor requirements and results in a darker potato. Potatoes to be boiled should be evenly sized.

POTATOES, SWEET - Wash or scrub potatoes lightly, cooking without cutting or paring, or peel deep enough to remove dark underskin.

RADISHES - Do not peel, remove tops, stems and any discolored spots, wash thoroughly - use thin slices for mixed salads; use trimmed whole radishes as relishes.

TOMATOES - Wash and remove stem portion from end of tomato with sharp **paring** knife or hand **potato peeler**. Methods of preparation depend on recipe that tomatoes are to be used for, i.e., sliced for sandwiches only, or garnishing, scooped' out for stuffed tomatoes, quartered for salads or to be served as independent quartered tomatoes. Quartered **tomatoes** should always be served **in** salads, in place of sliced tomatoes due to quartered tomatoes retaining more natural juices than sliced.

TURNIPS - Wash and pare. Cut into pieces. cubes. or thin slices

ITEM	CONVERSION FACTOR		ITEM	CONVERSION FACTOR	
	E.P.	TO A.P.		E.P.	TO A.P.
FRUITS FRESH:					
Apples	1.09		Brussel Sprouts	1.35	
Apricots	1.06		Cabbage	1.27	
Bananas	1.47		Carrots (without tops)	1.22	
Berries	1.10		Cauliflower	2.56	
Cantaloupe	2.00		Celery	1.33	
Cherries	1.11		Corn	1.82	
Cranberries	1.04		Cucumbers	1.19	
Grapefruit	2.04		Collards	1.35	
Grapes	1.59		Eggplant	1.23	
Grapes, seedless	1.12		Endive	1.33	
Lemons (for juice only)	2.33		Escarole	1.33	
Oranges	1.37		Greens, mustard	1.43	
Peaches	1.32		Greens, turnip	1.19	
Pears	1.28		Kale	1.45	
Plums	1.06		Lettuce	1.35	
Rhubarb	1.33		Onions, dry	1.10	
Tangerines	1.35		Onions, green (without tops)	2.70	
Watennelon	2.13		Parsnips	1.18	
VEGETABLES FRESH:					
Asparagus	1.79		Peppers, Sweet	1.22	

Figure 12

Beans, green	1.14	Potatoes, white	1.23
Beets (without tops)	1.43.	Potatoes, sweet	1.23
Broccoli	1.43	Radishes	1.59
Tomatoes	1.10	Turnips (without tops)	1.25

Figure 12

BOX LUNCH/NIGHT MEALS SPECIAL CONSUMPTION

SAMPLE

_____ (Date)

This box lunch (nonflight) was prepared-by- " - ' - - ' - - -
_____ (Name and Rank)

at _____ on _____, and **must** be consumed
(Hours) (Date)

prior to _____ on _____
(I-Tours) (Date) .

FORMAT FOR REQUEST FOR BOX LUNCHESES/NIGHT MEALS (CARRYOUT)

HEADING

Date _____
Number _____

From: Commanding Officer
To: Commanding Officer (having operational control of dining facility)

Subj: Request for Box Lunches (N.F.)/Night Meals (Carry out)

Ref: (a) MCO P10110.14H
(b) MCDECO P10110.2A

1. It is requested that the below listed personnel be provided box lunches (N.F.)/Night Meals this date.

<u>NAME</u>	<u>RANK</u>	<u>MEAL CARD NO.</u>	<u>TJNIT</u>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

2. The above listed personnel are entitled to subsist at Government expense except as noted. Personnel not **authorized** to subsist at Government expense will be so noted under "meal card number" and will reimburse the Government by signing Paid **Supernumerary** Ration Register (10110), NAVMC Form 10298, for meals received. The cost will be for breakfast, lunch or dinner meal replaced and will include food cost plus surcharge if applicable. (In the event additional spaces are required, attach additional names on regular bond paper.)

3. The above requested meals will be consumed as (check one).

a. Breakfast/lunch/dinner.

(Signature)

ACKNOWLEDGEMENT FOR RECEIPT OF MEALS

Date _____
Number _____

1. I certify that I have received _____ box lunches (N.F.)/Night
Meals _____;
(Time) (Date)

(Certification signature for box lunches (N.F.)/Night Meals will also
be recorded on Meal Signature Record by individual authorized to
certify for meals received.

(Signature)

SPECIAL - MEAL REQUEST/RECEIPT (4061)

NAVSUP FORM 340 (REV. 7-71)
TO: FOOD SERVICE OFFICER

NUMBER OF MEALS REQUESTED
(Box) (Component) (Frozen) REQUEST NO. MESS-ISSUE NO.

FROM REQUEST DATE (Time) FOR FLIGHT NO. PICK-UP DATE (Mo. & day) (Time)

I CERTIFY that meals will be issued free-of-charge only to personnel entitled thereto. Orders of enlisted personnel receiving per diem will be endorsed in accordance with Joint Travel Regulations. Receipts will be obtained* for meals issued to foreign enlisted personnel. Cash will be collected from all others.

REQUESTING OFFICER (Signature, rank, title)

FLIGHT MEALS (Including precooked frozen meals) SOLD FOR CASH		MEALS	CHARGE	TOTAL
CATEGORIES	1. Enlisted receiving commuted rations only.			
	2. Others not receiving Per Diem.			
	3. Others receiving Per Diem.			

I CERTIFY that the below listed personnel have valid meal passes or travel orders as indicated.

SIGNATURE-RANK-TITLE

NAME	MEAL PASS OR T.O. NUMBER	ACTIVITY	NAME	MEAL PASS OR T.O. NUMBER	ACTIVITY
1			16		
2			17		
3			18		
4			19		
5			20		
6			21		
7			22		
8					
9			24		
10			25		
11			26		
12			27		
13			28		
14					
15			30		

FLIGHT MEALS ISSUED UPON CERTIFICATION OF ENTITLEMENT								
USN	USNR	USMC	USMCR	USA	USAF	USCG	FOREIGN*	TOTAL

(Total number) (Date and time) meals were received by: Cash, in the amount of \$, was received by:
SIGNATURE (Rank/Rate) (SSAN) SIGNATURE (Rank/Rate) (SSAN)

*Foreign enlisted personnel will sign on reverse.

Figure 16
H-62

FORMAT FOR APPOINTMENT OF DINING FACILITY CASHIER
WITH INSTRUCTIONS

@ a t e) _____

From : **Commanding Officer**
To:

Subj : **Dining Facility Cashier (Primary/Alternate)**; appointment of

Ref: (a) NavCompt Manual, Vol. 4
(b) MCO P10110.14H
(c) MCDECO P10110.2A

1. In accordance with the instructions contained in references (a), (b), and (c), you are hereby **appointed** as **Dining Facility Cashier** for dining facility number _____. Your effective date of **appointment** is _____.
2. You will relieve _____, whose appointment is revoked by this appointing order, a copy of **which** will be **provided** the individual relieved.
3. You will act under the supervision of the Unit Authorized Dining Facility **Funds** Custodian to collect for the sale of meals, and safeguard this money until it **is** turned **over** to the Unit Authorized **Dining Facility Funds** Custodian.
4. You will turn over all **funds** collected from the sale of meals, exclusive of the change fund authorized, with the supporting ration-registers, to the unit authorized Dining Facility **Funds** Custodian at least once each working day and whenever the collections exceed \$50.00 during any day.

(Commanding Officer)

(Date)

FIRST ENDORSEMENT

From:
To: **Commanding Officer**

1. I-accept the appointment as Cashier/Alternate Cashier for dining facility _____ and I agree to hold myself accountable to the United States for all public funds received. I have read and understand this appointment.

DUTIES OF DINING FACILITY CASHIER/ALTERNATE CASHIER

1. You are responsible for the collection of money for the sale of meals in dining facility _____ and the proper security of this money until it is turned in to the unit authorized custodian. A safe and a cash box is available to enable you to provide required security.
2. In the performance of your duties you are authorized a change fund which will be provided by the unit authorized custodian not to exceed \$10.00.
3. You will collect and account for money from personnel authorized to eat in dining facility _____ on the Paid Supernumerary Ration Register, NAVMC Form 10298 (Rev 2-69).
4. You are responsible to the unit ~~authorized~~ dining facility funds custodian to ensure that the Ration Register (NAVMC Form 10298) is correct, that the correct charge and surcharges are collected, and that the ~~amount~~ of money collected agrees with the amount recorded on the ration register. Errors on the ration register will be lined through and initialed by yourself and the payee.
5. You will turn over all funds collected with the supporting ration register to the unit authorized dining facility funds custodian once each day or whenever collections exceed \$50.00 during each day.
6. You will ensure that you receive a receipt for all money turned in to the unit authorized dining facility funds custodian. This receipt will be retained for a period of 30 days.
7. Prior to relieving or being relieved of duties, you will verify the contents of the cashier's box in the presence of the unit ~~author- ized~~ dining facility funds custodian.
8. You will report ~~immediately~~ the loss of ration registers or dining facility funds to the unit authorized dining facility funds custodian.
9. You are to obtain a written cash receipt certificate for any ration registers or money turned over to unit authorized dining facility funds custodian from collection of sale of meals. The cash receipt certificate will be retained for a period of 30 days in accordance with MCO P10110.14H. The cash receipt certificates will be retained on file in the dining facility, in adequate safe or cash collection box.
10. You are to retain the appointing order for your appointment in cash collection box at all times. This is your authorization to handle Government funds.

Figure 18

MCDEC 10110/16(LR)

H-66

HEADING

(Date)

From: **Commanding Officer**
To:

Subj: Authorized Dining Facility Funds Custodian (Primary/Alternate);
appointment of

Ref: (a) **NavCompt Manual** Vol. 4,
(b) **MCO P10110.14H**
(c) **MCDECO P10110.2A**

1. In accordance with references (a), **(b)**, and (c), you are hereby appointed as Authorized Dining Facility **Funds** Custodian (Primary/Alternate) for this **Command**, vice _____, relieved. The effective date of this **appointment** is _____.

a. Duties. To collect funds derived from the sale of meals to **individuals of this Command**. You will not accept another position involving the handling of public funds. Prior to performing the functions of Authorized Custodian (Primary/Alternate) for the dining facility, you are directed to thoroughly familiarize yourself with the current instructions and procedures applicable to this position as contained **in** references (a) through (c).

b. Safeguarding of Funds. You will be provided a safe for your exclusive use (for public funds), which will be accessible only to you. The combination of the safe will be **known** only to you and will not be communicated to, or placed **in the** custody of, anyone **else**. The public funds entrusted to you will not be intermingled with other funds, nor will classified **material be stored** in the safe provided you for the safekeeping of public funds.

c. Limitations. You are authorized to have in your possession **public funds** for the sale of meals not in excess of \$200. Cash collections from the sale of rations will be turned in to the appropriate Cash Collection Agent immediately after the close of business each month, providing the amount authorized has not been exceeded. If adequate safe keeping facilities are not available, or the amount of the collections exceeded \$200, the **MCDEC** Food Service Officer is to be notified immediately. A change fund is not authorized for this position.

Figure 18

MCDEC 10110/17(LR)

H-67

(Date)

Subj : Authorized Dining Facility Funds Custodian (Primary/Alternate) ;
appointment of

2. Paid supernumerary ration registers and monies collected from sale of meals will be collected on site at the dining facilities between the hours of 0730 - 1200 Monday, Wednesday and Friday. During heavy feeding schedules (summer season), the funds and supporting documents will be collected from 0730 - 1200 Monday through Friday.

3. You will indicate by endorsement hereto, your acceptance of this position and agree to hold yourself accountable to the Government of the United States for all public funds received. **This appointment** may be revoked at any time. Revocation will be in writing, addressed to you, and will show the effective **date**.

4. This letter of appointment, with endorsement, will be maintained in the permanent files of this Command to show successive holders (revocation of this position and will be retained for a period of not less than five years after you cease to serve.

(Date)

FIRST ENDORSEMENT

From:
To: Commanding Officer ,

1. I have read and understand the instructions and procedures contained in references (a) through (c) which apply to cash sales, handling, and turn-in of public funds.

2. I hereby accept this **appointment** as Authorized Dining Facility Funds **Custodian** (Primary/Alternate) , ~~and I agree~~ to hold ~~myself accountable~~ to the Government of the **United** States for all public funds received.

Copy to:
Appointee (Original)
Dining **Fac.** Officer

FS Operations Officer (**Signed** copy)
Individual relieved

Figure 18

DUTIES OF UNIT AUTHORIZED DINING FACILITY FUNDS CUSTODIAN/ALTER

1. Establishment of a change fund, as required, not to exceed \$10.00. Money **from** previous collections will be used for change funds.
2. You will make yourself available to receive ration registers and money collected at least -once each day and whenever the collection exceeds \$50.00 during any day.
3. Funds must be turned in to activity collection agent prior to **accumulation** of over \$200.00.
4. You are responsible that ration registers are complete and proper in format prior to delivering to activity collection agent.
5. Erasures will not be made on ration register.
6. **Only** unit authorized dining facility funds custodian/alternate will turn in funds to activity collection agent.
7. You will provide the cashier with a written cash receipt certificate for all funds received.
8. You are responsible for the issue, security and collection of all ration registers received.
9. You will retain on file for 30 days the original of cash receipt certificates, where funds were issued to the cashier for a change fund.
- 10.** You will retain on file for a period of 30 days, a duplicate copy of each receipt certificates issued by you to the cashier for funds received from the sale of meals.
11. You will establish procedures for issue and recovery of paid supernumerary ration registers on signature basis only. A log or other documentary procedures will be available for audit which depicts chronological listing of ration register numbers, dates issued, to whom, dates recovered, by whom, and monetary amount recover&l.

0022201

PAID SUPERNUMERARY RATION REGISTER (10110)

NAVMC 10298 (REV. 2-69)
(Previous edition will not be used.)

MESSHALL NO. 2106 SERVING DATE: 3 December 1974

GRADE	SIGNATURE	FOOD COST	SUR-CHARGE	GRADE	SIGNATURE	FOOD COST	SUR-CHARGE
	XX - Breakfast XX				Notes: A notation of the amount of surcharge or "required" will be noted every line where an officer consumes a meal in the dining facility. Officers' meals exempted from surcharge will be recapped as enlisted meals.		
Lt.	M. C. Kline	.50	.25		The section "Accumulated" is used to bring forward the preceding transactions. This example indicates the transaction brought forward from 2 Dec 1974.		
M/Sgt.	H. C. Smith	.50			In the event more than one sheet is required per day, the recapitulation section of all sheets except the last one will be folded under and the recapitulation will be made on the last sheet only.		
MR	W. M. Meyer	.50	.80		When this form is used for receiving and accounting for sale of packaged operational rations, signature of dining facility officer and signature of collection agent will be deleted and organization's Organizational Commander and Supply Officer inserted in lieu thereof		
Lt.	J. M. Watt	.50	Required				
	XX Dinner XX						
	* Lt. D. C. Knight						
	picnic 20 Officers + 45 Enlisted	58.50	5.00				
Capt	T. J. King	.90	.25				
Capt	L. M. Jones	.90	1.60				
Lt.	D. M. Steward	.90	Required				
	XX Supper XX						
MR	W. M. Meyer	.90	1.60				
*MR	John May (Buy Books)						
	3 Officers & 5 children	7.20	2.00				
	2 enlisted	1.80					
	14 Buy Books	12.60					
Capt	L. M. Jones	.90	.25				
Lt.	D. M. Steward	.90	Required				

DAILY RECAPITULATION					ACCUMULATED					
	REGULAR	CADETS	SURCHARGES			REGULAR	CADETS	SURCHARGES		
			NON PER DIEM	PER DIEM	CHILDREN			NON PER DIEM	PER DIEM	CHILDREN
BREAKFAST	2		1	1		BREAKFAST	4	2	2	
DINNER	46		21	1		DINNER	86	46	2	
SUPPER	16		9	1		SUPPER	36	19	2	
BRUNCH						BRUNCH	5	2	5	
SUP-BRUNCH						SUP-BRUNCH	10	5	5	
FLIGHT MEALS						FLIGHT MEALS				

Certified correct and complete. <u>W. R. Dale</u> (Signature of Mess Officer)	FOOD COST	\$ 86.60	FOOD COST	\$ 219.50	*Receipt is acknowledged for this amount. <u>R. C. Reynolds</u> (Signature of Collection Agent)
	SUR-CHARGES	\$ 11.75	SUR-CHARGES	\$ 46.75	
	TOTAL	\$ 98.35	TOTAL	\$ 266.25	

Figure 19

FORMAT AND INSTRUCTIONS FOR CASHIERS RECEIPT

CASH RECEIPT CERTIFICATE

RECEIVED FROM		
PFC J. B. WADE		
THE SUM OF		(Amount in figures)
Twenty-Five and _____	$\frac{50}{100}$ DOLLARS	\$ 25.50
for which I hold myself accountable to The United States of America		
PURPOSE (State reason for receipt of funds)		
Money collected from sale of meals on Ration Registers No. 0000001 and 0000002 dated 24 January 1974.		
SIGNATURE	NUMBER	DATE
<i>Wade A. Touche</i> WADE A. TOUCHE, GySgt.	125	January 1974
NAVCOMPT FORM 2114 (REV. 1-70)		
S/N 0104.703-9602		
A-16088		

Figure 20

H-71

1. Instructions for Completion of Cash Receipt Certificate

- a. Received From. Individual name will be **used** (versus positions) when public funds are exchanged between Cashier/Alternate and Authorized Dining Facility Funds Custodian/Alternate, or at any other time public funds are exchanged between individuals authorized in writing to handle such funds.
- b. Sum of. Will be written out **in** total amount of money received.
- c. Amount of Figures. Self-explanatory,
- d. Purpose. Enter specific reason for receipt of funds. State serial number **of** paid supernumerary ration registers or total amount of change fund, etc.
- e. Signature. Sign legible payroll signature.
- f. Number. Enter Social Security Account **Number**.
- g. Date. Enter date, month, year.
- h. Cash Receipt Certificate. Will be retained by cashier for a period of 30 days on file **in** safe or cash box.

DATE:

DINING FACILITY 2007, SUPPORT BATTALION 10 JULY 1973

TYPE OF MEAL (Check applicable block)
 BREAKFAST LUNCH DINNER BRUNCH NIGHT MEAL OTHER (Specify)

CATEGORY OF PERSONNEL (Check applicable block)

<input checked="" type="checkbox"/> MARCORPS—REGULAR	ARMY—REGULAR	COAST GUARD	ROTC (Specify Service)	OTHER (Specify)
MARCORPS—RESERVE	ARMY—RESERVE	NATIONAL GUARD (Specify Service)	FOREIGN (Specify)	
NAVY—REGULAR	AIR FORCE—REGULAR	CADETS (Specify Service)	OFFICER PAYROLL CHECKAGE (Specify)	
NAVY—RESERVE	AIR FORCE—RESERVE			

SIGNATURE & GRADE	MEAL CARD NUMBER	COMMAND OR UNIT	SIGNATURE & GRADE	MEAL CARD NUMBER	COMMAND OR UNIT
1. H.C. Black	A0122	HQ CO.			
2. R.D. Selman	A01100	HQ CO.			
3. H. J. Shands	A01151	HQ CO.			
4. J. A. James	A0175	HQ CO.			
5. A. R. Schdes	A0132	HQ CO.			
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
82.					
83.					

A group entry must be entered with the wording as depicted.
 "I acknowledge receipt of _____ meals
 this date which are for _____
 individuals under my charge and are entitled
 to subsistence in kind"
 NAME RANK SSAN
 Organization/Unit

I hereby certify that the above individuals have been furnished meals as listed above in an appropriated fund dining facility at government expense. (NAME, RANK AND SSAN OF MEAL SIGNATURE SUPERVISOR ENTERED HERE)

NAME AND GRADE OF CUSTODIAN: _____ SIGNATURE OF CUSTODIAN: *Albert R. Good*
 NAME AND GRADE OF UNIT COMMANDER/OFFICER IN CHARGE: *JOHN Q. SILVER, CAPT USMC* SIGNATURE OF UNIT COMMANDER/OFFICER IN CHARGE: *John Q. Silver*

TOTAL MEALS (multiplied by) CONVERSION FACTOR (equals) NUMBER OF RATIONS
 $5 \times 45 = 2.25$

Figure 21
 H-73

MAN-DAY FED REPORT (10110)
 NAVMC 565-1 (REV. 12-73) (PREVIOUS EDITION WILL NOT BE USED)
 SN: 0000-000-7511(U)1:SH

REPORTING ACTIVITY		TYPE OF REPORT						DATE	
OCS, DE 2116, MCB, QUANTICO, VIRGINIA 20131		<input checked="" type="checkbox"/> DAILY				<input type="checkbox"/> MONTHLY		23 April 1975	
TYPE OF PERSONNEL		BREAKFAST MEALS	LUNCH MEALS	DINNER MEALS	BRUNCH		NIGHT MEALS		TOTAL MEALS BY TYPE OF PERSONNEL
					BREAKFAST MEALS	DINNER MEALS	BREAKFAST MEALS	DINNER MEALS	
MARINE CORPS	REGULAR	49	72	53				16	190 (1)
	RESERVE								(2)
NAVY	REGULAR	1							1 (3)
	RESERVE								(4)
ARMY	REGULAR	7	10	8					25 (5)
	RESERVE								(6)
AIR FORCE	REGULAR								(7)
	RESERVE								(8)
COAST GUARD									(9)
NATIONAL GUARD	(Specify Service)								(10)
CADETS	(Specify Service)								(11)
HQTC	(Specify Service)								(12)
FOREIGN	(Specify)								(13)
OFFICER PAYROLL CHECKADE	MARINE CORPS								(14)
	NAVY								(15)
	OTHER (Specify)								(16)
PAID SUPERNUMERARIES		81	34	23					138
OTHER (Specify)	OCC'S	268	202	268					738 (17)
TOTAL MEALS		406	318	352				16	1,092
		20%	40%	40%	45%	55%		40%	
		81.20	127.20	140.80				6.40	355.60

22 April

75

John J. Doe
 By direction

H-74
 Figure 22

NOTICE: Data compiled from the entries on this form are used to support the Subsistence in Kind Budget submitted to the Congress of the United States.

REPORTING ACTIVITY: Officers Candidate School, MCB, Quantico, Virginia, 20134
 TYPE REPORT: DAILY MONTHLY
 DATE: 23 April 1975

TYPE PERSONNEL	PERSONNEL RECAPITULATION								PLUS OTHER ADDITIONS	TOTAL MAN-DAYS AUTHORIZATION
	ACTUAL STRENGTH	LESS LEAVE	LESS HOSPITAL	LESS NAVAL	LESS UA/WOL	LESS TAB/DET	LESS COMRAIS	LESS OTHER DEDUCTIONS		
MARINES	996	10	2	3	5	196	21	759	15	774
NAVY	15	1					3	11	2	13
ARMY	18							18		18
AIR FORCE										
PAID SUPERNUMERARIES										
OTHER (Staff)	270		2				66	202		202
TOTAL	1299	11	4	3	5	196	90	990	17	1007

EXPLANATION OF "OTHER DEDUCTIONS" AND "OTHER ADDITIONS" COLUMNS

OTHER DEDUCTIONS	MARINES	NAVY
IHQ, WASHINGTON, D.C.	8	
IHM, PORTSMOUTH, VA.	4	
HOME, AVTG DEB	3	
CIV HOSP	3	
PACKAGED OPERATIONAL RATIONS (MGT)	66	
MIL HOSP	1	
TOTAL 87		3
OTHER ADDITIONS		
TAD, CAMP PENDLETON CALIF.	15	
TAD, NAVAL BASE, NORFOLK VA.		2
TOTAL 15		2

I certify that the total man-days of meal authorization from 0001 to 2400 are correct. 1975
 I certify that the total man-days of meal authorization for month of 23 April are correct. 1975
 by direction of 1 Lt. B. B. B. B.
 USMC, Commanding

Figure 23
 H-75

Preparation of the Memorandum of Meal Authorization by Man-Days
and Man-Day Fed Report at Activities Where a
Consolidated Food Service Program is Operated

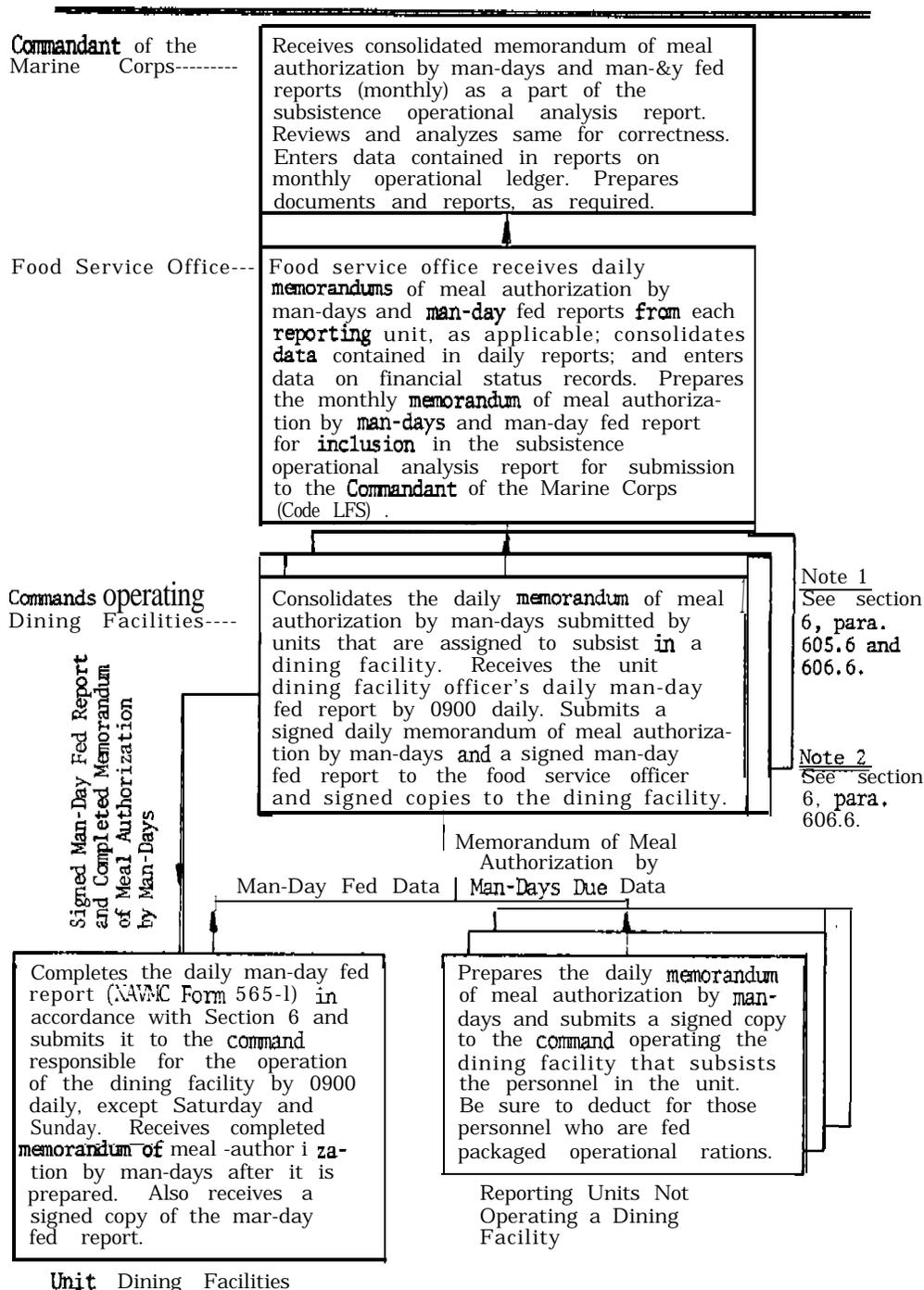


Figure 24

FORMAT FOR ASSIGNMENT OF SUPPLY REPRESENTATIVE, DESIGNATION OF

UNIT HEADING

From: Responsible Officer , Account # _____
To: **Commanding** General, Marine Corps Development and Education
Command. (Code B 214)

Subj: Delegation of Authority

Ref: (a) MCO P4400.15G
(b) MCDECO P4400.1

1. In accordance with references (a) and (b), the below listed individuals are authorized to receipt for all supplies issued to this account.

_____ NAME	_____ RANK	_____ SSN	_____ SAMPLE SIGNATURE
---------------	---------------	--------------	---------------------------

_____ NAME	_____ RANK	_____ SSN	_____ SAMPLE SIGNATURE
---------------	---------------	--------------	---------------------------

_____ NAME	_____ RANK	_____ SSN	_____ SAMPLE SIGNATURE
---------------	---------------	--------------	---------------------------

2. The undersigned responsible officer assumes full responsibility for the supplies and equipment receipted for by the above listed representatives.

SIGNATURE RESPONSIBLE OFFICER

FORMAT FOR **APPOINTMENT** OF RESPONSIBLE OFFICER

UNIT HEADING

From: Commanding Officer
To: Commanding General, Marine Corps **Development** and Education
Command (Code B 214)

Subj: Responsible Officer, **Appointment** of

Ref: (a) MCO P4400.15G
(b) MCDECO P4400.1
(c) MCDECO P10110.2A

1. In accordance with references (a) and (b), you are hereby appointed as the responsible officer for account # _____, vice _____, who is relieved.
2. You will be guided in the performance of your duties and conduct -a physical **inventory** of all property **items** on charge to this unit as outlined in reference (c).
3. You will complete a certification of acceptance of responsibility as outlined by reference (a).

copy to:
Food Service Officer

INSTRUCTIONS FOR USING DAILY ISSUE RECEIPT (CLEANING SUPPLIES AND MINOR PROPERTY)

1. Date. Enter date of issue, using a separate **form** for each days **issues.**
2. Document Number. **Enter** julian date of issue.
3. Item. Enter nomenclature of item issued. A specific item will be **listed only** oncedaily.
4. Show number of items for each separate issue as shown on sample.
5. Daily Total. Enter total amount of each particular item issued that **date,** to be **computed** at the end of the day; this figure will be **abstracted** from Stock Record and Inventory Control Cards, **NAVMC Form 708.**

INSTRUCTIONS FOR MAINTENANCE OF STOCK RECORD INVENTORY
CONTROL CARD (CLEANING SUPPLIES AND MINOR PROPERTY)

1. Stock Record and Inventory Control Cards will be maintained to establish usage data and assist with management of cleaning supplies and minor property.

2. Cards are to be maintained as set forth below.

a. Date. Enter calendar date on which actual entries are being made to cards.

b. Document Number. Enter document number; document number will be Julian date of supporting vouchers (Self Service slips, daily issue receipt for cleaning supplies and minor property, or Head, Security Department/organizational commander's letter, authorizing drop of controlled items, i.e., table knives, forks, spoons, and other items depicted on end of month minor property inventory.)

c. Type of Transaction. Enter type of transaction, received, issued, other, dropped.

(1) Received. Will be supported by Self Service slip.

(2) Issued. Will be supported by a daily issue receipt. (No issue receipt is required for issue transaction on controlled property items (minor dining facility property) as only the Head, Security Department/organizational commander's letter authorizes reduction in accountable balance column).

(3) Other. Will be used for other than normal type transactions. An example would be receipt of free gratis items from pig farm, etc.

(4) Dropped. Is used to reduce accountable balance of controlled property items (minor dining facility property) at end of the month or closing of a dining facility. This is supported by the Head, Security Department/organizational commander's letter submitted monthly or upon closing of a dining facility.

d. Quantity Increase Column. Quantity received (no matter the source).

e. Quantity Decrease Column. Quantity reduced (no matter the source).

f. Cumulative, Recurring Demands Column. A running total of items used throughout a fiscal year. Only those items actually consumed in the garrison food service operation will be entered in this column. Demands column will be started from zero at the beginning of each new fiscal year. The inventory control card will be RED LINED and usage history will be computed each quarter, i.e., total consumed as of 30 September divided by 3; as of 30 December divided by 6, etc. 50 percent of the averaged 30 day usage will be entered in the Oper-Level block at the bottom of the card.

- g. Unit Price Block. The current unit price of the **item**.
- h. Safety Level Block. Twenty-five percent of the averaged 30 day usage.
 - 1. Oper - Level Block. Fifty percent of the averaged 30 day usage.
- j. Reqn-Obj -Block. To be considered the allowance on all **consum-able expendable items** (Add Safety Level to Operating Level to determine this entry).
- k. Stock Number. ~~National~~ stock number or other assigned identifying numbers.
 - 1. Item Name. The complete **item** name.
- m. Unit Block. The unit of issue: Ea., lb., pr., etc.

SELF-SERVICE CENTER SHOPPING LIST (4404)
 NAVMC 10700 (2-66)

MAKE ORIGINAL AND 4 (FOUR)

INSTRUCTIONS

Prepare in triplicate.
 The FSN portion of this Shopping list must be completed prior to going through check out counter.
 If the issue of an item is a non-recurring demand (NRD) place NRD in the item number column.
 Unit of Issue, Quantity, and Description are for customer use if desired.

STAMP CHARGE PLATE HERE

To be picked up from Food Service when presenting shopping list.
 To be stamped with plate at Self Service.

ITEM NO.	FEDERAL STOCK NUMBER	U/P	UNIT OF ISSUE	QTY.	QUANTITY ISSUED	DESCRIPTION (IF DESIRED)	Extended Price
	8 - 18				25 - 29		
1	7510-00-272-9662	.22	BX	6		Staples	
2	7510-00-G55-7633	6.93	DZ	5		Ribbon, Typewriter	
3	7510-00-551-9818	.15	RO	12		Tape, Cellophane	
4	7530-00-244-4038	.76	BX	10		Paper, Carbon	
5	7520-00-286-5801	2.58	EA	6		Tray, Desk, Wood	
6	7930-00-141-5888	5.56	CN	1		Wax	
7	7530-00-239-8479	.91	PG	1		Pad, Writing, Paper	
8	7510-00-G55-7707	1.50	RO	4		Ribbon, Calc., Elec.	
9	7930-00-205-0442	.08	CN	10		Powder, Scouring	
10	6750-00-G55-7661	3.71	PK	1		Film, Polaroid	
11							
12							
13							
14							
15							
16							
17							
18							

RECEIVED BY

DATE

REQUESTING UNIT

OCS 2116 (FS-4)

Figure 29
 H-86

FORMAT FOR REQUEST FOR TURN-IN OF UNSERVICEABLE
EXPENDABLE SUPPLIES (M 1 -

SEND TO: Food Service Division Bldg. 2011, MCB, Quantico, VA										REQUISITION IS FROM: Officer Candidate School Acct. No. FS-4																			
ENTERING DATA					ROUTING					STOCK NUMBER					UNIT OF Q.														
DOC. IDENT. RE-TO SUP					IDENTIFIER					FSC FIN					ADDITIONAL ISSUE														
B 7 J					7 1 0					5 9 3 5 6 8 1 1					E A 0 0 0 0 1														
3 0 3 8 0 4 1 5 6 0 0 2 4										Table, Dining, 36" x 48" Turn-In Unserviceable minor property.																			
APPROVED:										I. M. READY Col. USMC Commanding																			
TOTAL PRICE:										\$75.00																			
DOC. NUMBER										DOCUMENT NUMBER										SUPPLEMENTARY									
FSC FIN ADD'L										QUANTITY										ADDRESS									
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80										DATE SERIAL										FUND DISTRI- BUTION PROJECT PRIORITY PREC. DOLL. DATE ADVISE									

USE TYPEWRITER OR BALL POINT PEN
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Figure 30
H-87

FORMAT FOR REQUEST OF TURN-IN OF PM ACCOUNT AND CUSTODIAN PROPERTY

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
DOC. IDENT.		RI FROM		STOCK OR PART NUMBER			QUANTITY		DOCUMENT NUMBER				SUPPLEMENTARY		FUND		DISTRIBUTION		PROJECT		PRIORITY		REQ'D DEL DATE		ADVICE		RI		UNIT PRICE																																																		
B7J		7320		EA 00001 M			93013, 4161 D200				II		II		I														\$1100.00																																																		
SHIPPED FROM										SHIP TO										MARK FOR		PROJECT		TOTAL PRICE																																																							
Food Service Division Supply Department MCB, Quantico, VA.										DPDO Marine Corps Base B Quantico, VA.										C		D		\$1100.00																																																							
WAREHOUSE LOCATION				TYPE OF CARGO		UNIT PACK		UNIT WEIGHT		UNIT CUBE		UFC		NMF C		FREIGHT RATE		DOCUMENT DATE		MAT COND		QUANTITY																																																									
F				G		H		I		J		K		L		M		N		O		P		Q		R		S																																																			
SUBSTITUTE DATA (ITEM ORIGINALLY REQUESTED)										FREIGHT CLASSIFICATION NOMENCLATURE																																																																					
T										U												V																																																									
W										ITEM NOMENCLATURE																																																																					
										Ice Cream Cabinet PA												#264001 Serial #49001																																																									
SELECTED BY AND DATE				TYPE OF CONTAINER(S)				TOTAL WEIGHT				RECEIVED BY AND DATE				INSPECTED BY AND DATE																																																															
1 C. A. CLOUD (Head, Plant Account)				1				7				a																																																																			
PACKED BY AND DATE				NO OF CONTAINERS				TOTAL CUBE				WAREHOUSED BY AND DATE				WAREHOUSE LOCATION																																																															
4 J. A. POPE (Food Service Operations Office)				1				a																																																																							
REMARKS:										I Unserviceable										Dispose of in the best interest of the Government																																																											
1 Jul 1974				Code "A"																																																																											
AA NON-DML				BB				CC				DD				GG																																																															
FIRST DESTINATION ADDRESS										DATE SHIPPED										MCO P4400.15G		MCDECO P4400.1																																																									
11										12																																																																					
13 TRANSPORTATION CHARGEABLE TO										14 B/LADING, AWB, OR RECEIVER'S SIGNATURE (AND DATE)										15 RECEIVER'S DOCUMENT NUMBER																																																											

Figure 31
14-88

INSTRUCTIONS FOR FILLING OUT DD FORM 1348-1, TO TURN IN UNSERVICEABLE PLANT ACCOUNT AND CONTROLLED PROPERTY

<u>BLOCK</u>	<u>DESCRIPTION OF INFORMATION REQUIRED</u>
1-3	Document Identifier (B7J)
8-22	NSN or Plant Account Number on Records
23-24	Each (Unit of Issue)
25-29	Quantity - Five Digit Number (Example: 00005)
30-43	Leave Blank (to be inserted by Food Service or Property Control)
74-80	Unit Price
Shipped From	As shown on Figure 30, Appendix H
Ship To	As shown on Figure 30, Appendix H
E	Total price
X	Item nomenclature w/PA No. or Serial No.
Shipper's Use 1-3	Plant Account Officer and Title with date processed
Shipper's Use 4-6	Food Service Operations Officer • Name and Title with date processed
AA-CC	As shown on Figure 30, Appendix H
DD-EE	As shown on Figure 30, Appendix H
FF	As shown on Figure 30, Appendix H

Note: **All** other spaces are to **remain** blank.

FORMAT FOR LOSS OR GAIN OF NONCONSUMABLE
EXPENDABLE PROPERTY (MINOR PROPERTY)

DOC IDENT	ROUTING	ADDY	QUANT	REQ DATE	SERIAL	ADDRESS	FUND	PROJECT	DATE	
SEND TO:	Food Service Division	Bldg. 2011, MCB, Quantico, VA.	REQUISITION IS FROM:	Officer Candidate School	Acct. No. FS-4					
EXISTING DATA	DOC IDENT	ROUTING IDENTIFIER	FSC	STOCK NUMBER	ADDITIONAL	UNIT OF ISSUE				
B 9 Z	7 1 1 0	L C L	9 9 9 9	E A	0 0 0 1 5					
REQUISITIONER	DATE	SERIAL	IDM	SUPPLEMENTARY ADDRESS	REMARKS:					
					Chairs, Stacking, Messhall					
					Above item was discovered missing					
					during wall to wall inventory between					
					change of responsible officers. No					
					fault or negligence involved.					
					APPROVED:					
					TOTAL PRICE: \$167.00	I. M. SMART				
						Col. USMC				
						Commanding				

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Figure 32

FORMAT FOR LOSS OR GAIN (FOOD SERVICE OPERATIONS OFFICER)
OF NONCONSUMABLE EXPENDABLE PROPERTY (MINOR PROPERTY)

SEND TO:										REQUISITION IS FROM:									
Food Service Division										Officer Candidate School									
Bldg. 2011, MCB, Quantico, VA										Acct. No. FS-4									
EDITING DATA					DOC. IDENT.					ROUTING IDENTIFIER					STOCK NUMBER				
DOC. IDENT. TO SUP					M B					FSC					FINN				
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24					2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24					1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24					1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24				
B 8 Z										7 3 5 0 8 2 3 7 3 9 3					D 2 0 0 0 0 1				
DOCUMENT NUMBER										REMARKS:									
SERV. REQUISITIONER DATE SERIAL AND SERV ADDRESS										Bowl, Eating, Glass, White									
FUND B. STR. PROJECT PRIOR. REQ. DEF. DATE										Above item found during wall to wall									
ADVICE 21										inventory and change of responsible									
22										officer.									
APPROVED:										I. M. SMART									
										Col. USMC									
										Commanding									
TOTAL PRICE: \$3.76																			

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Figure 33
H-91

MINOR PROPERTY INVENTORY

From: **Commanding Officer**, _____
 (Organization)

To: **Commanding General** (Attn: Head, Food Service Division)

Subj: Inventory of Minor Food Service Property; Dining Facility # _____

Ref: (a) MCDECO 10110.2A

1. In accordance with reference (a), the following inventory is submitted for the month of _____, and is certified correct.

1	2	3	4	5	6	7	8	9
ITEM	*MINIMUM ALLOW	BEGIN INVEN	PURCHASES	OTHER	TOTAL	CLOSING INVEN	GAIN	LOSS
Trousers, white								
Jackets, white								
Aprons, mess								
Plates, eating								
Bowls, eating								
Cups								
Tumblers, glass								
Knife, table								
Fork, table								
Spoon, dessert								
Spoon, tea								
Salt shakers								
Pepper shakers								
Napkin holders								
Plate, B & B								
Dish, eating 5-9/16"								
Dispenser, sugar								
Tray, fiberglass								

*50% of minimum allowance applies to Dining Facilities feeding less than 200 average rations daily.

EXPLANATION OF COLUMNS ON REVERSE

 {Prepared and Submitted By}

 Certified By

EXPLANATION OF COLUMNS

1. Self-explanatory.
2. Allowance established by Food Service Officer. (Not to be used at this time.)
3. Physical inventory on hand in facility at first day of the month or date when facility opened.
4. Items purchased at Self-Service or ~~from~~ Food Service Property Officer. This entry will be supported ~~by--a document declaring~~ a monetary-value. These documents are to be retained on file ~~in~~ each dining facility.
5. Items received from other sources that are not supported by a document for monetary value, **i. e.** , received from other dining facilities, recovered from the battalion area, received free gratis, received from pig **farm**, etc.
6. Total of columns 3, 4, and 5.
7. Physical inventory on hand in facility on last day of the month or date when. facility was closed. ... -- .
8. If ~~column~~ 6 is less than column 7, enter difference here.
9. If column 6 is greater than column 7, enter difference here.

INDIVIDUAL INFORMATION SHEET
(Dining Facility Personnel)

NAME: _____ RANK: _____ SSAN: _____

MOS: _____ UNIT: _____

DATE JOINED: _____ DISCHARGE DATE: _____

OVERSEAS CONTROL DATE: _____ MARITAL STATUS: _____

DATE OF RANK: _____ REENLISTMENT RECOMMENDED: _____

HOME OF RECORD: _____

SANITATION CARD: CURRENT: _____ DUTIES: _____

REMARKS: _____

MCI COURSE INFORMATION:

- | | | |
|----|-------|---------------------|
| 1. | _____ | DATE ENROLLED _____ |
| | | COMPLETED _____ |
| 2. | _____ | DATE ENROLLED _____ |
| | | COMPLETED _____ |
| 3. | _____ | DATE ENROLLED _____ |
| | | COMPLETED _____ |
| 4. | _____ | DATE ENROLLED _____ |
| | | COMPLETED _____ |
| 5. | _____ | DATE ENROLLED _____ |
| | | COMPLETED _____ |
| 6. | _____ | DATE ENROLLED _____ |
| | | COMPLETED _____ |
| 7. | _____ | DATE ENROLLED _____ |
| | | COMPLETED _____ |
| 8. | _____ | DATE ENROLLED _____ |
| | | COMPLETED _____ |
| 9. | _____ | DATE ENROLLED _____ |
| | | COMPLETED _____ |

FORMAL SCHOOLS
(OF 33)

BASIC: _____

ADVANCED: _____

MANAGEMENT: _____

OTHER: _____

OTHER: _____

MILITARY TRAINING

PFT: _____

WEIGHT CONTROL: _____ **WEIGHT:** _____ **DESIRED WEIGHT:** _____

INSPECTION: _____

INSPECTION: _____

INSPECTION: _____

ESSENTIAL SUBJECTS TEST: _____

REMARKS: _____

LIBERTY/LEAVE

ANNUAL: _____

ANNUAL: _____

ANNUAL: _____

EMERGENCY: _____

EMERGENCY: _____

EMERGENCY: _____

72 HOURS: _____

72 HOURS: _____

72 HOURS: _____

96 HOURS: _____

96 HOURS: _____

96 HOURS: _____

DISCIPLINARY ACTION

1. REASON: _____
ACTION: _____
REMARKS: _____

2. REASON: _____
ACTION: _____
REMARKS: _____

3. REASON: _____
ACTION: _____
REMARKS: _____

4. REASON: _____
ACTION: _____
REMARKS: _____

5. REASON: _____
ACTION: _____
REMARKS: _____

DEPLOYMENTS

MED CRUISE: _____

MED CRUISE: _____

CARIB CRUISE: _____

CARIB CRUISE: _____

TAD: _____

TAD: _____

OTHER: _____

OTHER: _____

MOS INDIVIDUAL TRAINING RECORD

MOS 3371 3372
 COOK/COOK SPECIALIST

(Name)	(Rank)	SSAN											TOTAL HOURS
SUBJECT	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTAL HOURS
ARMED FORCES RECIPE SERVICE													
COOKING METHODS AND TERMS													
MEAT COOKERY													
SALADS, SALAD DRESSINGS													
STOCKS, SOUPS, ROUX AND GRAVIES													
VEGETABLE COOKERY													
PASTRY BAKING													
FOOD HANDLING AND SANITATION													
MEAL SIGNATURE RECORD													
RATION MEMORANDUM AND RATION FED RPT													
COOK'S WORK-SHEET													
PRODUCT SHEETS													
PRODUCE REQUIREMENTS SHEET													
SUBSISTENCE ISSUE RECEIPTS													
PRINCIPLES OF NUTRITION													
MENUS													
VEGETABLE PROCESSING													
FOOD GARNISHING													

Figure 36

SUBJECT	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTAL HOURS
SUBSISTENCE STORAGE													
FOOD SERVICE PROGRAM													
VECTOR CONTROL													
SUBSISTENCE ACCOUNTING													
TOTAL HOURS													

MAKE UP TRAINING MISSED

FOOD SERVICE QUALIFICATION RECORD

NAME _____

SSAN _____

JOB FUNCTION	Instructed Date/Initials	Tested Date/Initials	Qualified Date/Initials
Personal Hygiene			
Personal Appearance			
Food Sanitation			
Care of Occupational Clothing			
Cooks' Product Sheets			
Cooks' Produce Requirement Sheets			
Care/Use of Grill			
Care/Use of Range			
Care/Use of Steam Kettle			
Care/Use of Ovens			
Care/Use of Hot and Cold Food Lines			
Care/Use of Food Mixer			
Food-Mixing Procedures			
Care/Use of Meat Slicer			
Care/Use of VCM			
Care/Use of Refrigerators			
Care/Use of Coffeemaker			
Care/Use of Storage Cabinets			
Care/Use of Beverage Dispensers			

Figure 37

Job Function	Instructed Date/Initials	Tested Date/Initials	Qualified Date/Initials
Care/Use of Ice Cream Dispenser/Cabinet			
Care/Use of Deep Fat Fryer			
Care/Use of Dishwasher			
Care/Use of Milk Dispenser			
Scullery Operation Procedures			
Pot Shack Operation Procedures			
Proper Measuring/ Scaling			
Care/Use of Cooks' Hand Tools			
Vegetable Preparation Room Operation			
Storeroom Operation			
Maintenance of NAVMC 708 Cards			
BAKING (food)			
BRAISING			
FRYING			
ROASTING			
GARNISHING			
SAUTEEING			
Baking Breads/ Rolls			

Figure 37

Job Function	Instructed Date/Initials	Tested Date/Initials	Qualified Date/Initials
Bakmg Pies/ Turnovers			
Baking Cakes/ Cupcakes			
Baking Cookies			
Baking Quickbreads			
Bakmg Yeast Products			
Cake Decorating			
Duties of Chief Cook			
Duties of Chief Food Service Attendant			

General Information:

Age :

GCT

Education:

Civilian Experience:

Career/Goal in Life:

Special Qualifications:

Married:

Children:

Local Address:

Local Phone:

Figure 37

JOB ROTATION

NOTE: ENTER PERFORMANCE IN APPROPRIATE BLOCKS

JOB/ASSIGNMENT	JAN - MAR	APR - JUN	JUL - SEP	OCT - DEC
CHIEF COOK/ ASST CHIEF COOK				
COOK				
VEGETABLE PREPARATION				
PASTRY BAKER				
STOCK RECORD AND INVENTORY CONTROL CARDS, NAVMC 708 CARDS				
STOREROOM SUBSISTENCE ISSUE				
CHIEF MESSMAN				

RECOMMENDED FOR PROMOTION: _____

AWARDS

CHEF OF THE MONTH: _____

PRO PAY: _____ NOMINATED: _____ RECEIVED _____

MERITORIOUS MAST: _____

MERITORIOUS PROMOTIONS: _____

LETTERS OF APPRECIATION: _____

OTHER: _____

OTHER: _____

OTHER: _____

OTHER: _____

OTHER: _____

NAME

RANK

SSAN

COUNSELING RECORD

NAME _____ RANK _____

JOB ASSIGNMENT _____

Record dates and remarks that the **Marine** is counseled on his performance of duty, good or otherwise. Tell him specifically where you think he has any deficiencies; let him speak. Try to motivate him to set new goals to overcome his deficiencies. Always try to follow what you think his discrepancies are with at least one or more of his good points. Try wherever possible to build upon his strong **points** and not dwell on weak points to an extreme. The key to effective counseling is the ability to LISTEN. Schedule counseling sessions at least every 90 days.

Date/remarks

Date/remarks

Date/remarks

Date/remarks

Date/remarks

Date/remarks

COMPETITIVE SCORE SHEET

Dining Facility Number _____ Unit _____ Date _____

Inspector _____

<u>1. Administration</u>	<u>VALUE</u>	<u>SCORE</u>
a. Financial Status (accurate & up-to-date)	_ 5	_
b. Ration Memorandum Timely Submitted and Accurate (MCO P10110.14H)	<u>5</u>	<u> </u>
c. Cook's Worksheet Complete and Correct	_ 10	_
d. Daily Man-Day Fed Report (accurate & current)	_ 5	_
e. Subsistence Issue Receipt Correct	<u>5</u>	<u> </u>
f. Paid Supernumerary Registers (MCO P10110.14H)	<u>5</u>	<u> </u>
g. Recipe Service, Produce and Product Sheets Utilized and Correct	<u>10</u>	<u> </u>
h. Subsistence NAVMC Form 708 Cards Complete/ Inventory Recorded & NSN entered.	_ 10	<u> </u>
i. Required Orders and Publications on Hand and Current	_ 5	_
j. Personnel Properly Assigned and Effectively Utilized	<u>5</u>	<u> </u>
k. Corrective Action Taken on Prior Discrepancies	<u>10</u>	<u> </u>
l. End of Month Subsistence Inventory within Authorized Allowance & Correct	_ 10	_
m. Cost to Feed within Authorized BDFA	_ 15	_
n. Administration Total	_100	_
 <u>2. Dining Facility Supervision</u>		
a. Food Preparation and Garnishing (MCO P10110.16B)	_ 10	_
b. Serving and Acceptance of Meals	_ 10	_
c. Appearance of Food Handling Personnel	_ 5	_

Figure 40

	VALUE	SCORE
d. Maintenance of Equipment and Operating Instructions, Cleaning Requirements Posted (MCO P10110.14H)	- 5	-
e. Subsistence Items Dated and Rotated	- 5	-
f. Sanitation Practices/Cleanliness of Dining and Food Preparation Area	- 10	-
g. Portion Control to Eliminate Food Waste	<u>10</u>	<u> </u>
h. Refrigeration Spaces/Temperature Charts Posted and Correct	- 5	-
i. Garbage Storage Area Control	- 5	-
j. Salad Preparation and Garnishing (MCO P10110.16B)	- 5	-
k. Overall Cleanliness and Operation of Dining Facility on Early/Late Visits	- 15	-
l. Food Service Attendant Performance	- 5	-
m. Cooks Performance	<u>5</u>	<u> </u>
n. Scales, Weights and Measures Utilized (MCO P10110.16B)	- 5	-
o. Bag Lunch Preparation	- 5	-
p. Leftovers Covered, Dated and Utilized Properly (Manual of Naval Preventive Medicine)	- 5	-
q. Controls in Effect for the Issuing and Return of Mess Whites	- 5	-
r. Dining Facility Supervision Total	_115	-
3. <u>Command Interest</u>		
a. Unit Dining Facility Officer Complying with MCO P10110.14H & MCDECO 10110.2A	- 5	-

Figure 40

	<u>VALUE</u>	<u>SCORE</u>
b. Training Conducted and Recorded Properly	1	0
c. Breakage of Dinnerware and Loss of Silverware Controlled and Reduced to Acceptable Level	5	
a. Food Service Attendant Log Maintained	5	
e. Sanitation Checklist Maintained	5	
f. Unit Dining Facility Officers Inspections Effective (MCO P10110.14H, MCO 10110.34A) MCDECO10110.2A	5	
g. OOD's Making Appropriate Entries on Cook's Worksheet (MCO P10110.14H & MCDECO 10110.2A)	5	
h. Dining facility Minor Property Report properly submitted & timely	5	
i. Outside and Dumpster Area Police	5	
j. Subsistence requisitions properly submitted & timely	5	
k. Meal Signature Procedures	5	
l. Administrative Forms and Reports Submitted in a Timely Manner	5	
m. Minimum Allowance Maintained for Minor Property (China and Silverware)	10	
n. Percentage of attendance at food service workshop	10	
o. Nomination for Chef of the Quarter submitted in accordance with MCDECO 10110.2A	10	
p. Command interest Total	95	
Grand Total = (Total Numerical Value of Lines 1-n, Z-r and 3-p)	-310	

Note: For items listed in paragraph 1, 2 and 3 above, a numerical value will be adjudged ranging from 0 to the total shown in the "value" column and this numerical judgement value will be listed in the "score" column. All entries will be ink or typewritten.

GUIDE TO INSPECTION OF DINING FACILITIES

Date _____

Organization _____

Commanding Officer _____

Unit Dining Facility Officer _____

Dining Facility Management Chief _____

Personnel Strength Supported _____

Average Number Personnel Subsisted **Daily** _____

Dining Facility Personnel Status:

	<u>Authorized</u>	<u>Assigned</u>
Food Service Technician (MOS 3381)	_____	_____
Cooks (MOS 3371)	_____	_____
Bakers (MOS 3311)	_____	_____
Mess Attendants:		
Military	_____	_____
Civilian	_____	_____
TOTAL	_____	_____

Evaluated by _____

1. Management (See MCO P10110.14H, chapter 3)

a. Does the **command** have a current standing operating procedure (SOP) covering the operation of the food service program as required by the Marine Corps Manual? _____

b. Are frequent inspections conducted by the unit dining facility officer to ensure proper food preparation, correct use of facilities and equipment; adherence to safety and sanitation regulations, and compliance with applicable regulations relative to overall operation of the facility? _____

c. Are the appointment and control procedures for dining facility funds in accordance with MCO P10110.14H? _____

d. Does the **command** have a long-range equipment procurement and replacement program in effect as required by MCO P10110.14H? Are plant property records, DD Form 1342 and/or electronic accounting machine (EAM) records utilized in this program? _____

e. Does the average cost to feed a man per day exceed the basic daily food allowance? _____

(1) Cost per man per day. _____

(2) Basic daily food allowance. _____

f. Are the following administrative forms being properly completed and utilized in accordance with the instructions contained in MCO P10110.14H?

(1) Subsistence Issue Receipt, NAVMC Form 10568. _____

(2) Stock Record and Inventory Control Card, NAVMC Form 708.

(3) Cook's Work Sheet, NAVMC Form 36. _____

(4) Cook's Produce Requirement Sheet, NAVMC Form 10615. _____

(5) Product Sheet, NAVMC Form 10616. _____

(6) Financial Status of the Mess, NAVMC Form 584. _____

~~(7) Monthly~~ Inventory-Records and Reports. _____

(8) Meal Card, DD Form 714. _____

(9) Meal Signature Record, NAVMC Form 10789. _____

(10) Ration Fed Report, NAVMC Form 565.1, _____

(11) Ration, Memorandum, NAVMC Form 565. _____

(12) Paid Supernumerary Ration Register, NAVMC Form 10298. _____

g. Are prices of meals sold **from** the dining facility posted so all personnel are -aware of the prices?

2. Subsistence procedures (See MCO P10110.14II chapter- 2)

a. Are all purchases and requisitions properly screened by experienced supervisory personnel prior to forwarding to the source of supply? _____ Note number of documents processed and errors made during the reporting period. _____

b. Are subsistence supplies on hand in excess of actual requirements? _____

c. Are MOS 3061 personnel knowledgeable in subsistence procedures and subsistence accounting as set forth in applicable directives? _____ (If not, cite deficiencies.)

d. Are all applicable directives available for reference and training of subsistence personnel? _____

e. Is the monetary value of the basic daily food allowance properly computed? _____ (If not, cite deficiencies.)

f. Are receipts of subsistence supplies verified by actual count/ weight when received? _____

g. Are receipts of subsistence supplies promptly and properly posted to applicable NAVMC 708 cards? _____

h. Are issues of subsistence supplies promptly and properly posted to applicable NAVMC 708 cards? _____

i. Are price changes properly posted when received? _____

j. Are price adjustments applied to stocks on hand effective with the effective date of the price change? _____

k. Are inventory adjustments to account for inventory overages/ shortages properly prepared? _____

1. When subsistence supplies are lost, damaged or destroyed, is appropriate action taken as set forth in **MCO P4400.19A**? _____

m. Are adequate safeguards provided to ensure positive control of subsistence supplies? _____

3. Training (See **MCO P10110 .14H**)

a. Does the **command** have an established on the job training program for OF 33 and 3061 personnel? _____

b. What percent of OF 33 personnel assigned to the **command** are actively enrolled in off-duty education programs and/or correspondence courses related to food and/or food service? _____ %

c. Does the command have a food sanitation training program in effect as required by SECNAVINST **4061.1B**? _____

d. Does the command maintain an adequate supply of official publications and other food preparation aids for-use by food service personnel? _____

4. Food Serving Techniques

a. Is the menu displayed at the beginning of the serving line and in full view? _____

b. Are serving lines properly routed so as to avoid delays and congestion? _____

c. Is the serving area clean? _____

d. Is the serving of food properly timed? _____

e. Are foods attractively displayed? _____

f. Are serving temperatures maintained **at proper** levels? (Cold served cold; hot served hot.) _____

g. Is portion control used? _____

~~h. Are serving line~~ personnel courteous? _____

i. Are **food** service personnel neat and clean? _____

j. Is the **'no smoking'** rule complied with in food preparation and serving areas? _____

k. Is the noise level throughout the dining facility kept to a low level? _____

1. Is there an adequate supply of food service **gear** available to prevent delays in the serving line? _____

5. Sanitation and Safety Procedures (See NAVMED P-5010)

a. Scullery

(1) Is the dishwashing machine cleaned after each meal? _____

(2) Are all dishes and other eating and drinking utensils preflushed? _____

(3) Is the proper amount of **dishwashing** compound used in dishwashing machines? _____

(4) Is the first wash temperature between 140°F and 160°F? _____

(5) Is rinse temperature maintained over 180°F? _____

(6) Is the final clean water rinse operating properly? _____

(7) Are eating and drinking utensils permitted to remain in a drying position to air dry in racks? _____

(8) Is handling after rinsing and drying reduced to a **minimum**? _____

(9) Is general appearance of the scullery clean and well maintained? _____

(10) **Do** personnel working in the scullery understand and **follow** proper dishwashing instructions? _____

b. Care and Maintenance of Equipment (Galley, Scullery, and Dining Area)

(1) Are operational instructions posted for all equipment?

(2) Is equipment properly utilized? _____

(3) Are proper cleaning procedures followed? _____

(4) Are safety devices in operation condition? _____

(5) Are safety instructions posted conspicuously? _____

(6) Do personnel have a thorough knowledge of the operation of the equipment? _____

(7) Are utensils properly cared for and stored? _____

(8) Are utensils properly utilized? _____

(9) Do personnel show sufficient caution when handling dangerous instruments or operating dangerous equipment? _____

6. Conservation Practices (See MCO P10110.14Hj)

a. Are there indications that leftovers were utilized? _____

b. Is every effort being made to reduce tray waste? _____

c. Is every effort being made to eliminate or reduce waste from the galley and Central Pastry Shop? _____

d. Are perishable items handled in such a manner as to eliminate spoilage and waste? _____

e. Are the procedures for estimating the number of personnel to be fed adequate? _____

f. Are local records kept of the acceptability of individual items on the menu? _____

7. Facilities (See MCO P10110.14H)

a. Are all areas of the dining facility and outside grounds properly policed? _____

b. Do conditions exist which may be conducive of vermin or rodent infestation? _____

c. Are facilities in a good state of repair? _____

d. Is the decor of serving and dining areas commensurate with those found in first-class commercial cafeteria dining establishments? _____

COMMANDERS CHECKLIST FOR FOOD SERVICE

1. Food Service and Subsistence Management Procedures

a. Are required reports submitted in a timely manner? _____
(Refer to MCO P10110.14H, page v.)

b. Are funding estimates for the field allotment, if applicable, for subsistence in kind funds, Project 31, Military Personnel, Marine Corps (MPMC) submitted and revised as required by MCO P10110.14H chapter 2? _____

c. Is the source of subsistence supply responsive to the needs of the command? _____ (Refer to MCO P10110.14H, chapter 2.)

d. Are subsistence supply inventories within the levels authorized in MCO P10110.14F, chapter 2? _____

e. Is the personnel staffing of the menu planning board consistent with the requirements outlined in MCO P10110.14H chapter 3? _____

f. Does the Menu Planning Board take into account the funding limitations imposed by the basic daily food allowance? _____

g. Do senior officers and enlisted personnel, not directly associated with the food program, regularly attend Menu Planning Board meetings to assist in planning menus of higher acceptance to patrons of the dining facility? _____

h. Does the activity commander authorize the sale of meals from the dining facility to officers and civilians, to include dependents and guests of enlisted personnel, when such sales reflect realistic advantages to the Marine Corps, in the form of good will? _____
(Refer to MCO P10110.14H chapter 3.)

2. Unit Dining Facility Procedures

a. Is a continuing effort being made to improve the decorative appearance of dining areas to a state consistent with that found in first-class commercial cafeteria dining establishments? _____
(Refer to MCO P10110.14H chapter 3.)

b. Are food service personnel preparing menu items in accordance with standard recipes? _____ (Refer to MCO P10110.16B.)

c. Is- the culinary appearance of menu items enhanced by appropriate use of decorative innovations; i.e., garnish? _____

d. Are **comments made** by the officer of the day, on the Cook's Work Sheet, NAVMC 36, reviewed on a regularly scheduled basis? _____

e. Are signature-head count procedures conducted in accordance with the following requirements of MCO P10110.14H, chapter 3:

(1) Identification? _____

(2) Control of meal cards? _____

(3) Certification of count? _____

(4) Verification and retention of records? _____

f. Is the control of dining facility funds in accordance with the following procedures outlined in MCO P10110.14H, chapter 3, part E:

(1) Appointments? _____

(2) Turn-in procedures? _____

(3) Verification of records? _____

(4) Safekeeping? _____

(5) Investigations (as a result of loss of funds)? _____

3. Food Service Training (See MCO P1500.32)

a. Are formal procedures established for progressive on the job training and managed on the job training? _____
Do they include the cross-training of all unit food service personnel in the following procedures and responsibilities:

(1) Cooking (meats, vegetables, sauces, etc.)? _____

(2) **Baking** (rolls and pastries)? _____

(3) Supervision [chief cook or chief food service attendant]? _____

(4) Administrative procedures [storeroom, **requisitionings**, financial management, etc.]? _____

b. **Has** the food management team visited the **command** within the past 12 months? _____ (Refer to MCO P10110.14H, chapter 5.)

c. Have efforts been made to implement appropriate recommendations made by previous visits of the food management team? _____

d. Is enrollment in Marine Corps Institute (MCI) courses of instruction for food service subjects consistent with the needs of the command? _____

e. Are Occupational Field 33 personnel acquainted with the following types of formal OF 33 courses available? (Refer to MCO P1500.12F.)

(1) USMC (basic, advanced, and management) ? _____

(2) U. S. Army (supervisory, veterinarian, and technological)? _____

(3) Civilians (culinary arts, MOS 3371 and 3372, and teachers training 3302) ? _____

4. General

a. Are manning levels for OF 33 personnel consistent with the guidance contained in MCO P5320.5B, Personnel Requirements Criteria Manual ? _____

b. Does the command have a current directive covering the operation of the food service program as required by the Marine Corps Manual, paragraph 4061? _____

c. Are dining facilities being operated at -or-near rated capacity? _____ If not, has the activity commander certified that consolidation with other dining facilities is not practicable? _____

d. Does the command's military food service program utilize civilian resources to the maximum extent feasible? _____ Marine Corps orders in the 5312 series contain guidance in this regard.

e. Are reports of deficiencies found in materiel (DD Form 1686) submitted on faulty food service equipment, as required by MCO P10110.29D? _____

f. Is the unit dining facility officer and dining facility manager familiar with all references pertaining to food service as listed in reference (b), enclosure (1), part IX? _____

DINING FACILITY EVALUATION RECORD			
Installation:		Organization:	
		Dining Facility Number:	
AREA I (CATEGORY RATING 1-50 POINTS)			
CATEGORY A: MANAGEMENT		CATEGORY B: FOOD PREPARATION	
(Functional Rating 1-10)	Points	(Functional Rating 1-10)	Points
(1) Conformance w/MCO P10110.14		(1) Following Recipes	
(2) Subsistence Control Forms		(2) Timely Preparation	
(3) Subsistence Reacquisition		(3) Progressive Cooking	
(4) Financial Status		(4) Proper Cooking Time	
(5) Cook's Worksheet		(5) Salad Preparation	
CATEGORY RATING		CATEGORY RATING	
CATEGORY C: SANITATION		CATEGORY D: SERVING TECHNIQUES	
(Functional Rating 1-10)	Points	(Functional Rating 1-10)	Points
(1) Dishwashing Area		(1) Arrangement Serving Line	
(2) Refrigerator/Storage Room		(2) Food Attractively Displayed	
(3) Food Preparation Areas		(3) Serving Temperatures	
(4) Dining Areas		(4) Uniformity of Servings	
(5) Refuse/Disposal Areas		(5) Courtesy of Server	
CATEGORY RATING		CATEGORY RATING	
CATEGORY E: FOOD ACCEPTABILITY		CATEGORY F: EFFECTIVENESS OF FOOD SERVICE TRAINING PROGRAM	
(Functional Rating 1-10)	Points	(Functional Rating 1-10)	Points
(1) Today's and Past Menus		(1) of OJT Program	
(2) Palatability		(2) Records of Training Program	
(3) Adequacy of Portion		(3) Debrief of Cook's Watch	
(4) Plate Waste		(4) Debrief of Cook's Watch	
(5) Comments by Patrons		(5) MCI Participation	
CATEGORY RATING		CATEGORY RATING	
AREA II (CATEGORY RATING 1-25 POINTS)			
CATEGORY G: CONSERVATION MEASURES		CATEGORY H: EQUIPMENT	
(Functional Rating 1-5)	Points	(Functional Rating 1-5)	Points
(1) Vegetable Cleaning Methods		(1) Operating Instruction Posted	
(2) Utilization of Leftovers		(2) Proper Utilization	
(3) Breakage/Replacement of Eating Equipment		(3) First Echelon Maintenance	
(4) Stockage/Utilization of Cleaning Supplies		(4) Safety Instructions Posted	
(5) Feeding Projection Procedure		(5) Replacement Program	
CATEGORY RATING		CATEGORY RATING	

Figure 41

CATEGORY I: RECEIVING AND STORAGE PROCEDURES		CATEGORY J: MANNING AND SUPERVISION	
(Functional Rating 1-5)	Points	(Functional Rating 1-5)	Points
(1) Correct Quantities Received		(1) Full Utilization of Manpower	
(2) Stuck Rotation		(2) Adequacy of Supervision	
(3) Condition of Items		(3) Response to Supervision	
(4) Storage Practices		(4) Attitude of Personnel	
(5) Authorized Receiving Personnel		(5) Ingenuity and Initiative of Personnel	
CATEGORY RATING		CATEGORY RATING	
CATEGORY K: PERSONAL HYGIENE		CATEGORY L: FACILITY IMPROVEMENT PROGRAM	
(Functional Rating 1-5)	Points	(Functional Rating 1-5)	Points
(1) Sanitation Training Card		(1) Exterior Appearance	
(2) Cook's and Server's Uniform		(2) Interior Appearance	
(3) Personal Work Habits		(3) Dining Area Decor	
(4) Cleanliness and Appearance of Personnel		(4) Upkeep and Repair	
(5) Preemployment Medical Checkup		(5) Utilization	
CATEGORY RATING		CATEGORY RATING	
EVALUATION INSTRUCTIONS			
A. Scale to be used in rating by function within category.			
SCALE	SCALE	RATING	
AREA I CATEGORY A-F	AREA II CATEGORY G-L		
10 Points	5	Superior (maximum achievement)	
9 to 8	4	Excellent (improvement possible)	
7 to 6	3	Very Good (improvement desired)	
5 to 4	2	Average (meets acceptable standards)	
3 or less	1	Below Standards (major improvement required)	
B. Applicable directives/guidelines.			
AREA I CATEGORY		AREA II, CATEGORY	
A. MCO P1010.14		G. MCO P10110.14 1/	
B. MCO P10110.16		H. NAVMED P-5010-1; NAVSUP P421	
C. NAVMED P-5010-1 1/		I. NAVMC 1101	
D. MCO P10110.16 1/		J. 1/	
E. MCO P10110.17 1/		K. NAVMED P5010	
F. MCO P10110.14; MCO 1580.6		L. MCO P11000.7	
1/ Professional judgment of the evaluator.			

Figure 41

C. Evaluation totals: Enter point values by area and category below.		
AREA I	MAXIMUM	ASSIGNED
A. MANAGEMENT	50	
B. FOOD PREPARATION	50	
C. SANITATION	50	
D. SERVING TECHNIQUES	50	
E. FOOD ACCEPTABILITY	50	
F. EFFECTIVENESS OF FOOD SERVICE TRAINING PROGRAM	50	
TOTAL	300	TOTAL
AREA II	MAXIMUM	ASSIGNED
G. CONSERVATION MEASURES	25	
H. EQUIPMENT	25	
I. RECEIVING AND STORAGE PROCEDURES	25	
J. MANNING AND SUPERVISION	25	
K. PERSONAL HYGIENE	25	
L. FACILITY IMPROVEMENT PROGRAM	25	
TOTAL	150	TOTAL
GRAND TOTAL	450	GRAND TOTAL

Figure 41

LISTING OF BLANK FORMS REQUIRED IN OPERATION OF DINING FACILITIES

<u>NSN</u>	<u>ITEM DESCRIPTION</u>	<u>U/I</u>
0000-00-000-0807	NAVMC Form 36 (10110) Rev. (2-73) Cook's Worksheet	SH
0000-00-000-8003	NAVMC Form 584-SD (Rev. 5-66) Financial Status of Mess (4061)	SH
*0000-00-003-3301	NAVMC Form 10298-SD (Rev. 2-69) Paid Supernumerary Ration Register	PD
0000-00-006-3550	NAVMC Form 10817-1 (8-69) Subsistence Perishables, Page 1 Produce, Requisition, Issue, Inventory & Certificate of Issue	PD
0000-00-006-3560	NAVMC Form 10817-2 (8-69) Subsistence Perishables, Page 2, Produce, Requisition, Issue-, Inventory & Certificate of Issue	PD
0000-00-006-3570	NAVMC Form 10817-3 (8-69) Subsistence Perishables, Page 3, Produce, Requisition, Issue, Inventory & Certificate of Issue	PD
0000-00-006-3580	NAVMC Form X0818-1 (8-69) Subsistence Perishables, Page 1, Butter & Eggs, Requisition, Issue, Inventory & Certificate of Issue	PD
0000-00-006-3590	NAVMC Form 10819-1 (8-69) Subsistence Perishables, Page 1, Dairy, Requisition, Issue, Inventory & Certificate of Issue	PD
0000-00-006-3600	NAVMC Form 10819-2 (8-69) Subsistence Perishables , Page 2, Bread, Requisition, Issue, Inventory & Certificate of Issue	PD
0000-00-006-3410	NAVMC Form 10815-1 (8-69) Subsistence Nonperishables, Page 1 Requisition, Issue, Iventory & Certificate of Issue	PD
0000-00-006-3420	NAVMC Form 10815-2 (8-69) Subsistence Nonperishables, Page 2, Requisition, Issue, Inventory & Certificate of Issue	PD
0000-00-006-3430	NAVMC Form 10815-3 (8-69) Subsistence Nonperishables, Page 3, Requisition, Issue, Inventory & Certificate of Issue	

Figure 42

<u>NSN</u>	<u>ITEM DESCRIPTION</u>	<u>U/I</u>
0000-00-006-3440	NAVMC Form 10815-4 (S-69) Subsistence Nonperishables, Page 4, Requisition, Issue, Inventory & Certificate of Issue	PD
0000-00-006-3451	NAVMC Form 10815-5 (8-69) Subsistence Nonperishables, Page 5, Requisition, Issue, Inventory & Certificate of Issue	PD'
0000-00-006-3470	NAVMC Form 10815-7 (8-69) Subsistence Nonperishables, Page 7, Requisition, Issue, Inventory & Certificate of Issue	PD
0000-00-006-3480	NAVMC Form 10815-8 (8-69) Subsistence Nonperishables, Page 8, Requisition, Issue Inventory & Certificate of Issue	PD
0000-00-006-3490	NAVMC Form 10815-9 (8-69) Subsistence Nonperishables, Page 9, Requisition, Issue, Inventory & Certificate of Issue	PD
0000-00-006-3500	NAVMC Form 10815-10 (8-69) Subsistence Nonperishables, Page 10, Requisition, Issue, Inventory & Certificate of Issue	PD
0000-00-006-3520	NAVMC Form 10816-1 (8-69) Subsistence Perishables, Page 1, Meats, Requisition, Issue, Inventory & Certificate of Issue	PD
0000-00-006-3530	NAVMC Form 10816-2 (8-69) Subsistence Perishables, Page 2, Meats, Requisition, Issue, Inventory & Certificate of Issue	PD
0000-00-006-3540	NAVMC Form 10816-3 (g-69) Subsistence Perishables, Page 3, Meats, Requisition, Issue, Inventory & Certificate of Issue	PD
0000-00-006-0302	NAVMC Form 10568 (Rev. 9-71) Subsistence Issue Receipt (Messhall 10110)	SH
0000-00-006-1411	NAVMC Form 10615-SD (4-65) Cooks Produce Requirement Sheet	SN
0000-00-006-1422	NAVMC Form 10616-SD (Rev. 2-73) Product Sheet	SH
0000-00-000-9505	NAVMC Form 708 (Rev. 1-68) Stock Record and Inventory Control Card	EA
0000-00-000-7504	NAVMC Form 565 (Rev. 9-72) Ration Memorandum (10110)	SN

Figure 42

NSN	<u>ITEM DESCRIPTION</u>	U/I
0000-00-000-7511	NAVMC Form 565-1 (Rev. 12-73) Man-Day Fed Report (10110)	SH
0102-00-011-1801	DD Form 1149 Requisition and Invoice/Shipping Document	PG
0102-00-013-2200	DD Form 1348-1 Single Line Item Transaction Form	HD
0104-00-703-9601	NAVCOMPT Form 2114 (Rev. 1-70) Cash Receipt Certificate	PD
*0102-00-007-2500	DD 714 Meal Card	PG
0000-00-006-3151	NAVMC Form 10789 (Rev. Z-73) Meal Signature Record (10110)	SH
	NAVSUP Form 340 (Rev. 7-71) Special - Meal Request/Receipt (4061)	EA
	MCDEC Form 5305/1 (9-73) Suggestions for Dining Facilities	EA
	MCDEC Form 11152/1 (9-73) Minor Property Inventory	EA
	MCDEC Form 11380/1 Refrigerator Temperature Chart	EA
	MCDEC Form 10110/4 (LR) Assignment of Duties as Meal Signature Record Supervisor	EA
	MCDEC Form 10110/2 (LR) Daily Silverware/Dinnerware Loss Chart	EA
	MCDEC Form 10110/6 (LR) Checklist for Issue and Control Procedures for Meal Cards	EA
	MCDEC Form 10110/2 (9-73) Food Cost Analysis	EA
	MCDEC Form 10110/3 (LR) Field Feeding Checklist	EA
	MCDEC Form 10110/7 (LR) Officer of the Day Checklist For Dining Facility	EA
	MCDEC Form 10110/14 (LR) Unit Dining Facility Officer's Evaluation Worksheet	EA
	MCDEC Form 10110/11 (LR) Checklist for Securing Dining Facilities	EA

* Denotes special handling required in accordance with Marine Corps regulations.

Figure 42

MCDEC Form 10110/12 (LR) Monthly Personnel Roster	EA
MCDEC Form 10110/8 (LR) Format for Recreational Meals Request	EA
MCDEC Form 10110/12 (LR) Box Lunch/Night Meals Special Consumption Instructions	EA
MCDEC Form 10110/14 (LR) Format for Request for Box Lunches/Night Meals (Carryout)	EA
MCDEC Form 10110/11 (LR) Acknowledgment for Receipt of Meals	EA
MCDEC Form 10110/15 (LR) Sample Appointing Order for Authorized Dining Facility Custodian/Dining Facility Cashier with Instructions	EA
MCDEC Form 10110/16 (LR) Duties of Dining Facility Cahsier/ Alternate Cashier	EA
MCDEC Form 10110/17 (LR) Authorized Dining Facility Funds Custodian (Primary/Alternate); appointment of	EA
MCDEC Form 10110/18 (LR) Duties of Unit Authorized Dining Facility Funds Custodian/Alternate	EA
MCDEC Form 10110/11 (LR) Format for Assignment of Supply Representative, designation of	EA
MCDEC Form 10110/19 (LR) Format and Instructions for Daily Issue Receipt for Cleaning Supplies and Noncontrolled Minor Property	EA
MCDEC Form 10110/10 (LR) Format for Inventory of Minor Food Service Property (Controlled)	EA
MCDEC Form 10110/20 (LR) Format of Individual Information Sheet	EA
MCDEC Form 10110/21 (LR) Format of MOS Individual Training Record	EA
MCDEC Form 10110/22 (LR) Format of Food Service Qualification Record	EA
MCDEC Form 10110/23 (LR) Format of Job Rotation Record	EA
MCDEC Form 10110/24 (LR) Format for Counseling Record	EA
MCDEC Form 10110/5 (LR) Format for Dining Facility Manager, Special Orders for	EA
MCDEC Form 10110/13 (LR) Work Schedule - Dining Facility	EA

Percentage Conversion
Chart for Breakfast
Regular

MEAL SIGNATURE RECORD (10110)
 NAVJMC 10788 (REV. 2-73) SN-0000-006-3151 U/I:SM
 (PREVIOUS EDITION WILL BE USED.)

DATE:

TYPE OF MEAL (Check applicable block)							
<input type="checkbox"/> BREAKFAST		<input type="checkbox"/> LUNCH	<input type="checkbox"/> DINNER	<input type="checkbox"/> BRUNCH	<input type="checkbox"/> NIGHT MEAL	<input type="checkbox"/> OTHER (Specify)	
CATEGORY OF PERSONNEL (Check applicable block)							
MARCORPS—REGULAR		ARMY—REGULAR	COAST GUARD	ROTC (Specify Service)		OTHER (Specify)	
MARCORPS—RESERVE		ARMY—RESERVE	NATIONAL GUARD (Specify Service)	FOREIGN (Specify)			
NAW—REGULAR		AIR FORCE—REGULAR	CADETS (Specify Service)	OFFICER PAYROLL CHECKAGE (Specify)			
NAVY—RESERVE		AIR FORCE—RESERVE					
SIGNATURE & GRADE		MEAL CARD NUMBER	COMMAND OR UNIT	SIGNATURE & GRADE		MEAL CARD NUMBER	COMMAND OR UNIT
1. X .20 = .20				31. X .20 = 6.20	I		
2. X .20 = .40				32. X .20 = 6.40			
3. X .20 = .60				33. X .20 = 6.60			
4. X .20 = .80				34. X .20 = 6.80			
5. X .20 = 1.00				35. = .			
6. X .20 = 1.20				36. X .20 = 7.20			
7. X .20 = 1.40				37. = 40			
8. X .20 = 1.60				38. = 60			
9. X .20 = 1.80				39. = 80			
10. X .20 = 2.00				40. X .20 = 8.00			
11. X .20 = 2.20				41. X .20 = 8.20			
12. = .				42. X .20 = 8.40			
13. = 60				43. X .20 = 60			
14. X .20 = 80				44. X .20 = 8.80			
15. = 00				45. X = 9.00			
16. X .20 = 3.20				46. X .20 = 9.20			
17. X .20 = 3.40				47. = 40			
18. X .20 = 3.60				48. .20 = 9.60			
X =				49. .20 = 9.80			
20. .20 = 3.80				50. .20 = 10.00			
21. X = 20				51. X .20 = 10.20	I		
22. X .20 = 4.40				52. = 40			
23. =				53. = 60			
24. X .20 = 4.80				54. X .20 = 10.80		I	
25. X .20 = 5.00				55. = 00		I	
26. X .20 = 5.70				56. X .20 = 11.20			
27. X .20 = 40				57. X .20 = 11.40			
28. X .20 = 5.60				58. X .20 = 11.60			
29. .20 = 5.80				59. = 80			
.20 = 6.00				60. X .20 = 12.00			

Figure 43
 H-123

TYPE OF MEAL

CATEGORY OF PERSONNEL

SIGNATURE & GRADE	MEAL CARD NUMBER	COMMAND OR UNIT	SIGNATURE & GRADE	MEAL CARD NUMBER	COMMAND OR UNIT
61. x .20 = 12.20			91 x .20 = 18.20		
62. x .20 = 12.40			92. x .20 = 18.40		
63. x .20 = 12.60			93. x .20 = 18.60		
64. x .20 = 12.80			94. x .20 = 18.80		
65. x .20 = 13.00			95. x .20 = 19.00		
66. x .20 = 13.20			96. x .20 = 19.20		
67. x .20 = 13.40			97. x .20 = 19.40		
68. x .20 = 13.60			98. x .20 = 19.60		
69. x .20 = 13.80			99. x .20 = 19.80		
70. x .20 = 14.00			100. x .20 = 20.00		
71. x .20 = 14.20			101. x .20 = 20.20		
72. x .20 = 14.40			102. x .20 = 20.40		
73. x .20 = 14.60			103. x .20 = 20.60		
74. x .20 = 14.80			104. x .20 = 20.80		
75. x .20 = 15.00			105. x .20 = 21.00		
76. x .20 = 15.20			106. x .20 = 21.20		
77. x .20 = 15.40			107. x .20 = 21.40		
78. x .20 = 15.60			108. x .20 = 21.60		
79. = 8.0			109. x .20 = 21.80		
80. x .20 = 16.00		I	110. x .20 = 22.00		
81. x .20 = 16.20			111. x .20 = 22.20		
82. x .20 = 16.40			112. x .20 = 22.40		I
83. = 60			113. x .20 = 22.60		I
84. = 80			114. x .20 = 22.80		
85. = 00			115. x .20 = 23.00		
86. x .20 = 17.20			116. x .20 = 23.20		
87. x .20 = 17.40			117. x .20 = 23.40		
88. x .20 = 17.60			118. x .20 = 23.60		
89. x .20 = 17.80			119. x .20 = 23.80		
90. x .20 = 18.00			120. x .20 = 24.00		I

I hereby certify that the above individuals have been furnished meals as listed above in an appropriated fund dining facility at government expense.

NAME AND GRADE OF CASHIER (Typed or printed)	SIGNATURE OF CASHIER
NAME AND GRADE OF UNIT COMMANDER/OFFICER IN CHARGE (Typed or printed)	SIGNATURE OF UNIT COMMANDER/OFFICER IN CHARGE

TOTAL MEALS (multiplied by) CONVERSION FACTOR (equals) NUMBER OF RATIONS

_____ x _____ = _____

Figure 43

Regular Lunch/Dinner/
Night Meals

DATE:

TYPE OF MEAL (Check applicable block)					
<input type="checkbox"/> BREAKFAST	<input type="checkbox"/> LUNCH	<input type="checkbox"/> DINNER	<input type="checkbox"/> BRUNCH	<input type="checkbox"/> NIGHT MEAL	<input type="checkbox"/> OTHER (Specify)
CATEGORY OF PERSONNEL (Check applicable block)					
<input type="checkbox"/> MARCORPS—REGULAR	<input type="checkbox"/> ARMY—REGULAR	<input type="checkbox"/> COAST GUARD	<input type="checkbox"/> ROTC (Specify Service)	<input type="checkbox"/> OTHER (Specify)	
<input type="checkbox"/> MARCORPS—RESERVE	<input type="checkbox"/> ARMY—RESERVE	<input type="checkbox"/> NATIONAL GUARD (Specify Service)	<input type="checkbox"/> FOREIGN (Specify)		
<input type="checkbox"/> NAVY—REGULAR	<input type="checkbox"/> AIR FORCE—REGULAR	<input type="checkbox"/> CADETS (Specify Service)	<input type="checkbox"/> OFFICER PAYROLL CHECKAGE (Specify)		
<input type="checkbox"/> NAVY—RESERVE	<input type="checkbox"/> AIR FORCE—RESERVE				
SIGNATURE & GRADE	MEAL CARD NUMBER	COMMAND OR UNIT	SIGNATURE & GRADE	MEAL CARD NUMBER	COMMAND OR UNIT
1. x .40 = .40			31. x .40 = 12.40		
2. x .40 = .80			32. x .40 = 12.80		
3. x .40 = 1.20			33. x .40 = 13.20		
4. x .40 = 1.60			34. x .40 = 13.60		
5. x .40 = 2.00			35. x .40 = 14.00		
6. x .40 = 2.40			36. x .40 = 14.40		
7. x .40 = 2.80			37. x .40 = 14.80		
8. x .40 = 3.20			38. x .40 = 15.20		
9. x .40 = 3.60			39. x .40 = 15.60		
10. x .40 = 4.00			40. x .40 = 16.00		
11. x .40 = 4.40			41. x .40 = 16.40		
12. x .40 = 4.80			42. x .40 = 16.80		
13. x .40 = 5.20			43. x .40 = 17.20		
14. x .40 = 5.60			44. x .40 = 17.60		
15. x .40 = 6.00			45. x .40 = 18.00		
16. x .40 = 6.40			46. x .40 = 18.40		
17. x .40 = 6.80			47. x .40 = 18.80		
18. x .40 = 7.20			48. x .40 = 19.20		
19. x .40 = 7.60			49. x .40 = 19.60		
20. = 8.00			50. x .40 = 20.00		
21. = 8.40			51. .40 = 20.40		
22. = 8.80			52. = 80		
23. = 9.20			53. x .40 = 21.20		I
24. x .40 = 9.60			X . 4 0 6 0		54.
25. x .40 = 10.00			x .40 = 22.00		
26. = 10.40			56. x .40 = 22.40		I
27. = 10.80			57. x .40 = 22.80		
28. x .40 = 11.20			58. = 20		
29. x .40 = 11.60			59. x .40 = 23.60		
30. x .40 = 12.00			60. x .40 = 24.00		

Figure.43

TYPE OF MEAL			CATEGORY OF PERSONNEL		
SIGNATURE & GRADE	MEAL CARD NUMBER	COMMAND OR UNIT	SIGNATURE & GRADE	MEAL CARD NUMBER	COMMAND OR UNIT
61. X .40 = 24.40			91. X .40 = 36.40		
62. X .40 = 24.80			92. X .40 = 36.80		
63. X .40 = 25.20			93. X .40 = 37.20		
64. X .40 = 25.60			94. X .40 = 37.60		
65. X .40 = 26.00			95. X .40 = 38.00		
66. X .40 = 26.40			96. X .40 = 38.40		
67. X .40 = 26.80			97. X .40 = 38.80		
68. X .40 = 27.20			98. X .40 = 39.20		
69. X .40 = 27.60			99. X .40 = 39.60		
70. X .40 = 28.00			100. X .40 = 40.00		
71. X .40 = 28.40			101. X .40 = 40.40		
72. X .40 = 28.80			102. X .40 = 40.80		
73. X .40 = 29.20			103. X .40 = 41.20		
74. X .40 = 29.60			104. X .40 = 41.60		
75. X .40 = 30.00			105. X .40 = 42.00		I
76. = "			106. X .40 = 42.40		
77. X .40 = 30.80			107. X .40 = 42.80		
78. X .40 = 31.20			108. X .40 = 43.20		
79. X .40 = 31.60			109. X .40 = 43.60		
80. X .40 = 32.00			110. X .40 = 44.00		
81. X .40 = 32.40			111. X .40 = 44.40		
82. X .40 = 32.80			112. = 44.80		I
83. X .40 = 33.20			113. X .40 = 45.20		
84. X .40 = 33.60			114. X .40 = 45.60		
85. X .40 = 34.00			115. X .40 = 46.00		
86. X .40 = 34.40			116. X .40 = 46.40		
87. X .40 = 34.80			117. .40 = 46.80		
88. X .40 = 35.20			118. X .40 = 47.20		
89. X .40 = 35.60			119. X .40 = 47.60		
90. X .40 = 36.00			120. X .40 = 48.00		

I hereby certify that the above individuals have been furnished meals as listed above in an appropriated fund dining facility at government expense.

NAME AND GRADE OF CASHIER (Typed or printed)	SIGNATURE OF CASHIER
NAME AND GRADE OF UNIT COMMANDER/OFFICER IN CHARGE (Typed or printed)	SIGNATURE OF UNIT COMMANDER/OFFICER IN CHARGE

TOTAL MEALS (multiplied by) CONVERSION FACTOR (equals) NUMBER OF RATIONS

_____ x _____ = _____

Figure 43
H-126

Percentage Conversion Chart For Breakfast/Brunch

MEAL SIGNATURE RECORD (10110)
NAYMC 10789 (REV. 2-73) SN:0000-006-3151 U/LSH
(PREVIOUS EDITION WILL BE USED.)

DATE:

TYPE OF MEAL (Check applicable block)					
<input type="checkbox"/> BREAKFAST	<input type="checkbox"/> LUNCH	<input type="checkbox"/> DINNER	<input checked="" type="checkbox"/> BRUNCH	<input type="checkbox"/> NIGHT MEAL	<input type="checkbox"/> OTHER (Specify)
CATEGORY OF PERSONNEL (Check applicable block)					
<input type="checkbox"/> MARCORPS—REGULAR	<input type="checkbox"/> ARMY—REGULAR	<input type="checkbox"/> COAST GUARD	<input type="checkbox"/> ROTC (Specify Service)	<input type="checkbox"/> OTHER (Specify)	
<input type="checkbox"/> MARCORPS—RESERVE	<input type="checkbox"/> ARMY—RESERVE	<input type="checkbox"/> NATIONAL GUARD (Specify Service)	<input type="checkbox"/> FOREIGN (Specify)		
<input type="checkbox"/> NAVY—REGULAR	<input type="checkbox"/> AIR FORCE—REGULAR	<input type="checkbox"/> CADETS (Specify Service)	<input type="checkbox"/> OFFICER PAYROLL CHECKAGE (Specify)		
<input type="checkbox"/> NAVY—RESERVE	<input type="checkbox"/> AIR FORCE—RESERVE				
SIGNATURE & GRADE	MEAL CARD NUMBER	COMMAND OR UNIT	SIGNATURE & GRADE	MEAL CARD NUMBER	COMMAND OR UNIT
1. X .45 = .45			31. X .45 = 13.95		
2. X .45 = .90			32. X .45 = 14.40		
3. X .45 = 1.35			33. X .45 = 14.85		
4. X .45 = 1.80			34. X .45 = 15.30		
5. X .45 = 2.25			35. X .45 = 15.75		
6. X .45 = 2.70			36. X .45 = 16.20		
7. X .45 = 3.15			37. X .45 = 16.65		
8. X .45 = 3.60			38. X .45 = 17.10		
9. X .45 = 4.05			39. X .45 = 17.55		
10. X .45 = 4.50			40. X .45 = 18.00		
11. X .45 = 4.95			41. X .45 = 18.45		
12. X .45 = 5.40			42. X .45 = 18.90		
13. X .45 = 5.85			43. X .45 = 19.35		
14. X .45 = 6.30			44. X .45 = 19.80		
15. X .45 = 6.75			45. X .45 = 20.25		
16. X .45 = 7.20			46. X .45 = 20.70		
17. X .45 = 7.65			47. X .45 = 21.15		
18. X .45 = 8.10			48. X .45 = 21.60		
19. X .45 = 8.55			49. = 21.05		
20. X .45 = 9.00			50. X .45 = 22.50		
21. X .45 = 9.45		I	51. X .45 = 22.95		
22. X .45 = 9.90			52. X .45 = 23.40		
23. X .45 = 10.35			53. X .45 = 23.85		
24. X .45 = 10.80			54. X .45 = 24.30		
25. X .45 = 11.25			55. X .45 = 24.75		
26. X .45 = 11.70			56. X .45 = 25.20		
27. X .45 = 12.15			57. X .45 = 25.65		
28. = 12.60			58. X .45 = 26.10		
29. X .45 = 13.05			59. = 26.55		
45 = 13.50			45 = 27.00		

Figure 43

TYPE OF MEAL			CATEGORY OF PERSONNEL		
SIGNATURE & GRADE	MEAL CARD NUMBER	COMMAND OR UNIT	SIGNATURE & GRADE	MEAL CARD NUMBER	COMMAND OR UNIT
61. x .45 = 27.45			91. x .45 = 40.95		
62. x .45 = 27.90			92. x .45 = 41.40		
63. x .45 = 28.35			93. x .45 = 41.85		
64. x .45 = 28.80			94. x .45 = 42.30		
65. x .45 = 29.25			95. x .45 = 42.75		
66. x .45 = 29.70			96. x .45 = 43.20		
67. x .45 = 30.15			97. x .45 = 43.65		
68. x .45 = 30.50			98. x .45 = 44.10		
69. x .45 = 31.05			99. x .45 = 44.55		
70. x .45 = 31.50			100. x .45 = 45.00		
71. x .45 = 31.95			101. x .45 = 45.45		
72. x .45 = 32.40			102. x .45 = 45.90		
73. x .45 = 32.85			103. x .45 = 46.35		
74. x .45 = 33.30			104. x .45 = 46.80		
75. x .45 = 33.75			105. x .45 = 47.25		
76. x .45 = 34.20			106. x .45 = 47.70		
77. x .45 = 34.65			107. x .45 = 48.15		
78. x .45 = 35.10			108. x .45 = 48.60		
79. x .45 = 35.55			109. x .45 = 49.05		
80. x .45 = 36.00			110. x .45 = 49.50		
81. x .45 = 36.45			111. x .45 = 49.95		
82. x .45 = 36.90			112. x .45 = 50.40		
83. x .45 = 37.35			113. x .45 = 50.85		
84. x .45 = 37.80			114. x .45 = 51.30		
85. x .45 = 38.25			115. x .45 = 51.75		
86. x .45 = 38.70			116. x .45 = 52.20		
87. x .45 = 39.15			117. x .45 = 52.65		
88. x .45 = 39.60			118. x .45 = 53.10		
89. x .45 = 40.05			119. x .45 = 53.55		
90. x .45 = 40.50			120. x .45 = 54.00		

I hereby certify that the above individuals have been furnished meals as listed above in an appropriated fund dining facility at government expense.

NAME AND GRADE OF CASHIER (Typed or printed)	SIGNATURE OF CASHIER
NAME AND GRADE OF UNIT COMMANDER/OFFICER IN CHARGE (Typed or printed)	SIGNATURE OF UNIT COMMANDER/OFFICER IN CHARGE

TOTAL MEALS (multiplied by) CONVERSION FACTOR (equals) NUMBER OF RATIONS

_____ x _____ = _____

Figure 43

Percentage Conversion Chart For Brunch Dinner

MEAL SIGNATURE RECORD (10110)
NAVMC 10789 (REV. 2-73) SN:0000-006-3151 U/1.5H
(PREVIOUS EDITION WILL BE USED.)

DATE:

TYPE OF MEAL (Check applicable block)					
<input type="checkbox"/> BREAKFAST		<input type="checkbox"/> LUNCH		<input type="checkbox"/> DINNER	
				<input type="checkbox"/> BRUNCH	
				<input type="checkbox"/> NIGHT MEAL	
				<input type="checkbox"/> OTHER (Specify)	
CATEGORY OF PERSONNEL (Check applicable block)					
<input type="checkbox"/> MARCORPS—REGULAR		<input type="checkbox"/> ARMY—REGULAR		<input type="checkbox"/> COAST GUARD	
<input type="checkbox"/> MARCORPS—RESERVE		<input type="checkbox"/> ARMY—RESERVE		<input type="checkbox"/> NATIONAL GUARD (Specify Service)	
<input type="checkbox"/> NAVY—REGULAR		<input type="checkbox"/> AIR FORCE—REGULAR		<input type="checkbox"/> ROTC (Specify Service)	
<input type="checkbox"/> NAVY—RESERVE		<input type="checkbox"/> AIR FORCE—RESERVE		<input type="checkbox"/> CADETS (Specify Service)	
				<input type="checkbox"/> FOREIGN (Specify)	
				<input type="checkbox"/> OFFICER PAYROLL CHECKAGE (Specify)	
SIGNATURE & GRADE		MEAL CARD NUMBER	COMMAND OR UNIT	SIGNATURE & GRADE	
1. x .55 = .55				31. x .55 = 17.05	
2. x .55 = 1.10				32. x .55 = 17.60	
3. x .55 = 1.65				33. x .55 = 18.15	
4. x .55 = 2.20				34. x .55 = 18.70	
5. x .55 = 2.75				35. x .55 = 19.25	
6. x .55 = 3.30				36. x .55 = 19.80	
7. x .55 = 3.85				37. x .55 = 20.35	
8. x .55 = 4.40				38. x .55 = 20.90	
9. x .55 = 4.95				39. x .55 = 21.45	
10. x .55 = 5.50				40. x .55 = 22.00	
11. x .55 = 6.05				41. x .55 = 22.55	
12. x .55 = 6.60				42. x .55 = 23.10	
13. x .55 = 7.15				43. x .55 = 23.65	
14. x .55 = 7.70				44. x .55 = 24.20	
15. x .55 = 8.25				45. x .55 = 24.75	
16. x .55 = 8.80				46. x .55 = 25.30	
17. x .55 = 9.35				47. x .55 = 25.85	
18. x .55 = 9.90				48. x .55 = 26.40	
19. = 45				49. x .55 = 26.95	
20. x .55 = 11.00				50. x .55 = 27.50	
21. = 55				51. x .55 = 28.05	
22. = 10 I				52. x .55 = 28.60	
23. = 65				53. = 29.15	
24. x .55 = 13.20				54. x .55 = 29.70	
25. x .55 = 13.75				55. x .55 = 30.25	
26. = 30				56. x .55 = 30.80	
27. = 14.85				57. x .55 = 31.35	
28. = 40				58. x .55 = 31.90	
29. x .55 = 15.95				59. x .55 = 32.45	I
30. x .55 = 16.50				60. x .55 = 33.00	

Figure 43

TYPE OF MEAL			CATEGORY OF PERSONNEL		
SIGNATURE & GRADE	MEAL CARD NUMBER	COMMAND on UNIT	SIGNATURE & GRADE	MEAL CARD NUMBER	COMMAND OR UNIT
61. x .55 = 33.55			91. x .55 = 50.05		
62. x .55 = 34.10			92. x .55 = 50.60		
63. x .55 = 34.65			93. x .55 = 51.15		
64. x .55 = 35.20			94. x .55 = 51.70		
65. x .55 = 35.75			95. x .55 = 52.25		
66. x .55 = 36.30			96. x .55 = 52.80		
67. x .55 = 36.85			97. x .55 = 53.35		
68. x .55 = 37.40			98. x .55 = 53.90		
69. x .55 = 37.95			99. x .55 = 54.45		
70. x .55 = 38.50			100. x .55 = 55.00		
71. x .55 = 39.05			101. x .55 = 55.55		
72. x .55 = 39.60			102. x .55 = 56.10		
73. x .55 = 40.15			103. x .55 = 56.65		
74. x .55 = 40.70			104. x .55 = 57.20		
75. x .55 = 41.25			105. x .55 = 57.75		
76. x .55 = 41.80			106. x .55 = 58.30		
77. x .55 = 42.35			107. x .55 = 58.85		
78. x .55 = 42.90			108. x .55 = 59.40		
79. x .55 = 43.45			109. x .55 = 59.95		
80. x .55 = 44.00			110. x .55 = 60.50		
81. x .55 = 44.55			111. x .55 = 61.05		
82. x .55 = 45.10			112. x .55 = 61.60		
83. x .55 = 45.65			113. x .55 = 62.15		
84. x .55 = 46.20			114. x .55 = 62.70		
85. x .55 = 46.75			115. x .55 = 63.25		
86. x .55 = 47.30			116. x .55 = 63.80		
87. x .55 = 47.85			117. x .55 = 64.35		
88. x .55 = 48.40			118. x .55 = 64.90		
89. x .55 = 48.95			119. x .55 = 65.45		
90. x .55 = 49.50			120. x .55 = 66.00		

I hereby certify that the above individuals have been furnished meals as listed above in an appropriated fund dining facility at government expense.

NAME AND GRADE OF CASHIER (Typed or printed)	SIGNATURE OF CASHIER
NAME AND GRADE OF UNIT COMMANDER/OFFICER IN CHARGE (Typed or printed)	SIGNATURE OF UNIT COMMANDER/OFFICER IN CHARGE

TOTAL MEALS (multiplied by) CONVERSION FACTOR (equals) NUMBER OF RATIONS

x _____ = _____

Figure 43

MCDEC 10110/2(LR)

DAILY SILVERWARE/DINNERWARE LOSS CHART

Month _____

ITEM	BEGINNING INVENTORY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
Knife																		
Fork																		
Spoon Tea																		
Spoon Dessert																		
Plates Eating																		
Bowls																		
Cups																		
Tumblers																		

ITEM	BEGINNING INVENTORY	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Knife															
Fork															
Spoon Tea															
Spoon Dessert															
Plates Eating															
Bowls															
Cups															
Tumblers															

Figure 44
H-131

CHECKLIST FOR ISSUE AND CONTROL PROCEDURES FOR MEAL CARDS

Ref: MCDECO 10110.4

Unit Commanding Officer _____ Inspector _____

unit Inspected _____ Date _____ Block No. Assgn. _____

1. Is a copy of MCDECO 10110.4 maintained in the company?

YES _____ NO _____

2. Are personnel preparing meal cards for issue aware of the contents of MCDECO 10110.4?

YES _____ NO _____

3. Are personnel issued meal cards on day of arrival at the unit?

YES _____ NO _____ Date last meal card was issued _____
To whom? _____

4. Are meal card block numbers in accordance with MCDECO 10110.4?

YES _____ NO _____

5. Are meal cards kept in a secure location within the company offices?

YES _____ NO _____ Where? _____

6. Have meal cards been collected from personnel prior to being g-ranted comrats, leave, PCS orders, or TAD orders?

YES _____ NO _____

7. Who within the company is assigned to maintain the log and issue meal cards? _____ in writing.

(name)

YES _____ NO _____

8. Do meal cards receive special handling in accordance with Marine Corps Stock List 8-09993A, what method is used? _____

9. Are statements being made by personnel within the unit that lose meal cards?

YES _____ NO _____ Are statements kept on file? YES _____ NO _____
Does the central register reflect that statements have been obtained?

YES _____ NO _____

Figure 45

10. Personnel on rolls _____ Comrats _____ entitled to subsist at government expense _____.

11. What system is in effect within the company to ensure that meal cards are recovered from personnel checking out on TAD, leave or PCS Orders?

Is the procedure effective? YES _____ NO _____

12. Are meal cards destroyed from detached personnel?

YES _____ NO _____ How? _____

(example: meal card recovered, number cut off card, pasted into log book, card destroyed).

13. Total cards issued/recorded in central register _____.

14. Total cards terminated and recovered from PCS orders and logged in central register _____.

15. NAME SPEC SIGNATURE MEAL CARD # DATE ISSUED/RECOVERED -REASON

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- a.
- 9.
- 10.

16. Overall rating of inspection _____.

Recommendations of inspector _____

17. Report of this inspection made to whom? _____.

COST PER PORTION CHART

<u>COST PER POUND</u>	<u>COST PER OUNCE</u>	<u>4oz.</u>	<u>5oz.</u>	<u>6oz.</u>	<u>7oz.</u>	<u>8oz.</u>	<u>9oz.</u>	<u>10oz.</u>	<u>11oz.</u>	<u>12oz.</u>	<u>13oz.</u>	<u>14oz.</u>	<u>15oz.</u>	<u>16oz.</u>
.55	.0344	.14	.17	.21	.24	.28	.31	.34	.38	.41	.45	.48	.52	.55
.60	.0375	.15	.19	.23	.26	.30	.34	.38	.41	.45	.49	.53	.56	.60
.65	.0406	.16	.20	.24	.28	.33	.37	.41	.45	.49	.53	.57	.61	.65
.70	.0438	.18	.22	.26	.31	.35	.39	.44	.48	.53	.57	.61	.66	.70
.75	.0469	.19	.23	.28	.33	.38	.42	.47	.52	.56	.61	.66	.70	.75
.80	.0500	.20	.25	.30	.35	.40	.45	.50	.55	.60	.65	.70	.75	.80
.85	.0531	.21	.27	.32	.37	.43	.48	.53	.58	.64	.69	.74	.80	.85
.90	.0563	.23	.28	.34	.39	.45	.51	.56	.62	.68	.73	.79	.84	.90
.95	.0594	.24	.30	.36	.42	.48	.53	.59	.65	.71	.77	.83	.89	.95
1.00	.0625	.25	.31	.38	.44	.50	.56	.63	.69	.75	.81	.88	.94	1.00
1.05	.0656	.26	.33	.39	.46	.53	.59	.66	.72	.79	.85	.92	.98	1.05
1.10	.0688	.28	.34	.41	.48	.55	.62	.69	.76	.83	.89	.96	1.03	1.10
1.15	.0719	.29	.36	.43	.50	.58	.65	.72	.79	.86	.93	1.01	1.08	1.15
1.20	.0750	.30	.38	.45	.53	.60	.68	.75	.83	.90	.98	1.05	1.13	1.20
1.25	.0781	.31	.39	.47	.55	.63	.70	.78	.86	.94	1.02	1.09	1.17	1.25
1.30	.0913	.33	.41	.49	.57	.65	.73	.81	.89	.98	1.06	1.14	1.22	1.30
1.35	.0844	.34	.42	.51	.59	.68	.76	.84	.93	1.01	1.10	1.18	1.27	1.35
1.40	.0875	.35	.44	.53	.61	.70	.79	.88	.96	1.05	1.14	1.23	1.31	1.40
1.45	.0906	.36	.45	.54	.63	.73	.82	.91	1.00	1.09	1.18	1.27	1.36	1.45
1.50	.0938	.38	.47	.56	.66	.75	.84	.94	1.03	1.13	1.22	1.31	1.41	1.50
1.55	.0969	.39	.48	.58	.68	.78	.87	.97	1.07	1.16	1.26	1.36	1.45	1.55
1.60	.1000	.40	.50	.60	.70	.80	.90	1.00	1.10	1.20	1.30	1.40	1.50	1.60
1.65	.1031	.41	.52	.62	.72	.83	.93	1.03	1.13	1.24	1.34	1.44	1.55	1.65
1.70	.1063	.43	.53	.64	.74	.85	.96	1.06	1.17	1.28	1.38	1.49	1.59	1.70
1.75	.1093	.44	.55	.67	.77	.87	.98	1.09	1.20	1.31	1.42	1.53	1.64	1.75
1.80	.1125	.45	.56	.68	.79	.90	1.01	1.13	1.24	1.35	1.46	1.58	1.69	1.80
1.85	.1156	.46	.58	.69	.81	.92	1.04	1.16	1.27	1.39	1.50	1.62	1.73	1.85
1.90	.1187	.47	.59	.71	.83	.95	1.07	1.19	1.31	1.42	1.54	1.66	1.78	1.90
1.95	.1218	.49	.61	.73	.85	.97	1.09	1.22	1.34	1.46	1.58	1.71	1.83	1.95
2.00	.1250	.50	.63	.75	.88	1.00	1.13	1.25	1.38	1.50	1.63	1.75	1.88	2.00
2.05	.1281	.51	.64	.77	.90	1.02	1.15	1.28	1.41	1.54	1.67	1.79	1.92	2.05
2.10	.1312	.52	.66	.79	.92	1.05	1.18	1.31	1.44	1.57	1.71	1.84	1.97	2.10
2.15	.1343	.54	.67	.81	.94	1.07	1.21	1.34	1.48	1.61	1.75	1.88	2.01	2.15
2.20	.1375	.55	.69	.83	.96	1.10	1.24	1.38	1.51	1.65	1.79	1.93	2.06	2.20
2.25	.1406	.56	.70	.84	.98	1.12	1.27	1.40	1.55	1.69	1.83	1.97	2.11	2.25

Figure 46
H-134

FORMAT FOR SPECIAL ORDERS FOR DUTY DINING FACILITY MANAGER

(Date)

From:

To: **Duty** Dining Facility Manager, Dining Facility _____

Subj: Duty Dining Facility Manager; Special Orders for

Ref: (a) **MCDECO P10110.2A**

1. The tour of duty for the **Duty** Dining Facility Manager will be from _____ Friday to _____ Monday.
2. The **uniform** for the **Duty** Dining Facility Manager will be uniform of the day.
3. The post for the **Duty** Dining Facility Manager will be building _____.
4. The **Duty** Dining Facility Manager will :
 - a. Receive the keys to building number _____ from the Officer of the Day and **open the dining** facility'
 - b. Instruct cooks as to what time to be present in the galley, in sufficient time to prepare meals, and never later than 1 hour prior to actual serving time for breakfast.
 - c. Supervise the actual preparation, cooking and serving of the food.
 - d. **Be** responsible for keeping the dining facility equipment, and **area in** an excellent sanitary condition at all times.
 - e. Ensure that the work is organized in the dining facility by assigning such detailed duties to individuals as necessary for the successful operation of the dining facility.
 - f. Maintain order in the dining facility at all times.
 - g. Initiate all necessary steps to ensure the proper utilization of **food and the** elimination of **food** waste.
 - h. Enforce reference (a) in regards to removing food and food service property from the dining facility.

Subj: **Duty Dining Facility Manager**; Special Orders for

1. Be **responsible** for proper police of cook's quarters and outside area of **dining** facility.

j. **Make** frequent checks, during your tour of duty of living quarters for food service personnel, and ensure orderly conduct of off duty **personnel** is being **maintained**.

k. **Permit** no duty dining facility personnel to go on liberty for any length of time unless specifically **authorized** by the Battalion Officer of **the** Day in writing.

1. Upon completion of your daily tour of duty and after the dining facility has been properly secured, return the keys to building _____ to the Battalion Officer of the **Day**.

(Signature)

Figure 47

H-136

MCDEC 10110/5A (LR)

FORMAT FOR ASSIGNMENT OF DUTIES AS MEAL SIGNATURE RECORD SUPERVISOR

(Date)

From: **Commanding** Officer,
To:

Subj: Assignment of **Duties** as Meal Signature **Record Supervisor**

Ref: (a) MCO P10110.14H

1. In accordance with reference (a), you are assigned the following duties as Meal Signature Record **Supervisor** for dining facility number _____.
Your effective date of appointment is _____ to _____.
(Date) (Date)

2. You will relieve _____, whose appointment is revoked by this Order, a copy of which will be provided _____.
(individual relieved)

3. The uniform for your **assignment** is the uniform of the day with duty **belt**.

4. You will receive instructions and be guided in the performance of your duties by the dining facility manager. Your post is standing in **the immediate** area of sign-in counters so as to observe and identify meal cards and actual recording of signatures on meal signature records.

5. You will ensure that Meal Signature Records (NAVMC Form 10789) are prepared **in** accordance with the following instructions:

a. **Record the unit** (_____) and dining facility number (_____) on the upper left hand corner of the form.

b. Enter the date the meal is served.

c. **Check** the applicable block for type of meal **served**.

d. **Check** the applicable category of personnel. **Separate** sheets will be used to record each category of personnel, i.e., **Marines** (Regular, Reserve), Navy ROTC, etc.

e. Ensure that each individual entering the dining facility presents his **meal** card for identification, ~~and~~ records surname and initials on meal signature record. He will also **enter** his meal card number and the abbreviated title of his **command** or unit in the space provided.

Suggestions for Dining Facilities
MCDEC 5305/1 (9-73)

Notice to Patron

In the interest of improving the food and service to you we solicit your comments and suggestions. If you desire to **recommend** suggestions concerning improvements **in** the dining facility, submit your ideas on the reverse side of this **form**. For a reply to your **recommendations**, print your name and address below.

TELEPHONE EXT. _____

TO:

MCDEC 5305/1 (9-73)

To: **Commanding Officer**

1. I suggest that consideration be given to:

Date _____

<u>Entrees</u> :	Temperature _____	<u>Service:</u>
	Quality _____	1. Polite and attentive _____
		2. Indifferent _____
<u>Vegetables:</u>	Temperature _____	3. Discourteous _____
	Quality _____	
		<u>Management:</u>
<u>Salads:</u>	Variety _____	1. Customer-Oriented.
	Quality _____	Seen regularly _____
<u>Desserts:</u>	Variety _____	2. Seen occasionally.
	Quality _____	No personal contact _____
<u>Soups</u>	Flavor _____	3. Never seen _____
	Temperature _____	
Other: _____	<u>Comments:</u> _____	

From: Commanding Officer

1. In reply to your suggestion, the following information is provided.

(Date)

WORK SCHEDULE - DINING FACILITY

SPACE/JOB	TIME	0430	0500	0530	0600	0630	0700	0730	0800	0830	0900	0930	1000	1030	1100	1130	1200	1230	1300	1330	1400	1430	1500	1530	1600	1630	1700	1730	1800	1830	1900	1930	2000	PERSON(S) ASSIGNED TO SPACE/JOB		
1. Dining Tables																																				
2. Dining Chairs																																				
3. Cold food line																																				
4. Milk dispensers																																				
5. Napkin holder, sugar bowls, salt & pepper shaker																																				
6. Bulk heads, windows drapes																																				
7. Serving Line No. 1																																				
8. Serving Line No. 2																																				
9. Serving Line No. 3																																				
10. Coffee Urns																																				
11. Beverage dispensers																																				
12. Toasters																																				
13. water fountains																																				
14. Ice cream cabinets																																				
15. Planter boxes																																				
16. Racks in reefers																																				
17. Deck (dining area)																																				

Figure 50

(Date)

WORK SCHEDULE - DINING FACILITY

SPACE/JOB	TIME	PERSON(S) ASSIGNED TO SPACE/JOB
18. Electric fans (dining area)		
19. Scullery		
20. Trash and garbage and outside area		
21. Head and passageway		
22. Storage room No. 1		
23. Storage room No. 2		
24. Storage room (property)		
25. Office space		
26. Storage room (subsistence)		
27. Pot and utensil washing area		
28. Cold storage space (dairy)		
29. Cold storage space (produce)		
30. Cold storage space (meat & frozen veg.)		
31. Meat preparation room		
32. Vegetable preparation room.		

Figure 50

MCLEC 10110/13(LR)

FORMAT FOR END OF MONTH SUBSISTENCE INVENTORY

UNIT HEADING

From: **Commanding** Officer
To: **Commanding** General (Code B 214)
MCDEC, Quantico, Virginia

Subj : **End of Month** Subsistence Inventory

Ref: (a) MCO P10110.14H

Encl: (1) Subsistence Inventory Ikck

1. I certify that enclosure (1) contained herein was conducted in accordance with reference [a], at _____
time o n _____
day

by _____
name rank SSAN

2. The inventory was subsequently checked by _____
name

rank

3. The inventory cards are verified to be a true/complete and absolute inventory of all subsistence items on hand in dining facility _____,
Bldg. No. _____

after the last meal served on the last day of _____ , _____ - - .
month year

4. Entries on inventory cards are fully supported and justified by end of _____ (red ink) line entries documented on Stock Record and _____
month
Inventory Control Cards, **NAVMC** Form 708 held at dining facility _____
Bldg. No. _____
as to correct quantity and unit price.

SIGNATURE

DATE

APPENDIX I

SAFETY

1. 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 connection, operating instructions and safety precautions will be prominently posted on, or near, each piece of equipment that is potentially hazardous.

2. Source of Operating Instructions and Safety Precautions. The F&d Service Operations Officer will furnish, upon request, operating instructions and safety precautions for foodservice equipment.

3. Basic Safety Measures. The following safety measures are basic and **must** be complied with in the day-to-day operation of the dining facilities.

a. Electrical equipment will not be cleaned until the electricity has **been** turned off.

b. Electrical **equipment** will not be cleaned with a water hose.

c. Water will not be used in cleaning grills.

d. Particular attention must be given to the use and storage of poisonous and corrosive materials used in the dining facilities for specific and limited purposes, e. g., compound, descaling; disinfectants, and detergents. Such **chemicals** and cleaning agents must be stored in areas separate from food-products in containers that are clearly labeled. Under no circumstances will these items be placed or stored **in** any type container which has or will contain food.

e. Empty ash trays into covered metal containers.

f. Prohibit smoking in storerooms.

g. Do not operate deep fat fryers when cooking smoke **becomes** heavy.

h. Keep ventilating system (hoods) free of grease.

i. Check thermostats periodically and secure units *with* defective thermostats until repairs are made.

4. Instruction of Personnel. The Head, Security **Department/organizational commanders** responsible for the operation of dining facilities 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 dining facility equipment, and fire safety measures.

APPENDIX J

RECORDS MAINTENANCE, FILING AND DISPOSITION

1. General. The following is a guide for the maintenance, filing, and **eventual disposal** of the records of dining facility **operations**.
2. Dining Facility Administration. Applicable documents should be contained in two folders as follows:
 - a. Folder Number One (Financial Accounting Documents)
 - (1) Financial Status of Mess (NAVMC Form 584-SD).
 - (2) Credit documents: M-Day Fed Reports (NAVMC Form **565-1**), flight ration certificates of credit, and other certificates of credit.
 - (3) Debit documents: data processing printout sheets, bills of locally procured item, and other documents of debit.
 - (4) Man-Day Authorization **Memorandum** (NAVMC Form 565).
 - (5) Paid Supernumerary Ration Registers (**NAVMC Form 10298-SD**).
 - (6) Monthly Subsistence Inventory.
 - b. Folder Number Two (Working Documents)
 - (1) Cook's Worksheets (NAVMC Form 36, Rev 8-69).
 - (2) Product Sheets (NAVMC Form **10616**).
 - (3) Produce Requirement Sheets (NAVMC Form 10615).
 - (4) Expired Subsistence Stock Record Cards (NAVMC Form **708-SD**).
 - (5) Subsistence Issue Receipts.
 - c. A package consisting of the two aforementioned folders should be kept on file for a period of one year, then destroyed.
 - d. Stock Record Cards (NAVMC Form 708-SD) for Custodial and Plant Account-Property. Destroy two years after card has been replaced or item reduced to a zero balance.
 - e. Correspondence (General). Destroy when two years old, when superseded; or no further purpose can be **served**.

APPENDIX K
RECIPE CONVERSION TABLES

The additional **conversion** tables are convenient to use and will be a welcome assistance to food service **personnel**, used **in** conjunction with measuring and weighing devices. They ensure that a standard **uniform product** is produced. Listed below are **examples** of how to use the tables. Study **them** carefully before **attempting** to use **them**.

Here is how to use one of the three sets of **conversion** tables (decimal fractions of pounds/decimal fractions of gallons). In **preparing 330 portions of oyster stew P21**, the **working factor** (see recipe card A1) is 3.30. After computing the working factor, multiply the weight or **measure** of each item **in** the recipe by 3.30, and use the table to **convert** fractions of pounds to ounces.

Oysters, 18 lbs. (100 portions, P21) x 3.30 W. F. = 59.40 lbs. To convert **.40** lb. to ounces find **.40** in the conversion table column titled DECIMAL and then look to the column titled OUNCES, which is 6 1/2. So, 59 lbs. 6 1/2 ounces oysters are needed.

POUNDS OUNCES	DECIMAL	QUARTS	PINTS
6-1/2 ←→	.40	1	1
6-1/2	.41	1	1
6-3/4	.42	1	1
7	.43	1	1
7	.44	1	1
7-1/4	.45	1	1
7-1/4	.46	1	1

Water, warm 3 $1/2$ gals. (3.5 gals.) (100 portions P21) x 3.30 W. F. = 11.55 gals. Find the DECIMAL **.55**, follow across to the right and **you** will see 2 qts, $1/2$ cup, 4 tbsps., 2 $1/2$ tsps., so, 11 gals., **2 qts.**, $1/2$ cup, 4 tbsps., 2 $1/2$ tsps. warm water will be needed.

POUNDS	DECIMAL	GALLONS				
OUNCES		QUARTS	PINTS	CUPS	TABLESPOONS	TEASPOONS
8	.50	2	-	-		
8-1/4	.51	2	-	-	2	1-3/4
8-1/4	.52	2	-	-	5	1/4
8-1/2	.53	2	-	-	7	2
8-3/4	.54	2	2-	1/2	2	3/4
8-3/4	.55	↔	2	↔ 1/2	4	↔ 2-1/2
9	.56	-	-	1/2	7	1
9	.57	2	-	1	1	1-3/4

Milk, **nonfat**, dry 3 lbs. 4 ozs. (3.25 lbs) (100 portions P21) x 3.30 W. F. = 10.725 lbs. To convert **.725** lbs. to ounces find **.72** in the DECIMAL column and you will see **11 1/2** ounces. So, 10 lbs. 11 $1/2$ ounces nonfat dry milk is needed.

POUNDS	DECIMAL	QUARTS	PINTS
OUNCES		QUARTS	PINTS
11-1/4	.70	2	1
11-1/4	.71	2	1
11-1/2	↔ .72	2	1
11-3/4	.73	2	1
11-3/4	.74	2	1
12	.75		

DECIMAL FRACTIONS OF POUNDS/DECIMAL FRACTIONS OF GALLONS

<u>POUNDS OUNCES</u>	<u>DECIMAL</u>	<u>GALLONS</u>				
		<u>QUARTS</u>	<u>PINTS</u>	<u>CUPS</u>	<u>TABLESPOONS</u>	<u>TEASPOONS</u>
1/4	.01	-			2	1-3/4
1/4	.02	-			5	1/4
1/2	.03	-			7	2
3/4	.04	-		1/2	2	3/4
3/4	.05	-		1/2	4	2-1/2
1	.06	-		1/2	7	1
1	.07	-		1	1	2-3/4
1-1/4	.08	-		1	4	1-1/2
1-1/2	.09	-		1	7	
1-1/2	.10	-		1-1/2	1	1-3/4
1-3/4	.11	-			4	1/2
2	.12	-		1-1/2	6	2-1/4
2'	.13	-	1		1	3/4
2-1/4	.14	-	1		3	2-1/2
2-1/2	.15	-	1		6	1-1/4
2-1/2	.16	-	1	1/2	1	
2-3/4	.17	-	1	1/2	3	1-1/2
3	.18	-	1	1/2	6	1/4
3	.19	-	1	1		2
3-1/4	.20	-	1	1	3	1/2
3-1/4	.21	-	1	1	5	2-1/4
3-1/2	.22	-	1	1-1/2	-	1
3-3/4	.23	-	1	1-1/2	2	2-3/4

POUNDS OUNCES	DECIMAL	GALLONS				
		QUARTS	PINTS	CUPS	TABLESPOONS	TEASPOONS
3-3/4	.24		1	1-1/2	5	1-1/4
4	.25	1	-	-		
4-1/4	.26	1	-	-	2	1-3/4
4-1/4	.27	1	-	-	5	1/4
4-1/2	.28	1	-		7	2
4-3/4	.29	1	-	1/2	2	3/4
4-3/4	.30	1	-	1/2	4	2-1/2
5	.31	1	-	1/2	7	1
5	.32	1	-	1	1	2-3/4
5-1/4	.33	1	-	1	4	1-1/2
5-1/2	.34	1	-	1	7	
5-1/2	.35	1	-	1-1/2	1	1-3/4
5-3/4	.36	1	-	1-1/2	4	1/2
6	.37	1	-	1-1/2	6	2-1/4
6	.38	1	1		1	3/4
6-1/4	.39	1	1		3	2-1/2
6-1/2	.40	1	1		6	1-1/4
6-1/2	.41	1	1	1/2	1	
6-3/4	.42	1	1	1/2	3	1-1/2
7	.43	1	1	1/2	6	1/4
7	.44	1	1	1		2
7-1/4	.45	1	1	1	3	1/2
7-1/4	.46	1	1	1	5	2-1/4
7-1/2	.47	1	1	1-1/2		1

POUNDS OUNCES	DECIMAL	GALLONS				
		QUARTS	PINTS	CUPS	TABLESPOONS	TEASPOONS
7-3/4	.48	1	1	1-1/2	2	2-3/4
7-3/4	.49	1	1	1-1/2	5	1-1/4
8	.50	2		-	-	
8-1/4	.51	2		-	2	1-3/4
8-1/4	.52	2		-	5	1/4
8-1/2	.53	2			7	2
8-3/4	.54	2		1/2	2	3/4
8-3/4	.55	2		1/2	4	2-1/2
9	.56	2		1/2	7	1
9	.57	2		1	1	1-3/4
9-1/4	.58	2		1	4	1-1/2
9-1/2	.59	2		1	7	
9-1/2	.60	2		1-1/2	1	1-3/4
9-3/4	.61	2		1-1/2	4	1/2
10	.62	2		1-1/2	6	2-1/4
10	.63	2	1		1	3/4
10-1/4	.64	2	1		3	2-1/2
10-1/2	.65	2	1		6	1-1/4
10-1/2	.66	2	1	1/2	1	
10-3/4	.67	2	1	1/2	3	1-1/2
11	.68	2	1	1/2	6	1/4
1 1	.69	2	1	1		2
11-1/4	.70	2	1	1	3	1/2
11-1/4	.71	2	1	1	5	2-1/4
11-1/2	.72	2	1	1-1/2	-	1
11-3/4	.73	2	1	1-1/2	2	2-3/4

POUNDS OUNCES	DECIMAL	GALLONS				
		QUARTS	PINTS	CUPS	TABLESPOONS	TEASPOONS
11-3/4	.74	2	1	1-1/2	5	1-1/4
12	.75	3				
12-1/4	.76	3			2	1-3/4
12-1/4	.77	3			5	1-1/4
12-1/2	.78	3			7	2
12-3/4	.79	3		1/2	2	3/4
12-3/4	.80	3		1/2	4	2-1/2
13	.81	3		1/2	7	1
13	.82	3		1	1	2-3/4
13-1/4	.83	3		1	4	1-1/2
13-1/2	.84	3		1	7	
13-1/2	.85	3		1-1/2	1	1-3/4
13-3/4	.86	3		1-1/2	4	1/2
14	.87	3		1-1/2	6	2-1/4
14	.88	3	1		1	3/4
14-1/4	.89	3	1		3	2-1/2
14-1/2	.90	3	1		6	1-1/4
14-1/2	.91	3	1	1/2	1	
14-3/4	.92	3	1	1/2	3	1-1/2
15	.93	3	1	1/2	6	1/4
15	.94	3	1	1		2
15-1/4	.95	3	1	1	3	1/2
15-1/4	.96	3	1	1	5	1-1/4
15-1/2	.97	3	1	1-1/2	-	1
15-3/4	.98	3	1	1-1/2	2	2-3/4
15-3/4	.99	3	1	1-1/2	5	1-1/4

RECIPE CONVERSION TABLES

DECIMAL FRACTIONS OF QUARTS/DECIMAL FRACTIONS OF PINTS

Whenever a cook converts loo-portion quantities to smaller or larger quantities, his recipe arithmetic for many ingredients will give decimal figures. It may be easy to convert ".25 quart" to "1 cup" and ".25 pint" to "1/2 cup." But how is ".38 quart" converted to the **accurate** cooking measure of 1 1/2 cups plus 1 teaspoon? How is ".38 pint" converted to the cooking measure of 1/2 cup + 4 tablespoons + 1/2 teaspoon? It's easy and calls for no arithmetic when using the conversion tables which follow.

To use the decimal fractions of quarts/decimal fractions of pints conversion tables:

To prepare 330 portions of fruit **punch**, 06, find all "quart" quantities listed in the 'Measures' column of Recipe 06. (Convert quart fraction "1/4" to decimal ".25" and quart fraction "1/2" to decimal ".5"). There are no pint measures in recipe 06 so the pints section of the conversion tables, is not needed in this case. The working factor, multiply the quart quantities in the "Measures" column of recipe by 3.30 and use the tables to convert the decimal fractions of quarts to practical measures, pints, cups, tablespoons, and teaspoons.

Since the recipe lists sugar in both pounds and quarts use the conversion tables, for pounds and gallons or the quarts to pints may be used. To-use the conversion tables to convert the measure of sugar: sugar 2.25 qts. x 3.30 W. F. = 7.425; round to .43 qt. Locate .43 in the conversion tables column titled decimal and then look to the section quarts. Note that .43 qt. is equivalent to 1 1/2 cups + 3 tablespoons + 1 1/2 teaspoons, so 7 qts. + 1 1/2 cups + 3 **tbps.** + 1 1/2 **tsps.** granulated sugar is needed.

QUARTS				DECIMAL	PINTS		
PINTS	CUPS	TABLESPOONS	TEASPOONS		CUPS	TABLESPOONS	TEASPOONS
			2	.01	-	-	1
		1	3/4	.02	-		2
		1	2-3/4	.03	-	1	
		2	1-3/4	.04	-	1	3/4
		3	1/2	.05	-	1	1-3/4

QUARTS				DECIMAL
PINTS	CUPS	TABLESPOONS	TEASPOONS	
		3	2-1/2	.06
		4	1-1/2	.07
		5	1/4	.08
		5	2-1/4	.09
		6	1-1/4	.10
		7		.11
		7	2	.12
	1/2		1	.13
	1/2	1		.14
	1/2	1	1-3/4	.15
	1/2	2	3/4	.16
	1/2	2	2-3/4	.17
	1/2	3	1-1/2	.18
	1/2	4	1/2	.19
	1/2	4	2-1/2	.20
	1/2	5	1-1/4	.21
	1/2	6	1/4	.22
	1/2	6	2-1/4	.23
	1/2	7	1	.24
1				.25
1			2	.26
1		1	3/4	.27
1		1	2-3/4	.28
1		2	1-3/4	.29

PINTS		
CUPS	TABLESPOONS	TEASPOONS
	1	2-3/4
	2	3/4
	2	1-3/4
	2	2-3/4
	3	1/2
	3	1-1/2
	3	2-1/2
	4	1/2
	4	1-1/2
	4	2-1/2
	5	1/4
	5	1-1/4
	5	2-1/4
	6	1/4
	6	1-1/4
	6	2-1/4
	7	
	7	1
	7	2
1/2		
1/2		1
1/2		2
1/2	1	
1/2	1	3/4

QUARTS				PINTS			
PINTS	CUPS	TABLESPOONS	TEASPOONS	DECIMAL	CUPS	TABLESPOONS	TEASPOONS
	1	3	1/2	.30	1/2	1	1-3/4
	1	3	2-1/2	.31	1/2	1	2-3/4
	1	4	1-1/2	.32	1/2	2	3/4
	1	5	1/4	.33	1/2	2	1-3/4
	1	5	2-1/4	.34	1/2	2	2-3/4
	1	6	1-1/4	.35	1/2	3	1/2
	1	7		.36	1/2	3	1-1/2
	1	7	2	.37	1/2	3	2-1/2
	1-1/2		1	.38	1/2	4	1/2
	1-1/2	2		.39	1/2	4	1-1/2
	1-1/2	1	1-3/4	.40	1/2	4	2-1/2
	1-1/2	2	3/4	.41	1/2	5	1/4
	1-1/2	2	2-3/4	.42	1/2	5	1-1/4
	1-1/2	3	1-1/2	.43	1/2	5	2-1/4
	1-1/2	4	1/2	.44	1/2	6	1/4
	1-1/2	4	2-1/2	.45	1/2	6	1-1/4
	1-1/2	5	1-1/4	.46	1/2	6	2-1/4
	1-1/2	6	1/4	.47	1/2	7	
	1-1/2	6	2-1/4	.48	1/2	7	1
	1-1/2	7	1	.49	1/2	7	2
1				.50	1		
1			2	.51	1		1
1	-	1	3/4	.52	1		2
1		1	2-3/4	.53	1	1	
1		2	1-3/4	.54	1	1	3/4

QUARTS					PINTS		
PINTS	CUPS	TABLESPOONS	TEASPOONS	DECIMAL	CUPS	TABLESPOONS	TEASPOONS
1	-	3	1/2	.55	1	1	1-3/4
1	-	3	2-1/2	.56	1	1	2-3/4
1	-	4	1-1/2	.57	1	2	3/4
1	-	5	1/4	.58	1	2	1-3/4
1	-	5	2-1/4	.59	1	2	2-3/4
1	-	6	1-1/4	.60	1	3	1/2
1	-	7		.61	1	3	1-1/2
1	-	7	2	.62	1	3	2-1/2
1	-		1	.63	1	4	1/2
1	1/2	1		.64	1	4	1-1/2
1	1/2	1	1-3/4	.65	1	4	2-1/2
1	1/2	2	3/4	.66	1	5	1/4
1	1/2	2	2-3/4	.67	1	5	1-1/4
1	1/2	3	1-1/2	.68	1	5	2-1/4
1	1/2	4	1/2	.69	1	6	1/4
1	1/2	4	2-1/2	.70	1	6	1-1/4
1	1/2	5	1-1/4	.71	1	6	2-1/4
1	1/2	6	1/4	.72	1	7	
1	1/2	6	2-1/4	.73	1	7	1
1	1/2	7	1	.74	1	7	2
1	1			.75	1-1/2		-
1	1		2	.76	1-1/2		1
1	1	1	3/4	.77	1-1/2		2
1	1	1	2-3/4	.78	1-1/2	1	-

QUARTS				DECIMAL	PINTS		
PINTS	CUPS	TABLESPOONS	TEASPOONS		CUPS	TABLESPOONS	TEASPOONS
1	1	2	1-3/4	.79	1-1/2	1	3/4
1	1	3	1/2	.80	1-1/2	1	1-3/4
1	1	3	2-1/2	.81	1-1/2	1	2-3/4
1	1	4	1-1/2	.82	1-1/2	2	3/4
1	1	5	1/4	.83	1-1/2	2	1-3/4
1	1	5	2-1/4	.84	1-1/2	2	2-3/4
1	1	6	1-1/4	.85	1-1/2	3	1/2
1	1	7		.86	1-1/2	3	1-1/2
1	1	7	2	.87	1-1/2	3	2-1/2
1	1-1/2		1	.88	1-1/2	4	1/2
1	1-1/2	1		.89	1-1/2	4	1-1/2
1	1-1/2	1	1-3/4	.90	1-1/2	4	2-1/2
1	1-1/2	2	3/4	.91	1-1/2	5	1/4
1	1-1/2	2	2-3/4	.92	1-1/2	5	1-1/4
1	1-1/2	3	1-1/2	.93	1-1/2	5	2-1/4
1	1-1/2	4	1/2	.94	1-1/2	6	1/4
1	1-1/2	4	2-1/2	.95	1-1/2	6	1-1/4
1	1-1/2	5	1-1/4	.96	1-1/2	6	2-1/4
1	1-1/2	6	1/4	.97	1-1/2	7	
1	1-1/2	6	2-1/4	.98	1-1/2	7	1
1	1-1/2	7	1	.99	1-1/2	7	1 2

DECIMAL FRACTIONS OF CUPS/DECIMAL FRACTIONS OF TABLESPOONS

A finished product turns out **poorly** sometimes because the cook did not do a complete job **when** the **recipe** yield was adjusted. In calculating and rounding recipe quantities, the cook skipped over the part of a cup and the tablespoon measures, estimated how much would be needed and as a result, a **medicore** product. Consistent use of the three sets of recipe conversion tables will prevent this from happening in any dining facility.

Here is how **to** use the recipe conversion tables for decimal fractions of cups/decimal fractions of tablespoons. Adjust the recipe for chicken fried steaks **L12** to yield 330 portions. Using recipe A1, determine that the working factor of 3.30.

The recipe **L12** says "water, warm, 5 $\frac{2}{3}$ cups." Change this to 5.33 cups and multiply by 3.30. $5.33 \times 3.30 = 17.589$ cups of water. **Round .589 to .59** cups. Locate **.59** in the decimal **column** of cups and **tablespoons**, read to the left and see that **.59** cup is equivalent to $\frac{1}{2}$ cup 1 tablespoon plus 1 $\frac{1}{4}$ teaspoons, so 17 $\frac{1}{2}$ cups + 1 tablespoon + 1 $\frac{1}{4}$ teaspoons water is needed. Next, the recipe says "pepper, black - 1 tablespoon." **Multiply** 1 by the working factor 3.30 - $1 \times 3.30 = 3.30$ tbsps. **black pepper. Locate .30** in the decimal column, read to the right and see that **.30** tbsps. is equivalent to 1 tsp., so 3 tbsps. + 1 tsp. black pepper is needed.

A standard recipe is a balanced **formula** and whether the portion yield is decreased or increased, all ingredients must be in the proper ratio to ensure a quality finished product. The carefully worked out recipe conversions tables are easy to use and take the gamble of hasty arithmetic out of recipe yield adjustments.

CUPS	TABLESPOONS	TEASPOONS	DECIMAL	TABLESPOON: TEASPOONS
-	-	$\frac{1}{2}$.01	
-	-	1	.02	
		$1\frac{1}{2}$	• ♦	
		2	.04	

CUPS	TABLESPOONS	TEASPOONS	DECIMAL	TABLESPOONS TEASPOONS
-		2-1/2	.05	1/4
-	1		.06	1/4
-	1	1/4	.07	1/4
-	1	3/4	.08	1/4
-	1	1-1/4	.09	1/4
-	1	1-3/4	.10	1/4
-	1	2-1/4	.11	1/4
-	1	2-3/4	.12	1/4
-	2	1/4	.13	1/2
-	2	3/4	.14	1/2
-	2	1-1/2	.15	1/2
-	2	1-3/4	.16	1/2
-	2	2-1/4	.17	1/2
-	2	2-3/4	.18	1/2
-	3		.19	1/2
-	3	1/2	.20	1/2
-	3	1	.21	3/4
-	3	1-1/2	.22	3/4
-	3	2	.23	3/4
-	3	2-1/2	.24	3/4
-	4		.25	3/4
-	4	1/2	.26	3/4
-	4	1	.27	3/4
-	4	1-1/2	.28	3/4
-	4	2	.29	3/4
-	4	2-1/2	.30	1

CUPS				TABLESPOONS
CUPS	TABLESPOONS	TEASPOONS	DECIMAL	TEASPOONS
-	5		.31	1
-	5	1/4	.32	1
-	5	3/4	.33	1
-	5	1-1/4	.34	1
	5	1-3/4	.35	1
-	5	2-1/4	.36	1
	5	2-3/4	.37	1
-	6	1/4	.38	1-1/4
-	6	3/4	.39	1-1/4
-	6	1-1/4	.40	1-1/4
-	6	1-3/4	.41	1-1/4
-	6	2-1/4	.42	1-1/4
-	6	2-3/4	.43	1-1/4
-	7		.44	1-1/4
	7	1/2	.45	1-1/4
-	7	1	.46	1-1/2
-	7	1-1/2	.47	1-1/2
-	7	2	.48	1-1/2
-	7	2-1/2	.49	1-1/2
-			.50	1-1/2
1/2		1/2	.51	1-1/2
1/2		1	.52	1-1/2
1/2		1-1/2	.53	1-1/2
1/2		2	.54	1-1/2
1/2		2-1/2	.55	1-3/4

CUPS	TABLESPOONS	TEASPOONS	DECIMAL	TABLESPOONS
1/2	1		.56	1-3/4
1/2	1	1/4	.57	1-3/4
1/2	1	3/4	.58	1-3/4
1/2	1	1-1/4	.59	1-3/4
1/2	1	1-3/4	.60	1-3/4
1/2	1	2-1/4	.61	1-3/4
1/2	1	2-3/4	.62	1-3/4
1/2	2	1/4	.63	2
1/2	2	3/4	.64	2
1/2	2	1-1/4	.65	2
1/2	2	1-3/4	.66	2
1/2	2	2-1/4	.67	2
1/2	2	2-3/4	.68	2
1/2	3		.69	2
1/2	3	1/2	.70	2
1/2	3	1	.71	2-1/4
1/2	3	1-1/2	.72	2-1/4
1/2	3	2	.73	2-1/4
1/2	3	2-1/2	.74	2-1/4
1/2	4		.75	2-1/4
1/2	4	1/2	.76	2-1/4
1/2	4	1	.77	2-1/4
1/2	4	1-1/2	.78	2-1/4

CUPS	TABLESPOONS	TEASPOONS	DECIMAL	TABLESPOONS
1/2	4	2	.79	2-1/4
1/2	4	2-1/2	.80	2-1/2
1/2	5		.81	2-1/2
1/2	5	1/4	.82	2-1/2
1/2	5	3/4	.83	2-1/2
1/2	5	1-1/4	.84	2-1/2
1/2	5	1-3/4	.85	2-1/2
1/2	5	2-1/4	.86	2-1/2
1/2	5	2-3/4	.87	2-1/2
1/2	6	1/4	.88	2-5/4
1/2	6	3/4	.89	2-5/4
1/2	6	1-1/4	.90	2-5/4
1/2	6	1-3/4	.91	2-3/4
1/2	6	2-1/4	.92	2-5/4
1/2	6	2-3/4	.93	2-5/4
1/2	7		.94	2-5/4
1/2	7	1/2	.95	2-3/4
1/2	7	1	.96	3
1/2	7	1-1/2	.97	5
1/2	7	2	.98	5
1/2	7	2-1/2	.99	5