



UNITED STATES MARINE CORPS  
MARINE CORPS COMBAT SERVICE SUPPORT SCHOOLS  
TRAINING COMMAND  
PSC BOX 20041  
CAMP LEJEUNE, NORTH CAROLINA 28542-0041

IN REPLY REFER TO.  
10110  
S-4  
NOV 05 2009

POLICY LETTER 5-09

From: Commanding Officer  
To: Distribution List

Subj: OPERATION OF THE CAMP JOHNSON DINING FACILITY, M-455

Ref: (a) BO 1020.8W "Uniform Regulations"  
(b) MCCSSS Policy Letter 14-07 "Standing Orders for the Camp Johnson Area Officer of the Day (AOOD)"  
(c) MCO P10110.14L "Standard Operating Procedures (SOP) Manual for the Marine Corps Food Service and Subsistence Program.

Encl: (1) Messhall Hours

1. Situation. The references dictate that policy is established and standards are implemented aboard Camp Johnson for the operation of its dining facility.

2. Cancellation. Policy letter 12-07

3. Mission. Camp Johnson operates a dining facility in building M-455 to ensure the nutritional well-being of all Marines and sailors assigned aboard Camp Johnson and authorized to subsist-in-kind.

4. Execution

a. Commander's Intent. Commanders will ensure all Marines and Sailors are granted access to the dining facility to consume meals each day. Each school/company will ensure proper and timely requests for special rations, such as school cook-outs, box lunches and hot-wets. Regular command leadership presence is required during each school/company scheduled time in the dining facility. Complaints/suggestions will be submitted to the Camp Johnson S-4.

b. Tasks

(1) Area Officer of the Day (AOOD). The AOOD has certain dining facility related duties including visiting and

sampling the food.

(2) School Commanders

(a) March entry-level students to the facility and through the main lines entrances for weekday breakfast and lunch meals. Move formations to the front of the dining hall on "B" street. Do not hold formations behind the dining facility on "C" street. Per enclosure (1), schools will adhere to the published dining facility schedule. Each school/ELR has a prescribed time for breakfast and lunch.

(b) Upon arrival at the dining facility, divide the unit into patrons that desire fast food and those that prefer the main line.

(c) Sign the block signature sheets maintained at the main line entrance on weekday breakfast and lunch meals. Students are not authorized to block sign signature sheets.

(d) Accompany entry-level students inside the dining facility ensuring good order and discipline is maintained.

(e) For morning PT, ensure the physical training count is turned in to the Camp Johnson S-4 the day prior to PT by 1000.

(f) Ensure all students sanitize their hands using the materials provided for that purpose which will be available at both entrances.

(3) Patrons

(a) Sanitize their hands prior to entering the facility.

(b) Maintain good order and discipline.

(c) Voice any complaints to the respective troop handler or the Area Officer of the Day (AOOD).

(d) The individual sign-in method applies to early chow, evening meals, weekends, and holidays for students and at all times for permanent personnel.

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(e) Fast food patrons will be issued a ticket as they enter the fast food line which they will give the server at the fast food counter.

(f) Proceed to the cashier's desk and enter the line at that point when in possession of a phone watch meal card to receive head of the line privileges.

(4) S-4

(a) Make liaison with the dining facility manager for all grievances and problems identified by the AOOD.

(b) Ensure that all dining facility requests are submitted to the Sodexho Contractor in timely manner.

(c) Monitor the complaints and suggestion box.

(d) Publish the daily schedules.

5. Administration and Logistics

a. The dining facility has a seating capacity of 660 patrons. The contractor (Sodexho) is obligated to use the Marine Corps Base, Camp Lejeune master menu for all meals. Changes to the master menu must be requested and approved in advance by Sodexho's main office.

b. The uniform of the day or appropriate civilian attire are authorized within the dining facility. Coveralls are not authorized. Standards of dress outlines in reference (a) will be adhered to.

c. Military personnel on comrats are authorized to subsist in the dining facility and will be charged the standard meal rates IAW ref (c).

d. Messing is available to all students to include advance level students. Advance level students residing on base will receive the government meal rate. Advance level students residing out in town will receive the locality rate per diem.

e. Government employees, retirees and military dependents are authorized to subsist at the dining facility on the following occasions:

(1) Marine Corps Birthday Meal

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(2) Thanksgiving Day

(3) Christmas Day

f. Requests for box lunches must be submitted to the S-4 eight days prior to the event. Requests for "hot wets" must be submitted to the S-4 four days prior to the event.

6. Command and Signal

a. Command. This policy letter is applicable to the Marine Corps Total Forces.

b. Signal. This policy letter is effective the date signed.

  
R. W. FULLERTON

## MESSHALL HOURS (450-1515)

<u>UNIT</u>	<u>MORNING</u>	<u>LUNCH</u>	<u>EVENING</u>
1. FLD MED	0500-0520	1100-1120	1630-1830
2. PAS	0520-0540	1120-1140	1630-1830
3. FMS	0540-0550	1200-1210	1630-1830
4. ELR's	0550-0605	1245-1300	1630-1830
5. SUPPLY	0605-0625	1140-1200	1630-1830
6. LOS	0625-0700	1210-1245	1630-1830
7. ACADEMY	0520-0700	1120-1300	1630-1830

<u>UNIT</u>	<u>LINE TRANSIT TIME</u>	<u>MONEY</u>
FLDMED	20 MINUTES	Breakfast \$2.30
LOS	35 MINUTES	Lunch \$4.25
PAS	20 MINUTES	Dinner \$4.25
FMS	10 MINUTES	Holiday \$7.00
MAT's	15 MINUTES	
SUPPLY	20 MINUTES	

MON-WED-FRI FAST CHOW: 0600-0800

TUES & THURS FAST CHOW: 0500-0700

MON-WED-FRI: SUPPLY 0610-0625 PA 0730-0745  
 LOS 0700-0730 FMS/H&S 0745-0800

**1) MCCSSS PT: (MORNING):**

- PT muster time 0600, step-off by 0615
- FMS/SS to fast food line immediately after PT, approx. 0700
- PA to fast food line 0715
- LOS to fast food line 0730
- H&S as required

**2) MCCSSS PT (AFTERNOON):**

- All schools will adhere to the above evening schedule.

3) Saturday/Sunday/Holiday Routine: Breakfast/Brunch: 0800-1100-\$4.85  
 Dinner/brunch: 1500-1700-\$5.95

4) Academy, please advise your Marines to bring correct change.