



UNITED STATES MARINE CORPS
MARINE FORCES RESERVE
2000 OPELOUSAS AVE
NEW ORLEANS, LA 70114

ForO 10110.1B
G-4/FS
28 Apr 2016

FORCE ORDER 10110.1B

From: Commander, Marine Forces Reserve
To: Distribution List

Subj: MARINE FORCES RESERVE FOOD SERVICE AND SUBSISTENCE PROGRAM

Ref: (a) MCO P10110.14M
(b) MCO 1200.17E
(c) NAVMC 3500.35A
(d) CLC2S Implementation DTG 201447Z Aug 14
(e) SECNAV M-5210.1
(f) Title 37 U.S. Code 402
(g) MCO P10110.31H
(h) MARADMIN 331/15
(i) MCRP 4-11.8A
(j) MCO 10110.48
(k) MCO P4400.151B
(l) MCO 4790.25
(m) MCO P4790.2C
(n) Force Order 4790.3B
(o) Disposition and Replacement of Military Equipment and Secondary Reparable DTG 0617512 Aug 14

1. Situation. To provide instruction, establish procedures, and regulations for the effective accomplishment of food service within Marine Forces Reserve (MARFORRES). This Order will serve as source document for the conduct of all food service activities except when directives issued by this Command or higher Headquarters take precedence.

2. Cancellation. Force Order 10110.1A.

3. Mission. To issue policies for the management, operation, planning, administration for food service, sanitation, food preparation, and subsistence management.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) Purpose. To provide field food service policy and guidance to all reserve units. This Order describes variations when dealing with supporting activities and others services. Commanders

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28 Apr 2016

and Inspector-Instructors (I-I) will ensure strict compliance with the instructions contained in this Order and the references cited herein. This manual provides the direct guidance and administrative instructions for implementing and managing the food service program throughout MARFORRES.

(b) Method. Commanders and I-Is will familiarize themselves with the responsibilities for personnel charged with food preparation, sanitation, and serving.

(c) End State. An effectively managed and operated food service program supporting Marines and Sailors throughout MARFORRES.

(2) Concept of Operations

(a) This Order establishes procedures for Food Service support and should be reviewed in its entirety. The contents of this manual supplement the instructions provided in the references.

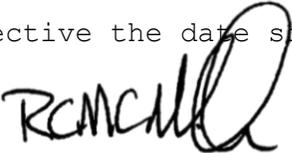
(b) The Commander, MARFORRES, has financial responsibility for the management of Reserve Personnel Marine Corps funds for subsistence. The proper management and accountability of these funds resides with MARFORRES Comptrollers' Office. This financial responsibility shall not be delegated to subordinate Major Subordinate Commands (MSC) or commanders.

5. Administration and Logistics. Recommendations concerning the contents of this Order will be forwarded to MARFORRES G-4 via the chain of command.

6. Command and Signal

a. Command. This Order is applicable to MARFORRES.

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


REX C. MCMILLIAN

Distribution: D

LOCATOR SHEET

Subj: MARINE FORCES RESERVE STANDARD OPERATING PROCEDURES FOR FOOD
SERVICE (SHORT TITLE: MARFORRES FOOD SERVICE SOP)

Location: _____
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MARFORRES FOOD SERVICE SOP

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

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Chapter 1

Objectives and Responsibilities

1. General. This chapter provides general information and sets policy for execution of Food Service Standard Operating Procedures for Marine Forces Reserve.
2. Mission Statement. The mission of MARFORRES Food Service Program is to support unit commanders with the right mix of personnel, rations, subsistence, equipment and training to best support feeding requirements.
3. Objectives. The Food Service Program is designed to encourage all units with food service personnel and equipment to utilize them as the primary source of feeding during drill weekends and Annual Training (AT), whether in garrison or the field. Meal kits, catered meals and Packaged Operational Rations (POR) are a necessity at those training centers that do not have food service capabilities assigned.
 - a. Ensure an efficient and effective use of personnel, material, and financial resources while providing the highest standards of food service under garrison and field conditions.
 - b. Ensure that a positive, dynamic, and continuing educational program is maintained to support the MARFORRES food service program.
 - c. Provide standardized procedures for established operations and food costs for meals provided to enlisted members of the Selected Marine Corps Reserve (SMCR).
 - d. Provide standards for contracted food service operations.
4. Commander, Marine Forces Reserve.
 - a. Appoint a Food Service Officer (FSO) to function as Special Staff Officer (under the cognizance of the Assistant Chief of Staff (AC/S), G-4) who recommends action and interprets policies and directives that concern food service matters within the MARFORRES.
 - b. Ensure policy, standards, and criteria of the food service program are maintained per applicable references.
5. AC/S, G-4.
 - a. Exercise staff cognizance over the food service program.
 - b. Apprise the Commander on the status of operations of the program.

6. Food Service Officer.

a. Serve as a Special Staff Officer under the cognizance of the AC/S, G-4 Supply Branch.

b. Functionally responsible for management and coordination of the food service program at the Marine Forces and Major Subordinate Command level.

c. Serve as the commodity manager for field food service equipment. Monitor equipment readiness, recommend allocation of assets, coordinate equipment fielding, New Equipment Training (NET), and modifications to food service T/E assets.

d. Serve as advisor to AC/S facilities on the functional layout of equipment and design of all construction and rehabilitation projects for Home Training Centers.

e. Execute 1108 Reserve Personnel Marine Corps (RPMC) Subsistence in Kind (SIK) funding (rations, subsistence, catered meals, and military interdepartmental purchase request) for MARFORRES. Coordinate with the MARFORRES Comptroller Office to provide annual projections, requirements, quarterly budget updates, and reporting of funds expended in support of unit exercises. Ensure proper supporting documentation for the execution of 1108 SIK funds is maintained.

f. Manage the food service program to include operational logistics, general and direct support.

g. Make recommendations to the AC/S, G-8 (Manpower) on structure of SMCR 33XX personnel.

h. Maintain liaison with higher, lower, and adjacent commanders regarding personnel, equipment, and Class I (subsistence and enhancements, not water).

i. Validate all feed plans, in support of drill weekends, annual training and unit mobilization.

j. Maintain Subsistence Financial Reports (SFR).

k. Be prepared to assist and advise the AC/S G-4, Marine Forces North on matters pertaining to field feeding and sanitation.

7. Commanding Officers/Inspector-Instructors (CO/I-Is)/Site Commanders.

a. Establish a training plan for food service personnel that meet those standards within the Marine Corps Task List under paragraph 4.6.1.

b. Ensure field food service equipment is maintained. Readiness is determined based on each unit's Table of Authorization (T/A).

c. Utilize rations as the primary source of meals during drill weekends and AT.

d. Ensure publications, files, and records are available during training events.

e. Maintain and repair all required embark boxes for food service equipment and supplies to ensure equipment is maintained in a mission-ready status.

f. Ensure food service specialists Military Occupational Specialty (MOS) 3381 are scheduled to attend the annual Reserve Field Food Service course at Fort Lee, VA. Funding is provided through MARFORRES G-3 Training.

g. Inform MARFORRES G-4, Food Service of any stored rations. The Food Service Office will coordinate inspections via Public Health Command.

h. Maintain records of inspected rations for 90 days after rations have been consumed, redistributed, or disposed of.

8. S-4 Chiefs and Mess Chiefs.

a. Provide assistance to subordinate units for maintain equipment readiness and to ensure food service personnel adhere to Training and Readiness standards ref.

b. Originate and review rations request to ensure accuracy and timely processing through Common Logistics Command and Control System (CLC2S).

c. Coordinate with the Comptroller Office to ensure funds are available for drills and AT in support of field feeding requirements.

d. Submit DD Form 1348, Figure 1-1 and subsistence receipts for purchases to the MARFORRES Food Service Office within three days following the conclusion of unit events.

e. Utilize Subsistence Financial Reports (SFR) to account for personnel fed concluding Annual Training events, monitor exercise costs, and establish historical data.

f. Ensure field food service equipment is accounted for and maintained within the Global Combat Support System-Marine Corps (GCSS-MC).

Chapter 2

SMCR Lateral Moves Retrain Program and Food Service Courses and Training

1. General. This chapter explains requirements for those Marines transitioning to the food service MOS (3381) in accordance with (IAW) reference (b). In meeting Mission Essential Task Lists, it is critical for Marines to receive formal training per reference (c).

2. SMCR Lateral Moves Retrain Program.

a. In order to (IOT) receive MOS 3381, Marines must complete the Food Service Specialist course. Once completed, Marines are to provide their unit S-1 with a copy of their graduation certificate for reporting within the Marine Corps Total Force System.

b. Managed-On-the-Job is not applicable for Reserve personnel desiring to lateral move as a 3381.

3. Food Service Courses. Marine Detachment Fort Lee is home for all food service training from Private-Master Sergeant. The Basic Food Service Specialist Course is the only MOS producing course; all other courses are career progression courses.

a. Basic Food Service Specialist Course. In 42 training days this course trains entry-level and MOS re-designated Marines to standard IOT perform duties as a Food Service Specialist, MOS 3381. The scope of this course includes the use of proper sanitation practices, fundamentals of cooking and baking, and garrison and expeditionary food service operations.

b. Field Food Service-Reserve Course. In 12 training days this course trains Privates-Sergeant to standard IOT perform duties as a Food Service Specialist, MOS 3381. The scope of this course includes expeditionary food service operations, and the preparation and maintenance of all field food service equipment. This is a refresher course; non-MOS producing nor mandatory to attend.

c. Food Service Noncommissioned Officer Course. In 42 training days this course trains Corporals-Sergeants to standard IOT perform duties as a Food Service Specialist. The scope of this course includes training in the Quality Assurance Evaluations Program, performing Automated Food Service Program operations, performing duties as a chief cook in expeditionary food service operations, and supervising the operation and maintenance of field food service equipment.

d. Food Service Staff Noncommissioned Officer Course. In 34 training days this course trains Staff Sergeants-Gunnery Sergeants to standard IOT perform duties as a Food Service Specialist. The scope

of this course includes training in contracting and technical representative duties, management, Food Service Administrative Requirements and Marine Corps expeditionary food service operations.

Chapter 3

Reserve Personnel Marine Corps, Subsistence Funding, and Accounting
for Meals

1. General. The Commander, MARFORRES maintains Reserve Personnel Marine Corps (RPMC) 1108 Subsistence-in-Kind (SIK) funds. Funding provides subsistence for reserve drills and training events along with other situations requiring subsistence support. Water and ice are not authorized for purchase utilizing SIK funds.

2. Subsistence-In-Kind. COs/I-Is/Site Commanders of Selected Marine Corps Reserve (SMCR) units are authorized to issue SIK to enlisted personnel who perform Inactive Duty Training (IDT) for periods of eight or more hours. The maximum number of meals authorized is as follows:

a. Enlisted personnel performing two drills totaling a period of eight or more hours may be furnished one meal.

b. Enlisted personnel performing four drills on two consecutive days and not assigned to government quarters or commercial billeting during drill weekends may receive two meals.

c. Enlisted personnel performing four drills on two consecutive days or five drills on three consecutive days and utilizing government quarters or commercial billeting may be furnished up to six meals. To qualify, the individual must:

(1) be a member of the SMCR unit performing the drills; and

(2) reside outside the 50 mile radius from the site at which authorized drills are performed, unless terrain or large bodies of water require driving more than 50 miles; and

(3) be scheduled to perform multiple drills (minimum of two four hour training periods, exclusive of meal hour) on the day following the use of government or commercial billeting.

d. Enlisted personnel performing four drills on two consecutive days or five drills on three consecutive days may be furnished up to six meals when training is conducted in the field overnight.

e. The Commander, MARFORRES may authorize issuance of additional meals in special or unusual circumstances (Victory meals or Marine Corps Birthday). Requests to exceed the number of authorized meals should be submitted via the Chain of Command to the Commander, MARFORRES (G-4, Food Service Officer).

f. Common and Cross-Service Feeding.

(1) Common service feeding is the provision of meals by one military service to enlisted personnel of another service for which individual or service reimbursement is not required. Payment will not be required for meals or rations for those personnel identified as common service. (Note: National Guard Installations are State operated and not a part of DoD therefore they do not accept or support common service feeding).

(2) Cross-service feeding is the provision of meals and/or bulk subsistence to members of Reserve components, other military services and foreign governments which requires reimbursement from the agency receiving the support. Reimbursement will occur from RPMC 1108 funds to the supporting agency utilizing a Voucher for Transfers between Appropriations and/or Funds as seen in figure 3-1.

g. Training Category Pay Group "P" personnel rate the issuance of Subsistence-in-Kind, (Poolees). Support requirements are managed within the MARFORRES Food Service Office.

3. Appropriation and Requisitioning Instructions.

a. Fund Code. By publication from CMC (DC I&L, Code LF) MARFORRES will utilize fund code "NB" for the procurement of subsistence.

b. Subsistence Ordering Procedures. Units requesting food service, Class I, or Packaged Operational Rations support are required to have a CLC2S account in order to request rations and enhancements. Once an account is established request are created with the following supporting documentation:

- (1) Rations request letter
- (2) Feed Plan (available via Sharepoint)
- (3) Pay checkage letter (if applicable)
- (4) Personnel roster

c. In accordance with reference (d) request must be submitted through the commands respective hierarchy for review and forwarded to MARFORRES G-4, Food Service Office for processing. Request must reach MARFORRES G-4, Food Service Office no later than 30 days for Continental United States (CONUS) and 90 days for Outside the Continental United States (OCONUS) requirements prior to the requested delivery date.

d. The exception to these procedures will be for Marine Corps Recruiting Command (MCRC). MCRC will submit request via e-mail to MFRFoodService@usmc.mil for processing.

e. MARFORRES G-4 will process request via the Subsistence Total Order and Receipt Electronic System (STORES) Web.

4. Military Interdepartmental Purchase Request (MIPR).

a. DD Form 448 is payment to non-Department of Defense (DoD) activities i.e. National Guard, Air National Guard, or Coast Guard for food service support requested by a reserve command. Supported units are to contact MARFORRES G-4, Food Service Office 30 days prior to requested support date. The following information will be required for processing of MIPRs:

- (1) Trading Partner Number (provided by supporting facility)
- (2) Trading Number Department (determined by service component)
- (3) Trading Partner Maintenance (provided by supporting facility)
- (4) Trading Partner Subhead (provided by supporting facility)

b. Acceptance of MIPR. DD Form 448-2 is an acknowledgment from the supporting facility that services will be provided without exceeding the authorized amount. Within 3 days of receipt of the DD-448-2 MARFORRES G-4 is responsible for uploading the DD Form 448-2 in the Memorandum Fiscal Service (MFS) system.

c. Payment for labor is paid by the supported command through a separate MIPR.

d. Requests for 1108 SIK funds will be routed directed to the MARFORRES FSO for processing.

5. Acquisition and Cross Servicing Agreements (ACSA). Occasionally, U.S. Forces will conduct joint training exercises with foreign military forces. Reference (e) authorizes DoD to enter into mutual logistics support agreements with Defense Departments of foreign nations. When conducting a joint exercise, the Officer scheduling the exercise should determine the appropriate reimbursement for messing support for each participant based on an existing ACSA with the partner nation. For additional assistance units should contact their respective MSC or MARFOR.

6. Memorandum Fiscal Services (MFS). MFS serves as a system for recording and reconciling financial transactions. MARFORRES G-4, Food Service Office will generate funding documents within MFS on behalf of supported units.

7. Sale of Meals. Enlisted members are authorized SIK; Officers are not entitled to SIK in accordance with reference (f). Officers are

required to pay the discounted meal rate for meals consumed. If meals are catered, Officers must pay the actual cost of the meal.

a. Commanders with field feeding capabilities may authorize the sale of meals prepared by the commands food service personnel at calendar year meal rates. Meal rates are published annually via Automated Message Handling System (AMHS). If commands are unsure of current rates they are to contact the MARFORRES G-4, food service office. These sales may be authorized to SMCR Officers and Active Duty (AD) and Active Reserve (AR) Marines assigned to either the unit or the Site Support.

b. Packaged Operational Rations (OPRATS) may be sold to SMCR Officers and AD and AR Marines assigned to either the unit or the Site Support at the standard box price. If less than a full box of individual rations is required, the appropriate amount of rations will be charged.

c. Catered meals (meals obtained from a commercial source) may be sold to SMCR Officers and AD and AR Marines assigned to either the unit or the Site Support at the commercial cost. Officers desiring to consume catered meals must pay the vendor directly.

d. DD Form 114 (Military Pay Order) is the method of collecting funds for the sale of meals to AD and AR Marines assigned to either the unit or the Site Support during weekend drills. Annual training will be a payroll check-age.

(1) Active Duty Officers. Upon receipt of written orders to field duty, payroll checkage will be in effect.

(2) SMCR Officers. The method that will be used to collect funds for meals from Reserve Officers on active duty less than 30 days will be a pay checkage inducted on DD form 114. Upon completion this form will be submitted to S-1 for processing.

e. Command Sponsored Events.

(1) Cost associated with command sponsored events (military retiree groups or local community groups) cannot be used with RPMC 1108 funds.

(2) When individual rations are sold to civilians (Jane Wayne Day or Boy Scouts), they will be sold at the standard box price. If less than a full box of individual rations is required, the appropriate amount of rations will be charged.

8. Catered Meals.

a. Catered meals are not a substitute for a units organic field feeding capabilities. MARFORRES units with both food service personnel and equipment will utilize Unitized Group Rations (UGR)

meals a minimum of one drill weekend per quarter. This maintains the proficiency of food service personnel on field equipment, rations preparation, and field sanitation.

b. Units without food service personnel and equipment will utilize PORs or other shelf stable meals at least once per quarter.

c. Beginning 1 October 2016 and IAW reference (g) catered meals must come from an approved source via the Army Public Health Center. Units are authorized to use any commercial vendor on the listing at <https://phc.amedd.army.mil/topics/foodwater/ca/Pages/DoDApprovedFoodSources.aspx>.

d. If a vendor is not listed, units can request any vendor be added to support the unit's feeding requirements. In order to add a commercial vendor to the approved listing, units must submit request to MARFORRES G-4, Food Service Office. The following are required to register a commercial vendor:

(1) Command letter requesting the addition of a vendor (figure 3-8)

(2) Letter from vendor requesting initial inspection with company letterhead (figure 3-9)

e. MARFORRES G-4 will validate and endorse each request. Once request are submitted units should allow up to 90 days for vendors to appear on the approved listing.

f. Annual recertification is the responsibility of the Army Public Health Center; there is no required action by unit personnel.

g. Annually, MARFORRES G-4, Food Service Office will publish the current meal cost for catered meals. This cost is based on the price of one Meal, Ready-to-Eat plus 40% for vendor services and enhancements.

h. Units are not allowed to carry over meal cost. The max cost of a meal is based on the price set from the above paragraph. For example, the cost of breakfast cannot be added to the cost for lunch or dinner. This is the same for day to day or drill to drill.

9. Payroll Deduction.

a. Military members receiving full Basic Allowance for Subsistence (BAS) and not receiving per diem will have meals deducted when assigned to field duty. Service members will be charged the discounted meal rate of 25 percent for the first and last day. Cash collections should be used as a last resort. Payroll deduction is based on meal availability, not consumption. The members pay will be

checked for three meals per day regardless of how many meals are consumed.

b. MARFORRES units are not authorized to collect payments for the sale of meals by check, cash, and debit or credit cards.

10. Accounting for Meals.

a. Meal Verification Record (NAVMC 10789). Enlisted personnel not in receipt of discounted meals or per diem, are authorized SIK. Prior to receiving the meal, each individual will fill out the Meal Verification Record (NAVMC 10789) except under the following conditions:

(1) During operations and exercises when actually subsisting under field conditions;

(2) Under those circumstances when an individual who is part of a unit, group, or formation that is subsisting at a remote location by means of PORs, box lunches, flight meals, or containerized hot meals provided by the units' cooks;

(3) During mass troop movements by air, rail, or vehicle convoy.

b. Personnel not required to sign for meals by reason of the exceptions cited above will be accounted for as follows:

(1) A signed statement will be made on the applicable Meal Verification Record in the form of a block signature. Example: "I acknowledge receipt of 10 (must be numerical) meals this date which are for ten (spelled out) individuals who are entitled to subsistence-in-kind."

(2) A separate Meal Verification Record will be used for each meal period and category of personnel (active, reserve, enlisted, officer, etc. Each block signature will be supported by a list of names, initials, rank, and Electronic Data Interchange Personal Identifier number.

(a) This form will be used to document the issue of meals prepared by food service personnel, commercial meals, and PORs.

(b) Meal Verification Records will be maintained on file for ten years to justify the quantity of subsistence items purchased and issued.

11. Subsistence Financial Report (SFR). At the conclusion of Annual Training or drill period, units will complete a SFR and maintain on file for 10 years in accordance with reference (h). The report will include the following:

- a. Signed cover letter by the Commanding Officer or S-4 Officer;
- b. Drill Management Module;
- c. DD Form 1348, Issue Release/Receipt Document;
- d. NAVMC 10789, Meal Verification Record;
- e. STORES Web sent order report (provided by MARFORRES G-4, Food Service Office);
- f. DSCP Form 5117, Report of Inspection (if applicable).
- g. Vendor invoice

12. Excess Meals. When developing drill plans, units are to utilize their previous months drill module as a reference when finalizing feeding.

a. If deemed appropriate by the unit commander, meals may be offered as seconds. Personnel required to pay for meals may not consume seconds unless they have paid initially.

b. When discarding excess catered meals a memorandum for the record will be inserted into the subsistence file attesting to that fact. Excess meals from operational rations will be accounted for on a Cook's Worksheet (NAVMC 36). Under no circumstance will prepared meals be served at a later time.

c. Operational Rations. Residual operational rations (OPRATS) from drill weekends, AT, or Marine Corps Birthday events will require inspection from an Army Veterinary Technician. For coordination units must contact MARFORRES G-4, Food Service Office. Once OPRATS are inspected, units will be given guidance for temporary storage, redistribution or disposal.

13. Memorandum Records. MARFORRES will maintain memorandum records per reference (i). Communication will be maintained with HQMC, Programs and Resources and the MARFORRES FSO to maintain financial audibility. These records will be retained in accordance with reference (h).

Standard Form 1080 Revised April 1982 Department of the Treasury I TFRM 2-2500 1080-109						VOUCHER FOR TRANSFERS BETWEEN APPROPRIATIONS AND/OR FUNDS		VOUCHER NO.
Department, establishment, bureau, or office receiving funds						SCHEDULE NO.		
Department, establishment, bureau, or office charged						BILL NO.		
<div style="border: 1px solid black; width: 100%; height: 100%; position: relative;"> • </div>						PAID BY		
ORDER NO.	DATE OF DELIVERY	ARTICLE OR SERVICES	QUAN- TITY	UNIT PRICE		AMOUNT		
				COST	PER	DOLLARS AND CENTS		
						0.00		
						0.00		
						0.00		
				TOTAL		0.00		
Remittance in payment hereof should be sent to -								
ACCOUNTING CLASSIFICATION - <i>Office Receiving Funds</i>								
CERTIFICATE OF OFFICE CHARGED I certify that the above articles were received and accepted or the services performed as stated and should be charged to the appropriation(s) and/or fund(s) as indicated below; or that the advance payment requested is approved and should be paid as indicated.								
_____ (Date)			_____ (Authorized administrative or certifying officer)					
_____ (Title)								
ACCOUNTING CLASSIFICATION - <i>Office Charged</i>								
Paid by Check No. _____								
NSN 7540-00-834-4290			Designed using PerForm Pro software.			Reset	Previous Editions Are Usable	

Figure 3-1. Voucher for Transfers between Appropriations and/or Funds (SF 1080)

MILITARY INTERDEPARTMENTAL PURCHASE REQUEST					1. PAGE 1 OF <input type="text"/> PAGES		
2. FSC		3. CONTROL SYMBOL NO.		4. DATE PREPARED		5. MPR NUMBER	6. AMEND NO.
7. TO:				8. FROM: (Agency, name, telephone number of originator)			
9. ITEMS <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT INCLUDED IN THE INTERSERVICE SUPPLY SUPPORT PROGRAM AND REQUIRED INTERSERVICE SCREENING <input type="checkbox"/> HAS <input type="checkbox"/> HAS NOT BEEN ACCOMPLISHED.							
ITEM NO.	DESCRIPTION <small>(Federal stock number, nomenclature, specification and/or drawing No., etc.)</small>	QTY	UNIT	ESTIMATED PRICE	ESTIMATED TOTAL PRICE		
a	b	c	d	e	f		
10. SEE ATTACHED PAGES FOR DELIVERY SCHEDULES, PRESERVATION AND PACKAGING INSTRUCTIONS, SHIPPING INSTRUCTIONS AND INSTRUCTIONS FOR DISTRIBUTION OF CONTRACTS AND RELATED DOCUMENTS.						11. GRAND TOTAL	
12. TRANSPORTATION ALLOTMENT (Used if FOB Contractor's plant)				13. MAIL INVOICES TO (Payment will be made by)			
				PAY OFFICE DODAAD			
14. FUNDS FOR PROCUREMENT ARE PROPERLY CHARGEABLE TO THE ALLOTMENTS SET FORTH BELOW, THE AVAILABLE BALANCES OF WHICH ARE SUFFICIENT TO COVER THE ESTIMATED TOTAL PRICE.							
ACRN	APPROPRIATION	LIMIT/SUBHEAD	SUPPLEMENTAL ACCOUNTING CLASSIFICATION		ACCTG STA DODAAD	AMOUNT	
15. AUTHORIZING OFFICER (Type name and title)				16. SIGNATURE		17. DATE	
							

DD Form 448, JUN 72
PREVIOUS EDITION IS OBSOLETE.
Reset
Adobe Designer 7.0

Figure 3-2. Military Interdepartmental Purchase Request (DD Form 448)

Meal Verification Record (10110)
 NAVMC 10789 (Rev. 01-05)
 (Previous editions will not be used)

Print Form

Date : _____

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

Category of Personnel (check applicable box) :

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

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

Reset Form

PAGE _____ OF _____ PAGES

Adobe Designer 8.0

Figure 3-6. Sample Meal Verification Record-front (NAVMC 10789)

NAVMC 10789 (Rev. 01-05)

Type of Meal :		Category of Personnel :	
Meal Card Number	Command or Unit	Meal Card Number	Command or Unit
65.		90.	
66.		91.	
67.		92.	
68.		93.	
69.		94.	
70.		95.	
71.		96.	
72.		97.	
73.		98.	
74.		99.	
75.		100.	
76.		101.	
77.		102.	
78.		103.	
79.		104.	
80.		105.	
81.		106.	
82.		107.	
83.		108.	
84.		109.	
85.		110.	
86.		111.	
87.		112.	
88.		113.	
89.		114.	

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 Meal Verification Supervisor	_____ Signature of Meal Verification Supervisor
_____ Name and Grade of Mess Hall Manager / Officer	_____ Signature of Mess Hall Manager / Officer
_____ Name and Grade of Unit Commander / Officer in Charge	_____ Signature of Unit Commander / Officer in Charge

TOTAL MEALS (multiplied by) CONVERSION FACTOR (equals) NUMBER of RATIONS

_____ X _____ = _____

Figure 3-6. Sample Meal Verification Record-back (NAVMC 10789)

MAN-DAY FED REPORT (10110)
 NAVMC 565-1 (REV 9-84) (EF) (12-73 edition will be used until stocks are exhausted)
 SN: 0109-LF-062-9500

REPORTING ACTIVITY

TYPE OF PERSONNEL	TYPE OF REPORT						DATE	TOTAL MEALS BY TYPE OF PERSONNEL
	DAILY		MONTHLY		NIGHT MEALS			
	BREAKFAST MEALS	DINNER MEALS	BREAKFAST MEALS	DINNER MEALS	BREAKFAST MEALS	DINNER MEALS		
MARINE CORPS REGULAR RESERVE							(1) (2)	
NAVY REGULAR RESERVE							(3) (4)	
ARMY REGULAR RESERVE							(5) (6)	
AIR FORCE REGULAR RESERVE							(7) (8)	
COAST GUARD REGULAR RESERVE							(9) (10) (11)	
NATIONAL GUARD							(12)	
CADETS (Specify Service)							(13)	
ROTC (Specify Service)							(14)	
FOREIGN (Specify)							(15) (16)	
MARINE CORPS OFFICER PAYROLL CHECKAGE NAVY OTHER (Specify)							(17)	
CASH MEAL PAYMENT							(18)	
OTHER (Specify)							(19)	
TOTAL MEALS								
TOTAL MAN-DAYS (MEAL TOTALS OF LINE 19 MULTIPLIED BY APPLICABLE PERCENTAGE)								

I certify the total number of man-day credits for 1 is correct. USMC, COMMANDING

Figure 3-7. Man-Day Fed Report (NAVMC 565-1)



UNITED STATES MARINE CORPS
UNIT
LETTER HEAD

10110
DD MON YR

From: Unit
To: Army Public Health Command
Via: (1) Regiment/Squadron
(2) Marine Forces Reserve, G-4, Food Service

Subj: FOOD ESTABLISHMENT AUDIT REQUEST

Encl: (1) Letter from food establishment requesting initial sanitation audit

1. Per encl 1, we request an initial sanitation audit be performed so we may conduct business with this company for the purpose of commercial/catered food requests.

2. Name and address of Company:

3. POC at company:

4. POC at Unit:

I. M. MARINE
(S4 Officer)

Figure 3-8. Command Letter Requesting to Add Vendor



April 21, 2016

First Sergeant Smith
USA Public Health Command Region-West
Box 339500, MS 115
Joint Base Lewis-McChord, WA 98433-9500

Subject: Initial Sanitation Audit Request for Subway

Dear First Sergeant,

Subway is requesting an initial sanitation audit. We are providing the following information to support the request:

- Location: 9363 Clairemont Mesa Blvd, San Diego, CA 92123.
- Facility Contact Information: Karen Wagoner, Store Manager; Telephone number: 858-569-4109; operating hours Sunday through Saturday 6am to 10pm.
- Regulatory Agencies who Inspect this Facility: County of San Diego, Department of Environmental Health, P.O. Box 129261, San Diego, CA 92112-9261.
- Military Installation that will be served: 4th Tank Battalion, 9955 Pomerado Rd, San Diego, CA 92131; Telephone number 858-967-3698.

The agreed to food service start date is July 7, 2016.

Sincerely,

Karen Wagoner
Subway Store Manager

Figure 3-9. Letter from Vendor Requesting Inspection

Chapter 4

Field Feeding Policy and Rations Storage

1. General. As an inherent component for the six functions of logistics, combat service support can be established within all organizational levels. Reference (i) outlines field feeding capabilities.

2. Field Feeding Policy.

a. Field feeding is based upon one Meal, Ready-To-Eat (MRE) and two hot meals per day, which parallels the Marine Corps wartime feeding policy. Ideally, breakfast and dinner should be hot meals, while a MRE is provided for the lunch meal. The primary rations for hot meals during field feeding are the Unitized Group Ration (UGR)-A, UGR-B and UGR-Heat & Serve (H&S). Enhancements are fresh fruits and vegetables, milk, bread, or Gatorade that are used to augment ration varieties, dietary fiber, and increase troop acceptance.

b. Every effort should be made to serve hot meals as soon as tactically and logistically possible. This procedure is established to achieve subsistence economy, enhance troop morale, and effectively train food service personnel in use of field food service equipment and supplies.

c. Due to costs, MREs should not be used to support local training when personnel have adequate time to go to a supporting dining facility or be supported with box lunches (includes rifle ranges).

3. Ration Types.

a. Meal, Ready to Eat. The MRE is the Marine Corps primary packaged operational ration. Each MRE is designed to sustain an individual engaged in heavy activity such as military training or during actual military operations. MREs are packaged meals designed for consumption as individual meals or in multiples of three as a complete day's ration. Each meal provides an average of 1,250 kilocalories (13 percent protein, 36 percent fat and 51 percent carbohydrates).

b. Unitized Group Ration-A. The UGR-A is designed to maximize the use of commercial items and simplify the process of providing high quality food service in a field environment. The UGR-A is the only military operational ration that contains frozen food components. For that reason, it is based on a build-to-order assembly process that requires refrigeration. Each meal provides an average of 1450 kilocalories (14% protein, 32% fat, and 54% carbohydrates).

c. Unitized Group Ration-B. The UGR-B is used primarily by the Marine Corps. It is designed to meet requirements for providing

Marines with high quality group rations that do not require refrigeration and are quick and easy to prepare. All ingredients in the ration are shelf stable, with an emphasis placed on including commercial products in all menus. Each meal provides an average of 1300 calories (15% protein, 30% fat, and 55% carbohydrates).

d. Unitized Group Ration-Heat and Serve. The UGR H&S is generally the first group ration made available to the Marines in theatre, utilized in combination with the MRE for daily feeding. The objective of the UGR-H&S is to decrease inventory carrying cost and simplify the ordering, distribution, and logistical process while providing war fighters with top quality, easy to prepare meals. Each meal provides an average of 1450 kilocalories (14% protein, 32% fat, and 54% carbohydrates).

e. Meal Cold Weather (MCW). Is intended for cold weather feeding, it will not freeze and supplies extra drink mixes for countering dehydration during cold weather activities. It can be issued at three per day for a complete cold weather ration. The MCW is packaged in a white camouflage pouch. Each menu provides approximately 1540 kilocalories (15% protein, 35% fat, and 50% carbohydrate). The MCW requires three menu bags per person per day and provides for 4500 kilocalories that is necessary to replenish loss of energy from exertion in extreme cold.

f. Meal, Religious, Ready-To-Eat, Kosher or Halal. Is utilized to feed those individuals in the Military Service who maintain a strict religious diet. Each meal consists of one Kosher or Halal certified entree and religiously certified/acceptable complementary items sufficient to provide the recommended daily nutritional requirements. Each menu provides a minimum of 1200 Calories (11-13% protein, not more than 35% fat, and not less than 48% carbohydrate).

g. Ultra-High Temperature Milk (UHT). UHT milk is used as a mandatory supplement or enhancement for operational ration feeding during operations which do not have refrigeration capability or have very limited capability. It is used in situations that do not permit resupply of perishable foods. The nutritional value for UHT milk varies by flavor.

h. Additional operational meals can be found at <https://www.troopsupport.dla.mil/subs/rations/programs/index.asp>.

4. Entitlements.

a. Units are authorized 8% of the total cost of MREs or meal kits and 15% of the total cost of UGRs when ordering enhancements.

b. Raw or precooked meats are authorized only during AT. Seafood is never authorized due to cost and proper food handling procedures.

c. Units are not authorized additional funding to prepare celebratory meals concluding training events, Marine Corps Birthday Meals, or mess nights.

5. Special Meals. Commonly referred to as Warrior or Victory Meals; commands desiring to have a special meal at the end of an exercise or training event will not receive additional funds. Unit mess chiefs should properly plan and budget for special meals as part of their initial feed plan.

6. Rations Inspection. Inspections must occur when rations have been stored for a period exceeding 90 days or when a unit desires to redistribute excess rations to another unit. The following procedures must be taken:

a. Units are required to take the following measures:

(1) Contact MARFORRES G-4, Food Service Office with estimated inventory.

(2) Properly sort, palletize, and store rations according to lot number in a controlled environment.

(3) If necessary for redistribution, submit a Transportation of Things (ToT) request based on information provided from MARFORRES G-4, Food Service Office concluding inspection.

(4) Include veterinary inspection report with rations when shipping.

(5) Units are not authorized to dispose of rations without approval from an Army Veterinary Technician.

b. Veterinary food inspection personnel will perform the following IAW reference (j):

(1) When appropriate, select samples and submit for laboratory analysis.

(2) Perform inspections and report deficiencies using descriptive electronic reports submitted to the FSO and Food Technician. Reports will include identification of the product, detailed description of the defects noted, the percent of the lot affected, the effect on product serviceability, and recommended disposition.

(3) Immediately notify the MARFORRES FSO when critical defects are observed, or a potential health hazard is identified.

c. FSO or Food Technician will perform the following:

(1) Coordinate veterinary inspections on behalf of units.

(2) Provide personnel and equipment necessary for assisting veterinary food inspection personnel in removing food samples from storage areas and transporting samples to an inspection station.

(3) Take immediate corrective actions when advised of deficiencies in product quality or storage conditions.

(4) Ensure timely and proper rotation of subsistence.

(5) Provide accurate inventories of subsistence that include identification of products in storage by lot number, date of delivery, date of pack, and inspection test date (ITD) or approximate keeping time (AKT).

(6) Ensure products are re-marked with the appropriate ITD or AKT when veterinary personnel extend product shelf life.

7. Storage. Reserve units are authorized to store OPRATS for 90 days in accordance with reference (k). Stored rations must be in strict compliance to allow for proper holding temperature, air circulation, and stacking. Prior to storing rations the following procedures must be adhered to:

a. Contact MARFORRES G-4, Food Service Office with completed inventory of rations to be stored.

b. Properly palletize rations according to lot numbers with 48 cases of MREs and eight modules of UGRs per pallet.

c. Submit a ToT request for movement of rations. Rations are to remain banded without tampering.

d. Establish an area to store operational rations inside a cool dry facility which can be secured daily.

8. Destructive Weather Rations.

a. No unit or entity other than Headquarters MARFORRES is authorized to store rations under this category.

b. Eight pallets of MREs will be ordered by G-4, Food Service Office 60 days prior to the start of hurricane season. Concluding the end of hurricane season, on hand contingency rations will be redistributed throughout the Force by G-4 Food Service Office in order to properly rotate stock.

9. Troop Issue Subsistence Activity (TISA). Located on Army and National Guard facilities, most TISAs are available to accept deliveries for rations and enhancements. TISAs will not order or

except rations at the conclusion of a training event. Advance liaison is required for support.

10. Reserve Training Center Kitchens. Commands collocated where kitchens are available are authorized to use these facilities once a Memorandum of Agreement has been established with the site installations commander.

11. Dining Facilities. Units are authorized to subsist at either DoD or Non-DoD facilities with no less than 30 days prior coordination with the supporting facility.

12. Operational Planning. In order to lessen errors, prior coordination and advanced planning with MARFORRES G-4, Food Service Office is a necessity for ensuring an effective build-up and tear down method is utilized.

a. Units identified as lead are required to collect personnel numbers along with force flow data for inclusion in an exercise feed plan.

b. Completed exercise feed plans will be submitted to the FSO for CJCS or Annual Training events.

c. Units are encouraged to consider requirements outside their organic capability and request feasibility of support (FOS) in an ample amount of time. FOS must be initiated prior to submission timelines for 30 days CONUS and 90 days OCONUS Class I request. FOS must be submitted through proper reporting chains.

Chapter 5

Annual Awards Competition for Food Service Excellence

1. General. Named in honor of Major General William Pendleton Thompson Hill, who served as quartermaster General of the Marine Corps from 1944 until 1955; this awards program is a means to recognize excellence in food service. MARFORRES competes in two categories: Reserve field mess and Reserve Marine of the Year.

2. Eligibility.

a. Reserve units possessing the Enhanced-Tray Ration Heating System (E-TRHS) or Expeditionary Field Kitchen (EFK) are eligible to participate in the best field mess category. Participating units will prepare UGR-B with enhancements.

b. There are two categories for Marines to apply for Marine of the Year (MoY); Staff Non-Commissioned Officer and Non-Commissioned Officer.

3. Nominations for Reserve Field Mess. Major Subordinate Commands are authorized to submit more than one nomination to the Commander, Marine Forces Reserve for consideration. Packages will include:

a. At a minimum one digital electronic photograph of the field site and personnel.

b. A brief history and description (no longer than one paragraph) of the unit.

c. Name, rank, and phone number of the Commanding Officer and Inspector-Instructor.

d. Packages are due to MARFORRES G-4, Food Service Office no later than 15 September of each year.

4. Evaluation Process for Determining Best Field Mess. There are two types of evaluations; preliminary and final.

a. Preliminary evaluations will be performed for those MSCs submitting more than one nomination. This evaluation is to determine which unit will represent their respective MSC as a finalist. Units' part of an MSC with one nomination will not receive a preliminary evaluation unless requested by the unit.

b. Final evaluations are for those units' selected as finalists. Final evaluations will be conducted by personnel selected by HQMC LF and/or the MARFORRES Food Service Officer during the second quarter.

(1) Phase I. By 15 September, MSCs will submit their nominations to Commander Marine Forces Reserve (COMMARFORRES), G-4. Based on unit's training schedule, MARFORRES Food Service Office will develop an evaluation schedule for preliminary evaluations.

(2) Phase II. During the first quarter, the MARFORRES FSO will conduct preliminary evaluations to determine finalists. The evaluation will be conducted on a weekend for the lunch or dinner meal to ensure standardization of the evaluation process.

(3) Phase III. During the second quarter, the Commandant of the Marine Corps (CMC) LF selected evaluation team will conduct final evaluations and determine a winner. The MARFORRES Food Service Officer will develop an evaluation schedule for final evaluations and submit to CMC, LF for release via AMHS.

(4) Phase IV. CMC, LF will officially announce the winner of the best Reserve field mess via separate correspondence.

5. Annual Awards Conference and Ceremony Attendance.

a. Annually the National Restaurant Association (NRA) hosts military leaders and food service professionals during a three day conference in Chicago. Over the three day period attendees participate in socials, leadership seminars, and culinary courses. All MARFORRES mess chiefs are encouraged to attend; funding is the responsibility of each unit.

b. Upon announcement of the winning command, the winning unit's S-4 Officer and Mess Chief will be guests at the annual awards ceremony.

6. Nominations for Marine of the Year. MSCs can only nominate one Marine per category to COMMARFORRES for consideration. Nominees must meet the following prerequisites for:

- a. Have a minimum of two years' time in service.
- b. Meet all regular retention standards.
- c. Must not be a previous recipient of this award.

7. Marine of the Year Nomination Process. Nominee packages must be submitted via Naval correspondence to COMMARFORRES, G-4 and include:

- a. Official command photo in Service "Alpha" and "Charlie" uniform.
- b. Single page biography stating nominees experience and work history.

c. A summary of action supporting the nominee's qualifications for the award.

d. Copy of basic individual and training record (Marine Online copy acceptable).

e. Dates for submission will be detailed in separate correspondence via AMHS.

8. Annual Culinary Institute of America (CIA) Symposium.

a. Annually the Culinary Institute of America recognizes food service specialists throughout the Department of Defense during a seven day symposium in Napa Valley, California. Throughout the course of a week, attendees participate in restaurant operations, receive classroom instruction from certified chefs, as well mentorship from top pro level chefs from the NRA.

b. Marine of the Year winners is announced via official message and will be formally invited to attend the symposium.

9. Funding.

a. MARFORRES G-4 will fund travel during the preliminary evaluations for those Marines assigned to MARFORRES. Any exceptions to this rule must be approved by the MARFORRES Force Supply Officer.

b. Travel expenses for attendees to the annual awards conference will be unit funded; to include winners.

c. Previous award winners as well as current winners must submit a Small Package Program request through the Command Training System for shipping.

d. Travel expenses for civilian personnel are not authorized.

e. Travel expenses for MoY attendance to the CIA symposium is paid for by the NRA.

Chapter 6

FIELD FOOD SERVICE EQUIPMENT

1. General. The authorized allowance for field food Service equipment is contained in the "M" and "N" series Tables of Equipment.

2. Responsibility. Commanders possessing field food service equipment are responsible for maintaining this equipment in a high state of operational readiness and ensuring that Food Service personnel are properly trained on maintenance, operation, safety and the cleaning of equipment.

3. Safety Precautions and Notifications. At a minimum, the following safety precautions will be used in a field mess operation.

a. Only trained personnel are authorized to operate field food service equipment.

b. Fire extinguishers will be readily available, adjacent to burner units while in operation.

c. Under no circumstances will equipment be stored prior to the removal of flammable liquids.

d. Communication regarding fielding, safety of use, modifications, redistribution, or disposal will be through the AMHS.

4. Maintenance. Maintenance will be performed on equipment in accordance with reference (1). The below additional steps will be taken to preserve and care for equipment:

a. Repairs and Modifications. Equipment repairs beyond the field level of maintenance will be performed by supported organizations. Modifications are only authorized through published Marine Corps Systems Command modification instructions.

b. Painting. Items susceptible to oxidation will be kept free of rust and painted in its original color. Prior to storage, all rust will be removed and coated with a corrosion prevention compound, National Stock Number (NSN) 8030-00-251-5048.

5. Administrative Storage and Control. IAW references (m) and (n) MSC Commanders may authorize administrative storage programs. When administrative programs are authorized, the equipment must:

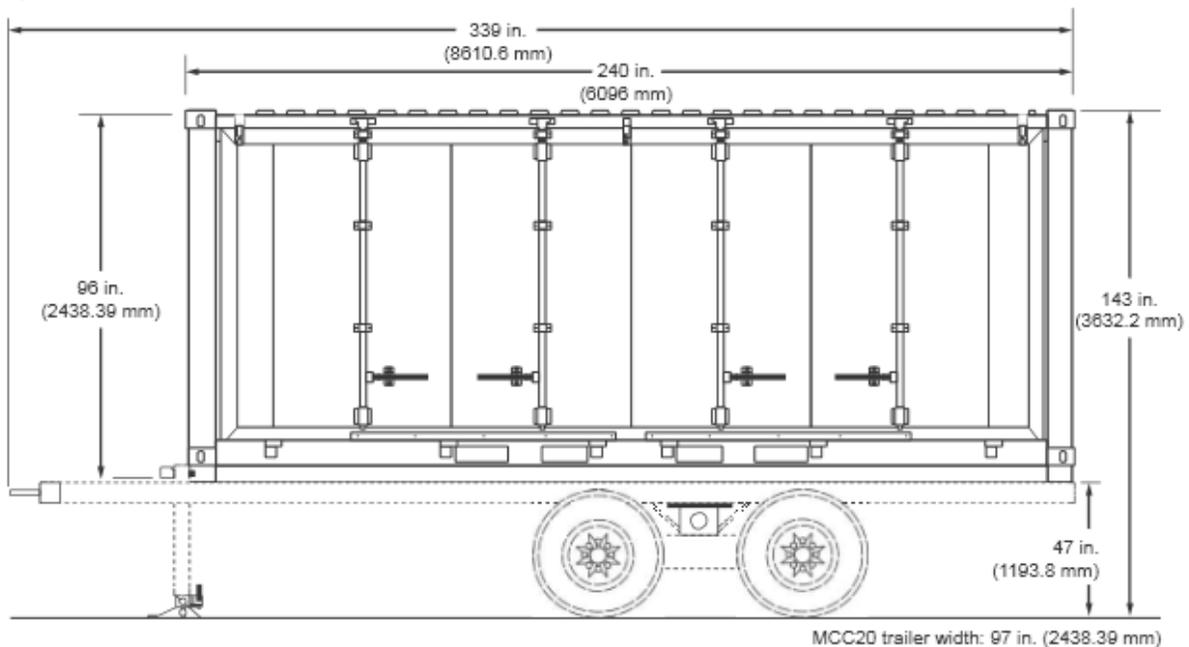
a. Not be stored less than 12 months or more than 30 months,

b. be in condition code A,

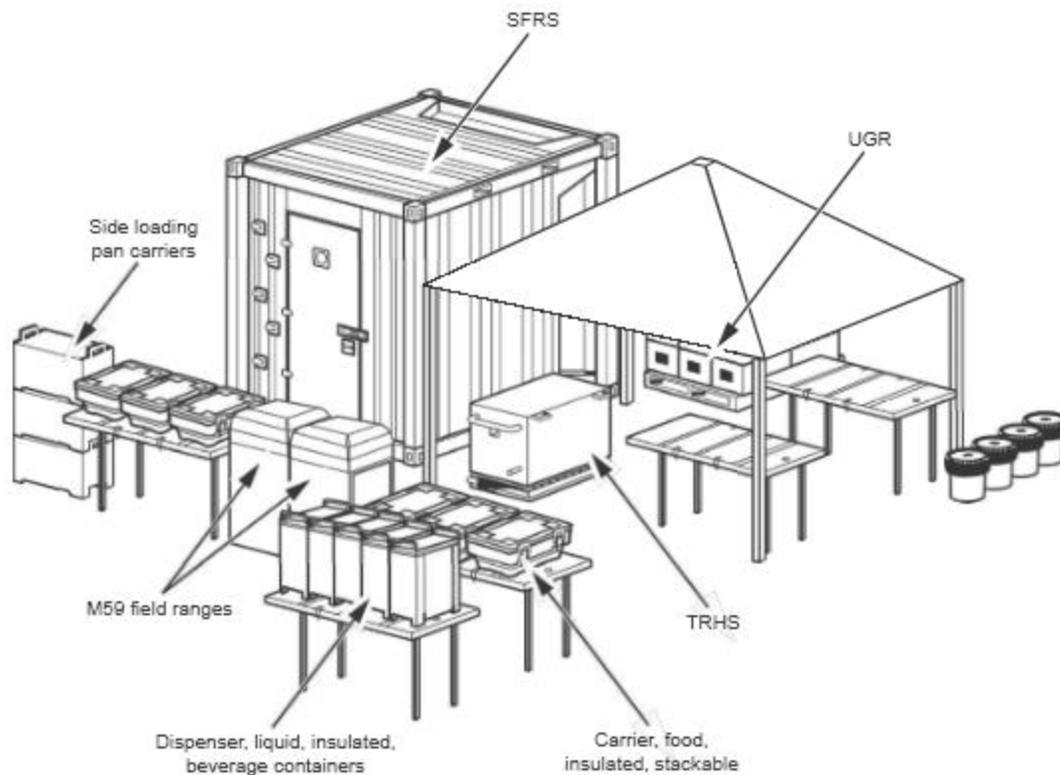
c. be visually inspected quarterly,

- d. be exercised every six months,
- e. have a semiannual preventive maintenance checks and service (PMCS),
- f. have any due PMCS conducted and a new PMCS scheduled upon removal,
- g. be in level B preservation per MIL-V-62038.

6. Expeditionary Field Kitchen (EFK) TAMCN: C0034 NSN: 7360-01-579-1956. The Expeditionary Field Kitchen is a self-contained mobile feeding platform capable of feeding 500 meals twice a day. The set-up and operating range for the EFK is from -24°F to 125°F and the storage range is from -25°F to 160°F .



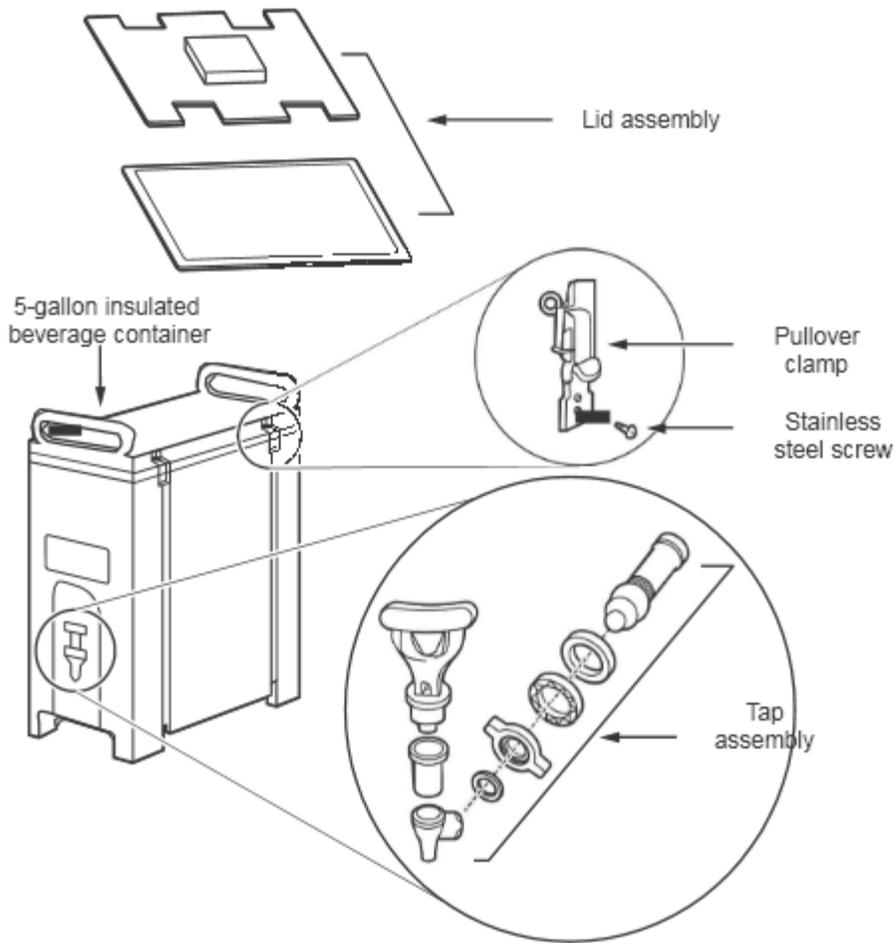
7. Enhanced-Tray Ration Heating System (E-TRHS) TAMCN: C0035, NSN: 4520-01-564-3917. The Enhanced Tray-Ration Heating System is composed of the Tray Ration Heating System, and the Small Field Refrigeration System (SFRS) with shelving and tie down equipment, two M-59 Field ranges, two Powered Multi-fuel Burner (PMB) Sleds with Burners, and collateral Material Kit.



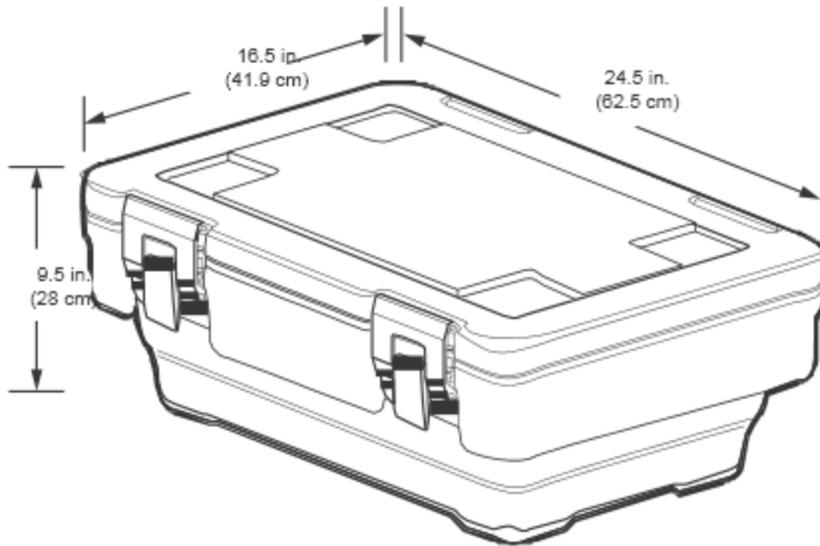
8. Tray Ration Heating System (TRHS) TAMCN: C6621, NSN: 7310-01-295-7479. The TRHS is comprised of a tray ration heater and associated collateral and support equipment that compose a component of the MCFFP. The TRHS is capable of preparing 250 Unitized Group Rations-Heat & Serve per meal.

9. Airtronic Burner with Powered Multi-fuel Burner Sled, NSN 7310-01-535-6997. The airtronic burner, NSN 7310-01-442-8340, is the heat source of the M59 field range, Enhanced Tray-Ration Heating System, and the Expeditionary Field Kitchen. The burner is inserted into the PMB Sled, NSN 7310-01-535-6986.

10. Insulated Beverage Dispenser, Liquid, TAMCN C4546 NSN 7330-01-093-7371. The 5-gallon beverage container is a SL-3 component of the E-TRHS and TRHS. Cleaning is done in accordance with TM 09211A-14&P/Supplement 1.



11. Insulated Food Carrier, Stackable, TAMCN: C4880 NSN 7360-01-576-1586. Insulated food containers are used to keep foods hot or cold. These containers will maintain the temperature of food for a 4-hour period. Food containers will hold 5 gallons of liquid.



12. Excess and Obsolete Equipment Disposal Process. Units can request to have field food service equipment removed from their account based on one of the two conditions; a unit believes they have excess equipment or if on hand (O/H) equipment becomes obsolete.

a. Excess Equipment. Excess is defined as any O/H items beyond authorized Table of Allowance (T/A) levels.

b. Obsolete Equipment. Units with O/H equipment not part of their authorized T/A are to utilize reference (o) for step by step disposition instructions.