



UNITED STATES MARINE CORPS
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From: Commanding General
To: Distribution List

Subj: I MARINE EXPEDITIONARY FORCE STANDING OPERATING
PROCEDURES FOR FOOD SERVICE AND SUBSISTENCE SUPPORT
(SHORT TITLE: I MEF FOOD SERVICE SOP)

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(b) NAVMC 3500.35
(c) 31 U.S.C. 1535
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(e) MCO P4400.150
(f) Tri-Service Food Code
(g) FMFPACO 4080.2D
(h) MCO 10110.48
(i) MCO P4790.2
(j) MCRP 3-40G.1
(k) MCO 5100.29B
(l) MCO 4790.18C
(m) DLA Troop Support Directorate of Subsistence
(n) MCO P4400.151B w/CH 1-2
(o) DSCP Rations Handbook 4155.2
(p) MARADMIN 417/15

1. Situation. To promulgate policies and procedures authorized by reference (a) and established in reference (j). To amplify these policies and set forth the responsibilities, restrictions, and procedures for food service and subsistence management within I Marine Expeditionary Force (MEF).

2. Mission. To provide policies for the management, operation, budget, and administration of the I MEF Food Service Program.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. This SOP provides direct guidance and administrative instructions for implementing and managing the Food Service program throughout I MEF. Commanders are responsible for the implementation of the policies and procedures contained herein.

(2) Concept of Operations

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

(b) The Commanding General, I MEF, has financial responsibility for the management of Military Personnel Marine Corps (MPMC) 1105 funds designated for I MEF Subsistence-In-Kind. The proper management and

accountability of these funds resides with the 1st Marine Logistics Group Assistance Chief of Staff G-4, Food Service Officer (AC/S G-4 FSO). The financial responsibility shall not be delegated to subordinate commanders.

b. Tasks

(1) Major Subordinate Commands/Elements. Appoint a Food Service Officer (Military Occupational Specialty 3302) to function as a special staff officer to provide and facilitate day-to-day management of relative food service and subsistence matters, interpret policies and directives that concern MPNC 1105 funding appropriation, and recommended appropriate level of action in accordance with this manual and the references.

4. Administration and Logistics. Upon signature, this SOP supersedes all previous guidance provided.

5. Command and Signal

a. Command. This SOP is applicable to all Marine Corps units conducting training or operations in the I MEF geographical locations and areas of operation.

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


LEWIS A. CRAPAROTTA

DISTRIBUTION: I/II

LOCATOR SHEET

Subj: I MARINE EXPEDITIONARY FORCE STANDARD OPERATING
PROCEDURES FOR FOOD SERVICE AND SUBSISTANCE SUPPORT
(SHORT TITLE: I MEF FOOD SERVICE SOP)

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(Indicate the location(s) of the copy(ies) of this Order.)

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

Policy and General Information

1. General. This chapter provides General information and sets policy for execution of the Field Food Service Program for I MEF.
2. Mission. The mission of I MEF Food Service Program is to budget and administer Military Personnel Marine Corps (MPMC) 1105 funding to support Commanders' combat readiness with the right mix of personnel, rations, equipment, and training to best support expeditionary feeding requirements.
3. Objectives. I MEF Food Service program objectives are outlined below:
 - a. Ensure every Marine in I MEF is provided with meals that are sufficient in quantity, quality and nutritionally optimized to support mission requirements.
 - b. Ensure the efficient and effective use of Food Service personnel, Food Service equipment, and financial resources.
 - c. Provide standard procedures for the procurement, delivery and turn-in of operational rations not utilized during field training.
4. Administration. Administration of the Food Service Program by Marine Corps activities is a function for a commander. Commanders within I MEF shall ensure the training for all food service personnel within their respective commands is monitored to meet their combat mission requirements per reference (b).
5. Responsibilities
 - a. Food Service Officers (FSO) within I MEF are special staff officers under the cognizance of their respective AC/S, G-4. I MEF G-4 FSO serves as the senior FSO within I MEF. Per reference (a), all FSO's within I MEF are responsible for the following:
 - (1) Preparation of the Class I support portion of operational plans (OPLANS).
 - (2) Maintain liaison with higher, lower, and adjacent echelons on food service and Class I combat service support related matters.
 - (3) Serve as the commodity manager for food service equipment across I MEF, monitor overall Field Food Service Equipment (FFSE) readiness within I MEF, recommend allocation of assets (Food Service personnel, equipment, and 1105 funding), and coordinate the fielding, modernization, and modifications to Food Service Table of Equipment (T/E) assets.
 - (4) Provide recommendations on the emplacement and construction of field mess and Class I distribution sites for all OPLANS and training exercises.
 - (5) Plan, budget for, and oversee/manage Class I (1105) funding support for all Major Subordinate Commands (MSC), which includes the identification of Class I requirements, annual projections, quarterly budget

updates, and reporting of funds expended in support of Fleet Marine Forces operational and exercise units.

(6) Provide recommendations to I MEF AC/S, G-1 on assignment of food service personnel.

(7) Exercise appropriate technical, tactical, and logistical coordination with general and special staff sections, and with staffs of interested units.

(8) Monitor the training of all I MEF Food Service personnel to ensure that they meet their combat mission requirements per reference (c).

b. Major Subordinate Command (MSC)

(1) Validate all feed plans, in support of exercises, prior to submission to I MEF.

(2) Submit annual and quarterly consolidated subsistence budget updates in accordance with reference (a).

(3) Ensure proper supporting documentation for the execution of 1105 funds is maintained.

(4) Ensure Food Service personnel (Military Occupational Field 3302/3381) are trained in accordance with reference (b).

(5) Develop plans, interpret policy, and develop procedures to support the Field Food Service Program.

(6) Ensure an Operational Subsistence Financial Report (OSFR) is completed at the end of each exercise and submit OSFR to I MEF G-4 Food Service Office no later than 15 calendar days following the end of the operation or at the close of the reporting period. Operations that cross over fiscal years (FYs) must be closed out with all accounting information at the end of the current quarter, and accounting will begin again in the first quarter of the new FY. This will allow for the submission of the Quarterly Subsistence Financial Report (QSFR) with accurate FY accounting.

c. Unit Responsibilities

(1) Per reference (j), I MEF Unit Commanders are responsible for accountability and control of operational rations during field training exercises.

(2) In accordance with guidance published by I MEF G-4 Food Service Office, and in coordination with Local/Command FSO, develop and submit the annual MPMC (1105) budget for all operational rations required for operations and training exercises.

(3) As part of unit exercise planning and confirmation, the designated unit mess chief for the exercise must present the plan for field feeding/Class I support to the Unit Commander and to the MSC FSO.

(4) Ensure the designated unit mess chief takes all necessary documents to the field, (i.e., Cost Analysis, Financial Status, Meal Verification Records, Block Signature stamp, Temperature Charts, Man-Day Fed

Reports, Sanitation Cards, required publications/technical manuals, etc). Use of Automated Data Processing Equipment is authorized to automate processes associated with field mess operations.

(5) Prior to leaving the field exercise site, the unit mess chief should contact the appropriate U.S Army Veterinary activity to schedule inspections of operational rations not utilized. 1st Marine Logistics Group (MLG) Rations Warehouse (Camp Pendleton) will not accept rations not previously inspected by the U.S Army Veterinary Office, unless it has been 30 days or less from the date of issue/receipt, and rations have not been exposed to the elements of weather or show signs of deterioration or infestation. Additionally, all rations issued/received outside of Camp Pendleton will be inspected prior to turn-in.

(6) Rations on extended shelf life will trigger an automatic inspection by the U.S Army Veterinary food inspectors before turn-in.

(7) Ensure all Ultra-High Temperature Milk are inspected by U.S. Army food inspectors prior to turn-in.

(8) Ensure all FFSE assigned to the command is functioning properly and ready to deploy in support of I MEF missions.

(9) Establish a training program to ensure Food Service personnel (MOS 3302/3381) are trained in accordance with reference (b) and prepared to deploy in support of I MEF missions.

(10) In accordance with reference (j), ensure OSFR are completed at the end of each training exercise or operation.

(11) Without exception, all subsistence Prime Vendor direct delivery receipts from operational ration and enhancement purchases will be due to 1st MLG Rations Warehouse no later than (NLT) three working days after signing and receiving delivery.

Chapter 2

Budget

1. General. Per reference (a), the Commanding General, I MEF, maintains a MPMC 1105 Subsistence-in-Kind (SIK) Operating Target, as authorized by Headquarters, Marine Corps. The Force HQ OPTAR provides subsistence funding for all I MEF field exercises, deployments, or other special situations requiring subsistence support. Water and ice are not authorized for purchase utilizing SIK funds. Per reference (c), 1105 appropriation is only authorized for the procurement of subsistence (food). Under no circumstances will water and ice be procured via 1105 appropriated funds. Chapter 3 contains specific information and guidance on all situations which could require subsistence support.
2. Budget Responsibilities. All MSC's within I MEF are responsible for formulating and submitting an annual subsistence budget NLT 15 July of each FY, and quarterly updates thereafter NLT 15 August, 15 November, 15 February, and 15 May to the Commanding General, I MEF (Attn: AC/S G-4, FSO). The submitted budget and quarterly updates will contain quantities of operational rations and enhancements required/projected for field feeding in support of unit's operational and training requirements. Additionally, the budget will identify any/all Host Nation Support (HNS), Host Nation Messing (HNM) and Contracting Feeding requirements.
3. Budget Formulations. A major factor in developing unit subsistence budget input is the proper review of the Training Exercise and Evaluation Plan (TEEP). Once the TEEP is reviewed, an exercise feed plan is developed to support the goals of the unit. Planning considerations for the formulation of a feed plan include: flow of forces, exercise requirements, supported mission, liberty, other eating establishments (e.g. Marine Corps Community Services food establishments), and location of the training unit. Additionally, requirements for HNM and HNS which are based upon historical data (actual costs) should be included in the unit's subsistence budget input.
 - a. I MEF G-4 Food Service Office will provide an electronic Quarterly Subsistence Financial Report (QSFR) spreadsheet file that will be used to determine the amount of rations required for each exercise throughout the FY. A copy of the QSFR and instructions for completing the QSFR are contained in reference (a).
 - b. When calculating enhancements for operational rations, and other costs for the QSFR for budgeting requirements, use the following guidance:
 - (1) Unitized Rations Dollar Value. Determine the meal to be consumed (breakfast or dinner), the number of personnel consuming the meal, multiply by number of days, divide by number of meals inside the modules, and multiple by cost of the module. This will provide the cost of the modules to be consumed for breakfast and dinner. Take the amount of modules, the cost, and place in the QSFR under the type of rations.
 - (2) A-Ration Enhancements for Unitized Group Rations (UGR) Dollar Value: Per reference (j), use the supplemental allowance of 15 percent- Continental United States (CONUS) and 20 percent- Outside Continental United States (OCONUS) of the total cost of unitized rations consumed to calculate the cost for enhancements.

(3) A-Ration Enhancements for individual POR, Meal Ready-to-Eat (MRE's) Dollar Value: Per reference (j), use the supplemental allowance of 8 percent per box/case consumed (CONUS and OCONUS). At no time are units authorized to exceed their allotted supplemental allowances.

(4) Use the actual unit price (for each case/module) for the specific FY in which the purchase will occur. If future FY prices are unavailable, use current FY prices to submit budget requirements.

(5) Units will not combine allowed enhancement percentages for MREs and UGRs as a baseline for enhancements allowed for operations.

4. Budget Submission. Accurate budget submissions are essential to maintain good stewardship of 1105 funding. To ensure funding is available for all operations and exercises within I MEF, MSC's must include all known operations and exercises when submitting annual budget requirements. All unforecasted requirements will have a negative impact on I MEF's overall 1105 budget.

a. In order to meet submission requirements to Headquarters Marine Corps Marine Corps Installation Command (MCICOM), each I MEF MSC will submit timely budget reports to I MEF G-4 Food Service Office.

(1) Annual SIK budget requirements are due NLT 15 July of the current FY for the following/upcoming FY.

(2) Quarterly SIK budget updates are due NLT the 15th day of the 2nd month of the accounting period (15 November, 15 February, 15 May, and 15 August).

NOTE: Monthly updates will be due during the 4th Quarter of each FY (August and September).

b. The electronic QSFR will be used to submit requirements, which may be obtained from I MEF G-4 Food Service Office.

5. Operational Subsistence Financial Report. At the end of each exercise, I MEF MSC's will submit an OSFR to I MEF G-4 Food Service Office NLT 15 calendar days after the end of the exercise or at the end of the reporting period.

6. Crossing Accounting Periods. When an exercise crosses fiscal quarters, I MEF MSC's must ensure that they submit an OSFR for each quarter. This is accomplished by closing out at the end of the accounting period and opening the following day. Example: If an exercise was conducted in the later part of 2nd Quarter, but did not conclude until the beginning of the 3rd Quarter, the using/consuming unit is required to submit a 2nd Quarter OSFR and a 3rd Quarter OSFR for the rations consumed during that accounting period.

7. Field Feeding Policy. I MEF Field Feeding policy parallels the Marine Corps Wartime Feeding policy outlined in reference (a) and (j).

a. The Marine Corps family of field rations authorized for use under field feeding conditions consists of individual rations (MRE), UGR, and A-Ration Enhancements. Current menus and meal components for each operational ration can be found in reference (o).

b. Hot meals will consist primarily of Unitized Group Ration-Marine (UGR-M) formerly known as UGR-E or Unitized Group Ration-Heat and Serve (UGR-H&S) rations. A-Ration Enhancements are authorized, but limited to the following: Fresh Fruits and Vegetables (FF&V), assorted condiments, bread and milk. These enhancements are to augment UGR's variety, dietary fiber intake, and increase troop acceptance. In accordance with reference (j), emphasis should be primarily on the usage of operational rations to support field feeding in order to maintain Military Occupational Skill (MOS) proficiency of food service personnel and to meet the unit's Mission Essential Tasks.

c. Full justification for contracted field meals during active duty training must be provided to include the reason why the Commander's organic and Combat Service Support (CSS) feeding capability is not utilized.

d. All efforts should be made to utilize operational rations, FFSE and Food Service Specialist (MOS 3381) in support of expeditionary operations and training exercises. Any identified garrison food service support requirements in support of expeditionary operations and training exercises (e.g. hot meals or box lunch meals provided from an installation garrison mess hall) will be routed to I MEF MSC G-4 FSO/Food Technician for approval.

e. Per reference (j), every effort should be made to provide hot meals as soon as the operational environment becomes conducive to facilitate. This process is established to achieve subsistence economy, enhance troop morale, and effectively train food service personnel in use of FFSE and relative supplies.

f. Unitized Group Rations (UGR's). UGR's will be used during all field exercises when a field mess is established. UGR's will be supplemented with A-Ration Enhancements, which will be used in the development of feed plans/menus and budgeting for all field exercises. A-Ration Enhancements will primarily consist of FF&V and fresh bread items.

g. Host Nation Feeding. Host nation feeding consists of two types of support:

(1) Host Nation Support (HNS). HNS is defined as a procedure where bulk subsistence items are procured from a host nation and prepared by Marine Corps food service personnel.

(2) Host Nation Messing (HNM). HNM is defined as Marine Corps personnel subsisting in a host nation mess hall (civilian or military) in which the Marine Corps reimburses the Host Nation for meals provided (non-contractor support). Reimbursement is in cash, or on a cross service basis, unless agreements have been made between the United States and the foreign government for other procedures and charges. Reimbursement for meals furnished to foreign military personnel from a Marine Corps field mess hall located in a host nation will be effected as follows:

(a) A signed receipt will be prepared by the FSO or Unit Mess Officer (appointed in writing) listing the number of foreign officers and enlisted personnel receiving meals, the specific meal received, and the meal cost.

(b) North Atlantic Treaty Organization invoices or approved billing documents will be presented to the host nation government for payment ability. This will normally be accomplished through a designated military liaison or the appropriate U.S. Embassy.

(c) A copy of the billing invoice or document will be submitted to the appropriate force Commander, along with the OSFR for review.

h. Contract Feeding. Contracted field meals are not a substitute for essential Marine Air Ground Task Force (MAGTF) organic feeding and CSS feeding capabilities. The use of Commanders' organic and CSS feeding capability will be the first viable option for field feeding. In accordance with reference (b), these standards maintain the proficiency of food service personnel on FFSE, rations preparation, field sanitation, and ensures the required rotation of operational rations.

(1) Contracted field meals require review of the cost per meal, menu, and other associated costs prior to funding being provided from HQMC, DC I&L. When contract feeding is approved for funding, the MPMC 1105 appropriation will reimburse the contractor at the published USD cost discount meal rate (i.e., contracted breakfast meal prices will apply only to the discount meal rate for breakfast of the MPMC 1105 appropriation; not the entire daily discount meal rate). Commanders requesting contracted field meals will pay the difference between what the MPMC 1105 appropriation will reimburse and the cost of the contracted meals, to include all other associated costs. Contracted field meals will be approved by DC, I&L prior to negotiation and execution of the contract.

(2) Contracted field meals during active duty training exercises shall be identified on the command's annual, quarterly, and monthly budget submissions. Full justification for contracted field meals during active duty training must be provided to include the reason why the Commander's organic and CSS feeding capability is not utilized.

i. Reciprocal Unit Exchange Program (RUEP). The RUEP was established to provide training and related support (to include subsistence) to military and civilian defense personnel of a friendly foreign country or international organization. This provision of training and subsistence support must be journalized as part of a bonafide international agreement. Under the agreement, the recipient foreign country will provide, on a reciprocal basis, comparable training and support within a 12-month period.

8. DD Form 448 Military Interdepartmental Purchase Request (MIPR). For the purpose of host nation feeding and contract feeding, a point of contact for the accepting official with e-mail, phone number and mailing address is required for execution of the funding request that will initiate the MIPR. The DD Form 448 authorizes funds for an external command (outside the Department of the Navy) to perform work or services for the requesting command. Example: If a USMC unit is training at a U.S Army base, the USMC unit will send funds to the U.S Army Base Comptroller Office via the DD Form 448 to fund work or services required by the USMC unit. DD Form 448 is always considered a commitment document because it documents the request to the external command to perform the services required. The external command has the option of accepting or declining the work request. All MIPR requests to utilize 1105 funds will be routed and approved by the chain of command.

9. Navy Comptroller (NAVCOMPT) 2275 Order for Work and Services. The NAVCOMPT 2275 is used to request reimbursable work or services from any components within the Department of the Navy. This form authorizes funds for an external command to perform work or services for the requesting command. Example: A USMC unit is training at a different Navy or Marine Corps base other than their own. The training unit will send funds to the external supporting command's fiscal office or comptroller to perform work or services for the unit that is conducting the training. The NAVCOMPT 2275 requires a Source Document Number with a Document Type Code of work requested. Prior to the acceptance by the supporting activity, the NAVCOMPT 2275 is considered a commitment document to the requestor. Once signed and accepted by the supporting activity, the form becomes an obligation document.

10. Reimbursement for Sale of Rations. Reimbursement of funds for sale of rations is to be coordinated through the individual MSC Comptroller Office via I MEF G-8 Comptroller to receive the Line of Accounting for deposit.

11. Determinations and Findings (D&F). This is a special form of written approval by an authorized official that is required by statute or regulation as a prerequisite to taking certain contracting actions. The "determination" is a conclusion or decision supported by the "findings". The findings are statements of fact or rationale essential to support the determination and must cover each requirement or the statute or regulation. Per reference (c), and for the purpose of Host Nation Feeding and Contract Feeding, the D&F is required when there are no provisions of the Implementation Arrangement between the United States Department of Defense and another country's Defense Department/Ministry concerning Mutual Logistic Support. I MEF MSC Food Service Offices must check with their respective organizations Comptrollers' Office to ensure a D&F is completed or a Mutual Logistic Support Agreement has been completed.

12. Exercise Accountability. I MEF/MSC G-4 Food Service Offices will provide specific accounting guidance to the using unit, which will be based upon the type of support requested. This guidance will be forwarded to the using unit via e-mail or Auto Message Handling System (AMHS) prior to the beginning of an exercise.

NOTE: It is the responsibility of the using unit to obtain all accounting and supporting billing documents prior to departing the operational area.

Chapter 3

Authorized Rations

1. Operational Rations. The Marine Corps family of field rations authorized for use during field feeding consists of individual rations, UGR, and A-Ration Enhancements. See ref (m) for a complete listing and description of operational rations offered and provided by the Defense Logistics Agency in support of the Department of Defense.
2. Individual Rations. Individual rations are designed for individual or small group feeding when the tactical situation does not allow for the establishment of a field mess. Individual rations include MRE, Religious Meals (Kosher and Halal), First Strike Ration (FSR) Meals, Cold Weather (MCW), and Humanitarian Daily Rations (HDR) which are used for humanitarian purpose only.
 - a. Meal Ready To Eat (MRE). The MRE is designed to sustain an individual engaged in heavy activity such as military training or during actual military operations when normal food service facilities are not available. The MRE is a totally self-contained operational ration consisting of a full meal packed in a flexible meal bag. The full bag is lightweight and fits easily into military field clothing pockets.
 - b. Meal, Religious. The Meal, Religious (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 entrée, and religiously certified/acceptable complementary items sufficient to provide the recommended daily nutritional requirements.
 - c. First Strike Ration (FSR). The FSR is a compact, eat-on-the-move assault ration designed for short durations of highly mobile, high intensity combat operations. The FSR is substantially reduced in weight and cube, and enhances Warfighter consumption, nutritional intake, and mobility. The intended purpose of the FSR is for usage during the first 72 hours of a conflict in lieu of using MRE, which are heavier and more voluminous. This is a ration, or the equivalent to 1 full day of food for 1 person. 1 ration equals 3 meals. Therefore, 1 FSR would be used in lieu of 3 MREs.
 - d. Meal, Cold Weather/Long Range Patrol (MCW/LRP). The MCW/LRP provides an operational ration for two separate operational scenarios. The MCW is intended for cold weather feeding, as 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 similar to the RCW. The Food Packet, LRP is a restricted calorie ration meant for special operations, where resupply is not available, and weight and volume are critical factors. It is issued at one per soldier per day for up to ten days. The LRP is packaged in a tan camouflage menu pouch similar to the current MRE.
 - e. Humanitarian Daily Rations (HDR). The original requirement for the HDR was based on a need identified by the Defense Security Cooperation Agency-Humanitarian Assistance/Demining Activities, for a means of feeding large populations of displaced persons or refugees under emergency conditions. The HDR is similar in concept to the MRE as it is composed of ready-to-eat thermo-stabilized entrees and complementary components, and is packaged in materials structurally similar. However, the similarity ends there. The

components are designed to provide a full day's sustenance to a moderately malnourished individual. In order to provide the widest possible acceptance from the variety of potential consumers with diverse religious and dietary restrictions from around the world, the HDR contains no animal products or animal by-products, except that minimal amounts of dairy products are permitted. Alcohol and alcohol-based ingredients are also banned. The meal bag is similar to the MRE meal bag except that it is a salmon color, and it contains graphics demonstrating how to open the bag and that the contents should be eaten. Again, the shipping container is the same as the MRE, except that it holds ten meal bags and contains markings and graphics specific to the HDR.

3. Unitized Group Rations (UGR). UGR include the UGR-H&S and the UGR-M. The UGR-M is best used when units are located in more stable or uncontested regions on the battlefield or AO. These meals require more time and resources to prepare, and depend upon a secure area and the logistical capability to deliver, prepare, and serve all components. Perishable supplies will be added to the menu as they become available.

a. Unitized Group Rations, Heat and Serve (UGR-H&S). The UGR-H&S consists of thermally processed, pre-prepared, shelf-stable food items packaged or unitized in 50-man modules designed for short term group feeding situations. These rations best support forward feeding of maneuver units or any time when the tactical, logistical, or operational situation precludes the establishment of an organized field mess. The UGR-H&S is a bridge between individual rations and the UGR-M. Long term sole subsistence on UGR-H&S will have the same effect on physiology and morale as individual rations. This ration requires no refrigeration, unless A-Ration Enhancements are added to the menu. UGR-H&S items include entrées, starches, vegetables, and desserts. UGR-H&S items are packaged in hermetically sealed rectangular pans; however, some vegetables are packaged in #10 cans.

b. Unitized Group Ration-M (UGR-M). The UGR-M is the Marine Corps primary unitized group ration. The UGR-M consists of canned/dehydrated items unitized in 50-man modules and is designed to sustain groups of military personnel when the tactical, logistical, and operational situation permits establishment of an organized field mess. This ration requires no refrigeration, unless A-Ration Enhancements are added to the menu. The UGR-M menu items include entrées, starches, vegetables, desserts, drink mixes, juices, and bread mixes.

4. Enhancements and Supplements. An enhancement is the subsistence item added to the meal for nutritional purposes (FF&V, milk, bread, etc). A supplemental monetary allowance will be added to the cost of the meal for procurement of the enhancement items. For security and safety purposes, A-Ration Enhancements that are not provided by a Defense Logistics Agency-Troop Support (DLA-TS) approved prime vendor must be certified as an approved source of supply before procurement. Local procurement of food will not be made without coordination and approval from a Veterinary Services or Navy Preventive Medicine Authority (PMA). Additional planning considerations are: A-Ration Enhancements are perishable items that require refrigeration and increased transportation, fuel, equipment, and water requirements. The workload, liquid and solid waste disposal, and sanitation requirements for Food Service personnel are also increased. Concurrent with the introduction of perishable rations into the theater of operations, refrigerated transportation and storage assets are required from the receiving theater subsistence distribution activity to the using field mess. Refrigeration

sources include existing T/E assets organic tactical refrigeration, refrigerated International Organization for Standardization containers from MPS, and contracted refrigeration. UHT milk is a mandatory supplemental food item for expeditionary field feeding. This item is used by the Armed Forces as a mandatory supplement and/or enhancement for operational ration feeding during operations which do not have refrigeration capability or have very limited capability.

a. Enhancements to Individual Rations. A-Ration Enhancements are authorized for use with individual rations. A-Ration Enhancements for individual rations will be limited to hot/cold beverages, soups, fresh fruits, and/or vegetables. The supplemental monetary allowance is not to exceed eight percent of a case cost of the primary ration consumed. UHT milk costs are not included in the supplemental monetary allowance.

b. Enhancements to Unitized Group Rations. When the tactical, logistical, and operational situations permit, A-Ration Enhancements may be added to UGR-M and UGR-H&S meals in order to provide a complete nutritious menu. Authorized A-Ration Enhancements consist of bread, milk, cereal, fresh fruits, vegetables (salad bar type items), etc. This supplemental monetary allowance is not to exceed 15 percent (CONUS) and 20 percent (OCONUS) of the module cost of the primary ration consumed. UHT milk costs are not included in the supplemental monetary allowance.

5. Individual Ration Heating Devices. There are two individual ration heating devices available for Marines to heat individual ration entrée packets and water for instant soups and beverages. These devices are the Squad Stove and Flameless Ration Heater (FRH).

a. Squad Stove. The squad stove is a portable stove that will allow individuals to sustain themselves during remote combat operations. It is easy to preheat, is lightweight, has safe flame regulation, is stable on uneven terrain, and most importantly can burn diesel and JP-8 fuel. It boils 32 ounces of water in 3.5 minutes, with a minimum heat output of 9500 British thermal units per hour. The total weight is 25 ounces, which includes the stove, empty fuel bottle, pump, and accessories. The squad stove is available through DSCP (NSN: 7310-01-470-3683).

b. Flameless Ration Heater (FRH). The FRH is a water-activated, exothermic, chemical heating pad. It is packaged with each MRE to heat the main entrée items. Hydrogen gas is a byproduct of heating process; therefore, users need to ensure they use the heaters in an area that provides enough ventilation to ensure the hydrogen dissipates as quickly as possible.

6. Defense Logistics Agency (DLA) Rations Handbook. The Operational Rations Business Unit provides streamline management of all Operational Rations Programs and a master strategy for the integration of the Nation's industrial base for these rations. Information pertaining to the nutrition, weight, cube, and ordering requirements can be found at:
<http://www.dscp.dla.mil/subs/rations/programs/index.asp>

Chapter 4

Rations Storage, Inspections, Surveys, and Investigations

1. General. The importance of proper storage cannot be over emphasized. Basic principles in warehouse management and storage rotation will apply (i.e., oldest Date of Package (DOP) issued first). Exceptions to this principle should be made only when periodic inspections by qualified veterinary food inspectors indicate a newer DOP should be used to preclude loss to the government.

2. Class I Lots/Combat Service Support Area (CSSA). Class I Lots/CSSA should be established in support of all major field exercises and deployments. Special consideration must be given particularly to maintaining enhancement items out of the Temperature Danger Zone (TDZ). At a minimum, the following must be adhered to:

a. Desired area should be large enough to handle the estimated Class I volume of supplies and equipment, have good natural cover, well shielded from enemy observation, and provides protection of Class I items.

b. Have sufficient access roads that can handle heavy traffic in a variety of weather conditions and provide free movement of subsistence vehicles for resupply.

c. A-Ration Enhancements requiring refrigeration will be kept under refrigeration at all times. Special consideration must be given particularly to maintaining A-Ration Enhancements requiring refrigeration out of the TDZ. Units responsible for transporting enhancements will utilize refrigeration assets for movement. At no time will these items be transported without adequate refrigeration.

d. Under circumstances where refrigeration is not available, ice may be utilized to maintain items requiring refrigeration out of the temperature danger zone. However, these should be under special circumstances and solicitation of U.S Army Veterinary personnel for guidance when available before action is taken.

NOTE: Supply Administration and Operations Specialists (MOS 3043) and Supply Warehouse Clerks (MOS 3051) should be utilized to satisfy manpower requirements associated with the establishment, management, and operation of all Class I Lots. Food Service Specialists (MOS 3381) should not be utilized for the management and operation of Class I Lots.

3. Storage

a. Rations lot number integrity must be maintained at all levels from acquisition to consumption. This is essential to ensure accountability of rations in the event of a manufacturer recall of rations, via an All Food Act (ALFOODACT). In an effort to ensure lot number integrity, rations shall not be removed from their original packaging until required for use (consumption).

b. With the exception of 1st Supply Battalion, Combat Logistics Regiment-15 (CLR-15), 1st Marine Logistics Group, no I MEF MSC or Major Subordinate Elements (MSE) is authorized to store rations. At the completion of any/all training exercises, all complete cases/modules will be turned back

into Camp Pendleton Rations warehouse for storage and reissue unless otherwise directed by I MEF G-4 Food Service Office.

c. I MEF units are not authorized to retain any food items from incomplete modules (to include enhancements) returned from training exercises, see reference (j).

d. Intermediate-level Storage. Procedures for the receipt, issue, and storage of rations at the intermediate level can be found in reference (n).

4. Food Safety. The safety of storing and preparing subsistence in a field environment cannot be over emphasized. Using units are required to follow the guidance outlined in reference (f) to ensure Marines receive the safest food possible while conducting I MEF missions.

5. Time and Temperature. The most important factors that influence the deterioration of processed foods are time and temperature. Fluctuation of temperature, depending on the severity, may cause accelerated deterioration; especially repeated freezing, thawing and extreme temperatures of heat. The following shelf life information is provided:

a. The MRE has a minimum shelf life of 36 months when stored at 80°F, and six months when stored at 100°F.

b. The FSR has a minimum shelf life of 24 months at 80°F, and six months when stored at 100°F.

c. The Meal, Religious has a maximum shelf life of 10 months; the minimum shelf life at the time of delivery will be eight months.

d. The HDR has a shelf life of 36 months when stored at 80°F, and six months when stored at 100°F.

e. The UGR-H&S has a shelf life of 18 months at 80°F, and six months when stored at 100°F.

f. The UGR-M has a shelf life of 18 months at 80°F, and six months when stored at 100°F.

6. War Reserve Material

a. The Deputy Commandant for Installations and Logistics (DC, I&L) and the Defense Logistics Agency (DLA) maintain a Performance Based Agreement (PBA). The PBA outlines the responsibilities of each agency and the quantities stored in war reserves.

b. DLA maintains stocks in the I MEF AO for contingency operations and humanitarian/disaster relief missions. Reference (d) dictates the criteria for rations maintained in war reserve. This reference also outlines the criteria and procedures for withdrawing these rations.

c. Landing Force Operational Reserve Material (LFORM). MRE's stored in LFORM may experience fluctuation in ambient temperature which may result in shelf life degradation below 18 months. Therefore, those rations will be rotated to operating stock annually to ensure quality control and to reduce premature deterioration. Special consideration should be made in placing

individual rations in the coldest section of the LFORM storage space when designing the load plan.

(1) Temperature logs will be maintained in LFORM storage areas where MRE's are held to readily identify/record ambient temperatures, with the end state of mitigating the risk of rations becoming unfit for human consumption.

(2) Requests for on-load/off-load dates will be submitted per reference (g). This reference additionally provides guidance on the quantity of rations for LFORM and who is authorized to release them.

7. Inspection of Rations

a. Pest control management techniques are contained in Operations Naval instruction of the 6250 series and shall be employed to preclude loss to the Government.

b. Identifying deterioration of rations can be accomplished most effectively through periodic inspections by qualified food inspectors.

(1) Inspections must be scheduled at such intervals that allows for the detection of changes while they are still minor in nature, and ensures that the rations can be used before the meals or components become unfit for consumption.

(2) Inspections should function as a means to determine the condition of rations upon receipt, during storage, and to provide a basis for accelerated rotation, if required.

(3) The responsibility for the conduct of inspections and reporting procedures is assigned to veterinary food inspectors. DOD Directive 6400.4 (DOD Veterinary Services Program) defines the U.S. Army Veterinary Service responsibility for surveillance-type inspection of all Service-owned food stored, issued, sold, or shipped by installations.

(a) Implements reference (h), Veterinary Surveillance and Inspection of Subsistence as it pertains to veterinary food hygiene, safety, food defense, and quality assurance inspections.

(b) Prescribes procedures to ensure maximum serviceability for all Government owned foods in storage, and at the time of issue or sale.

(c) Provides sampling plans and standardized nomenclature to describe common deteriorative conditions.

(d) Veterinary food inspection personnel will perform the following:

1. Perform surveillance inspections as prescribed by procedures established in this regulation.

2. When appropriate, select samples and submit to laboratory personnel for analysis.

3. Perform inspections and report deficiencies using descriptive terms on written or electronic reports. 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.

4. Routinely monitor stored product for possible pest and rodent infestation.

5. Provide written recommendations for disposition of unfit subsistence.

6. Immediately notify and consult with a Veterinary Corps Officer/Warrant Officer when critical defects are observed, or a potential health hazard is identified.

7. Provide a copy of survey reports to the affected unit and MSC.

8. Notify MEF & MSC Food Service Offices of ALFOODACT's.

(e) Units will perform the following:

1. Provide personnel and equipment necessary for assisting veterinary food inspection personnel in removing food samples from the storage area(s) and transporting the samples to the inspection station.

2. Notify the veterinary officer-in-charge of expansion or reduction of workload, facilities, or any other significant changes (permanent or temporary) that might affect the amount of veterinary resources needed to support the operation.

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

4. Ensure timely and proper rotation of subsistence.

5. Request special inspections as required.

6. Provide accurate inventories of subsistence which includes the identification of products in storage by lot number, date of delivery, DOP and Inspection Test Date (ITD) or Approximate Keeping Time (AKT). (See local Army Veterinary Office for required forms).

7. Ensure products are re-marked with the appropriate ITD when veterinary personnel extend product shelf life.

8. Ensure that subsistence placed on medical hold is appropriately marked and controlled (e.g. designated area in feeding site or specific warehouse location).

9. MSC's provide positive/negative feedback to I MEF G-4 Food Service Office regarding ALFOODACTS; which is the Department of Defense Hazardous Food and Non-Prescription Drug Recall System.

(4) At installations where veterinary food inspection personnel are not assigned or available, the PMA can perform veterinary food inspection personnel duties.

8. Investigations. If a survey or investigation is required due to the findings of the inspections, I MEF G-4 Food Service Office will be notified within 24 hours. Procedures for determining if an investigation is required and procedures for conducting the investigation are outlined in reference (a).

9. Disposition Instructions

a. Individual rations that have been on hand past the optimum storage period should be consumed as soon as practical if a food inspector indicates they are fit for consumption. If consumption of meals in this manner is considered to be impractical, the number of excess meals should be reported to the I MEF G-4 Food Service Office for redistribution.

b. Per reference (h), when rations have been determined to be unfit for human consumption by food inspectors, and I MEF G-4 Food Service Office has been advised, a Certificate of Unfitness (DA 7538) will be prescribed. Instructions for the disposal of rations will be determined once the quantity of rations to be disposed of is determined.

c. Should disposal of rations result in the need for a replacement to meet operational requirements, approval will be required from I MEF G-4 Food Service Office.

Chapter 5

Requisitioning Procedures

1. General. The objectives of the Force Commander and the operational environment of a particular food service requirement will dictate the optimum method of feeding Marines and the most suitable rations to be used. To successfully provide subsistence support which is adequate for the overall mission/objective, proper budgeting, planning, coordination, and management are essential. Appropriate food service personnel and equipment assets must be identified as early as possible in the planning process to substantiate logistical requirements (e.g. transportation, lift, and power). Accurate rations requirements are essential to support training units. Requisitioning excessive rations creates additional burdens on the command; therefore, accurate feed plans must be developed to support training evolutions.

2. Local (CONUS) Requisition Procedures

a. I MEF commands will requisition all local (CONUS) Food Service requirements through Common Logistics Command and Control System (CLC2S), e-mail or AMHS message (listed in order of precedence as applicable). All requests must be accompanied by the following:

- (1) Quantity and type of rations required.
- (2) Date and time requesting pick-up.
- (3) Feed Plan.

b. All requests from subordinate commands will be routed through the respective MSC G-4 Food Service Office for validation/approval prior to forwarding to 1st Supply Battalion, CLR-15, 1st Marine Logistics Group (Rations Warehouse) for requisition. Appendix (A) shows the flow chart of this process.

c. Class I Requisition Timelines

(1) All CONUS Class I requirements must be submitted within 15-30 days prior to the Required Delivery Date (RDD). This will include the following:

- (a) Direct pull from Camp Pendleton Rations Warehouse.
- (b) Prime Vendor (DLA) direct delivery to unit-requested operating site.

3. Non-Local Requisition Procedures. The Food Service Office must be involved early in the planning, and consulted in the development of subsistence requirements and other applicable considerations of Class I support. For the Marine Air Ground Task Force in support of MEF or MEB exercises, a Food Service Officer and Food Service Technician should be requested from the Force Headquarters no later than E-120, and assigned to the MAGTF Command Element. This is particularly necessary for all MEB/MEF-level exercises.

a. All OCONUS Class I requirements must be submitted no later than 60-90 days prior to the RDD.

NOTE: The 60-90 day requisition timeline is based upon location and availability of stocks.

(1) I MEF Subordinate Commands will submit their Class I requirements to their respective MSC G-4 Food Service Office.

(2) The MSC G-4 Food Service Office will validate the requirement and forward to CLR-15 Rations Warehouse for requisitioning.

NOTE: 11th, 13th, and 15th Marine Expeditionary Units, and I MEF Headquarters Group will forward all Class I requirements to I MEF G-4 Food Service Office for validation and approval.

b. Units requesting to have rations delivered to the exercise site must provide a valid delivery Department of Defense Activity Address Code (DoDAAC) for all orders requiring delivery of Class I

(1) TAC1 Identifies the mailing address for the activity (mandatory).

(2) TAC2 Identifies the "ship to" (freight) address for the activity. This is the address to be used for freight shipments (when the in-the-clear freight shipping address differs from the TAC 1). Overseas activities shall include the complete geographic location along with the name of the unit and primary organization to which identified, including Break Bulk Point, Air Terminal Identifier (ATI), and Port Designator (PD) codes. Assistance in determining the proper ATI or PD assignment should be obtained from the transportation office supporting the unit concerned.

See below example for TAC1 and TAC2 format submission:

TAC	TABLE	ADDRESS
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1	MAIL	8th United States Army G-3 ATTN: EAGC-TDT UNIT 15318 APO AP 96205-5318
2	FREIGHT	CAMP RODRIGUEZ RANGE COMPLEX MESSHALL BLDG. S1251, USMC YONG, PYONG NI YONG JUN MYON PONCHUN KYONGGI KR. 96604

4. Stockage Procedures

a. 1st Supply Battalion, CLR-15, 1st Marine Logistics Group (Rations Warehouse) maintains appropriate stockage levels for MRE, UGR-H&S, UGR-M, RCW, and Halal Meals aboard Camp Pendleton to support unit training exercises and CONUS/OCONUS force deployment requirements throughout I MEF Area of Operation.

(1) Class I stockage objectives for MRE's should remain at or above minimum threshold levels to support up to a deployed MEB-sized MAGTF for no less than three consecutive days.

(2) Class I stockage objectives for UGR-H&S, UGR-M, RCW, and Halal Meals should be consistent with anticipated I MEF demand levels relative to organic feeding in expeditionary environments.

b. Coordination between I MEF G-4 Food Service and 1st MLG G-4 should occur on a regular basis in efforts of ensuring management actions relating to I MEF MPMC/1105 expenditures for the procurement of Class I stocks are applied accordingly.

Chapter 6

Accounting for Personnel Fed, Sale of Meals and Control of Funds

1. General. Proper accounting for personnel subsisting in an established Field Mess can be accomplished using three NAVMC forms. These forms are: (1) Meal Verification Record (NAVMC 10789), (2) Man-Day Fed Report (NAVMC 565-1), (3) Cash Meal Payment Sheet (NAVMC 10298). Collection of funds allows the operation to obtain appropriate monetary credit to off-set subsistence expenditures. Reference (a) provides specific guidance on the use of these forms; however, due to their importance, they also will be addressed in this chapter. These forms are considered supporting documents for the OSFR.

2. Meal Verification Record (NAVMC 10789). The Meal Verification Record will be used in accordance with reference (a). The following additional procedures will be followed:

a. The Unit Commander is responsible for the operation of a Field Mess to include appointing a Mess Officer, whose duties include ensuring sufficient personnel are assigned to supervise the identification of personnel and recording of entries on the Meal Verification Record.

b. In accordance with reference (a), the designated unit Mess Officer will be responsible for ensuring meal verification supervisors are properly assigned and instructed in their duties. These duties include ensuring authorized personnel enter the Field Mess Site through designated entrances which are controlled by the verification supervisor, ensuring proper assembly, verification, and certification of the Meal Verification Records, and provide appropriate data to the Man-Day Fed Report upon conclusion of each meal. Prior to the Commanding Officer certification of the Man-Day Fed Report, the designated unit Mess Officer will sign the space provided on the last page of the Meal Verification Record for each category.

NOTE: The officer who certifies the Meal Verification Record cannot certify the Man-Day Fed Report.

c. When using block signature procedures, a certification will be noted on the Meal Verification Record/Cash Meal Payment Sheet by the person responsible for the unit, group, or formation, and must contain the following statement: "I acknowledge receipt of (state numerically the number of meals received) meals this date (year/month/date - 0000/00/00), which are for (state numerically the number of individuals) individuals under my charge and which are entitled "Subsistence-In-Kind". Recipient will print and sign full name, rank, and unit.

d. Under the following conditions, the use of block signatures may be authorized, vice individual entries on the Meal Verification Record (separated by category) or the Cash Meal Payment Sheet:

- (1) While in a combat area.
- (2) During emergency/disaster feeding.
- (3) During field exercises, when actually subsisting under field conditions.

(4) During circumstances when individuals are subsisting by means of box lunches, flight rations, or containerized hot meals at a remote location when it is not practical to obtain individual entries (e.g. during mass troop movements by air, rail, or vehicle).

(5) While a patient in a field hospital or while in a confined status.

3. Man-Day Fed Report (NAVMC 565-1). The Man-Day Fed Report will be prepared in accordance with reference (a).

a. Reservists on active duty for training, and category "K" Reserves (six-month trainees), will be recorded in the Marine Corps Reserve column.

b. For Marine Corps Birthday, Thanksgiving, and Christmas holidays, a separate Man-Day Fed Report will be prepared and submitted for foreign enlisted military personnel subsisting at the Field Mess Site.

c. The officer who certifies the Meal Signature Record cannot sign the Man-Day Fed Report.

4. Cash Meal Payment Sheet (NAVMC 10298). The Cash Meal Payment Sheet is a controlled serialized form used to document the collection of Government funds generated from the sale of meals or POR. Maximum effort should be made for payroll checkage to occur. Specific information on the completion of the Cash Meal Payment Sheet is found in reference (a).

5. Sale of Meals. The sale of meals in the field is discouraged when using either POR's or hot meals. Maximum use should be made for payroll checkage. However, there may be situations when cash payment for meals cannot be avoided (e.g. visitors, TAD personnel). In such situations, the Unit Commander will provide applicable guidance.

a. Per reference (a), Commanders will payroll check military pay accounts of U.S military officers and enlisted personnel receiving Basic Allowance for Subsistence.

b. When personnel are authorized to pay in cash, on a meal-by-meal basis, the meal rates which are set forth in the current Marine Corps Bulletin in the 10110 series will apply.

6. Appointment and Control Procedures. The responsible Commander will ensure that individuals are appointed (in writing) to handle funds collected from the sale of meals. Specific procedures for appointing the activity collection agent, unit authorized custodians, mess hall cashiers, and respective alternates are prescribed in reference (a).

a. Due to limited change funds, it is highly encouraged that paying customers have exact dollar amounts when paying for meals in cash.

b. A safe will be used for the safekeeping of funds, and will be bolted or chained to the deck or bulkhead, as required by reference (a). For field operations, the safe will be affixed in a field expedient way (i.e. engineer stake, etc.) to mitigate and/or prevent movement.

c. The funds collected from the sale of meals will be turned in to an authorized disbursing officer/agent using a DD Form 1131 (Cash Collection

Voucher). All funds must be turned in prior to exceeding \$500.00 for a unit field mess.

7. Loss of Cash Meal Payment Sheets (NAVMC 10298). If a blank Cash Meal Payment Sheet is lost, the Unit Commander will submit a statement regarding the loss to the I MEF G-4 Food Service Office. The original of this statement, with I MEF G-4 Food Service Office endorsement thereon, will be filed with the activity collection agent's records. If the Cash Meal Payment Sheet containing a record of collections is lost, the Unit Commander will submit a statement (to be used as a replacement for the Cash Meal Payment Sheet) to I MEF G-4 Food Service Office. The original of this statement, with I MEF G-4 Food Service Office endorsement thereon, will be filed with the activity collection agent's records. Funds involved will be handled on a regular turn-in basis.

8. Loss of Funds. When funds from the sale of meals or POR's are missing or lost, an investigation will be conducted in accordance with reference (a). Reports of investigation on shortages of funds derived from the sale of meals in a field mess will be submitted to the Commandant of the Marine Corps for final action. A copy of any report of investigation involving lost field mess funds will be filed with the collection agent's records to support the adjustments to ration registers.

9. Subsisting/Accounting for Foreign Military Personnel. Foreign military enlisted personnel subsisting in a field mess must pay for meals unless authority is written into their Invitational Travel Orders (ITO) (DD Form 2285) stating meals are to be provided on a reimbursable basis. The individual will sign a separate "Foreign" Meal Verification Record. A copy of all ITO's reflecting meals to be provided on a reimbursable basis must be submitted with the unit's OSFR.

a. Foreign military officer personnel must pay cash for all meals.

b. Foreign military personnel (officers and enlisted) assigned to the Personnel Exchange Program (PEP) will follow the cash sale procedures prescribed by the host nation.

c. Foreign military personnel (officers and enlisted) assigned to the PEP must reimburse the Marine Corps for any subsistence support provided.

Chapter 7

Subsistence Accounting, Disposition and Reporting Procedures

1. General. The Marine Corps Food Service and Subsistence Program accounting is closely monitored and frequently audited by several Department of Defense agencies, due to the large monetary value associated with subsistence supplies. As a result, all subsistence accounting at every level must be kept as accurate and up-to-date as possible. There are three prescribed methods of accounting within I MEF; (1) OSFR, (2) QSFR during peacetime, (3) Combat Accountability during wartime.

2. Accounting

a. The OSFR and QSFR provides accurate accounting of MPMC subsistence funds (1105) to HQMC (MCICOM G-4) for the purchase and consumption of UGRs, PORs, A-Ration Enhancements, contract feeding, and HNS. Additionally, it provides the numbers of personnel fed by category. This report also documents historical data and justification for budget submissions as required by higher headquarters, as well as detailed documentation of budget execution to the HQMC Programs and Resources Department (P&R), Fiscal Division (Code RFD).

b. Combat accountability is a modification to normal operating accounting and reporting procedures, and is used during wartime or contingency operations. When the Commandant of the Marine Corps authorizes combat accountability for the procurement of Class I utilizing MPMC 1105 funding, reporting guidance will be provided to the force commander. When the Marine Corps is designated as the executive agent for Class I operations/funding, amplifying guidance may be published accordingly in the applicable annex of the operations order. A monthly combat accountability subsistence report with the type of food items, value of the food items received, and the number of personnel fed by category, will be compiled by the using unit and subsequently forwarded to higher headquarters and MCICOM G-4.

c. Operational Subsistence Financial Report (OSFR). The OSFR will be prepared for each exercise where a field mess is implemented and operational rations are used. The original OSFR will be submitted, via the appropriate chain of command, to I MEF G-4 FSO. This report is to be submitted to I MEF G-4 FSO NLT 15 calendar days following the conclusion of the exercise, or at the close of the reporting period. A duplicate copy of the OSFR, with supporting documents, will be retained by the reporting activity for a period of no more than 10 years for (auditable) record purposes per reference (p). Reference (a) provides instructions for preparation of this report.

d. Quarterly Subsistence Financial Report (QSFR). All subsistence accounting must be kept accurate and up-to-date. During peacetime, the prescribed method of accounting is completion of the QSFR. A consolidated QSFR will be prepared by each MSC and submitted to I MEF G-4 FSO 10 days following the end of each quarter. Operations that cross over quarters must close out accounting documents at the end of the quarter and begin a new quarter of accounting. Reference (a) provides instructions for preparation of this report.

3. Field Mess Accounting Forms. The following forms are necessary for internal control of subsistence supplies and accounting when operating a field mess.

- a. (*) Subsistence Financial Report.
- b. (*) NAVMC 565-1, Man-Day Fed Report (consolidated).
- c. Day Folders (for each day of feeding) consisting of the following :
 - (1) Subsistence Issue Receipts.
 - (2) Stock Record and Inventory Control Cards.
 - (3) Inventory, Requisition, and Issue forms.
 - (4) Daily Cost Analysis and Financial Status (if applicable).
- d. (*) NAVMC 10789, Meal Verification Record (if applicable)/Personnel rosters.
- e. (*) NAVMC 10298, Cash Meal Payment Sheet (if applicable).
- f. (*) Voucher for disbursement and/or collections.
- g. (*) SF 1080, Voucher for Transfer Between Appropriations and/or Funds.
- h. (*) DD Form 1131, Cash Collection Voucher (if applicable).
- i. (*) Host Nation Support and/or Host Nation Messing billing documents (if applicable).
- j. (*) Copies of Invitational Travel Orders for foreign military personnel (if applicable).
- k. (*) Inter-Service or intra-Service support agreements or memorandums of understanding (if applicable).
- l. (*) FOR and UGR receipts and turn-in documents.
- m. (*) Sent-order details and sent-order receipts from Subsistence Total Order and Receipt Electronic System.
- n. (*) Medical Command Form (MEDCOM) 817 (U.S. Army Veterinary Service Food Sample Record), Quality Assurance Representative's Correspondence, or DA Form 7539 (Request For Veterinary Laboratory Testing & Food Sample) (if applicable).

NOTE: (*) Denotes documents required for submission to I MEF G-4 FSO.

4. Disposition. Specific steps are necessary to minimize the amount of unconsumed subsistence remaining at the end of a field exercise. The following items should be considered.

- a. Maintain liaison with the using/consuming unit S-3/S-4 for information on force flow and retrograde from the exercise area.

- b. Ensure accurate accountability of all on-hand subsistence stocks.
- c. Review Master Menu/Feed plan and make appropriate menu changes to maximize the use of remaining subsistence items.
- d. Chain of custody is vital during this phase of the exercise. The responsibility of rations remains with the Unit Commander until proper disposition is completed.

5. Subsistence Procedures When Supported By The U.S. Army. The below applies to all commands receiving Class I from U.S. Army Troop Issue Subsistence Activities (TISA). TISA support should not be expected when participating in field exercises that are being supported by an Expeditionary Class I lot.

- a. When applicable, DD Form 1144 Inter-Service Support Agreement (ISSA) will be executed by the MSC when Class I support is required on a recurring basis. A copy of the ISSA will be included in the unit's OSFR.

- b. Procurement of Class I from a TISA will be conducted using the following:

- (1) Direct coordination with the TISA is authorized after requirements are identified, approved by the MSC/MEF, and funding is made available.

- (2) Coordinate with supporting TISA quantities required in time to meet requisition lead times.

- (3) Accept total quantities requested.

- (4) Provide appropriation data for billing on request document.

- c. The TISA will not accept turn-in of unconsumed rations requested from the Marine Corps.

- d. Class I issued by the TISA will be documented on DA Form 3163 Request for issue/turn-in, or local automated shopping list based on installation capability. Copies of Class I receipts must be retained and turned in as part of the OSFR at completion of exercise.

- e. Unit Commanders operating a Marine Corps Field Mess while supported by an Army TISA will ensure Field Mess Managers coordinate with the TISA when local procedures differ from above, or when necessary to resolve differences.

Chapter 8

Field Food Service Equipment

1. General. Field Food Service Equipment (FFSE) must be maintained in order to ensure it is ready to deploy in support of I MEF mission requirements. The authorized allowance for FFSE is contained in the "M" and "N" Series T/E. The funding for T/E FFSE is the responsibility of the respective unit Commander.

2. Equipment. FFSE is subdivided into four categories; (1) Food and Beverage Containers, (2) Tray Ration Heating System (TRHS), (3) Enhanced-Tray Ration Heater System, (4) Expeditionary Field Kitchen. This equipment will support expeditionary feeding from platoon size to MAGTF size operations in all operational environments. Specific technical information for FFSE can be found in reference (j).

3. Safety Precautions. In efforts to maximize safety, all food service personnel should be familiar with FFSE technical manuals. At a minimum, the following safety precautions will be used in a field food service operation:

a. Equipment Operation. Only personnel who have been trained in the operation of the FFSE will be authorized to operate equipment; normally Food Service Specialists (MOS 3381).

b. Fire Extinguishers. Rechargeable fire extinguishers will be readily available and adjacent to FFSE while in operation.

c. Refueling. The Babington Airtronic Burner is the universal heating source component for all USMC FFSE, and the only FFSE component requiring fuel/refueling. Refueling will take place outside the cooking enclosure and at least 50 feet away from open flames and smoking areas.

NOTE: Never use gasoline in Babington Airtronic Burners. Gasoline is volatile and may explode, causing death, serious injury, and/or significant damage to equipment. Use only diesel, DF-1, DF-2, DFA, kerosene, or JP-8.

d. Storage and Transportation. Under no circumstances will FFSE containing flammable liquids be stored inside buildings or packing crates.

4. Maintenance. Maintenance will be performed on FFSE in accordance with equipment Technical Manuals and reference (i).

a. Using Unit. The using unit is responsible for organizational maintenance on FFSE such as inspecting, cleaning, servicing, lubricating, adjusting, and preserving as required. The unit is also responsible for minor parts replacement. A Demand Supported Items (DSI) of minor replacement parts can be approved by the Commanding Officer. Recommended DSI items can be located in reference (i).

b. Repairs or Modifications. Repairs or modifications to FFSE beyond the capabilities of the using organization will be performed by support organizations. Procedures for obtaining parts and obtaining support beyond the organizations capabilities can be found in reference (i).

c. Corrosion Prevention. Measures must be taken in order to ensure FFSE reaches its service life expectation. Therefore, identified FFSE shall be

designated as part of the Corrosion Prevention and Control Program. Using unit field mess chiefs must review and be familiar with reference (i) and (1) in order to implement a corrosion prevention program.

d. Painting. Per reference (i), items of FFSE will be painted only in the original color code. All items susceptible to oxidation will be kept as free of rust as possible during use. Prior to storage, all rust will be removed from items.

5. Accountability of Field Food Service Equipment (FFSE). Using units must maintain strict accountability of FFSE.

a. Inventories should be conducted:

(1) Upon the return from a field exercise or operation.

(2) In accordance with current directives.

b. All missing parts must be placed on order in accordance with reference (i).

c. The transfer of equipment from one unit to another must adhere to the guidance provided in reference (e), which outlines the procedures for conducting command adjustments.

NOTE: All unit requests for FFSE (and associated MOS 3381) to be sourced from another I MEF MSC in support of training exercises and contingency deployments above and beyond unit's current organic capabilities will be routed to the I MEF G-4 Food Service Office via AMHS for validation and approval.

6. Inspections

a. Conduct. MSC G-4 Food Service Offices will conduct inspections of using unit field mess capability on an annual basis. At a minimum, these inspections shall consist of one of the following: (1) Commanding General's Inspection Program, (2) Logistics Readiness Evaluation, (3) Staff Assist Visit, (4) West Coast Food Management Team (WCFMT) evaluations. MSC G-4 Food Service Offices will ensure the following is being conducted:

(1) All FFSE is functioning properly to support I MEF missions.

(2) Food Service Marines (MOS 3381/3302) are trained and qualified in their assigned jobs and capable of meeting mission requirements

(3) Ensure all FFSE are properly accounted for and reported on the Consolidated Material Report.

b. All WCFMT evaluation reports will be submitted to I MEF G-4 Food Service Office no later than 21 days from date of command outbrief. Reports with significant findings or deemed non-mission capable, will be accompanied by a corrective action plan via chain of command.

