



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, DC 20380-0001

MCO 10110.40B
LFS-4
6 Mar 90

MARINE CORPS ORDER 10110.40B

From: Commandant of the Marine Corps
To: Distribution List

Subj: POLICY FOR REQUISITION, ISSUE, AND CONTROL OF PACKAGED OPERATIONAL RATIONS (POR)

Encl: (1) Reports Required
(2) Packaged Operational Ration Management Guide
(3) Sample Packaged Operational Ration Status Report from Marine Corps Logistics Base (MCLB), Albany, Georgia
(4) Sample Unsatisfactory Material Report (DD Form 1608)
(5) Sample USMC Packaged Operational Ration Requirements/Usage Report (Form NAVMC 11110)
(6) Sample Stock Record and Inventory Control Card (Form NAVMC 708)
(7) Sample Meal Verification Record (Form NAVMC 10789)
(8) Sample Cash Meal Payment Sheet (Form NAVMC 10298)
(9) Sample Voucher for Disbursement and/or Collection (NAVCOMPT Form 2277)

1. Purpose. To publish policy pertaining to the requisition, issue, and control of POR's.

2. Cancellation. MCO 10110.40A.

3. Information. The POR is designed for individual or small group feeding when the tactical situation is so unstable that cooking facilities cannot be used. Except in cases of extreme need, POR's should not be used as the sole diet for periods in excess of 10 days. Continued consumption of individual combat meals for periods in excess of 10 days may cause irregularity due to insufficient roughage/cellulose/bulk. The approved Marine Corps field feeding standard is one Meal, Ready to Eat (MRE) meal and two hot meals per day. These hot meals consist primarily of "B" rations.

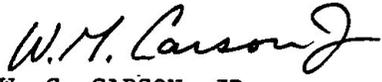
4. Change Notation. This revision contains a substantial number of changes and should be completely reviewed.

5. Action. Commanders at all echelons are responsible for implementation of the applicable polices prescribed in enclosures (1) through (9).

MCO 10110.40B

6 Mar 90

6. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.


W. G. CARSON, JR.
Deputy Chief of Staff
for Installations and Logistics

DISTRIBUTION: PCN 10210861000

Copy to: 7000110/7000144/8145001/Office of the Surgeon General,
5109 Leesburg Pike, Attn: DASG-VCA, Falls Church, VA
22041-3258/U.S. Army Health Services Command, Director of
Veterinary Services- HSVS, Fort Sam Houston, TX 78234

REPORTS REQUIRED

	<u>REPORT TITLED</u>	<u>CONTROL SYMBOL</u>	<u>PARAGRAPH</u>
I.	Operating Level Requirement for POR's and Fuel Trioxane	MC-10110-04	4a, encl. (2)
II.	Status of Stores Systems Stocks, Operating Level Allocations, and Prepositioned Level Allocations	MC-4442-03 and encl. (3)	4b, encl. (2)
III.	Investigation of Damaged, Lost, Destroyed, or Stolen POR Items	(EXEMPT) encl. (2)	4e and 11,
IV.	USMC POR Requirements/Usage Report	MC-10110-07	4f, encl. (2)
V.	Unsatisfactory POR	MC-10110-08	9c, encl. (2)

ENCLOSURE (1)

PACKAGED OPERATIONAL RATION MANAGEMENT GUIDE

1. Definitions. The following definitions are provided for clarity:

a. POR's. POR's are prepackaged meals/food components that are shelf stable and designed for feeding in a tactical situation when a permanent or semi-permanent cooking/feeding site cannot be used. There are several types of POR's. The MRE and the Ration Cold Weather (RCW) are most common to the Marine Corps.

(1) MRE, National Stock Number (NSN) 8970-00-149-1094. The MRE is designed to provide prepackaged individual meals containing food components that are ready to eat. It is suitable for use in the combat zone and under circumstances where resupply is established or planned but operational conditions preclude other means of providing subsistence. There are 3,600 calories per MRE ration (3 meals). The MRE is packaged by individual meal. There are 12 meals (4 rations) in a box. The unit of issue is box "BX" and should be requisitioned as such. Any combination of three meals will give a nutritionally complete ration for one person for 1 day.

(2) RCW, NSN 8970-01-267-5864. A compact, lightweight, high caloric individual combat ration for cold weather operations. It will be used in arctic environments by dismounted troops moving over snow covered terrain, carrying packs and/or pulling sleds. There are 4,500 calories per RCW ration. Usage requirement is one RCW per person per day. The unit of issue is box "BX" and should be requisitioned as such. There are six rations to a box (two bags taped together equals one ration). The RCW is the Marine Corps cold weather ration.

b. Fuel Compressed Bar, Trioxane (FBT), NSN 9110-00-889-3553. A fuel bar used to heat the MRE and RCW. It is normally issued on a one bar per MRE meal basis and four bars per RCW ration basis. The unit of issue is bar "BR."

c. Prepositioned War Reserve (PWR) Safety Level. Those POR's above the normal operating level of materiel, including landing force operational reserve materiel (LFORM) that are required to support FMF contingency operations. This stock is authorized only for FMF, Atlantic (FMFLant) and FMF, Pacific (FMFPac). Class I PWR stocks will not be consumed without prior approval from the CMC (LFS).

d. Operating Level. Those POR's allocated each fiscal year for consumption during training exercises.

ENCLOSURE (2)

6 Mar 90

e. Matériel Release Order (MRO). An order issued by an accountable supply system manager (inventory control point or accountable depot), directing a nonaccountable activity, usually a storage site or matériel drop point within the same supply distribution complex to release and ship matériel.

f. Military Personnel Marine Corps (MPMC) Appropriation. MPMC Project 31 appropriation is an annual appropriation designed to fund all types of subsistence procured for consumption.

g. Remote Storage Activities (RSA), MCLB's, Albany, Georgia and Barstow, California. The organizational element of the Marine Corps Unified Matériel Management Systems (MUMMS). The supply distribution system that is assigned the function for the receipt, issue, and storage of matériel which is under the management control/accountability of the MUMMS. Other attendant functions are physical inventory, care-in-store, preservation, and packaging.

h. Activity Address Code (AAC). The AAC identifies the military service or other government element of ownership or sponsorship, and the specific activity and address to which matériel, documentation, or Military Standard Requisitioning and Issue Procedures (MILSTRIP) billing is directed. It specifies the activity authorized to direct, ship, document, or bill. The code contains six digits and is alpha-numeric in structure.

i. Inventory Control Point (ICP), MCLB, Albany. That phase of military logistics which includes maintenance of all required stock management controls for system stocks, positioning of stocks, and transmission of MRO's.

j. LFORM. POR's allocated for prepositioning aboard designated amphibious assault ships. Rations in this category are controlled by the CMC (LFS) and centrally managed by FMFLant and FMFPac.

k. Subsistence-in-Kind (SIK). Subsistence provided at government expense.

l. Officer Payroll Checkage (OPRC). The procedures used to charge the military pay accounts of officers for field rations when in a field duty status. All personnel in this category will be issued a Meal Card (DD FORM 714) and will be authorized to subsist at government expense.

m. Warehousing/Issuing Activities. These activities are the force service support groups (FSSG's), base property control (BPC), and authorized supply sections; e.g., Marine security force

ENCLOSURE (2)

6 Mar 90

companies and battalions and Marine barracks. They are the ration requisition and distribution points using available POR resources procured to satisfy using units' training requirements. They do not stock POR's unless approved by the CMC (LFS).

n. Using Units. These are all units who draw rations for consumption from the warehousing/issuing activities. This includes all Reserve units and Marine Corps districts that draw rations from the ICP. Using units do not stock POR's unless approved by the CMC (LFS).

o. Date of Pack (DOP). This is the month and year of pack used by the manufacturer and is marked on each box.

p. Rollback. Materiel returned to supply activities, by other than an inventory manager-originated shipment, as potential stock, regardless of the condition of the materiel or source of generation.

q. Food Inspectors. For the purpose of this Order, the term food inspectors refers to the quality assurance/medical/veterinary personnel who inspect food (POR's) to determine their wholesomeness and shelf life.

r. Field Duty Status. For the purpose of this Order, the term field duty status pertains to members under orders with troops or serving with troops participating in field exercises, maneuvers, etc.

2. Responsibilities

a. Headquarters Marine Corps

(1) Determines the allowance for the "War Materiel Requirement" for POR's.

(2) Procures all requirements for the RSA's.

(3) Provides the MCLB, Albany, copies of all procurement documentation. Establishes an allowance for PWR safety level for FMFPac and FMFLant, and establishes operating/training levels.

(4) Publishes the approved allocations.

(5) Provides the MCLB, Albany, copies of all documentation relating to allocations.

(6) Provides the MCLB, Albany, copies of all documentation relating to rollback to the store system.

ENCLOSURE (2)

6 Mar 90

b. MCLB, Albany

(1) Establishes and maintains all required stock management controls for system stocks.

(2) Positions stocks as required within the store system, based on normal programmed rules.

(3) Refers all requirements to the CMC (LFS) whenever a requisition exceeds a command's monthly or quarterly allocation.

(4) Ensures that the oldest date of pack is directed to be issued for all requirements which specify that the request is based on an operating/training level allocation.

(5) Ensures that all MRO's transmitted to the RSA's specify the exact date of pack that must be issued, consistent with the remarks on the incoming requisition.

(6) Ensures issue of latest date of pack for all requisitions for PWRMS/LFORM/MPS and Norway stocks.

c. Remote Storage Activities

(1) Issues POR's and FBT's only upon direction of the MCLB, Albany.

(2) Ensures that stores system stocks are not mixed with other assets owned by other Marine Corps organizations or Defense Logistics Agency.

(3) Maintains stocks by month and year of pack.

(4) Directs all inquiries regarding MRO's that cannot be filled from the date of pack specified to the MCLB, Albany.

(5) Provides copies to the CMC (LFS) of all receipt documents, [DD Form 250](#) (Materiel Inspection and Receiving Report) and [SF-364/SF-361](#) (Report of Discrepancy (ROD)) upon receipt of materiel for all POR's AND FBT's.

d. Force Commanders Authorized Operating and Prepositioning POR Allocations (FMFLant and FMFPac)

(1) Determines the desired location for the prepositioned stock(s).

(2) Provides to the MCLB, Albany, data regarding prepositioned stocks that are to be store outside the

ENCLOSURE (2)

stores system. Data is to reflect the quantity and location by title and AAC and anticipated date the materiel would be requisitioned. Copies are to be provided to the CMC (LFS).

(3) Reallocates to subordinate organizations the annual operating level and provides copies to the MCLB, Albany, and the CMC (LFS). The following minimum data will be shown in the reallocation letter: AAC, unit title, and quantity.

(4) Specifies in the reallocation document which organization is to satisfy the operating level from stocks held outside the stores, and provides the necessary instructions on the movement of these items.

(5) Reviews all Cash Collection Vouchers, [NavCompt Form 2277](#), for the sale of POR's submitted by subordinate commands to ensure accurate appropriation data has been recorded. If erroneous appropriation data is cited on the reimbursement document, a correction form (NavCompt Form 621) must be prepared.

e. Warehousing/Issuing Activities. These activities will maintain stocks only as required for turnover to using units. Accordingly, neither warehousing/issuing activities or using units will store rations.

3. Budgeting/Allowance Responsibilities

a. The CG MCB's, Camp Lejeune, Camp Pendleton, and Marine Corps Combat Development Command are responsible for submission of budget requirements for POR's in support of training requirements. Requirements should be based on actual needs for approved field training. CG MCB, Camp Pendleton will include POR requirements in support of recruit training at Camp Pendleton for recruits from San Diego.

b. The CG MCAGCC is responsible for submission of budget requirements for POR's for FMFLant and FMFPac field exercises conducted aboard MCAGCC as well as the command's training exercises.

c. The CG, Marine Corps Recruit Depot (MCRD), Eastern Recruiting Region (ERR), Parris Island, is responsible for submitting annual budget requirements for POR's in support of recruit training requirements. The CG MCRD, Western Recruiting Region (WRR), San Diego, is responsible for submitting annual budget requirements for POR's in support of training requirements for permanent personnel.

d. The Commanders, MCAS, eastern and western areas, are

6 Mar 90

responsible for submission of annual budget requirements for POR's in support of field training requirements for MCAS's and MCAF under their cognizance.

e. The CG FMFLant is responsible for submitting the annual budget requirements for POR's for FMFLant and major subordinate commands. Requirements for exercises conducted aboard MCAGCC, Twentynine Palms will be provided to MCAGCC for inclusion in their budget submission. CG FMFLant's requirement submitted to the CMC includes operating level, prepositioning level, and LFORM in support of the following organizations:

- (1) II MEF to include 4th MEB, Headquarters and 6th MEB.
- (2) 2D MarDiv.
- (3) 2d MAW.
- (4) 2d FSSG.
- (5) Ground Defense Force, Guantanamo Bay, Cuba.
- (6) MB, Naples, Italy.

f. The CG FMFPac is responsible for submitting the annual budget requirements for POR's for major subordinate commands. Requirements for exercises conducted aboard MCAGCC, Twentynine Palms will be provided to MCAGCC for inclusion in its budget submission. CG FMFPac's requirement submitted to the CMC includes operating level, prepositioning level and LFORM in support of the following organizations:

- (1) Western Pacific (Field allotment 31014-Purchase from Army-Navy-Air Force)
 - (a) MCB, Camp Butler.
 - (b) Camp Fuji.
 - (c) III MEF (to include 9th MEB).
 - (d) 3d MarDiv.
 - (e) 1st MAW.
 - (f) 3d FSSG.
 - (g) MCAS, Iwakuni.
 - (h) MB, Subic Bay.

ENCLOSURE (2)

(2) Eastern Pacific (Headquarters held allotment 31701-Purchase from the MCLB).

- (a) I MEF.
- (b) 1st MarDiv.
- (c) 7th MEB.
- (d) 7th MEB.
- (e) 1st FSSG.

(3) Mid Pacific (Headquarters held allot 31701-Purchase from the MCLB).

- (a) 1st MarBde.
- (b) MCAS, Kaneohe Bay.
- (c) MCB, Camp Smith.
- (d) MB, Pearl Harbor.

g. The CG's LFTCLant and LFTCPac; commanding officers, Marine Barracks and Marine Corps Security Battalions/Companies; and directors, Marine Corps Districts are responsible for submitting requirements for POR's in support of field training.

h. The CG's 4th MarDiv and 4th MAW, are responsible for submitting a consolidated requirement for POR's in support of field training.

i. All requirements should be based on the budget year field exercise schedule and sound historical data acquired during previous field exercises.

j. Request for establishment of a POR allocation will be submitted to the CMC (LFS) with proper justification.

4. Reports

a. Those activities authorized an operational level of POR's shall inspect onhand stocks and deduct this quantity from total training requirements. The balance due will be reported prior to 1 April to the CMC (LFS) as the operating level requirements for the upcoming fiscal year. An estimate for budget year plus 1 is also required. Report Control Symbol MC-10110-04 is assigned to

ENCLOSURE (2)

6 Mar 90

this report. The onhand stocks at the end of a fiscal year should reflect only that quantity required by the warehousing/issuing activity needed for training during the first few weeks of the new fiscal year until funds and rations are available. The report will reflect the annual amount to be procured from the ICP or other services for the upcoming fiscal year and will be broken down by monthly procurements as shown in the example below:

	<u>MRE (Box)</u>	<u>FBT (Bar)</u>	<u>RCW (Box)</u>
Oct	500	6,000	350
Nov	100	1,200	0
Dec	0	0	0
Total	600	7,200	350
Jan	0	0	620
Feb	300	3,600	75
Mar	500	6,000	0
Total	800	9,600	695
Apr	200	2,400	0
May	0	0	0
Jun	0	0	0
Total	200	2,400	0
Jul	600	7,200	0
Aug	0	0	0
Sep	150	1,800	0
Total	750	9,000	0
Total	2,350	28,200	1,045

(1) Funds for procurement of annual requirements are provided by the CMC (LFS) to MPMC field allotment holders and are obligated by CMC (LFS) for those commands operating under a HQ-Held Allotment. See paragraphs 6a and 6b of this Order for list of allotment holders. These funds are obligated on a monthly basis according to the allocation plan submitted by the command. Any deviation throughout the fiscal year must be identified to the CMC (LFS) for redistribution of funds and rations on a quarterly basis. Requirements exceeding previous fiscal year allowance shall be fully justified.

(2) CG's FMFPac/FMFLant. In addition to the operating level, report the number of MRE's/FBT's (in monthly increments)

ENCLOSURE (2)

that will be requisitioned from the ICP for repositioning during the upcoming fiscal year for LFORM and other prepositioned sites.

(a) Determine the desired location for the prepositioned level stock.

(b) Provide MCLB, Albany and the CMC (LFS) the following:

- 1 Location by title and AAC.
- 2 Quantity per AAC.
- 3 Anticipated date materiel would be required.
- 4 Any changes to the established levels.

b. The MCLB, Albany, shall prepare and submit the status reports. Report Control Symbol MC-4442-03 is assigned to this report. These reports shall reflect the status of stores system stocks, operating level allocations, and status of prepositioned level allocations.

(1) Distribution. The CMC:

(a) LFS two copies; MO one copy; and LCS one copy.

(b) Each organization allocated a repositioning or operating level by the CMC (LFS), one copy.

(c) Each organization allocated a repositioning or operating level by a force commander, one copy.

(2) Contents. See enclosure (3).

(3) Frequency. These reports shall be submitted quarterly and should reach the addressees not later than the 15th day of the month following the reporting period.

c. It is the responsibility of the supply officer charged with the receipt, storage, and issue of POR's to report supplies received from government-owned and/or -leased depots or distribution points in a condition considered unsatisfactory or unsuitable for intended use. The term unsatisfactory includes, but is not limited to, items that are received in an off-condition or items considered to be unwholesome, which will be determined by the food inspectors. Additionally, items that are unacceptable to the consumer because of a particular product characteristic; i.e., deteriorated appearance, will also be reported. The reporting procedures include the validation from installation transportation offices that the product is not of inferior quality due to the

ENCLOSURE (2)

6 Mar 90

method it was shipped or carrier responsibility. Once it has been established that the responsibility does not belong to the transportation personnel, the report will be prepared. At those installations where veterinary support is available, a collaborative effort between supply and food inspectors should be employed to prepare the report. When veterinary support is not available or practical, the report should be prepared by supply personnel. Pictures portraying the problem product are encouraged. Unsatisfactory products should be reported on the Unsatisfactory Materiel Report (UMR), Subsistence, [DD FORM 1608](#) and mailed to the CMC (LFS) as reflected in the instructions in enclosure (4). MCO P10110.14 establishes the requirements for this report; Report Control Symbol DN-10110-06 applies. If there is a question as to whether the item meets the criteria established for [DD Form 1608](#) or if assistance in preparation of the form is needed, personnel are encouraged to contact the CMC (LFS), Autovon 224-5903/2635; Commercial 202-694-5903/2635.

d. The Item and Packaging Discrepancies Report ([SF 364](#)) will be prepared per instructions contained in MCO 4430.3, and a copy submitted to the CMC (LFS).

e. A report of investigation for POR's shall be forwarded to the CMC (LFS) per paragraph 11 of this Order. This report is exempt from reports control and does not require a report control symbol.

f. The USMC POR Requirements/Usage Report (form [NAVMC 11110](#)) will be submitted quarterly by all warehousing/issuing activities to the CMC (LFS). Report Control Symbol MC-10110-07 is assigned to this report. The submission of the quarterly report also applies to CG's FMFPac, FMFLant, and MCAGCC. CG, FMFPac will submit two separate reports. One will be submitted for FMF Western Pacific and one for FMF Eastern Pacific and FMF Mid-Pacific combined. CG FMFLant will submit one report. CG MCAGCC, Twentynine Palms will also submit one report. The requirements for FMFPac and FMFLant commands conducting training at MCAGCC will be reported by MCAGCC. All reports shall arrive at the CMC (LFS), no later than 15 days after the end of the fiscal quarter. Marine Corps Reserve units will submit this report (message format or form [NAVMC 11110](#)) to the CG's 4th MarDiv/4th MAW in lieu of the CMC (LFS). The CG's 4th MarDiv/4th MAW are tasked to review the reports for accountability. The following data will be included in each block of form [NAVMC 11110](#). All columns will be completed. (See enclosure (5).)

(1) From: Enter unit name and address.

ENCLOSURE (2)

(2) Report Period: Enter the first day and the last day of the fiscal quarter reported; i.e., 1 October to 31 December.

(3) Applicable Item: Check the appropriate box. If "other" is checked, specify and explain in narrative summary (block 15).

(4) Date POR's Last Inspected: Enter date.

(5) Point of Contact and Autovon Number: Enter name and telephone number. Normally this will be the supply chief.

(6) Unit Identification Code: Enter code number for unit.

(7) Average Temperature: Enter the average warehouse temperature for the reporting period where POR's are stored.

(8) Month/Year/Pack: Enter DOP for POR's on hand and received during current quarter. Identify in the remarks column if more than one entry.

(9) Onhand Beginning of Quarter: Identify the box quantity of POR's onhand. Partial boxes will also be shown; i.e., 15 boxes/2 meals. This figure is to agree with the ending balance of the previous quarter.

(10) Received This Quarter: Enter the box quantity of POR's received during the reporting period. These quantities should be annotated and source of supply identified for each in the narrative summary when procured from other than the RSA's.

(11) Issued This Quarter: Enter the box quantity of POR's issued to using units during the reporting period. The oldest date of pack will be issued first.

(12) Other Adjustments: Enter total individual meal quantity of POR's returned from using units, lost, issued for quality assurance/medical/veterinary inspection, or surveyed (plus/minus). Explain in narrative summary.

(13) Onhand End of Quarter: Enter the ending box balance for reporting period. Partial boxes will also be shown.

(14) Fuel, Trioxane, Requirements by Bar: Enter the same information as POR's for applicable blocks.

(15) Narrative Summary: Enter all applicable data previously mentioned. Activities not included in the following paragraph will use this column to report the breakdown of issues

ENCLOSURE (2)

6 Mar 90

(SIK and COMRATS/BAS). The quantity purchased reflected in column "E" by FMFPac and FMFLant activities will be broken down by source and identified in this column.

g. All organizations, using units, and activities that consume POR's must submit a monthly POR report to the commander responsible for submitting the Subsistence Operational Analysis Report (SOAR), form NAVMC 10369-A. MCO P10110.14 establishes the requirements for this report: Report Control Symbol MC-7220-01A applies. When SOAR's are not required, reports are to be submitted to the accountable activity that provided the POR's. Most reports will normally be submitted to the installation commander who has cognizance over local subsistence funds for garrison messhalls. This report is to be submitted in letter format through the appropriate chain of command. Installation commanders will establish local reporting procedures. The following data is required:

(1) Beginning month inventory. Beginning and ending inventories are only authorized when an exercise or maneuver is conducted during the end of a month and on the beginning of another month. This line reflects box quantity and will be justified if used.

(2) Receipt during month. This figure reflects boxes received from warehousing/issuing activities.

(3) Adjustments, if any. This figure reflects/includes partial boxes and will be explained if used.

(4) Issues during month. This figure reflects boxes.

(5) End of month inventory. Paragraph 4g (1) applies.

(6) Breakdown of issues, by category, in meals.

(a) SIK U. S. Marine Corps Active Duty.

(b) SIK U. S. Marine Corps Reserve.

(c) SIK U. S. Navy Active Duty.

(d) SIK U.S. Navy Reserve.

(e) SIK U.S. Army Active Duty.

(f) SIK U.S. Army Reserve.

(g) OPRC U.S. Marine Corps.

ENCLOSURE (2)

- (h) OPRC U.S. Navy.
- (i) OPRC U.S. Army.
- (j) COMBAT/BAS Personnel.

5. Records Disposition

a. Copies of the operating level requirement for POR's and FBT's Report; quarterly POR Report; Unsatisfactory Materiel Report (DD Form 1608); USMC POR Requirements/Usage Report (form NAVMC 11110); copies of MCLB, Albany POR Status Report (to include DD Form 250 Materiel Inspection and Receiving Report, and SF 364/361 Report of Discrepancy) with all supporting documentation.

Retention period: 2 years

b. The original and duplicate copies of form NAVMC 10369-A.

Retention period: 2 years

c. Copies of LFS and field prepositioned stock records stored outside the stores system and all supporting documentation.

Retention period: 2 years

d. Copies of CG FMFPAC/LANT and Cdr's MCAS's annual budget requirements for POR's and all supporting documentation.

Retention period: 2 years

e. POR survey reports and all supporting documentation, to include damaged, deteriorated, lost, or stolen materiel.

Retention period: 2 years

f. Investigations of damaged, deteriorated (unfit for human consumption), or stolen POR's, to include requests for and all related material.

Retention period: 5 years

g. Responsible officers expenditures registers.

Retention period: 2 years

h. Daily temperature logs.

Retention period: 2 years

ENCLOSURE (2)

- i. Report of excess meals.

Retention period: 2 years

- j. Cash Collection Vouchers ([NAVCOMPT Form 2277](#)) other than those used in field or garrison messhall operations.

(1) Certified copy which is submitted to the CMC (LFS).

Retention period: 5 years

(2) Activity Collection Agent.

Retention period: 5 years

- k. Record of Issue of Cash Meal Payment Sheets (form NAVMC 10298).

Original retained by authorized custodian

Retention period: 5 years

- l. Stock Record and Inventory Control Card (form NAVMC 708) and Custody Receipt Control Record (form NAVMC 713) when used with form NAVMC 708).

Retention period: 2 years

- m. Supporting vouchers such as [DD Form 1348](#) or other adjustment documents required to maintain internal control of all POR items.

Retention period: 2 years

- n. Authorized custodian records to include report of result of quarterly verification of authorized custodian, any loss of blank form NAVMC 10298's, and replacement payment sheets with related endorsements.

Retention period: 5 years

- o. Letters of Appointment.

Retention period: 5 years

- p. Meal Verification Record, form [NAVMC 10789](#).

Retention period: 2 years

ENCLOSURE (2)

6. Requisitioning Procedures

a. Requisitioning activities holding MPMC appropriated funds under Project 31 field allotments will use funds allocated to them to effect reimbursement to source of supply (stock fund or other services). Field allotments are authorized for MCB, Camp Lejeune, MCB, Camp Pendleton, MCRD, Parris Island, MCRD, San Diego, MCCDC, Quantico, Commander, Marine Corps Bases Pacific, Commander, Marine Corps Air Bases, Eastern Area, Commander, Marine Corps Air Bases, Western Area, and MCAGCC, Twentynine Palms.

(1) All requisitions submitted to the MCLB, Albany, shall contain DIC AOE/A05.

(2) The "remarks" block shall contain the purpose of the request (i.e., prepositioned or operational level).

(3) Appropriate signal code listed in UM 4400-15 and UM 4400-124.

(4) Fund Code "MS."

b. Activities charging POR's under a MPMC HQ-Held Allotment, which includes all activities not identified in paragraph 6a above, shall:

(1) Submit all requisitions containing DIC AOE/A05 to the MCLB, Albany.

(2) Cite "MS" fund code for all subsistence.

(3) Enter in "remarks" block the purpose of the request; i.e., prepositioned or operating level.

(4) Enter in supplementary address field (CC's 45-50) "Y73150" to identify the functional account number for POR's.

(5) Use the appropriate signal code listed in UM 4400-15 and UM 4400-124.

(6) Use the following appropriation data when required:

Appropriation and subhead: 17_1105.2741 (The 3d digit of the appropriation changes with each fiscal year; i.e., 1701105 reflects FY 90)

Object class: 026

Bureau control number: 31701

ENCLOSURE (2)

Authorized accounting activity: 000027

Transaction type code: 1J

Property accounting activity: 000000

Cost code: 000630373150

Fund code: "MS"

c. POR's should be requisitioned in the quarter in which the rations will be consumed and only when required, that quantity needed to arrive at the command for use during the first 10 days of the following quarter. The requisitions should arrive at the MCLB, Albany throughout the fiscal quarter, but no later than the 20th day of the last month of the fiscal quarter.

7. Accounting Procedures

a. Each commander will establish procedures which ensure accountability from the time of receipt until POR's are issue and consumed. Stock Record and Inventory Control Cards (form NAVMC 708) or automated accounting will be maintained by warehousing/issuing activities. Using units will ensure that form NAVMC 10789 and/or form 10298 are completed and maintained as required to support the consumption of POR's.

b. The following minimum procedures will be established to ensure proper stock control.

(1) All stock must be maintained by month, year of pack, and lot number. Rations should be tagged to show timeframe in which they must be consumed. Custody Receipt Control Record (form NAVMC 713) or other systems will be used to record above data. Header information on form NAVMC 713 will reflect DOP in lieu of responsible account numbers.

(2) Issues will be made to authorized users. The issues must be for an authorized training field exercise/operation or as approved by the CMC (LFS).

(3) Issues are decreases to form NAVMC 708 or the automated document and shall be substantiated by a requisition (DD Form 1348 or form NAVMC 10694). (See paragraph 8, following.)

8. Preparation and Use of Form NAVMC 708. A separate form NAVMC 708 card will be maintained for each type of POR and fuel bar trioxane on hand in all storage facilities. These cards will be

ENCLOSURE (2)

6 Mar 90

kept in a place other than the storage facilities and will be maintained by a person other than the person certifying issues.

a. Use. Preparation and use of form NAVMC 708 will be per UM 4400-15, paragraph 03001. When automated records are used, accounting will be per UM 4400-15. Enclosure (6) contains a guide for use of the form NAVMC 708 card.

b. Entries. Entries from form NAVMC 708 will be made in black ink. Errors will be lined through and initialed. The purpose of form NAVMC 708 and its supporting vouchers is to provide positive internal control for all POR items in a uniform manner. Quantitative changes as a result of inventory, item losses or gains for nonexpendable items will be accomplished by use of an adjustment voucher (DD Form 1348) or correspondence clearly stating the reason for the adjustment. All adjustment documents will be approved by the commanding officer or their designated representative. Adjustment documents are not required for changes on price, item name, or stock number on stock record cards. Form NAVMC 708 will be updated to reflect the price authorized for the current month as listed in the Federal Supply Catalog Price List, C8900-PL, or the master header information file, as appropriate. Unit of issue for MRE's recorded on form NAVMC 708 will be in "Meals" to allow accountability for broken boxes turned in to supply. There are 12 meals to a box.

9. Storage and Inspections

a. The importance of proper storage cannot be overemphasized. Normally, basic principles in storage rotation will apply; i.e., oldest DOP issued first. Exceptions to this principle should be made only when periodic inspections by qualified food inspectors indicate a newer date of pack should be used to preclude loss to the Government.

(1) POR's citing "86" or later date in contract are capable of being stacked four pallets high.

(2) POR's citing "85" or earlier date in contract are only capable of being stacked three pallets high.

(3) All unit loads must be stacked straight and square to avoid compression of lower cases.

(4) The two most important factors influencing the deterioration of processed foods are time and temperature. Fluctuation of temperature, depending on the severity, may cause accelerated deterioration, especially repeated freezing and thawing.

ENCLOSURE (2)

6 Mar 90

(5) POR's stored in LFORM can be expected to experience temperature ranges to allow them to last for 1 year. Therefore, those POR's will be rotated to operating stock annually to ensure quality control and to reduce early deterioration. Consideration should be made in placing POR's in the coldest section of the LFORM storage space when designating the load plan. Temperature logs should be maintained on LFORM storage areas where MRE's are held.

(6) In all other cases, the following time and temperature guidelines are provided:

<u>Sustained storage</u> <u>Temperature oF</u>	<u>Estimated serviceable</u> <u>Life (months)</u>
120	1
110	5
100	18
90	30
80	48
70	66
60	84
50	96

When using the preceding chart it must be remembered that the time-temperature effect is cumulative. For example, if rations are received 9 months after DOP and held in a hot environment (100oF) you can estimate that one-half of their serviceable life is gone. If they are to be stored at 70oF at your facility you can expect a remaining serviceable shelf life of 33 months, not 66 months ($66 \times 0.5 = 33$).

(7) Pest control management techniques are contained in OPNAV instruction of the 6250 series and shall be employed to preclude loss to the Government.

b. The identification of deterioration of POR's can be accomplished most effectively with periodic inspections by qualified food inspectors.

(1) Inspection must be scheduled at such intervals that deteriorative changes are detected while they are still of a minor nature so that the POR's may be used before the component becomes unfit for consumption.

(2) Inspection system should function to determine the condition of rations upon receipt, during storage, and to provide a basis for accelerated rotation, if indicated.

ENCLOSURE (2)

(3) The responsibility for the conduct of periodic inspection and reporting procedures is assigned to food inspectors. Reporting procedures for inspections are outlined in MCO 10110.45. These responsibilities should be specifically delineated in existing interservice support agreements where veterinary support is provided to the Marine Corps by the Army.

(4) The inspection of POR's will be conducted per the guidelines published in DPSC Handbook 4155.2 (Subsistence), MCO 10110.45, AR 40-656, and applicable supporting service directives as appropriate.

c. The CMC (LFS) shall be notified by message within 48 hours following the determination by food inspectors that POR's are unfit for human consumption. Report Control Symbol MC-10110-08 is assigned to this report. The following data is to be provided:

- (1) Type of POR.
- (2) Quantity.
- (3) Date of pack (shown on the MRE box).
- (4) Lot number (shown on the MRE box).
- (5) Contractor (shown on the MRE box).
- (6) Assembly contract number (shown on the MRE box).
- (7) Nomenclature of affected component.
- (8) Component manufacturer (shown on the component package).
- (9) Any identifying numbers or letters that are ink stamped or embossed on the component package. For those components that have both a package and a protective fiberboard carton (main entrees, cakes, vegetables and wet pack fruits), identifying markings found on both the package and the carton are needed.
- (10) Reason for unfitness (identify if handling or food problem).

10. Survey Procedures

a. Definition. In Marine Corps terminology, "survey" means "disposition of materiel" after a situation has been examined. The survey procedure is the means by which materiel that is

ENCLOSURE (2)

6 Mar 90

damaged, deteriorated, lost, or stolen is dropped from the records. The procedures provide for a review of the condition of the materiel, the cause of the existing condition of the materiel, the individual(s) responsible for the condition, and the recommendation for the disposition of the materiel. The survey document provides the authorization to drop the materiel from the records on which it is carried.

b. General Information. The survey procedures outlined herein are only those peculiar to surveying POR's.

c. Survey Without Investigation. POR's may be dropped without investigation when culpable responsibility is not involved and when:

(1) Materiel is short, damaged, or lost in shipment and the value of the total loss, computed on the unit of issue box price, is less than \$1,000.

(2) POR's are lost as a result of physical deterioration, damage during handling, fire, water, or similar circumstances, and the value of the loss is less than \$1,000. Repetitive entries of the same item for the purpose of circumventing maximum limitation are not authorized.

d. Request for Survey. The responsible officer will initiate the request for survey in letter form to the commanding officer. The request shall contain a copy of the food inspector's recommendation and shall be forwarded with the submission of the form [NAVMC 11110](#) report. A copy will also be retained on file with the activity's copy of form [NAVMC 11110](#). The following data in addition to that provided by the medical officer will be inserted on each survey request prepared for POR items:

- (1) Name of the article(s).
- (2) Quantity.
- (3) Total cost price.
- (4) Date of pack.
- (5) Date of receipt.
- (6) Activity from which received.

(7) Pertinent data for evaluating the cause of loss, such as inadequate packing, improper storage conditions, condition upon receipt, and handling damage.

ENCLOSURE (2)

e. Procedures. The POR expenditure registers will be maintained to provide a cumulative expenditure history by the responsible officer handling POR's. The register will be used to itemize the type of losses described in paragraph 11a following, which occur to POR's. The following data shall be recorded for surveyed items:

- (1) Name of the article.
- (2) Quantity.
- (3) Total cost.
- (4) Date received.
- (5) From whom received.
- (6) Date of pack.
- (7) Present condition.
- (8) Date condition discovered.

11. Investigation of POR's

a. Definition and Purpose. An investigation for the purpose of these instructions is a procedure by which a commanding officer is afforded the means of determining facts related to materiel which is damaged, lost, destroyed, or stolen. Further, an investigation provides recommendations as to the disposition, retention, and further accountability of such supplies; and finally, the responsibility for the present condition of the lost or damaged materiel. All investigations will be per the guidance contained in MCO P4400.150.

b. When Required. All missing, destroyed, or damaged POR items belonging to or on charge to the Marine Corps will be made the subject of investigation when:

- (1) The cause of the condition is unknown.
- (2) The amount of POR's exceeds \$1,000.
- (3) It is required to relieve an individual of responsibility or to determine responsibility.

c. Request for Investigation. The responsible officer exercising custody over the POR's will submit a request for an investigation for missing, destroyed, or damaged POR's to the

ENCLOSURE (2)

commanding officer in letter form via the appropriate chain of command.

d. Action by the Commanding Officer. The commanding officer will determine whether a formal investigation is required. An investigation is required at all times when it appears that responsibility for lost or damaged POR's may be placed on a person or persons and when specifically directed by the commanding officer if circumstances are considered to warrant such action.

e. Action of the Investigating Officer. The investigating officer will report the information that is discovered as a result of the investigation. The report containing a preliminary statement, findings of fact, opinion as to the probable cause of and recommendation as to the responsibility for the loss or damage must be included in each investigation. Further, a recommendation must be included indicating that the person(s) named or indicated be held, or not held, responsible for the loss or damage. If the cause and responsibility cannot be determined, the investigating officer will so indicate and provide a brief summary of their rationale. A recommendation for the disposition of surveyed POR's will indicate whether the POR items have a salvage value is practical and economical.

f. The Elimination of Numerous Formal Investigations. To eliminate the necessity for numerous formal investigations on small quantities of POR items as the result of a single nonwillful or negligent act of a casual factor, the following procedures will be followed. This applies when the total value of the items does not exceed \$1,000.

(1) POR expenditure registers will be maintained by the responsible officer for entry of written recommendation as to the condition, cause, responsibility, and disposition of POR's. The responsible officer will sign their name and grade immediately following the remarks entered after each examination. At the end of each accounting period (monthly), the responsible officer administering POR's will prepare a certificate of adjustment, to include all items recorded in the POR expenditure register during the accounting period. The certificate of adjustment will include the following information:

- (a) Nomenclature.
- (b) NSN.
- (c) Total units.
- (d) Unit price.

ENCLOSURE (2)

(e) Total cost per line item.

(f) Grand total.

(2) After approval of the certificate of adjustment by the commanding officer, the certificate will be used to adjust the accounts of the officer administering subsistence stores.

(3) Individual investigation on survey losses in excess of \$1,000 or where willful negligence is involved, will not be entered in the POR expenditure register.

12. Disposition Instructions

a. POR's 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.

b. If consumption of meals in this manner is considered to be impractical, the number of excess meals should be reported to the CMC (LFS) for redistribution.

c. When POR's have been determined to be unfit for human consumption by food inspectors and the CMC (LFS) has been so advised, a certificate of unfitness will be prescribed. Supporting food inspectors shall contact the local property disposal officer per MCO P10110.31. Disposal method shall be by burning or burning or burying.

d. Should disposition result in the need for replacement of POR's to meet operational requirements, a request shall be submitted to the CMC (LFS) for replenishment.

13. Requests for POR's to Support Group Field Training Needs

a. The receiving/using unit should submit a request for POR's in letter format to the warehouse/issuing activity stating the number of POR's required for both personnel subsisted-in-kind and those paying cash for their meals.

b. Form [NAVMC 10789](#), and form NAVMC 10298, will be completed as identified in the following paragraphs. They will be turned in to the receiving/using unit supply at the time of receipt of POR's.

c. A monthly POR report, as identified in paragraph 4g of this Order, will be prepared by the receiving/using unit to record the total rations provided during a given month. A copy will be provided to the issuing activity and/or activity food service.

ENCLOSURE (2)

d. A copy of [NAVMCOMPT Form 2277](#), will be submitted to CMC (LFS).

14. Resale and Stockage of POR's by Individual Marines

a. The purchase of POR's issued to Marines or acquired by Marines through their units may be a criminal offense under the provisions of 18 U.S.C. 1024. The purchase of any "Military Stores" or other property furnished by the United States to any Marine is criminal if there is reason to believe that the property has been taken from the possession of or furnished by the United States.

b. The selling or other disposition by a Marine of Military Property of the United States, if done without proper authority, is an offense under Article 108, Uniform Code of Military Justice (UCMJ). POR's are either issued or sold to Marines in receipt of Basic Allowance for Subsistence (BAS) to be consumed during field training. This is consistent with the POR's being designed for individual or small group feeding when the tactical situation is so unstable that cooking facilities cannot be used. Any other use of a POR by a Marine may be a violation under Article 108, UCMJ.

c. The government retains an interest in POR meals issued or sold to Marines for consumption based on the fact that it subsidizes the purchase price of the POR's and issues them for a specific purpose. When a POR is purchased, the Marine is charged a reduced price and does not pay the full cost of the POR. Whether POR's are issued or purchased from a unit or purchased from a unit or purchased from a commissary, they are legally restricted from resale. POR's are for individual consumption, or for consumption by a Marine's immediate family only.

d. Under SECNAVINST 5370.2J section 301 and MCO 5370.3, Marines may not use their public office for private gain. Selling excess POR's appears to violate this prescription, since the Marine benefits personally from their official duties or office when they sell excess POR's.

e. Allowing POR's to be sold, given away or stored by individual Marines could expose the Marine Corps to litigation concerning who is responsible for the POR's when they spoil and cause a later owner of the POR's to be ill. Allowing the individual Marine to dispose of the POR as they wish increases the chances that the POR will not be stored in the manner specifically required by this Order. Failure to follow the guidelines and instructions in this Order could result in illness to a subsequent owner and a lawsuit against the Marine Corps.

ENCLOSURE (2)

6 Mar 90

15. Issuing POR's to Authorized Military Personnel. Procedures for enlisted BAS stoppage and officer payroll checkage for POR's consumed during field duty are listed below:

a. Field duty is defined in the Joint Federal Travel Regulations, Volume 1.

(1) Enlisted members, by law, are not entitled to BAS while TAD to field duty or sea duty. Therefore, enlisted BAS stoppage will commence on the first day of field duty status (receipt of TAD orders) and will be at the BAS rate in effect at the time of field duty status.

(2) Officers entitled to basic pay are entitled to BAS at all times. When consuming POR's, officers will pay the prescribed meal rate either by cash or collection from pay per the Department of Defense Military Pay and Allowance Entitlements Manual (DoDPM). However, upon receipt of travel orders to field duty status, officer payroll checkage will take effect at the current authorized meal rate.

b. An entry on the unit diary is made to initiate BAS/COMRAT stoppage and officer payroll checkage when personnel are TAD to field duty.

c. When serving with troops participating in field exercises and not under TAD orders, it is up to local commanders to determine policy for cash payment by individuals or officer payroll checkage and/or enlisted BAS stoppage by unit diary entry.

16. Issuing POR's at Government Expense. As a minimum, the following procedures will be used:

a. Form [NAVMC 10789](#) will be used to record the receipt of POR's by various categories of personnel entitled to SIK. (See enclosure (7).) The responsible officer will ensure that form [NAVMC 10789](#) is prepared in black ink per the following instructions:

(1) Right Hand Corner of Form. Record the unit.

(2) Date. Enter the date the meal (POR) is issued.

(3) Type of Meal. Check other (specify; i.e., MRE, RCW, etc).

(4) Category of Personnel. Separate form [NAVMC 10789's](#) will be used to record each category of personnel.

ENCLOSURE (2)

6 Mar 90

(5) Social Security Number. Self-explanatory.

(6) Command or Unit. Each individual logging in on the form [NAVMC 10789](#) will enter the abbreviated title of their command or unit in the space provided.

b. Exception Procedures

(1) While in a combat area.

(2) The use of a block signature method on the form [NAVMC 10789](#) is authorized for units, groups or formations authorized SIK during maneuvers and field exercises when actually subsisted under field conditions. Under these conditions, a signed statement will be made on form [NAVMC 10789](#) by the individual responsible for the unit, group or formation. To provide the most practical procedures under field conditions while still maintaining the best accountability and control of POR's, use of one form [NAVMC 10789](#) may be authorized per exercise, as determined by the commanding officer of the unit, group, or formation. The important element in the use of that accurate accountability of the number of meals actually issued to SIK personnel are reported on this form. The following examples of statements required to be entered on form [NAVMC 10789](#) are provided below:

"I acknowledge receipt of 300 (must be numerical) meals (POR's) for ONE HUNDRED (must be spelled out) individuals who are entitled to SIK for the period of 1 March 1989. (100 personnel consuming three POR meals per day)."

"I acknowledge receipt of 300 (must be numerical) meals (POR's) for ONE HUNDRED (must be spelled out) individuals who are entitled to SIK for the period of 1 through 3 March 1989. (100 personnel consuming one POR meal per day for 3 days)."

"I acknowledge receipt of 100 (must be numerical) meals (POR's) for ONE HUNDRED (must be spelled out) individuals who are entitled to SIK for the period of 1 March 1989. (100 personnel consuming one POR meal per day)."

17. Sale of POR's. The sale of POR's is discouraged in a field environment. If a sale is to be accomplished, the following instructions will apply:

a. Officers, civilians, and enlisted personnel in receipt of BAS and all personnel of other nations who are authorized to subsist will be charged the rates as applicable in the current Marine Corps Bulletin in the 10110 series.

ENCLOSURE (2)

b. Collection of funds should be made before the field exercise begins. This reduces the hardship incurred by the individual Marine in regard to safekeeping of funds in the field and eliminates cumbersome accounting involved in maintaining a credit system during field exercise or maneuvers.

18. Procedures for Control of Funds

a. Activity Collection Agent. The activity collection agent is an individual who has been appointed in writing by the commanding officer; performs duties relating to the collection of official funds; and holds funds for safekeeping, at a point other than a disbursing office. Paragraphs 041511.1 and 2 of NAVCOMPT Manual, Volume IV applies.

b. Unit Authorized Custodian. When estimated maximum amount to be collected daily or during other periods between deposits with the disbursing officer or other authorized person is estimated to be less than \$500, those individuals authorized to appoint collection agents may designate a member as an authorized custodian rather than a collection agent. The unit authorized custodian is normally assigned at the battalion/squadron level and collects funds received from the sale of POR's from the unit/organization. The unit authorized custodian must be appointed in writing. The unit authorized custodian will prepare the [NAVCOMPT Form 2277](#). Paragraphs 041502.8a and b and 041512.1 and 2 of [Form 2277](#). Paragraphs 041502.8a and b and 041512.1 and 2 of NAVCOMPT Manual, volume IV, applies.

19. Cash Meal Payment Sheet

a. Issue. The activity collection agent will procure form NAVMC 10298 from the regular source of supply and will issue them to the unit authorized custodians by serial numbers. A record of such issues will be maintained by the activity collection agent. Paragraph 5007 of MCO P4400.150C applies.

b. Preparation of Cash Meal Payment Sheet. The responsible officer will assure that form NAVMC 10298's are prepared as shown in enclosure (8). Pay grade designations may be used in the grade column for enlisted personnel.

c. Signatures. Form NAVMC 10298, when used for the sale of POR's, will be signed and dated by the mess cashier in the Cashier's block. The mess cashier will turn funds into the unit authorized custodian who will sign the designated block. The supply officer will sign in the block designated for collection agent.

ENCLOSURE (2)

d. Cash Overages (Plus)/Shortages (Minus). Record shortages as well as overages and indicate by a plus or minus sign. Overages in cash received from the sale of POR meals will be turned in to the disbursing officer on a cash turn-in basis.

e. Turn-In Procedures

(1) The unit authorized custodian will turn in all funds with the supporting cash collection voucher(s), [NavCompt Form 2277](#), to the disbursing officer or activity collection agent as determined by local regulations.

(2) The original of the form NAVMC 10298 will be retained by the authorized custodian. Retention of the green copy of the form NAVMC 10298 will be determined by local command.

f. Deposit With the Disbursing Officer. The authorized custodian or activity collection agent will turn in all funds to the disbursing officer as directed by local regulations. Paragraphs 043003 and 043115.2 of NAVCOMPT Manual, Volume IV applies.

(1) Funds collected for sale of POR's from BAS/COMRAT personnel, officers who are not in a pay checkage status, and approved civilians will be turned into the disbursing office using [NAVCOMPT Form 2277](#). Personnel receiving per diem must pay MRE/RCW price plus the per diem charge. See enclosure (8).

(2) Funds collected for POR's must be credited to MPMC appropriation 17_11-5, Subhead 2741, OBC 007, BCN 000000, SAO, AAA 000027, TTC 3C, PAA 000000, CC 000000073150. The third digit of the appropriation changes annually to reflect the current fiscal year (0 is for FY90). The first five positions of the cost code (CC) followed by two zeros should reflect the appropriate unit identification code (UIC). If the UIC contains less than five digits, precede the UIC number with zeros to fill the cost code. Units not assigned a UIC can use the DoD activity address codes (DoDAAC) or the Reporting Unit Code (RUC) instead. This field is used to capture the activity processing the [NAVCOMPT 2277](#).

(3) Funds collected for per diem charges are divided between two appropriations. Fifty percent is credited to MPMC appropriation 17_1105, Subhead 2702, OBC 007, BCN 000000, SAO, AAA 000027, TTC 3C, PAA 000000, CC 000000073810. Fifty percent is credited to O&MC appropriation 17_1105, Subhead 2720, OBC 007, BCN 000000, AAA 000027, TTC 3C, PAA 000000, CC 500TBED1MEAL.

(4) A copy of [NAVCOMPT Form 2277](#) certified by the disbursing officer is to be submitted to the appropriate FMF

ENCLOSURE (2)

commanders within 15 days after the end of each month that POR's are sold. The quantity and unit price of rations will be recorded on this form. Per diem charges will be recorded when applicable.

g. Verification of Records. The records of authorized custodians will be verified as required in the NAVCOMPT Manual, paragraph 041502.6. Upon completion of the quarterly verification, a report of the results will be promptly submitted to the activity commander and a copy of the report will be furnished to the agent involved.

20. Collection of Funds

a. Location of Authorized Custodian. The authorized custodian will be available to receipt for funds. A conspicuous sign will be displayed near this position to inform personnel not entitled to subsist at Government expense to pay for all meals consumed. It will also state that personnel in a per diem status are responsible for so notifying the agent.

b. Collection for Groups. When collecting funds from authorized groups, the following procedures shall apply:

(1) The total number of personnel in the group, plus the applicable food cost/per diem charge, shall be shown in the signature column. The extended group price shall be shown in the food cost/surcharge columns of form NAVMC 10298.

(2) The original authorization, stating total number of persons in the group and length of time the group is authorized to purchase meals, shall be attached to the original form NAVMC 10298. The unit commanding officer will sign the original authorization. The duplicate copy of the authorization shall be attached to the retained copy (green) at the unit.

(3) Entries made on form NAVMC 10298 for a group collection will be supported by names recorded by letter or lined tablet and appended to the respective document. One form NAVMC 10298 may be used per day.

21. Safekeeping of Funds

a. Adequate Safe. The authorized custodian will keep funds in a safe assigned exclusively for that individual's use. The combination lock will be an integral part (built into/nondetachable) of the safe. Modified safes to accommodate a hinge and hasp are not authorized for safekeeping of funds. Field safes will not be used for funds unless they have been chained or bolted in a place in such a manner that they cannot be removed, chapter 2, section 2 of NAVCOMPT Manual, volume IV, applies.

ENCLOSURE (2)

6 Mar 90

b. Safe Combinations. The combination to the safe will be made known only to the unit authorized custodian. The safe combination will be changed at least once every 6 months and/or upon relief of the unit authorized custodian.

c. Cash Boxes. Suitable metal cash boxes with a key are to be used while making collections and will be provided for the agent.

22. Loss of Cash Meal Payment Sheets. If blank form NAVMC 10298's are lost, the responsible individual; i.e., mess cashier or blank forms custodian will submit a statement regarding the loss to the activity commander. The original of this statement, with the activity commander's endorsement will be filed with the authorized custodian's records. If form NAVMC 10298's that contained a record of collection are lost, the unit commander will submit a statement to be used as a replacement payment sheet to the activity commander. This statement, with the activity commander's endorsement will be filed with the authorized custodians records. Funds involved will be handled on a regular turn-in basis.

23. Loss of Funds

a. Investigation Required. When funds from the sale of POR's are missing or lost, an investigation will be initiated per MCO P4400.150.

b. Final Action. Reports of investigation held in conjunction with shortages of funds derived from the sale of POR's in a unit will be submitted to the activity commander for final action.

c. Entries on Form NAVMC 10298. The daily recapitulation and accumulated food cost portions of the form NAVMC 10298 will be adjusted to reflect the total value of funds held after deducting the lost funds.

d. Supporting Paper. A copy of any report or investigation involving lost funds will be filed with authorized custodian records for adjustments to cash meal payment sheets.

e. Relief for Physical Loss. Paragraphs 041381 and 041382 of NavCompt Manual, Volume IV provide required procedures for relief for a physical loss or deficiency of any government funds.

ENCLOSURE (2)

SAMPLE PACKAGED OPERATIONAL RATION STATUS REPORT FROM
MARINE CORPS LOGISTICS BASE (MCLB), ALBANY, GEORGIA

UNITED STATES MARINE CORPS
MARINE CORPS LOGISTICS BASE
ALBANY GEORGIA 31704 5000

IN REPLY REFER TO
4400
838-2

From: Commanding General, Marine Corps Logistics Base, Albany
To: Commandant of the Marine Corps (LFS-4)

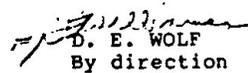
Subj: THIRD QUARTER POR REPORT FY-89, REPORT SYMBOL MC-4442-03 BCN 0567

Ref: (a) MCO P4400-84C

Encl: (1) Subject reports for period ending 30 Jun 89

1. Per the reference, the enclosure is forwarded.

2. If additional information is required, point of contact for the Marine Corps Logistics Base, Albany, Georgia, is Linda D. Adair, Integrated Logistics Support Mobile Equipment/Ordnance Division (Code 838-2), AUTOVON 567-6531.


D. E. WOLF
By direction

Copy to:

CMC (LCS) (RES)
CG, FMFPAC
CG, FMFLANT
CG, MCCDC Quantico, VA
CG, MCRD Parris Island, SC
CG, MCB Camp Pendleton, CA
CG, Fourth MARDIV New Orleans, LA
CG, Fourth MAW, New Orleans, LA
CG, MCB, Camp Lejeune, NC
CG, LFTC, Naval AMPH Base, Little Creek, Norfolk, VA
CG, MCAGCC, Twentynine Palms, CA
CO, MARBKS, Bangor, WA
CO, MARBKS, Yorktown, VA
CO, LFTC PAC, San Diego, CA
CO, MBKS, 8th & I, Washington, DC
CO, MARBKS, Colts Neck, NJ
CO, MCAS, Yuma, AZ
CO, MCSFBN PAC, Vallejo, CA
CO, MCSFCO, NAS, Brunswick, ME
Dir, Twelfth MCD, Treasure Island, CA

ENCLOSURE (3)

ENCLOSURE (3)

QUARTERLY FOR REPORT FOR PERIOD ENDING 30 JUN 89

EAST

RSA: MCLB, ALBANY, GA

TYPE MRE	DATE OF PACK	C/C	ON HAND		RECD		ISSUED		LOSS		GAIN		ON HAND	
			BEGIN	QTR	THIS	QTR	THIS	QTR	THIS	QTR	THIS	QTR	END	QTR
8970-00-149-1094	8711	A	65,942		0		15,678		1		0		50,263	
	8809	A	5,228		0		0		0		0		5,228	
	8810	A	5,423		0		0		0		0		5,423	
	8811	J	75,645		0		0		0		0		75,645	
	8812	J	13,679		0		0		0		0		13,679	
	8901	A	169,188		0		42,819		29,948		0		96,421	
	*8504	J	0		0		0		0		28,733		28,733	
	*8505	J	0		0		0		0		574		574	
	*8508	J	0		0		0		0		192		192	
TOTAL MRE			330,405		0		58,497		29,949		29,901		271,860	

*MRE Rotation--Material returned from SS Plans (Note: Qty 29,952 boxes were shipped on record purpose only; (RPO) Document #98838/9101/2000; however, only 29,901 boxes were returned, resulting in a loss of 51 boxes.

QUARTERLY FOR REPORT FOR PERIOD ENDING 30 JUN 89

EAST

RSA: MCLB, ALBANY, GA

FUEL BARS	C/C	ON HAND		ISSUED		LOSS		GAIN		ON HAND	
		BEGN	END	THIS	QTR	THIS	QTR	THIS	QTR	BEGN	END
MSN: 9110-00-889-3553	*A	480,641	1,783,612	559,484		0		0			1,704,769

* Qty of 1,590,120 reserved in Purpose Code N for Norway Prepositioning.

Note: In addition to the quantity of 1,704,769 shown above, MCLB Albany Ga has an additional quantity of 691,501 on hand which was procured for MPS.

3RD QTR STATUS OF ALLOCATION FOR FISCAL YEAR 1989

	MRE (BOX/CASE)	FBT (BAR)	RCW (RATION)
FMFLANT (OPERATING LEVEL)			
ALLOCATION FY-89	15,500	969,364	7,400
CUMULATIVE ISSUES	6,969	7,404	0
AVAIL FOR ISSUE	8,531	961,960	7,400
FMFLANT (SAFETY LEVEL)			
ALLOCATION FY-89	107,088	1,285,056	
CUMULATIVE ISSUES	71,616	850,752	
AVAIL FOR ISSUE	35,472	434,304	
MCB CAMP LEJEUNE NC			
ALLOCATION FY-89	34,529	97,318	
CUMULATIVE ISSUES	7,847	0	
AVAIL FOR ISSUE	26,682	97,318	
MCRD PARRIS ISLAND SC			
ALLOCATION FY-89	34,588	65,412	
CUMULATIVE ISSUES	22,570	65,412	
AVAIL FOR ISSUE	12,018	0	
QUANTICO VA			
ALLOCATION FY-89	18,528	69,973	600
CUMULATIVE ISSUES	8,790	61,500	0
AVAIL FOR ISSUE	9,738	8,473	600
FOURTH MAW			
ALLOCATION FY-89	5,826	16,437	
CUMULATIVE ISSUES	2,818	1,511	
AVAIL FOR ISSUE	3,008	13,655	
FOURTH MARDIV			
ALLOCATION FY-89	39,500	265,000	
CUMULATIVE ISSUES	38,642	129,047	
AVAIL FOR ISSUE	618	135,953	
MBKS YORKTOWN VA			
ALLOCATION FY-89	150	1,800	
CUMULATIVE ISSUES	0	0	
AVAIL FOR ISSUE	150	1,800	
MBKS 8TH & I WASHINGTON DC			
ALLOCATION FY-89	1,500	18,000	
CUMULATIVE ISSUES	700	8,400	
AVAIL FOR ISSUE	800	9,600	

ENCLOSURE (3)

3RD QTR STATUS OF ALLOCATION FOR FISCAL YEAR 1989

	MRE (BOX/CASE)	FBT (BAR)	RCW (BOX)
LFTCLANT NORFOLK VA			
ALLOCATION FY-89	539	900	
CUMULATIVE ISSUES	697	900	
AVAIL FOR ISSUE	(158)	0	
MARBKS COLTS NECK NJ			
ALLOCATION FY-89	66	792	150
CUMULATIVE ISSUES	60	0	0
AVAIL FOR ISSUE	6	792	150
MCSFCO BRUNSWICK, ME			
ALLOCATION FY-89	85	2,100	
CUMULATIVE ISSUES	85	1,200	
AVAIL FOR ISSUE	0	900	
DSPLN BKS FT LEAVENWORTH KS			
ALLOCATION FY-89	51	500	
CUMULATIVE ISSUES	45	400	
AVAIL FOR ISSUE	6	100	
HQBN MCLB ALBANY GA			
ALLOCATION FY-89	541	200	
CUMULATIVE ISSUES	514	0	
AVAIL FOR ISSUE	27	200	
ROOSEVELT ROADS			
ALLOCATION FY-89	76	912	
CUMULATIVE ISSUES	38	456	
AVAIL FOR ISSUE	38	456	
MAR FIN CTR KANSAS CITY, MO			
ALLOCATION FY-89	105	1,250	
CUMULATIVE ISSUES	7	80	
AVAIL FOR ISSUE	98	1,170	

ENCLOSURE (3)

ENCLOSURE (3)

QUARTERLY FOR REPORT FOR PERIOD ENDING 30 JUN 89

WEST

RSA: MCLB BARSTON CA

TYPE NRE	MSN: 8970-00-149-1094	DATE OF PACK	C/C	ON HAND		RECD THIS QTR	ISSUED THIS QTR		LOSS THIS QTR	GAIN THIS QTR	ON HAND END QTR
				BEGIN	QTR		BEGIN	QTR			
		8710	A	6,160	0	0	5,978	182	0	0	10,760
		8711	A	88,117	0	0	77,345	12	0	0	12,754
		8712	A	13,273	0	0	0	48	0	0	72,504
		8810	A	12,326	0	0	0	51	0	0	158,214
		8811	A	12,345	0	0	0	151	0	0	47,290
		8812	A	81,842	0	0	14,400	0	48	48	302,393
TOTAL NRE				400,517	0	0	97,723	449	48	48	2,754,572
FUEL BAR											
			C/C								
			A	3,150,858	0	0	396,286	0	0	0	2,754,572

3RD QTR STATUS OF ALLOCATION FOR FISCAL YEAR 1989

ACTIVITY	MRE (BOX/CASE)	FBT (BAR)	RCW (RATION)
FMFPAC (OPERATING LEVEL)			
ALLOCATION FY-89	91,368	383,305	500
CUMULATIVE ISSUES	52,852	81,702	0
AVAIL FOR ISSUE	38,516	301,603	500
FMFPAC (SAFETY LEVEL)			
ALLOCATION FY-89	46,896	562,952	
CUMULATIVE ISSUES	34,992	562,952	
AVAIL FOR ISSUE	11,904	0	
CG MCB CAMP PENDLETON, CA			
ALLOCATION FY-89	85,423	417,828	3,558
CUMULATIVE ISSUES	44,819	417,824	0
AVAIL FOR ISSUE	40,604	4	3,558
TWENTYNINE PALMS			
ALLOCATION FY-89	106,000	76,470	
CUMULATIVE ISSUES	37,000	72,000	
AVAIL FOR ISSUE	69,000	4,470	
MBKS BANGOR, WA			
ALLOCATION FY-89	300	0	
CUMULATIVE ISSUES	75	0	
AVAIL FOR ISSUE	225	0	
TWELFTH MCD TREASURE ISLAND, CA			
ALLOCATION FY-89	225	2,700	
CUMULATIVE ISSUES	160	1,920	
AVAIL FOR ISSUE	65	780	
LFTC PAC SAN DIEGO, CA			
ALLOCATION FY-89	370	0	
CUMULATIVE ISSUES	240	0	
AVAIL FOR ISSUES	130	0	
FMFPAC (3D FSSG)			
ALLOCATION FY-89	0	826,198	
CUMULATIVE ISSUES	0	502,785	
AVAIL FOR ISSUE	0	323,413	
COMCAB WEST, EL TORO CA			
ALLOCATION FY-89	1,019	12,228	
CUMULATIVE ISSUES	0	0	
AVAIL FOR ISSUE	1,019	12,228	

ENCLOSURE (3)

MCO 10110.40B
6 Mar 90

3RD QTR STATUS OF ALLOCATION FOR FISCAL YEAR 1989

	MRE (BOX/CASE)	FBT (BAR)	RCW (RATION)
MCAS YUMA, AZ			
ALLOCATION FY-89	300	3,369	
CUMULATIVE ISSUES	245	2,972	
AVAIL FOR ISSUE	55	397	
MCSFBNPAC VALLEJO CA			
ALLOCATION FY-89	800	9,300	264
CUMULATIVE ISSUES	781	3,158	0
AVAIL FOR ISSUE	19	6,142	264
MCLB BARSTOW CA			
ALLOCATION FY-89	30	360	
CUMULATIVE ISSUES	30	360	
AVAIL FOR ISSUE	0	0	
MCRD SAN DIEGO			
ALLOCATION FY-89	321	3,852	
CUMULATIVE ISSUES	321	3,852	
AVAIL FOR ISSUE	0	0	

ENCLOSURE (3)

SAMPLE UNSATISFACTORY MATERIAL REPORT (DD Form 1608)

UNSATISFACTORY MATERIAL REPORT (Substance)				SEE INSTRUCTIONS ON REVERSE SIDE		1. DATE PREPARED (FYMMDD)	
2A. NAME OF RECEIVING ACTIVITY				2A. NAME OF ORIGINATING ACTIVITY			
2B. ADDRESS (Exclude Street, City, State and ZIP Code)				2B. ADDRESS (Exclude Street, City, State and ZIP Code)			
2A. ITEM NOMENCLATURE						2B. SIS EVALUATION <input type="checkbox"/> YES <input type="checkbox"/> NO	
3. NATIONAL STOCK NUMBER				6. SPECIFICATION NUMBER / MPM NUMBER			
7A. NAME OF CONTRACTOR				5. SOURCE OF EQUIPMENT (Depot, Distribution Point, Stock Vendor, etc.)			
7B. PLANT ADDRESS (Exclude Street, City, State and ZIP Code)							
9. CONTRACT NUMBER		10. CONTRACTOR LOT NUMBER		11. PRODUCT CODE		12. DATE OF PACK (FYMMDD)	
13. REQUISITION NUMBER		14. DATE SUPPLIES RECEIVED (FYMMDD)		15. SIZE OF LOT / SHIPMENT a. CASES b. UNITS		16. QUANTITY ON HAND	
FOR ALL USERS (Food Service, Commissary, Veterans, Troop (Four Substances), Etc.)							
11. NARRATIVE DESCRIPTION OF UNSATISFACTORY QUALITY AND IDENTIFICATION OF DEFECTS							
S A M P L E							
18. RECOMMENDATIONS							
19A. NAME OF VERIFYING OFFICIAL (Last, First, MI)				19B. GRADE		19C. SIGNATURE	
19D. TELEPHONE NUMBER (A-AUTODYON C-COMM.)				19E. TITLE		19F. DATE (FYMMDD)	
INSPECTION RESULTS (When appropriate, form can be amended by users within 30 days of completion)							
20A. TYPE OF EXAMINATION	20B. INSPECTION LEVEL	20C. AQL	20D. CLASS OF DEFECT	20E. ACC. NUMBER	20F. REJECTION NUMBER	20G. SAMPLE SIZE	20H. NUMBER OF DEFECTS OR DEFECTIVES
21A. TYPED NAME OF AUTHORIZED INDIVIDUAL PERFORMING INSPECTION (Last, First, MI)				21B. GRADE		21C. SIGNATURE	
21D. TELEPHONE NUMBER (A-AUTODYON C-COMM.)				21E. TITLE		21F. DATE (FYMMDD)	

DD Form 1608

EDITION OF 1 APR 77 IS OBSOLETE

ENCLOSURE (4)

6 Mar 90

INSTRUCTIONS

GENERAL. This form should be used to report all unsatisfactory conditions on all subsistence items procured by the Defense Personnel Support Center and is not limited to those in nonconformance with specification requirements. Timely reporting is essential so that action, if appropriate, may be started prior to expiration of the warranty period. When unsatisfactory conditions are not related to specification requirements, special attention should be given to Item 17. Photographs are an excellent method for illustrating the exact nature of many discrepancies. Inspection and testing records should be forwarded with the UMR, when appropriate. Use additional sheets as necessary and identify with related item number.

ITEM 3 - State complete name and address in the clear.

ITEM 4A - State nomenclature in sufficient detail to insure identity including as necessary type, grade, class, etc. (See *Federal Supply Catalog C8900-SL* or *Master Item Identification List*)

ITEM 4B - SIS (*Subsistence Item Survey Evaluation*). Self-explanatory.

ITEM 6 - Specification number or Institutional Meat Purchase Specification (*IMPS*) number from shipping container. If Brand Name Contract, indicate "BNC".

ITEM 7 -- To be obtained from shipping container.

ITEM 8 - To be obtained from service supply activity. State the name of the DLA depot or distribution point or the vendor's name.

ITEMS 9 & 10 - To be obtained from shipping container.

ITEM 11 - List the manufacturer's product code (*usually shown as a series of numbers and letters printed or embossed on bottle, cartons, and cans*) found on primary containers. These codes may also be found printed or stenciled on shipping container.

ITEM 12 - To be obtained from shipping container.

ITEMS 13, 14, 15 & 16 - To be obtained from service supply activity records. Enter complete requisition number.

ITEM 17 - Include a narrative description of the unsatisfactory condition which makes the item unsuitable for intended use or affects consumer satisfaction or acceptance. List storage conditions or other factors which may relate to the unsatisfactory condition of the product. Indicate current status of product, i.e., on hold, normal issue, or expedited issue.

ITEM 18 - State recommendations regarding disposition of supplies, revision of specification requirements, revision of purchase requirements as to size of units and quantities. List all other discrepancy forms reporting this same discrepancy and item.

ITEMS 19 Through 21 - Self-explanatory.

ITEM 20C. Definition: Acceptable Quality Level (*AQL*). The maximum percent defective (*or the maximum number of defects per hundred units*) that, for the purpose of sampling inspection can be considered satisfactory as a process average (*MIL-STD-109*).

DISTRIBUTION

a. Originator will prepare original and three copies of report, retain one carbon copy and forward remainder to following appropriate service office.

- | | |
|---|--|
| Commander
US Army Troop Support Agency
ATTN: DALO-TAD-S
Fort Lee, VA 23801 | Commanding Officer
Navy Food Service Systems Office
ATTN: Code SGV
Washington, DC 20374 |
| Chief
Air Force Engineering & Svcs Ctr
(<i>Troop Issue/Specification Items Only</i>)
ATTN: DEHF
Tyndall AFB, FL 32403 | Commandant of the Marine Corps
Code LFS-4
Headquarters US Marine Corps
Washington, DC 20380 |
| Air Force Commissary Service
(<i>Brand Name Resale Items Only</i>)
ATTN: AFCOMS/SGV
Kelly Air Force Base, TX 78241 | |

b. Service Office will review reports for completeness and validity and, if valid and complete, forward:

- | | |
|---|--|
| Original for action to: Commander
Defense Personnel Support Center
ATTN: DPSC-ST(CCP)
Philadelphia, PA 19101 | Information copy to: Commander
-US Army Natick Research
& Development
Laboratories
Attn: DRDNA-W
Natick, MA 01760 |
|---|--|

SAMPLE MEAL VERIFICATION RECORD (FORM NAVMC 10789)

MEAL VERIFICATION RECORD (10110)
NAVMC 10789 (REV. 7-87) SN: 9500-00-008-3184 LR: PG OF 800 DATE:
(Previous editions are obsolete and will not be used)

TYPE OF MEAL (Check appropriate boxes)
 BREAKFAST LUNCH DINNER BRUNCH NIGHT MEAL OTHER (Specify)

CATEGORY OF PERSONNEL (Check appropriate boxes)		NAT'L GUARD (Specify Service)		OTHER (Specify)	
ARMY-CORPS-REGULAR	ARMY-RESERVE	NATIONAL GUARD	FOREIGN SERVICE		
ARMY-CORPS-RESERVE	AIR FORCE-REGULAR	COAST GUARD (Specify Service)	OTHER PATROL ENFORCEMENT (Specify)		
NAVY-REGULAR	AIR FORCE-RESERVE	CADETS (Specify Service)			
NAVY-RESERVE					

SOCIAL SECURITY NUMBER	COMMAND OR UNIT	SOCIAL SECURITY NUMBER	COMMAND OR UNIT
1		31	
2		32	
3		33	
4		34	
5		35	
6		36	
7		37	
8		38	
9		39	
10		40	
11		41	
12		42	
13		43	
14		44	
15		45	
16		46	
17		47	
18		48	
19		49	
20		50	
21		51	
22		52	
23		53	
24		54	
25		55	
26		56	
27		57	
28		58	
29		59	
30		60	

SAMPLE

TYPE OF MEAL		CATEGORY OF PERSONNEL	
SOCIAL SECURITY NUMBER	COMMAND OR UNIT	SOCIAL SECURITY NUMBER	COMMAND OR UNIT
01		06	
02		07	
03		08	
04		09	
05		10	
06		11	
07		12	
08		13	
09		14	
10		15	
11		16	
12		17	
13		18	
14		19	
15		20	
16		21	
17		22	
18		23	
19		24	
20		25	
21		26	
22		27	
23		28	
24		29	
25		30	
26		31	
27		32	
28		33	
29		34	
30		35	
31		36	
32		37	
33		38	
34		39	
35		40	
36		41	
37		42	
38		43	
39		44	
40		45	
41		46	
42		47	
43		48	
44		49	
45		50	
46		51	
47		52	
48		53	
49		54	
50		55	
51		56	
52		57	
53		58	
54		59	
55		60	
56		61	
57		62	
58		63	
59		64	
60		65	
61		66	
62		67	
63		68	
64		69	
65		70	
66		71	
67		72	
68		73	
69		74	
70		75	
71		76	
72		77	
73		78	
74		79	
75		80	
76		81	
77		82	
78		83	
79		84	
80		85	
81		86	
82		87	
83		88	
84		89	
85		90	
86		91	
87		92	
88		93	
89		94	
90		95	
91		96	
92		97	
93		98	
94		99	
95		100	
96		101	
97		102	
98		103	
99		104	
100		105	
101		106	
102		107	
103		108	
104		109	
105		110	

SAMPLE

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 (Typed or printed)	Signature of Meal Verification Supervisor
NAME AND GRADE OF AUTHORIZED CUSTODIAN (Typed or printed)	SIGNATURE OF AUTHORIZED CUSTODIAN
NAME AND GRADE OF UNIT COMMAND/OFFICER IN CHARGE (Typed or printed)	SIGNATURE OF UNIT COMMAND/OFFICER IN CHARGE

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

ENCLOSURE (7)

SAMPLE CASH MEAL PAYMENT SHEET (NAVMC 10298)

CASH MEAL PAYMENT SHEET (10110)
NAVMC 10298 (REV 8-84) (Previous editions will be used)
94 0000-00-000-3302 U/I PADS OF 80 3-PART SETS

BASEG FACILITY NO: _____ SERVING DATE: _____

NO. CHARGES	BREAKFAST		LUNCH		DINNER		D-SNACK		E-SNACK		NIGHT		TOTAL	
	AUTHORIZED PERM CHILD UNDER 12													
NO. CHARGES	AUTHORISED PERM CHILD UNDER 12													
BURCHARGES	AUTHORISED PERM CHILD UNDER 12													

DATE	LEGIBLE SIGNATURE	DL PER VEH N/A	FOOD COST	BUR CHARGE	GRAND	LEGIBLE SIGNATURE	DL PER VEH N/A	FOOD COST	BUR CHARGE
SAMPLE									

	DAILY RECAPITULATION				ACCUMULATED			
	FOOD COST		BURCHARGES		FOOD COST		BURCHARGES	
	AUTHORIZED PERSONNEL	CHILDREN UNDER 12						
BREAKFAST								
LUNCH								
DINNER								
D-SNACK								
E-SNACK								
NIGHT MEAL								
TOTAL								

CERTIFY that funds in the amount of _____ were collected/turned in on _____ date sheet	FOOD COST	BURCHARGES P#	TOTAL P#	RECEIPT is acknowledged for the amount recorded in the block titled "TOTAL".	FOOD COST	BURCHARGES P#	TOTAL P#
_____ (Cashier's Signature)	0	0	0	_____ (Signature of Collection Agent)	0	0	0
CERTIFIED correct and complete	CASH OVERAGE +/- (SHORTAGE +/-)				CASH OVERAGE +/- (SHORTAGE +/-)		
_____ (Sign of Unit Auth. Collection)				_____ (Date)			

SAMPLE VOUCHER FOR DISBURSEMENT AND/OR COLLECTION
(NAVCOMPT Form 2277)

1. Purpose DISEL <input checked="" type="checkbox"/> COLLECT <input checked="" type="checkbox"/>		2. Date	3. Reference Document No.	4. Bill Number	5. Voucher No.					
6. FROM: Marine Corps Development and Education Command Quantico, Virginia 22134			7. PAID BY: CHECK NO.							
S A M P L E										
8. TO: Disbursing Office MCDEC Quantico, Virginia 22134										
ARTICLES, SERVICES OR ITEMS										
9. INVOICE OR ORDER NO.	10. DATE OF DELIVERY/SERVICE	11. DESCRIPTION	12. QUANTITY	13. UNIT PRICE	14. AMOUNT					
	1-31 Jan 8	Sale of individual combat meals to authorized personnel								
		Food Cost 400 @ \$1.28 /l			\$512.00					
		* Surcharge 20 @ 1.80			36.00					
Sales reported herein are supported by (reference supporting documents as required by the NAVCOMPT Manual, par 047223.2b).										
15. DISCOUNT TERMS					16. TOTAL \$48.00					
17. TYPE OF PAYMENT OR BILL: COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL <input type="checkbox"/> PROGRESS <input type="checkbox"/> ADVANCE <input type="checkbox"/>										
ACCOUNTING CLASSIFICATION TO BE CREDITED (COLLECTION)										
18. ACORN	19. APPROPRIATION	20. SUB-HEAD	21. OBJ. CLASS	22. BUREAU CONTROL	23. SA	24. AAA	25. TT	26. PAA	27. COST CODE	28. AMOUNT (U.S. CURRENCY ONLY)
	17 1105*	2741	007	00000		000027	3C	000000	2 -----7315	\$512.00
	17 1105	2702	007	00000		000027	3C	000000	-----7381	18.00
	17 1106	2720	007	00000		000027	3C	000000	5007REEM	18.00
INSERT THE LAST DIGIT OF THE FISCAL YEAR										
29. TRANSPORTATION		30. DISCOUNT		31. TAX		32. RESERVE		33. MISCELLANEOUS		34. NET AMOUNT
1. Refer to the current MCBul in the 10110 series for appropriate charges reported herein will always be at the current authorized meal rate. 2. Insert the unit identification code as listed in the NAVCOMPT Manual, Vol 2, Chapter 6. Example: 000224-5120										
35. CURRENCY: DOLLARS										36. TOTAL DEDUCTIONS \$1.80
ACCOUNTING CLASSIFICATION TO BE CHARGED (DISBURSEMENT)										
37. ACORN	38. APPROPRIATION	39. SUB-HEAD	40. OBJ. CLASS	41. BUREAU CONTROL	42. SA	43. AAA	44. TT	45. PAA	46. COST CODE	47. AMOUNT (U.S. CURRENCY ONLY)
TOTAL NET AMOUNT TO BE PAID (BLOCK 28) MINUS BLOCK 12H										
14. INSPECTION REPORT NO:						15. GOVT B/L NO:				
16. APPROVED BY: _____						17. CERTIFIED BY: _____				
18. TITLE: _____						19. TITLE: _____				
20. (STATE): _____						21. (STATE): _____				
22. PAYMENT RECEIVED: * Surcharges to be collected from personnel drawing per diem shall 30/30 ratio for OAMC & MFC appropriations. ** Funds collected by Selected Marine Corps-Reserve (SMCR) Unit for Reserve Officer personnel shall be credited to the "Reserve Personnel, Marine Corps. Instr contained in MCO 10110.15.										

ENCLOSURE (9)