



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
2 NAVY ANNEX
WASHINGTON, DC 20380-1775

MCO 1510.72B
C 469
23 FEB 04

MARINE CORPS ORDER 1510.72B

From: Commandant of the Marine Corps
To: Distribution List

Subj: INDIVIDUAL TRAINING STANDARDS (ITS) SYSTEM FOR FOOD SERVICE OCCUPATIONAL FIELD
(OCCFLD) 33

Ref: (a) MCO 1510.34A
(b) MCO 1553.1B
(c) MCO 1553.2
(d) MCO 1553.3
(e) MCO 3500.27

Encl: (1) Description of an Individual Training Standard
(2) Management of Individual Training Standards
(3) Summary/Index of Individual Training Standards
(4) Common Individual Training Standards
(5) Training Support
(6) Individual Training Standards
(7) Summary/Index of Individual Training Standards by Specific Category (MOJT, DL, PST)

1. Purpose. To publish revised Individual Training Standards (ITS) at enclosures (1) through (7) for OccFld 33, Food Service.

2. Cancellation. MCO 1510.72A

3. Background

a. The references establish the system used to publish all training standards, provide policy, and assign training responsibilities, especially as applied to the Systems Approach to Training (SAT).

b. ITSS establish the training requirements for all Marines in the same occupational field (OccFld), Military Occupational Specialty (MOS), or billet. They provide a foundation upon which unit commanders, Functional Learning Center (FLC) directors, and distance learning (DL) developers build training packages for individual Marines as part of unit training plans or formal courses of instruction.

c. ITSS represent the skills that contribute to the unit mission as expressed in the Mission Performance Standards (MPS). Changes to doctrine or force structure or the introduction of new weapons or equipment may necessitate revision of this Order.

4. Summary of Revision. Extensive changes have been made to this Order and it should be reviewed in its entirety. Merger of MOS 3361 Subsistence Supply Clerk into MOS 3381 Food Service Specialist is reflected in this revision. Also included are the addition of ITSS for the Contracting Officer Representative/Quality Assurance Evaluator in support of the Regional Garrison Food Service Contract. Additionally, tasks have also been added to address the acquisition and fielding of the Field Food Service System.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

Appendix A to Enclosure (5) lists references with associated tasks and Appendix D to Enclosure (5) lists current Marine Corps Distance Learning Products with associated tasks. Enclosure (6) contains information on initial training settings, training content, and MCI products.

5. Information

a. ITSs are used by unit commanders, FLC directors, and DL developers to design, develop, conduct, and evaluate the individual training of Marines. Unit commanders are responsible for the sustainment of all individual tasks that have been deemed, through analysis, to support the unit's Mission Essential Task List (METL). Unit commanders can, therefore, use the tasks contained in this Order as the basis of individual training through Managed On-The-Job Training (MOJT), instruction in unit-level schools, or incorporation in their training plans. FLC directors and DL developers will derive Terminal Learning Objectives (TLO) and Enabling Learning Objectives (ELO) from the tasks, conditions, standards, and performance steps of each associated ITS. Task lists reported on Course Descriptive Data (CDD) submissions will consist of tasks contained in this Order that are designated for training at the appropriate level in the FLC. Task lists reported on Distance Learning Descriptive Data (DLDD) submissions will consist of tasks contained in this Order that are designated for DL training at the appropriate level.

b. Unit commanders and FLC directors are responsible for reviewing their training programs per reference (e) and making interventions that reduce risk to acceptable levels.

6. Action

a. Commanding General, Marine Corps Combat Development Command (CG MCCDC)

(1) Ensure all FLCs use this Order to train personnel to the standards required by grade and MOS.

(2) Ensure the Marine Corps Institute (MCI) and the Combat Visual Information Center (CVIC) provide standardized performance support tools (PST) and other training support requirements to facilitate training in units.

(3) Review, revise, and manage the upkeep of this Order in coordination with Operating Force and Supporting Establishment commanders and MOS Specialists/OccFld Managers.

(4) Ensure the Combat Development System identifies and mitigates the impact on training, by MOS and ITS, of all new equipment.

b. Commanding Generals of the Marine Forces and Supporting Establishment Commands and Commanders of Separate Organizations not Commanded by a General Officer

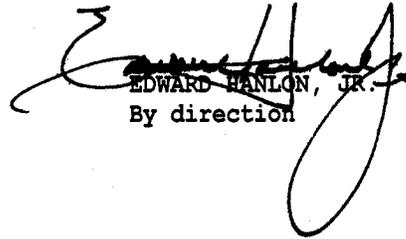
(1) Use this Order as the basis for individual training.

(2) Conduct MOJT programs and/or instruction in unit level schools to satisfy initial, sustainment, and refresher training requirements in so far as the tasks support unit mission requirements.

7. Submission of Recommendations and Requirements. Recommendations concerning the content of this Order are invited. Submit recommendations for additions, deletions, or modifications to CG MCCDC (C 472) via the chain of command.

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



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By direction

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DESCRIPTION OF AN INDIVIDUAL TRAINING STANDARD

1. ITS Designator. Each ITS has a unique three-part identifier that represents an MOS (or billet), a duty (or functional) area within that MOS, and a specific task included in that duty area. Each part is separated by periods. An example of an ITS Designator is 3302.02.08.

a. The first four positions ("3302" in the example above) represent the MOS or billet. For any ITS associated with an official MOS, the four digits must be identical to those assigned to the MOS in MCO P1200.7 (MOS Manual).

b. The middle two positions ("02" in the example above) represent the duty or functional area. Duty areas within a given MOS are assigned Arabic numerals. Duty areas 1 through 9 are always preceded by a leading zero. In the example above, "02" represents the second duty area under MOS 3302.

c. The last two positions ("08" in the example above) represent a specific task. Tasks within a specific duty or functional area are assigned Arabic numerals. Tasks 1 through 9 are always preceded by a leading zero. In the example above, "08" represents one task within the second duty area under MOS 3302.

2. ITS Components. There are six basic components of an ITS, five of which are mandatory:

a. Task. The task describes a specific and necessary behavior expected of a Marine in a particular MOS or billet. It is a clearly stated, performance-oriented action requiring a learned skill. Skills that "make" a Marine or qualify that Marine for an MOS are designated as "Core." Those advanced skills that are mission, grade, or billet specific are designated as "Core Plus."

b. Condition(s). This portion of the ITS describes the equipment, manuals, assistance/supervision, special physical demands, environmental conditions, and location affecting a Marine's performance of the task under real-world circumstances.

c. Standard(s). This portion of the ITS describes the level of proficiency to which the individual must perform the task.

d. Performance Steps. Collectively, the performance steps represent the logical sequence of actions required of the Marine to perform the task to standard. These actions are typically detailed in the references.

e. Reference(s). References are doctrinal publications, technical manuals, and other publications upon which the ITS and its performance steps are based. They should be readily available and provide detail to the procedures that are only summarized in the performance steps.

f. Administrative Instructions (Optional). Administrative instructions provide the trainer/instructor with special required or recommended circumstances, including safety precautions, relating to the training or execution of the task. These instructions may also clarify the meaning of the task.

3. ITS Training

a. Initial Training Setting. All ITSS are assigned an initial training setting

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that includes a specific location for initial instruction [Functional Learning Center (FLC) or Managed On-The-Job Training (MOJT)], a sustainment factor (number of months between evaluation or retraining to maintain the proficiency required by the standard), and a "Required By" grade (the lowest grade at which task proficiency is required).

b. Training Materiel (Optional). Training materiel includes all training devices, simulators, aids, equipment, and materials [except ammunition, distance learning (DL) products, and performance support tools (PST)] required or recommended to properly train the task under the specified conditions and to the specified standard.

c. Ammunition (Optional). This section includes any ammunition, explosives, and/or pyrotechnics required for proper training of the ITS.

d. Distance Learning Product(s) (Optional). This section includes a list of any currently available or planned DL products designed to provide training related to this task.

e. Performance Support Tool(s) (Optional). This section includes a list of any currently available or planned PSTs designed to provide training related to this task.

ENCLOSURE (1)

MANAGEMENT OF INDIVIDUAL TRAINING STANDARDS

1. ITS Use

a. ITSs form the basis for all individual training in Functional Learning Centers (FLC) and units. They are written for all MOSs in order to specify the critical skills required by units of their individual Marines in support of the unit's combat missions as defined in the unit's Mission Essential Task List (METL).

b. FLC directors are responsible for reviewing all ITSs marked for initial training at the FLC. They must conduct courses of instruction on those ITSs appropriate for their student populations in terms of grade or rank. The task portion of each ITS taught in a given course must appear in the Task List (Item 24) of the CDD for that course. In accordance with the Systems Approach to Training (SAT), a Program of Instruction (POI) must also be developed for the course.

c. ITSs provide measures of performance that can be used by unit commanders to diagnose individual deficiencies and design training. Noted deficiencies should be scheduled for remediation on training plans or through Managed On-The-Job Training (MOJT), as appropriate.

d. A Marine should continue to receive instruction on ITSs that support the unit's METL. Individual training cannot cease upon graduation from the FLC because FLCs cannot prepare every Marine to serve in every billet. Individuals should be given opportunities in the unit to gain experience and responsibility as quickly as possible.

2. ITS Maintenance

a. A relationship exists between ITSs and the threat to Marine forces. Changes in the threat often trigger corresponding changes in our weapons, equipment, or doctrine, which then necessitate producing new or updated training standards. Such action requires a team effort on the part of the operating forces, the FLCs, and staff agencies at both Headquarters, U.S. Marine Corps and the Marine Corps Combat Development Command (MCCDC).

b. ITSs are ultimately validated by unit commanders and FLC directors. Records of Proceedings (ROP) resulting from Course Content Review Boards (CCRB) conducted by FLCs are particularly well suited for recommending revisions. The ROP should contain a justification for each proposed addition, deletion, or change and should accompany any request to obtain authority to depart from the currently published ITSs. Unit commanders can recommend changes through participation in a school's CCRB or directly via the chain of command. Unless significant changes warrant earlier action, ITS orders are revised and republished on a 4-year cycle.

c. ITS management is a dynamic process involving user maintenance as the key to refining standards to best serve unit missions. ITS users should evaluate whether ITSs support or fail to support an MOS, and ITS components should be examined for realism and pertinence. Users are encouraged to submit recommended changes to published ITSs through the chain of command.

SUMMARY/INDEX OF INDIVIDUAL TRAINING STANDARDS

1. General. This enclosure is a summary listing of all ITS tasks grouped by MOS and Duty Area.
2. Format. The columns are as follows:
 - a. SEQ. Sequence Number. This number dictates the order in which tasks for a given duty area are displayed.
 - b. TASK. ITS Designator. This is the permanent designator assigned to the task when it is created.
 - c. TITLE. ITS Task Title.
 - d. CORE. An "X" appears in this column when the task is designated as a "Core" task required to "make" a Marine and qualify that Marine for the appropriate MOS. The absence of an "X" indicates that this is an advanced ("Core Plus") task that is mission, grade, or billet specific.
 - e. FLC. Functional Learning Center. An "X" appears in this column when the FLC is designated as the initial training setting. The absence of an "X" indicates that the initial training is accomplished through Managed On-The-Job Training (MOJT).
 - f. DL. Distance Learning Product. An "X" in this column indicates that at least one DL product is associated with this task. Consult enclosure (6) for details.
 - g. PST. Performance Support Tool. An "X" in this column indicates that at least one PST is associated with this task. Consult enclosure (6) for details.
 - h. SUS. Sustainment Training Period. An entry in this column represents the number of months between evaluation or retraining by the unit to maintain the proficiency required by the standard, provided the task supports the unit's METL.
 - i. REQ BY. Required By. An entry in this column depicts the lowest grade required to demonstrate proficiency in this task.
 - j. PAGE. Page Number. This column lists the number of the page in enclosure (6) that contains detailed information concerning this task.

<u>SEQ</u>	<u>TASK</u>	<u>TITLE</u>	<u>CORE</u>	<u>FLC</u>	<u>DL</u>	<u>PST</u>	<u>SUS</u>	<u>REQ BY</u>	<u>PAGE</u>
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MOS 3302, FOOD SERVICE OFFICER

DUTY AREA 01 - STAFF RESPONSIBILITIES

1)	3302.01.01	MONITOR INVENTORY OF EQUIPMENT					12	WO	6-A-1
2)	3302.01.02	DIRECT ASSIGNMENT OF FOOD SERVICE PERSONNEL WITHIN MILITARY SUBORDINATE ELEMENT					9	WO	6-A-1
3)	3302.01.03	MANAGE EXECUTION OF PLANS FOR PROCUREMENT/DISTRIBUTION OF EQUIPMENT	X	X			9	WO	6-A-2

ENCLOSURE (3)

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SEQ	TASK	TITLE	CORE	FLC	DL	PST	SUS	REQ	BY	PAGE
4)	3302.01.04	ESTABLISH PROCUREMENT REQUIREMENTS FOR DISTRIBUTION OF SUBSISTENCE	X	X				9	WO	6-A-2
5)	3302.01.05	SELECT SITE FOR FEEDING AND RATION DISTRIBUTION						9	WO	6-A-3
6)	3302.01.06	ESTABLISH QUALITY CONTROL PROGRAM FOR FOOD PREPARATION						12	WO	6-A-4
7)	3302.01.07	MONITOR EXECUTION OF FOOD SERVICE POLICIES AND PROCEDURES	X	X				12	WO	6-A-4
8)	3302.01.08	CONDUCT MENU PLANNING BOARD	X	X				12	WO	6-A-5
9)	3302.01.09	DEVELOP A COMMAND MASTER MENU	X	X				12	WO	6-A-5
10)	3302.01.10	EVALUATE FOOD SERVICE ACTIVITY			X			12	WO	6-A-6
11)	3302.01.11	ESTABLISH NUTRITION AWARENESS PROGRAMS						12	WO	6-A-7

DUTY AREA 02 - ADMINISTRATION

1)	3302.02.01	MONITOR THE COMPUTATION OF BASIC DAILY FOOD ALLOWANCE (BDF) FOR A FOOD SERVICE SYSTEM	X	X				3	WO	6-A-8
2)	3302.02.02	AUDIT FINANCIAL STATUS OF A FOOD SERVICE OPERATION	X	X				12	WO	6-A-8
3)	3302.02.03	ESTABLISH FOOD SERVICE OPERATING PROCEDURES	X	X	X			9	WO	6-A-9
4)	3302.02.04	EVALUATE QUALITY ASSURANCE OF CONTRACTS						12	WO	6-A-10
5)	3302.02.05	MONITOR THE COLLECTION/CONTROL OF PUBLIC FUNDS	X	X				12	WO	6-A-10
6)	3302.02.06	DETERMINE REQUIREMENTS FOR FOOD SERVICE CONTRACTS	X	X				12	WO	6-A-11
7)	3302.02.07	MONITOR PERFORMANCE OF A FOOD SERVICE CONTRACT	X	X				12	WO	6-A-11

DUTY AREA 03 - EXPEDITIONARY AND CONTINGENCY OPERATIONS

1)	3302.03.01	DEVELOP EMERGENCY/CATASTROPHE FEEDING PLAN	X	X				9	WO	6-A-14
2)	3302.03.02	DEVELOP ALTERNATE FEEDING PLAN	X	X				6	WO	6-A-14
3)	3302.03.03	REVIEW CLASS I SUBSISTENCE PORTION OF MARINE AIR GROUND TASK FORCE (MAGTF) OPERATIONAL PLANS	X	X	X			12	WO	6-A-15
4)	3302.03.04	DETERMINE EXERCISE FEEDING PLAN REQUIREMENTS WITH USE OF ENTIRE FAMILY OF OPERATIONAL RATIONS AND USE OF TRAY RATION HEATER SYSTEM AND THE FIELD FOOD SERVICE SYSTEM	X	X				9	WO	6-A-16
5)	3302.03.05	DEVELOP SUPPORT AGREEMENT REQUIREMENTS	X	X				12	WO	6-A-16
6)	3302.03.06	IMPLEMENT MOBILIZATION FEEDING PLAN	X	X				9	WO	6-A-17
7)	3302.03.07	PREPARE LETTER OF INSTRUCTION (LOI) FOR COMBAT SERVICE SUPPORT	X	X				12	WO	6-A-17
8)	3302.03.08	DEVELOP FOOD SERVICE APPENDIX TO OPERATION ORDER	X					12	Sgt	6-A-18

DUTY AREA 04 - FINANCIAL MANAGEMENT

1)	3302.04.01	DEVELOP BUDGET DATA INPUT REQUIRED BY THE PROGRAM OBJECTIVES MEMORANDUM	X	X	X			9	WO	6-A-20
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SEQ	TASK	TITLE	CORE	FLC	DL	PST	SUS	REQ BY	PAGE
2)	3302.04.02	PREPARE MILITARY PERSONNEL MARINE CORPS (MPMC) PROJECT 31/33 BUDGET	X	X			6	WO	6-A-20
3)	3302.04.03	PREPARE MILITARY PERSONNEL MARINE CORPS (MPMC) PROJECT 31 BUDGET IN SUPPORT OF FIELD FOOD SERVICE	X	X			6	WO	6-A-21
4)	3302.04.04	PREPARE OPERATIONS AND MAINTENANCE MARINE CORPS (O&MMC) BUDGET	X	X			9	WO	6-A-21
5)	3302.04.06	COMPUTE PACKAGED OPERATIONAL RATIONS (POR) REQUIREMENTS	X	X			9	WO	6-A-23
6)	3302.04.05	PREPARE PROCUREMENT MARINE CORPS (PMC) BUDGET	X	X			9	WO	6-A-22
7)	3302.04.07	PREPARE SUBSISTENCE OPERATION ANALYSIS REPORT (SOAR)/QUARTERLY SUBSISTENCE FINANCIAL REPORT (QSFR)	X	X	X		9	WO	6-A-24
8)	3302.04.08	MONITOR SUBSISTENCE REQUIREMENTS	X	X			9	WO	6-A-24
9)	3302.04.09	MAINTAIN CONSOLIDATED MEMORANDUM RECEIPTS (CMR)	X	X			9	WO	6-A-25

MOS 3381, FOOD SERVICE SPECIALIST

DUTY AREA 01 - ADMINISTRATION/ACCOUNTING

1)	3381.01.01	COMPUTE BASIC DAILY FOOD ALLOWANCE (BDF) FOR A FOOD SERVICE SYSTEM	X	X	X		9	SSgt	6-B-1
2)	3381.01.02	REVIEW DAILY COST ANALYSIS (DCA) OF A MESSHALL				X	9	SSgt	6-B-1
3)	3381.01.03	PREPARE A SUBSISTENCE OPERATIONAL ANALYSIS REPORT (SOAR)/QUARTERLY SUBSISTENCE FINANCIAL REPORT (QSFR)	X	X	X		6	SSgt	6-B-2
4)	3381.01.04	MAINTAIN HEAD COUNT RECORD				X	9	Cpl	6-B-3
5)	3381.01.05	EXECUTE MILITARY PERSONNEL MARINE CORPS (MPMC) PROJECT 31 BUDGET	X	X			9	SSgt	6-B-3
6)	3381.01.06	PREPARE MILITARY PERSONNEL MARINE CORPS (MPMC) PROJECT 31 BUDGET IN SUPPORT OF FIELD FOOD SERVICE	X	X			9	SSgt	6-B-4
7)	3381.01.07	MAINTAIN FINANCIAL/COST ACCOUNTING	X	X			9	SSgt	6-B-5
8)	3381.01.08	FORMULATE ANNUAL/QUARTERLY SUBSISTENCE-IN-KIND (SIK) REQUIREMENTS	X	X			9	SSgt	6-B-5
9)	3381.01.09	FORMULATE QUARTERLY OPERATIONAL RATION (OR) REQUIREMENTS	X	X			9	Cpl	6-B-6
10)	3381.01.10	MAINTAIN CASH HANDLING PROCEDURES					9	Cpl	6-B-7
11)	3381.01.11	PREPARE VOUCHERS FOR DISBURSEMENT AND/OR COLLECTION	X	X			9	Cpl	6-B-8
12)	3381.01.12	MONITOR FINANCIAL STATUS OF MESSHALL	X	X			9	Cpl	6-B-8
13)	3381.01.13	CONDUCT WATCH BRIEFINGS FOR FOOD SERVICE ACTIVITIES	X	X			9	Cpl	6-B-9
14)	3381.01.14	ESTABLISH FOOD SERVICE OFFICE OPERATING PROCEDURES	X	X	X		9	SSgt	6-B-9
15)	3381.01.15	PREPARE OPERATIONS AND MAINTENANCE MARINE CORPS (O&MMC) BUDGET	X	X			9	SSgt	6-B-10
16)	3381.01.16	FORMULATE FOOD SERVICE TRAINING PROGRAMS	X	X			9	SSgt	6-B-11
17)	3381.01.17	PERFORM QUALITY ASSURANCE OF CONTRACTS	X	X			9	SSgt	6-B-12
18)	3381.01.18	EVALUATE FOOD SERVICE ACTIVITY	X	X			9	MSgt	6-B-12

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SEQ	TASK	TITLE	CORE	FLC	DL	PST	SUS	REQ BY	PAGE
19)	3381.01.19	IMPLEMENT EMERGENCY/CATASTROPHE FEEDING PLAN	X	X			9	GySgt	6-B-13
20)	3381.01.20	IMPLEMENT ALTERNATE FEEDING PLAN	X	X			9	SSgt	6-B-13
21)	3381.01.21	IMPLEMENT NUTRITION AWARENESS PROGRAM	X	X			9	SSgt	6-B-14
22)	3381.01.22	PREPARE AN ASSIGNMENT ROSTER					9	SSgt	6-B-14
23)	3381.01.23	PROVIDE HOST SUPPORT AGREEMENT REQUIREMENTS	X	X			9	GySgt	6-B-15
24)	3381.01.24	IMPLEMENT A MOBILIZATION FEEDING PLAN	X	X			9	GySgt	6-B-15
25)	3381.01.25	PREPARE FOOD SERVICE EMBARKATION REQUIREMENTS	X	X			9	SSgt	6-B-16
26)	3381.01.26	PREPARE LETTER OF INSTRUCTION (LOI) FOR COMBAT SERVICE SUPPORT	X	X			12	GySgt	6-B-17
27)	3381.01.27	MAINTAIN CONSOLIDATED MEMORANDUM RECEIPTS (CMR)	X	X			9	Cpl	6-B-17
28)	3381.01.28	MAINTAIN MAN-DAY FED ENTRY (MDFEDMAN) REPORT	X	X	X		9	Cpl	6-B-18
29)	3381.01.29	MAINTAIN PRICE LISTS	X	X	X		6	Cpl	6-B-19
30)	3381.01.30	MAINTAIN REQUISITIONS FILE	X	X			6	Cpl	6-B-19
31)	3381.01.31	MAINTAIN PURCHASE AND DELIVERY FILES	X	X			6	Cpl	6-B-20
32)	3381.01.32	MANAGE PURCHASING ORDERS/ORDSUM	X	X	X		6	Cpl	6-B-21
33)	3381.01.33	PREPARE ISSUE AND RECEIPT DOCUMENTS	X	X	X		6	Cpl	6-B-21
34)	3381.01.34	CONSOLIDATE REQUISITIONS	X	X			6	Cpl	6-B-22
35)	3381.01.35	PROVIDE REQUISITION STATUS/ORDSUM TO CUSTOMER	X	X			6	Cpl	6-B-23
36)	3381.01.37	PREPARE REPORT OF DISCREPANCIES (ROD)	X	X			6	Cpl	6-B-23
37)	3381.01.38	DETERMINE REQUIREMENTS FOR FOOD SERVICE CONTRACTS		X			9	MSgt	6-B-24
38)	3381.01.39	MONITOR PERFORMANCE OF A FOOD SERVICE CONTRACT	X	X			12	MSgt	6-B-25

DUTY AREA 02 - HOUSKEEPING/SANITATION

1)	3381.02.01	CLEAN MESSHALLS AND MESS EQUIPMENT	X	X	X		6	PFC	6-B-27
2)	3381.02.02	PREPARE UDR/QDR	X	X			6	SSgt	6-B-27
3)	3381.02.03	CONDUCT INSPECTION OF FOOD SERVICE FACILITIES	X	X			6	Sgt	6-B-28
4)	3381.02.04	DISPOSE OF DAMAGED/DETERIORATED SUPPLIES	X	X	X		6	PFC	6-B-29

DUTY AREA 03 - SUBSISTENCE OPERATIONS

1)	3381.03.01	DETERMINE SUBSTITUTIONS FOR SUBSISTENCE ITEMS					9	Sgt	6-B-31
2)	3381.03.02	RECONCILE ADDITIONAL DEMANDS LIST (ADL)	X	X	X		9	Cpl	6-B-31
3)	3381.03.03	ROTATE SUBSISTENCE SUPPLIES	X	X	X		6	PFC	6-B-32
4)	3381.03.04	MANAGE SEMIPERISHABLE/PERISHABLE SUBSISTENCE AND OPERATIONAL RATIONS (OR)	X	X	X		6	Cpl	6-B-33
5)	3381.03.05	DECONTAMINATE SUBSISTENCE SUPPLIES					12	Cpl	6-B-33
6)	3381.03.06	PREPARE DAILY FOOD COST ANALYSIS/DCANAMH	X	X	X		6	Cpl	6-B-34
7)	3381.03.07	PERFORM BASIC LEVEL COMPUTER MAINTENANCE	X	X			6	Cpl	6-B-35
8)	3381.03.08	PREPARE SUBSISTENCE INVENTORY ADJUSTMENT	X	X			6	Cpl	6-B-35
9)	3381.03.09	MANAGE SUBSISTENCE ISSUE RECEIPTS (SIR)/PICKLIST	X	X			6	Cpl	6-B-36
10)	3381.03.10	MAINTAIN A RATION ISSUE OPERATION	X	X	X		9	SSgt	6-B-37
11)	3381.03.11	CONDUCT SUBSISTENCE INVENTORY					6	Cpl	6-B-38

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SEQ	TASK	TITLE	CORE	FLC	DL	PST	SUS	REQ BY	PAGE
12)	3381.03.12	COORDINATE ISSUE/DELIVERY OF SUBSISTENCE SUPPLIES			X		6	Cpl	6-B-38
13)	3381.03.13	MAINTAIN WAREHOUSE LOCATOR DECK					6	Cpl	6-B-39
14)	3381.03.14	PREPARE CERTIFICATE OF ISSUE	X	X	X		4	Cpl	6-B-40
<u>DUTY AREA 04 - MENU PLANNING</u>									
1)	3381.04.01	COMPUTE DAILY MENU REQUIREMENTS/PREPREP	X	X	X		9	Cpl	6-B-41
2)	3381.04.02	ADJUST RECQUA PORTIONS/BATCHES	X	X	X		9	PFC	6-B-41
3)	3381.04.03	FORECAST/FORMULATE SUBSISTENCE REQUIREMENTS	X	X			9	Sgt	6-B-42
4)	3381.04.04	COMPUTE OPERATIONAL RATIONS (OR) REQUIREMENTS	X	X			9	SSgt	6-B-43
5)	3381.04.05	PREPARE PREPREP	X	X			9	Sgt	6-B-43
6)	3381.04.06	COMPUTE MILITARY PERSONNEL MARINE CORPS (MPMC) PROJECT 31 BUDGET	X	X			9	SSgt	6-B-44
7)	3381.04.07	PREPARE PROGUIDE AND COOK'S WORKSHEET	X	X			9	SSgt	6-B-44
8)	3381.04.08	CONDUCT MENU PLANNING BOARD					12	MSgt	6-B-45
9)	3381.04.09	DEVELOP A MASTER MENU					12	MSgt	6-B-46
10)	3381.04.10	PERFORM RATION BREAKDOWN	X	X	X		6	PFC	6-B-47
<u>DUTY AREA 05 - BEVERAGE PREPARATION</u>									
1)	3381.05.01	PREPARE BEVERAGES	X	X	X		9	PFC	6-B-49
<u>DUTY AREA 06 - BREAKFAST FOOD PREPARATION</u>									
1)	3381.06.01	PREPARE HOT CEREALS	X	X			9	PFC	6-B-50
2)	3381.06.02	PREPARE FRENCH TOAST/PANCAKES/WAFFLES/FRITTERS/HASH BROWNS/HOME FRIED POTATOES	X	X			9	PFC	6-B-50
3)	3381.06.03	PREPARE EGGS	X	X			9	PFC	6-B-51
4)	3381.06.04	PREPARE BREAKFAST MEATS	X	X			9	Pvt	6-B-51
<u>DUTY AREA 07 - SALAD PREPARATION</u>									
1)	3381.07.01	PREPARE SALAD	X	X			9	PFC	6-B-53
<u>DUTY AREA 08 - SOUP PREPARATION</u>									
1)	3381.08.01	PREPARE SOUPS	X	X			9	PFC	6-B-54
<u>DUTY AREA 09 - VEGETABLE PREPARATION</u>									
1)	3381.09.01	PREPARE VEGETABLES	X	X			9	PFC	6-B-55
<u>DUTY AREA 10 - DRESSING/GRAVY/SAUCE PREPARATION</u>									
1)	3381.10.01	PREPARE GRAVIES AND SAUCES	X	X			9	PFC	6-B-56
2)	3381.10.02	PREPARE BREAD DRESSING	X	X			9	PFC	6-B-56
<u>DUTY AREA 11 - ENTREE PREPARATION</u>									
1)	3381.11.01	PREPARE PASTA AND STARCH PRODUCTS	X	X			9	PFC	6-B-58
2)	3381.11.02	PREPARE MEAT/POULTRY/SEAFOOD	X	X			9	PFC	6-B-58

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SEQ	TASK	TITLE	CORE	FLC	DL	PST	SUS	REQ	BY	PAGE
3)	3381.11.03	PREPARE CASSEROLES AND STEWS	X	X			9	PFC		6-B-59
4)	3381.11.04	PERFORM MEAT BREAKOUT	X	X			3	PFC		6-B-59
<u>DUTY AREA 12 - DESSERT PREPARATION</u>										
1)	3381.12.01	BAKE CAKES	X	X			9	PFC		6-B-61
2)	3381.12.02	PREPARE FROSTING	X	X	X		9	PFC		6-B-61
3)	3381.12.03	DECORATE A CAKE	X	X			9	Cpl		6-B-62
4)	3381.12.04	PREPARE COOKIES	X	X	X		9	PFC		6-B-62
5)	3381.12.05	PREPARE PIE	X	X	X		9	PFC		6-B-63
<u>DUTY AREA 13 - BREAD/ROLLS PREPARATION</u>										
1)	3381.13.01	PREPARE ROLLS	X	X			9	PFC		6-B-65
2)	3381.13.02	PREPARE DANISH/SWEET DOUGH	X	X	X		9	PFC		6-B-65
3)	3381.13.03	PREPARE QUICK BREADS	X	X			9	PFC		6-B-66
<u>DUTY AREA 14 - OTHER PREPARATION</u>										
1)	3381.14.01	PREPARE SANDWICHES	X	X			9	PFC		6-B-67
2)	3381.14.02	PREPARE GARNISHES	X	X			9	PFC		6-B-67
3)	3381.14.03	PREPARE BOX LUNCHES/IN-FLIGHT MEALS					9	PFC		6-B-67
<u>DUTY AREA 15 - FOOD SERVICE</u>										
1)	3381.15.01	SET UP SERVING LINE	X	X	X		9	PFC		6-B-69
2)	3381.15.02	SERVE MENU ITEMS FROM SERVING LINE	X	X	X		9	PFC		6-B-69
<u>DUTY AREA 16 - FOOD SERVICE EQUIPMENT OPERATION AND MAINTENANCE</u>										
1)	3381.16.01	SET UP DISHWASHING MACHINE					9	PFC		6-B-71
2)	3381.16.02	OPERATE FOOD SERVICE EQUIPMENT	X	X			9	PFC		6-B-71
3)	3381.16.03	PERFORM MAINTENANCE ON FOOD SERVICE EQUIPMENT					9	PFC		6-B-72
4)	3381.16.04	MAINTAIN EQUIPMENT RECORDS	X	X	X		9	Cpl		6-B-73
5)	3381.16.05	MAINTAIN TABLEWARE/MINOR PROPERTY RECORDS					9	Cpl		6-B-73
6)	3381.16.06	CONDUCT INVENTORY OF UNIT TABLE OF EQUIPMENT (T/E) ASSETS					9	Cpl		6-B-74
7)	3381.16.07	FORMULATE LONG-RANGE EQUIPMENT REPLACEMENT AND PROCUREMENT	X	X			9	SSgt		6-B-74
8)	3381.16.08	FORMULATE CLASS I PERSONNEL AND EQUIPMENT REQUIREMENTS FOR DEPLOYED UNITS	X	X			9	SSgt		6-B-75
9)	3381.16.09	PREPARE EQUIPMENT REPAIR ORDERS (ERO)			X		9	Cpl		6-B-75
10)	3381.16.10	PERFORM MAINTENANCE MANAGEMENT PROCEDURES	X	X	X		9	Cpl		6-B-76
11)	3381.16.11	PREPARE AND EQUIPMENT REPAIR ORDER SHOPPING LIST (EROSL-NAVMC 10925)			X		9	Cpl		6-B-77
12)	3381.16.12	MONITOR THE DAILY PROCESS REPORT (DPR)					9	Cpl		6-B-77
13)	3381.16.13	DEVELOP PREVENTIVE MAINTENANCE SCHEDULES	X	X			9	Cpl		6-B-78

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SEQ	TASK	TITLE	CORE	FLC	DL	PST	SUS	REQ	BY	PAGE
<u>DUTY AREA 17 - SUPERVISION</u>										
1)	3381.17.01	INSPECT FOOD SERVICE PERSONNEL	X	X	X		9	Cpl		6-B-80
2)	3381.17.02	SUPERVISE PREPARATION/SERVING OF FOOD	X	X			9	Cpl		6-B-80
<u>DUTY AREA 18 - FIELD KITCHEN OPERATIONS</u>										
1)	3381.18.01	SUPERVISE THE SETUP AND DISMANTLEMENT OF FIELD MESS	X	X	X		9	SSgt		6-B-82
2)	3381.18.02	SERVE FOOD USING TABLE OF EQUIPMENT (T/E) EQUIPMENT	X	X	X		9	PFC		6-B-82
3)	3381.18.03	PREPARE UNITIZED RATIONS AND "A" RATION ENHANCEMENTS USING T/E	X	X	X		9	PFC		6-B-83
4)	3381.18.04	OPERATE M2 BURNER UNIT	X	X			9	PFC		6-B-84
5)	3381.18.05	OPERATE IMMERSION WATER HEATER			X		9	PFC		6-B-84
6)	3381.18.06	SET UP/MAINTAIN DISHWASHING BATTERY	X	X	X		9	PFC		6-B-85
7)	3381.18.07	OPERATE TRAY RATION HEATER	X	X			9	PFC		6-B-86
8)	3381.18.08	PERFORM PREVENTIVE MAINTENANCE ON FIELD FOOD SERVICE EQUIPMENT	X	X			9	PFC		6-B-86
9)	3381.18.09	PERFORM TRAY RATION HEATER SYSTEM MAINTENANCE	X				9	Cpl		6-B-87
10)	3381.18.10	SUPERVISE THE SETUP AND DISMANTLEMENT OF THE FIELD FOOD SERVICE SYSTEM (FFSS)	X	X			9	SSgt		6-B-87
11)	3381.18.11	PREPARE FOOD USING THE MRDK	X				9	PFC		6-B-88
12)	3381.18.12	SET UP FIELD SANITATION UNIT	X				12	Pvt		6-B-89

COMMON INDIVIDUAL TRAINING STANDARDS

1. General. This enclosure lists the ITS tasks common to more than one MOS within the OccFld. It is designed to assist the trainer in consolidating training for common tasks.

2. Format. The columns are as follows:

a. TASK TITLE. A listing of all tasks common to at least two MOSs.

b. COMMON TASK NUMBERS. A listing of the ITS designators for all ITSs containing the same task title.

<u>TASK TITLE</u>	<u>COMMON TASK NUMBERS</u>	
CONDUCT MENU PLANNING BOARD	3302.01.08	3381.04.08
DETERMINE REQUIREMENTS FOR FOOD SERVICE CONTRACTS	3302.02.06	3381.01.38
EVALUATE FOOD SERVICE ACTIVITY	3302.01.10	3381.01.18
MAINTAIN CONSOLIDATED MEMORANDUM RECEIPTS (CMR)	3302.04.09	3381.01.27
MONITOR PERFORMANCE OF A FOOD SERVICE CONTRACT	3302.02.07	3381.01.39
PREPARE LETTER OF INSTRUCTION (LOI) FOR COMBAT SERVICE SUPPORT	3302.03.07	3381.01.26
PREPARE MILITARY PERSONNEL MARINE CORPS (MPMC) PROJECT 31 BUDGET IN SUPPORT OF FIELD FOOD SERVICE	3302.04.03	3381.01.06
PREPARE OPERATIONS AND MAINTENANCE MARINE CORPS (O&MMC) BUDGET	3302.04.04	3381.01.15

TRAINING SUPPORT

1. This enclosure summarizes five categories of training support by ITS for the entire OccFld:

Appendix A: References

Appendix B: Training Materiel

Appendix C: Ammunition, Explosives, and Pyrotechnics

Appendix D: Distance Learning Products

Appendix E: Performance Support Tools

2. If support identified in any appendix is not applicable to this OccFld, the appendix will include a statement to that effect.

REFERENCES

1. General. References are doctrinal publications, technical manuals, and other publications upon which an ITS and its performance steps are based. They should be readily available and provide the detailed procedures for accomplishing the task. This section includes a list of all reference publications associated with any task in this OccFld.

2. Format. The columns are as follows:

a. REFERENCES. This column summarizes all references associated with at least one ITS task in this OccFld.

b. TASK NUMBERS. A listing of all ITS tasks to which the corresponding reference is associated.

<u>REFERENCES</u>	<u>TASK NUMBERS</u>			
Applicable Computer Operator's/Maintenance Manuals	3381.03.07			
Applicable TMs (Field Equipment Only)	3381.16.03 3381.16.13	3381.16.04	3381.16.06	3381.16.10
Applicable TMs and SLs	3381.01.25	3381.18.01	3381.18.10	
Appropriate Equipment User's Manuals	3381.05.01 3381.06.04 3381.10.01 3381.11.03 3381.12.05 3381.16.01	3381.06.01 3381.07.01	3381.06.02 3381.08.01 3381.11.01 3381.12.02 3381.13.02	3381.06.03 3381.09.01 3381.11.02 3381.12.04 3381.13.03
Battle Skills Training (BST)	3381.18.06			
Civil Defense Guidelines	3302.03.01	3381.01.19		
DOD Financial Management Regulation Volume 11A	3381.04.06			
DPSC Handbook	3381.01.08	3381.01.09		
Federal Acquisition Regulation	3302.02.06	3302.02.07	3381.01.38	3381.01.39
Local Emergency Plans	3302.03.01	3381.01.19		
MCFMIS Guidelines	3302.01.07 3302.04.04 3381.01.02 3381.01.08 3381.01.21 3381.01.31	3302.01.09 3302.04.07 3381.01.03 3381.01.09 3381.01.28 3381.01.32	3302.02.01 3302.04.08 3381.01.04 3381.01.12 3381.01.29 3381.01.33	3302.02.02 3381.01.01 3381.01.07 3381.01.15 3381.01.30 3381.01.34

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REFERENCES	TASK NUMBERS			
	3381.03.06	3381.03.08	3381.03.09	3381.03.11
	3381.03.14	3381.04.01	3381.04.02	3381.04.05
	3381.04.06	3381.04.07	3381.04.09	3381.11.04
	3381.12.04	3381.12.05	3381.17.02	
Management Data List (ML-MC)	3302.01.01			
Marine Corps Mobilization Management Plan (MPLAN)	3302.01.05			
Master Menu	3302.01.06			
Material Safety Data Sheet (MSDS)	3381.02.01	3381.03.05	3381.16.01	3381.16.02
	3381.18.02	3381.18.04	3381.18.05	3381.18.06
	3381.18.08	3381.18.12		
NAVCOMPT MANUAL, Vol II	3302.01.03			
NAVCOMPT VOL 4	3302.02.05			
Operator's Manual	3381.16.02			
Purchase and Contract Manual	3381.01.08	3381.01.09	3381.01.17	
Regional/Local Food Service Contract	3302.02.06	3302.02.07	3381.01.10	3381.01.17
	3381.01.19	3381.01.20	3381.01.38	3381.01.39
TM for FSU/MRDK	3381.18.12			
TM for the MRDK	3381.18.11			
Vendor Catalog	3381.01.29	3381.01.32	3381.03.01	3381.04.09
DOD 7000.14-R, (Volume IV of NAVCOMPT Manual)	3302.01.03	3381.01.10	3381.01.11	
DPSC HANDBOOK 4235.2, CONUS Semiperishable Subsistence	3381.01.33	3381.01.35	3381.03.01	
FM 10-23, Army Food Service Operations	3381.18.10	3381.18.12		
FM 21-10, Field Hygiene and Sanitation	3381.02.03	3381.18.01	3381.18.06	3381.18.08
	3381.18.10	3381.18.12		
FMFPAC/LANTO 10110.2, SOP for Food Service/Sub-Support within FMF-FMFPAC	3302.03.07	3381.03.10		
FSC 7300-IL, Federal Supply Catalog Identification List	3302.01.01	3381.01.15		
FSC C7300-IL, Group 73 Federal Supply Catalog Identification List	3302.04.04	3381.16.03	3381.16.04	3381.16.05
	3381.16.07			

Appendix A to
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REFERENCES	TASK NUMBERS			
FSC C8900-PL, Federal Supply Catalog, Group 89 Subsistence	3302.01.09 3381.04.08	3302.04.03 3381.04.09	3381.01.06	3381.01.33
FSC C8900-SL, Federal Supply Catalog Stock List	3302.01.09 3381.03.01 3381.04.09	3302.04.06 3381.04.03 3381.04.10	3381.01.29 3381.04.04	3381.01.33 3381.04.08
MCDP 4, Logistics	3302.03.08			
MCO 10110.21, Inspections of Subsistence Supplies and Services	3381.02.04	3381.03.04		
MCO 10110.40, Policy for Requisition, Issue, and Control of Packaged Operational Rations	3302.04.06	3381.04.04		
MCO 1510.34, Individual Training Standards Systems (ITSS)	3302.02.02	3381.01.16		
MCO 1580.6, Food Service and Education Program	3381.01.16			
MCO 3000.8, Empl USMC Resources Civil Disaster	3302.03.01			
MCO 4400.15, Intermediate Level Supervisor Management Policy	3302.01.01			
MCO 4400.150, Consumer Level Supply Policy Manual	3302.01.01			
MCO 5210.11, Records Management Program USMC	3302.02.03	3381.01.14		
MCO P10110.14, Food Service Standard Operating Procedures	3302.01.01 3302.01.08 3302.02.01 3302.02.05 3302.03.02 3302.03.08 3302.04.07 3381.01.04 3381.01.08 3381.01.12 3381.01.17 3381.01.24 3381.01.32 3381.01.39 3381.03.01 3381.03.09 3381.03.14 3381.04.06 3381.04.10 3381.16.04	3302.01.02 3302.01.09 3302.02.02 3302.02.06 3302.03.04 3302.04.02 3381.01.01 3381.01.05 3381.01.09 3381.01.13 3381.01.18 3381.01.25 3381.01.34 3381.02.02 3381.03.04 3381.03.10 3381.04.01 3381.04.07 3381.14.03 3381.16.05	3302.01.04 3302.01.10 3302.02.03 3302.02.07 3302.03.05 3302.04.03 3381.01.02 3381.01.06 3381.01.10 3381.01.14 3381.01.20 3381.01.28 3381.01.35 3381.02.03 3381.03.06 3381.03.11 3381.04.03 3381.04.08 3381.16.02 3381.16.07	3302.01.07 3302.01.11 3302.02.04 3302.03.01 3302.03.06 3302.04.05 3381.01.03 3381.01.07 3381.01.11 3381.01.16 3381.01.21 3381.01.29 3381.01.38 3381.02.04 3381.03.08 3381.03.12 3381.04.05 3381.04.09 3381.16.03 3381.16.08

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<u>REFERENCES</u>	<u>TASK NUMBERS</u>			
	3381.17.02			
MCO P10110.17, USMC Nutrition and Menu Planning Manual	3302.01.02 3302.01.11 3381.04.03 3381.16.08	3302.01.03 3302.03.02 3381.04.08	3302.01.08 3302.03.06 3381.04.09	3302.01.09 3381.01.24 3381.14.03
MCO P10110.25, Standard "B" Ration for the Armed Forces	3302.01.03 3381.01.09 3381.04.02 3381.04.09 3381.06.04 3381.11.02 3381.12.04 3381.18.11	3302.01.07 3381.01.24 3381.04.03 3381.06.01 3381.10.01 3381.11.03 3381.13.03	3302.04.08 3381.01.25 3381.04.07 3381.06.02 3381.10.02 3381.12.01 3381.16.08	3381.01.08 3381.04.01 3381.04.08 3381.06.03 3381.11.01 3381.12.02 3381.18.03
MCO P10110.34, USMC Food Service and Subsistence Program	3302.01.03 3302.01.09 3302.03.04 3302.04.05 3381.01.16 3381.01.25 3381.16.08	3302.01.04 3302.01.10 3302.03.08 3381.01.02 3381.01.18 3381.01.28	3302.01.06 3302.01.11 3302.04.02 3381.01.05 3381.01.20 3381.04.08	3302.01.07 3302.03.02 3302.04.03 3381.01.06 3381.01.21 3381.04.09
MCO P10110.40, Policy and Requisition, Issue and Control of Packaged Operational Rations	3302.03.08	3381.03.12	3381.04.10	
MCO P10110.42, Armed Forces Recipe Service Cards	3302.01.08 3302.04.08 3381.01.32 3381.04.07 3381.06.01 3381.07.01 3381.11.01 3381.12.01 3381.12.05 3381.14.01 3381.18.03	3302.01.09 3381.01.08 3381.04.01 3381.04.08 3381.06.02 3381.09.01 3381.11.02 3381.12.02 3381.13.01 3381.14.02 3381.18.11	3302.02.04 3381.01.17 3381.04.02 3381.04.09 3381.06.03 3381.10.01 3381.11.03 3381.12.03 3381.13.02 3381.16.08	3302.03.06 3381.01.24 3381.04.05 3381.05.01 3381.06.04 3381.10.02 3381.11.04 3381.12.04 3381.13.03 3381.17.02
MCO P10110.43, Armed Forces Recipe Service Index of Recipes	3302.01.06 3381.04.07 3381.06.03 3381.10.01 3381.11.03 3381.12.04 3381.13.03	3302.01.09 3381.05.01 3381.06.04 3381.10.02 3381.11.04 3381.12.05 3381.14.01	3302.03.06 3381.06.01 3381.07.01 3381.11.01 3381.12.01 3381.13.01	3381.04.02 3381.06.02 3381.09.01 3381.11.02 3381.12.02 3381.13.02
MCO P10150.1, Garrison Property Policy Manual	3381.01.05	3381.16.07		
MCO P11000.5, Real Property Facilities Manual, VOL IV	3302.01.01			

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<u>REFERENCES</u>	<u>TASK NUMBERS</u>			
MCO P11000.7, Real Property Facilities Manual, VOL III	3302.01.01			
MCO P1200.7, MOS Manual	3302.02.03	3381.01.14		
MCO P4200.15, USMC Purchasing Procedures Manual	3302.02.04 3302.04.04 3381.01.38	3302.02.06 3381.01.15 3381.01.39	3302.02.07 3381.01.23 3381.02.02	3302.03.05 3381.01.31
MCO P4400.150, Consumer Level Supply Policy Manual	3302.04.09 3381.01.32	3381.01.09 3381.03.13	3381.01.27 3381.16.03	3381.01.30 3381.16.04
MCO P4400.39, WAR Reserve Material Policy	3302.01.05			
MCO P4790.2, MIMMS Field Procedures Manual	3381.16.09 3381.16.13	3381.16.10	3381.16.11	3381.16.12
MCO P5090.2, Environment and Protection Manual	3302.01.05 3381.02.04 3381.16.10 3381.18.04 3381.18.10	3302.03.07 3381.03.05 3381.16.13 3381.18.05 3381.18.11	3381.01.19 3381.03.07 3381.18.01 3381.18.06 3381.18.12	3381.01.26 3381.16.03 3381.18.03 3381.18.08
MCO P5510.18A, Information and Personnel Security Program Manual	3302.03.03			
MCO P5600.31, Marine Corps Publication and Printing	3302.02.03	3381.01.14		
MCO P7100.8, Field Budget Guidance Manual	3302.04.01			
MCO P7300.8, USMC Financial Accounting Manual	3302.04.02 3381.01.06	3302.04.03 3381.01.15	3302.04.04	3381.01.05
MCRP 4-11, 8A, Marine Corps Wartime Feeding Doctrine	3302.01.03 3302.03.06 3302.04.08 3381.01.09 3381.01.26 3381.03.02 3381.03.07 3381.04.02 3381.04.09 3381.06.03 3381.11.01 3381.12.02 3381.16.04 3381.16.10 3381.18.01 3381.18.05 3381.18.09	3302.01.05 3302.03.07 3381.01.03 3381.01.15 3381.01.29 3381.03.03 3381.03.10 3381.04.03 3381.04.10 3381.06.04 3381.11.02 3381.12.04 3381.16.06 3381.16.11 3381.18.02 3381.18.06 3381.18.10	3302.01.07 3302.04.01 3381.01.04 3381.01.19 3381.01.33 3381.03.04 3381.03.12 3381.04.07 3381.06.01 3381.10.01 3381.11.03 3381.13.03 3381.16.08 3381.16.12 3381.18.03 3381.18.07 3381.18.12	3302.03.03 3302.04.07 3381.01.08 3381.01.24 3381.02.04 3381.03.05 3381.03.14 3381.04.08 3381.06.02 3381.10.02 3381.12.01 3381.16.03 3381.16.09 3381.16.13 3381.18.04 3381.18.08
MCWP 4-1, Logistics Operations	3302.03.02	3302.03.08		

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REFERENCES	TASK NUMBERS			
MCWP 5-1, Marine Corps Planning Process	3302.03.08			
NAVMC 1017, Table of Authorized Materiel	3381.16.07	3381.18.01	3381.18.02	3381.18.10
NAVMC 1101, Storage and Materials Handling Manual	3381.02.04	3381.03.04	3381.03.13	
NAVMED P-5010, Manual of Naval Preventive Medicine	3302.01.06	3302.01.10	3302.02.04	3302.02.06
	3302.02.07	3302.03.02	3381.01.18	3381.01.38
	3381.01.39	3381.02.01	3381.02.03	3381.03.03
	3381.03.05	3381.05.01	3381.06.01	3381.06.02
	3381.06.03	3381.06.04	3381.07.01	3381.08.01
	3381.09.01	3381.10.01	3381.10.02	3381.11.01
	3381.11.02	3381.11.03	3381.11.04	3381.12.01
	3381.12.02	3381.12.03	3381.12.04	3381.12.05
	3381.13.01	3381.13.02	3381.13.03	3381.14.01
	3381.14.02	3381.14.03	3381.15.01	3381.15.02
	3381.16.01	3381.17.01	3381.17.02	3381.18.01
	3381.18.02	3381.18.06	3381.18.07	3381.18.08
	3381.18.10	3381.18.12		
NAVMEDINST 10110.1, Nutrition Allowance, Standards and Education	3302.01.08	3302.01.09	3302.01.11	3381.04.08
NAVSUP 486, VOL 1, Food Service General Messes	3302.01.08	3302.01.09	3302.01.10	3302.01.11
	3302.02.04	3302.02.06	3302.02.07	3381.01.16
	3381.01.21	3381.01.37	3381.01.38	3381.01.39
	3381.02.01	3381.02.03	3381.03.03	3381.03.05
	3381.04.08	3381.04.09	3381.14.02	3381.14.03
OPNAV 3440.15, Minimum Criteria and Standards for Navy and Marine Corps Nuclear Weapons Accident and Incident Response	3302.03.01			
OPNAV 3440.16, NAVY Civil Emergency Management Program	3302.03.01			
OPNAV 4000.84, Defense Regional Interservice Support Program	3302.03.05	3381.01.23		
SECNAVINST 4061.1, Food Sanitation Training Program	3381.02.03			
SECNAVINST 5210.11, DON File Maintenance Procedures and Standard Subject Identification Codes	3381.01.14			
SECNAVINST 5216.5, DON Correspondence Manual	3381.01.13	3381.01.14		
SECNAVINST 5510.30A, DON Information Security Program	3302.03.03			

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<u>REFERENCES</u>	<u>TASK NUMBERS</u>			
SECNAVINST 5510.36, DON Personnel Security Program	3302.03.03			
TM 08955B/08958B-14&P/1 SUP 1, QuadCon PM	3381.18.08			
TM 09211A-14 & P/1, Tray Ration Heating System	3381.16.06	3381.18.07	3381.18.08	3381.18.09
TM 10-7360-204-13 &P, Range Outfit Field Gasoline, Model M59 Burner Unit, Gasoline Models M2 and M2A	3381.16.06	3381.18.03	3381.18.04	3381.18.08
TM 4700-15/1, Marine Corps Equipment Forms and Records	3381.03.02 3381.16.12	3381.16.09 3381.16.13	3381.16.10	3381.16.11
TM 5-4540-202-12 & P, Immersion Water Heater	3381.16.06	3381.18.05	3381.18.06	3381.18.08
UM 4400-124, FMF SASSY Using Unit Procedures	3302.04.09	3381.01.27	3381.03.02	3381.16.10
UM 4400-15, Organic Property Control	3381.01.27	3381.01.30	3381.01.33	3381.03.08
UM 4790-5, MIMMS AIS, Field Maintenance Procedures	3381.03.02 3381.16.12	3381.16.09 3381.16.13	3381.16.10	3381.16.11

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TRAINING MATERIEL

DOES NOT APPLY TO THIS ORDER.

Appendix B to
ENCLOSURE (5)

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AMMUNITION, EXPLOSIVES, AND PYROTECHNICS

DOES NOT APPLY TO THIS ORDER.

Appendix C to
ENCLOSURE (5)

DISTANCE LEARNING PRODUCTS

1. General. This appendix includes a list of all currently available or planned distance learning (DL) products, including Marine Corps Institute (MCI) publications, designed to provide training related to any task in this OccFld.

2. Format. The columns are as follows:

a. DISTANCE LEARNING PRODUCTS. This column summarizes all DL products assigned to at least one ITS task in this OccFld.

b. TASK NUMBERS. A listing of all ITS tasks associated with the corresponding DL product.

<u>REFERENCES</u>	<u>TASK NUMBERS</u>			
MCI 01.31, CORRESPONDENCE PROCEDURES	3302.02.03	3381.01.14		
MCI 01.41, THE MARINE CORPS DIRECTIVES SYSTEM	3302.02.03	3381.01.14		
MCI 04.10, MIMMS (AIS)	3381.16.04	3381.16.09	3381.16.10	3381.16.11
MCI 04.15, THE VALIDATION AND RECONCILIATION CLERK	3381.03.02			
MCI 30.22, FIELD SUBSISTENCE SUPPLY OPERATIONS	3302.03.03 3381.01.33 3381.03.10	3302.04.07 3381.02.04 3381.03.12	3381.01.03 3381.03.03 3381.03.14	3381.01.29 3381.03.04 3381.04.10
MCI 33.24, THE MESSHALL SUBSISTENCE CLERK	3381.01.01 3381.01.32 3381.03.04	3381.01.02 3381.01.33 3381.03.06	3381.01.28 3381.02.04 3381.03.12	3381.01.29 3381.03.03 3381.03.14
MCI 33.25, THE CHIEF COOK	3381.04.01 3381.15.02	3381.04.02 3381.17.01	3381.05.01	3381.15.01
MCI 33.33, THE RESERVE FIELD FOOD SERVICE SUPERVISOR	3381.01.04 3381.18.05	3381.18.01 3381.18.06	3381.18.02	3381.18.03
MCI 33.4, FOOD SERVICE FUNDAMENTALS	3302.01.10 3381.15.02	3381.01.01	3381.02.01	3381.15.01
MCI 33.8, PASTRY BAKING	3381.04.02 3381.13.02	3381.12.02	3381.12.04	3381.12.05
MCI 34.12, FIELD BUDGET FORMULATION	3302.04.01			

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PERFORMANCE SUPPORT TOOLS

DOES NOT APPLY TO THIS ORDER.

Appendix E to
ENCLOSURE (5)

INDIVIDUAL TRAINING STANDARDS

1. General. This enclosure contains all of the ITSS for this OccFld, grouped by MOS. Each MOS is contained in a separate Appendix to Enclosure (6).

2. Format. For each ITS, the following elements of information are provided:

a. TASK. The task describes a specific and necessary behavior expected of a Marine in a particular MOS or billet. It is a clearly stated, performance-oriented action requiring a learned skill. Skills that "make" a Marine or qualify that Marine for the appropriate MOS are designated as "Core." Those advanced skills that are mission, grade, or billet specific are designated as "Core Plus."

b. CONDITION(S). This portion of the ITS describes the equipment, manuals, assistance/supervision, special physical demands, environmental conditions, and location affecting a Marine's performance of the task under real-world circumstances.

c. STANDARD(S). This portion of the ITS describes the level of proficiency to which the individual must perform the task.

d. PERFORMANCE STEPS. Collectively, the performance steps represent the logical sequence of actions required of the Marine to perform the task to standard. These actions are typically detailed in the references.

e. INITIAL TRAINING SETTING. All ITSS are assigned an initial training setting that includes a specific location for initial instruction [Functional Learning Center (FLC) or Managed On-The-Job Training (MOJT)], a sustainment factor (number of months between evaluation or retraining to maintain the proficiency required by the standard), and a "Required By" grade (the lowest grade at which task proficiency is required).

f. REFERENCE(S). References are doctrinal publications, technical manuals, and other publications upon which the ITS and its performance steps are based. They should be readily available and provide detail to the procedures that are only summarized in the performance steps.

g. TRAINING MATERIEL (Optional). Training materiel includes all training devices, simulators, aids, equipment, and materials [except ammunition, distance learning (DL) products, and performance support tools (PST)] required or recommended to properly train the task under the specified conditions and to the specified standard. Mandatory items are preceded by an asterisk(*).

h. AMMUNITION (Optional). This table, if present, depicts the ammunition, explosives, and/or pyrotechnics required for proper training of the ITS.

i. DISTANCE LEARNING PRODUCT(S) (Optional). This section includes a list of any currently available or planned DL products designed to provide training related to this task.

j. PERFORMANCE SUPPORT TOOL(S) (Optional). This section includes a list of any currently available or planned PSTs designed to provide training related to this task.

k. ADMINISTRATIVE INSTRUCTIONS (Optional). Administrative instructions provide the trainer/instructor with special required or recommended circumstances, including safety

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precautions, relating to the training or execution of the task. These instructions may also clarify the meaning of the task.

ENCLOSURE (6)

MOS 3302, FOOD SERVICE OFFICER

DUTY AREA 01 - STAFF RESPONSIBILITIES

TASK: 3302.01.01 (CORE PLUS) MONITOR INVENTORY OF EQUIPMENT

CONDITION(S): In a food service office environment, given personnel, inventory forms, equipment, and references.

STANDARD(S): To ensure equipment accountability and serviceability per the references.

PERFORMANCE STEPS:

1. Obtain appropriate inventory listing or documents.
2. Assign personnel.
3. Review results for accuracy.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. Management Data List (ML-MC)
2. FSC 7300-IL, Federal Supply Catalog Identification List
3. MCO 4400.15, Intermediate Level Supervisor Management Policy
4. MCO 4400.150, Consumer Level Supply Policy Manual
5. MCO P10110.14, Food Service Standard Operating Procedures
6. MCO P11000.5, Real Property Facilities Manual, VOL IV
7. MCO P11000.7, Real Property Facilities Manual, VOL III

TASK: 3302.01.02 (CORE PLUS) DIRECT ASSIGNMENT OF FOOD SERVICE PERSONNEL WITHIN MILITARY SUBORDINATE ELEMENT

CONDITION(S): In a food service office environment, given information regarding personnel data, requirements within the major subordinate element personnel, and the references.

STANDARD(S): To ensure needed personnel are assigned to specific commands according to grade, background, experience, and the requirement per the references.

PERFORMANCE STEPS:

1. Compile personnel numbers and information for food service support requirements.
2. Direct food service personnel assignments to subordinate units.

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INITIAL TRAINING SETTING: MOJT Sustainment: 9 Req By: WO

REFERENCE(S):

1. MCO P10110.14, Food Service Standard Operating Procedures
2. MCO P10110.17, USMC Nutrition and Menu Planning Manual

TASK: 3302.01.03 (CORE) MANAGE EXECUTION OF PLANS FOR PROCUREMENT/DISTRIBUTION OF EQUIPMENT

CONDITION(S): In a food service environment, given requirements, allowances, and equipment.

STANDARD(S): To ensure plans procure or distribute equipment per requirements and authorizations per the references.

PERFORMANCE STEPS:

1. Establish allowances.
2. Review allowances.
3. Determine equipment deficiencies.
4. Submit budget/requisitions.
5. Ensure delivery/installation.

INITIAL TRAINING SETTING: FLC Sustainment: 9 Req By: WO

REFERENCE(S):

1. NAVCOMPT MANUAL, Vol II
2. DOD 7000.14-R, (Volume IV of NAVCOMPT Manual)
3. MCO P10110.17, USMC Nutrition and Menu Planning Manual
4. MCO P10110.25, Standard "B" Ration for the Armed Forces
5. MCO P10110.34, USMC Food Service and Subsistence Program
6. MCRP 4-11, 8A, Marine Corps Wartime Feeding Doctrine

TASK: 3302.01.04 (CORE) ESTABLISH PROCUREMENT REQUIREMENTS FOR DISTRIBUTION OF SUBSISTENCE

CONDITION(S): In a food service office environment, given requirements, allocations, subsistence, and references.

STANDARD(S): To ensure requirement distribution and operation of plan is monitored per the references.

PERFORMANCE STEPS:

1. Determine feeding requirement, source of supply, and procurement lead time.
2. Identify funding requirements to proper authority for approval.
3. Requisition to approved sources.
4. Identify delivery locations.
5. Review documentation.
6. Verify information is entered into the accounting system.

INITIAL TRAINING SETTING: FLC Sustainment: 9 Req By: WO

REFERENCE(S):

1. MCO P10110.14, Food Service Standard Operating Procedures
2. MCO P10110.34, USMC Food Service and Subsistence Program

TASK: 3302.01.05 (CORE PLUS) SELECT SITE FOR FEEDING AND RATION DISTRIBUTION

CONDITION(S): In a field environment, given a tactical situation map with overlay, and references.

STANDARD(S): To ensure necessary security, cover, concealment, drainage, pollution prevention factors, road access, and sanitation requirements per the references.

PERFORMANCE STEPS:

1. Determine site availability.
2. Evaluate tactical situation, terrain, and mission objectives.
3. Select the site.
4. Request environment impact study.

INITIAL TRAINING SETTING: MOJT Sustainment: 9 Req By: WO

REFERENCE(S):

1. Marine Corps Mobilization Management Plan (MPLAN)
2. MCO P4400.39, WAR Reserve Material Policy
3. MCO P5090.2, Environment and Protection Manual

4. MCRP 4-11, 8A, Marine Corps Wartime Feeding Doctrine

TASK: 3302.01.06 (CORE PLUS) ESTABLISH QUALITY CONTROL PROGRAM FOR FOOD PREPARATION

CONDITION(S): In a food service environment, given master menus, Armed Forces Recipe Service Index, local/manufacturer's recipes, and references.

STANDARD(S): To ensure food preparation meets specified standards in the food preparation plan and per the references.

PERFORMANCE STEPS:

1. Inspect the quality of food preparation.
2. Conduct Technical Inspection.
3. Review master menu.
4. Assign quality assurance personnel.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. Master Menu
 2. MCO P10110.34, USMC Food Service and Subsistence Program
 3. MCO P10110.43, Armed Forces Recipe Service Index of Recipes
 4. NAVMED P-5010, Manual of Naval Preventive Medicine
-

TASK: 3302.01.07 (CORE) MONITOR EXECUTION OF FOOD SERVICE POLICIES AND PROCEDURES

CONDITION(S): In a food service office environment, given information pertaining to procurement of subsistence items, supplies and equipment, receipts, accounting computations, maintenance of stock level, storage, issue of disposal of subsistence/equipment, and references.

STANDARD(S): To ensure correct execution of food service operations per the references.

PERFORMANCE STEPS:

1. Publish operations/policies and procedures, as applicable.
2. Inspect and/or assign personnel to inspect the execution of policies and procedures.
3. Identify necessary changes and take corrective action.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: WO

REFERENCE(S) :

1. MCFMIS Guidelines
 2. MCO P10110.14, Food Service Standard Operating Procedures
 3. MCO P10110.25, Standard "B" Ration for the Armed Forces
 4. MCO P10110.34, USMC Food Service and Subsistence Program
 5. MCRP 4-11, 8A, Marine Corps Wartime Feeding Doctrine
-

TASK: 3302.01.08 (CORE) CONDUCT MENU PLANNING BOARD

CONDITION(S): In a food service office environment, given publications and current information on availability of subsistence, climatic conditions, command requirement, consumer's food preferences, nutritional requirements, and the references.

STANDARD(S): To ensure menu standards are met per the references.

PERFORMANCE STEPS:

1. Set menu objectives.
2. Assign board members.
3. Conduct the menu planning board.
4. Implement changes, as required.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: WO

REFERENCE(S) :

1. MCO P10110.14, Food Service Standard Operating Procedures
 2. MCO P10110.17, USMC Nutrition and Menu Planning Manual
 3. MCO P10110.42, Armed Forces Recipe Service Cards
 4. NAVMEDINST 10110.1, Nutrition Allowance, Standards and Education
 5. NAVSUP 486, VOL 1, Food Service General Messes
-

TASK: 3302.01.09 (CORE) DEVELOP A COMMAND MASTER MENU

CONDITION(S): In a food service office environment, given a computer, Marine Corps Food Management Information System (MCFMIS) program, recipes, subsistence availability, command mission, patron preferences, Basic Daily Food Allowance (BDFA), climatic conditions, recommendation from the menu planning board, and the references.

STANDARD(S): To ensure nutritional requirements are met per the references.

PERFORMANCE STEPS:

1. Review patron comments.
2. Assemble with key officials to discuss menu requirements.
3. Communicate with local dietician for special/weight control programs.
4. Coordinate/Submit draft of master menu with key officials.
5. Maintain the Command Master Menu.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: WO

REFERENCE(S):

1. MCFMIS Guidelines
2. FSC C8900-PL, Federal Supply Catalog, Group 89 Subsistence
3. FSC C8900-SL, Federal Supply Catalog Stock List
4. MCO P10110.14, Food Service Standard Operating Procedures
5. MCO P10110.17, USMC Nutrition and Menu Planning Manual
6. MCO P10110.34, USMC Food Service and Subsistence Program
7. MCO P10110.42, Armed Forces Recipe Service Cards
8. MCO P10110.43, Armed Forces Recipe Service Index of Recipes
9. NAVMEDINST 10110.1, Nutrition Allowance, Standards and Education
10. NAVSUP 486, VOL 1, Food Service General Messes

TASK: 3302.01.10 (CORE PLUS) EVALUATE FOOD SERVICE ACTIVITY

CONDITION(S): In a food service environment, given publications, an evaluation checklist, and references.

STANDARD(S): To ensure proper food preparation and correct use of the food service personnel, facilities, and equipment per the references.

PERFORMANCE STEPS:

1. Assign personnel to conduct the evaluation.
2. Analyze the evaluation results.
3. Brief commander on problem areas with recommendations for corrective action.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S) :

1. MCO P10110.14, Food Service Standard Operating Procedures
2. MCO P10110.34, USMC Food Service and Subsistence Program
3. NAVMED P-5010, Manual of Naval Preventive Medicine
4. NAVSUP 486, VOL 1, Food Service General Messes

DISTANCE LEARNING PRODUCT(S) :

1. MCI 33.4, FOOD SERVICE FUNDAMENTALS
-

TASK: 3302.01.11 (CORE PLUS) ESTABLISH NUTRITION AWARENESS PROGRAMS

CONDITION(S): In a food service office environment, given publications, and reference materials.

STANDARD(S): To ensure food nutrition, education, and conservation has been established per the references.

PERFORMANCE STEPS:

1. Determine command and patron nutritional needs.
2. Communicate with local Dietician for special meals/weight control programs.
3. Obtain appropriate reference materials.
4. Prepare and distribute lesson plans and educational literature.
5. Provide briefings regarding applicable menus for weight control programs.
6. Conduct troop information presentations.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S) :

1. MCO P10110.14, Food Service Standard Operating Procedures
2. MCO P10110.17, USMC Nutrition and Menu Planning Manual
3. MCO P10110.34, USMC Food Service and Subsistence Program
4. NAVMEDINST 10110.1, Nutrition Allowance, Standards and Education
5. NAVSUP 486, VOL 1, Food Service General Messes

DUTY AREA 02 - ADMINISTRATION

TASK: 3302.02.01 (CORE) MONITOR THE COMPUTATION OF BASIC DAILY FOOD ALLOWANCE (BDFA) FOR A FOOD SERVICE SYSTEM

CONDITION(S): In a food service office environment, given personnel, a computer, MCFMIS program, a partial BDFA, NAVMC Form 10369B, applicable food prices, and the references.

STANDARD(S): To ensure forms are accurate and complete per the references.

PERFORMANCE STEPS:

1. Obtain the partial BDFA from higher authority.
2. Obtain applicable food prices.
3. Audit the data for accuracy.
4. Disseminate BDFA, as appropriate.

INITIAL TRAINING SETTING: FLC Sustainment: 3 Req By: WO

REFERENCE(S):

1. MCFMIS Guidelines
2. MCO P10110.14, Food Service Standard Operating Procedures

ADMINISTRATIVE INSTRUCTIONS: MCFMIS - Marine Corps Food Management Information System (computer program).

TASK: 3302.02.02 (CORE) AUDIT FINANCIAL STATUS OF A FOOD SERVICE OPERATION

CONDITION(S): In a food service office environment, given personnel, a computer, MCFMIS program, a completed daily food cost analysis, financial documents, and the references.

STANDARD(S): To ensure financial documents are accurate and complete.

PERFORMANCE STEPS:

1. Review the completed financial documents.
2. Audit the data for accuracy.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: WO

REFERENCE(S):

1. MCFMIS Guidelines
2. MCO 1510.34, Individual Training Standards Systems (ITSS)
3. MCO P10110.14, Food Service Standard Operating Procedures

ADMINISTRATIVE INSTRUCTIONS: MCFMIS - Marine Corps Food Management Information System
(computer program).

TASK: 3302.02.03 (CORE) ESTABLISH FOOD SERVICE OPERATING PROCEDURES

CONDITION(S): In a food service office environment, given publications, Table of Organization (T/O), directives, personnel, office equipment, and references.

STANDARD(S): To ensure administration and accounting are performed per the references.

PERFORMANCE STEPS:

1. Determine tasks to be performed in the food service office.
2. Assign personnel to perform tasks identified.
3. Establish procedures for preparing and maintaining correspondence and directives.
4. Establish desk-top procedures.
5. Write job descriptions.
6. Establish turnover file procedures.
7. Establish office recycling procedures.
8. Establish filing procedures.
9. Establish accounting procedures.
10. Establish procedures for maintaining financial oversight of mess halls.
11. Authorize input from assigned personnel.

INITIAL TRAINING SETTING: FLC Sustainment: 9 Req By: WO

REFERENCE(S):

1. MCO 5210.11, Records Management Program USMC
2. MCO P10110.14, Food Service Standard Operating Procedures
3. MCO P1200.7, MOS Manual
4. MCO P5600.31, Marine Corps Publication and Printing

DISTANCE LEARNING PRODUCT(S):

1. MCI 01.31, CORRESPONDENCE PROCEDURES
2. MCI 01.41, THE MARINE CORPS DIRECTIVES SYSTEM

TASK: 3302.02.04 (CORE PLUS) EVALUATE QUALITY ASSURANCE OF CONTRACTS

CONDITION(S): In a food service environment, given contract provisions, and the references.

STANDARD(S): To ensure all contractual stipulations and regulations are met per the references.

PERFORMANCE STEPS:

1. Nominate a qualified representative to the Installation Contracting Officer to perform the duties as the Contracting Officer's Representative.
2. Nominate a qualified representative to the Installation Contracting Officer to perform the duties as the Quality Assurance Evaluator.
3. Review reports for unsatisfactory performance.
4. Take appropriate action to correct deficiencies, as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. MCO P10110.14, Food Service Standard Operating Procedures
 2. MCO P10110.42, Armed Forces Recipe Service Cards
 3. MCO P4200.15, USMC Purchasing Procedures Manual
 4. NAVMED P-5010, Manual of Naval Preventive Medicine
 5. NAVSUP 486, VOL 1, Food Service General Messes
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TASK: 3302.02.05 (CORE) MONITOR THE COLLECTION/CONTROL OF PUBLIC FUNDS

CONDITION(S): In a food service environment, given funds collected, accounting documents, a safe, personnel, and applicable directives.

STANDARD(S): To ensure accurate completion of accounting documents.

PERFORMANCE STEPS:

1. Assign personnel to collect funds per current directives.
2. Certify totals of funds collected for turn-in.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: WO

REFERENCE(S):

1. NAVCOMPT VOL 4
2. MCO P10110.14, Food Service Standard Operating Procedures

TASK: 3302.02.06 (CORE) DETERMINE REQUIREMENTS FOR FOOD SERVICE CONTRACTS

CONDITION(S): In a food service environment, given contract requirements, publications and appropriate directives.

STANDARD(S): To ensure all applicable stipulations and regulations are included in the completed contract per the references.

PERFORMANCE STEPS:

1. Review the references.
2. Perform research for contract input.
3. Define contract elements.
4. Submit contract elements to the Installation Contracting Officer (ICO)/Food Service Officer.
5. Prepare/Validate modifications, Collective Bargaining Agreements, and Wage Determinations for submission to the ICO/Food Service Officer.
6. Recommend changes of Quality Assurance Surveillance Plans to the ICO/Food Service Officer.
7. Review draft contract, as required.
8. Notify (ICO) of modifications as needed.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: WO

REFERENCE(S):

1. Federal Acquisition Regulation
2. Regional/Local Food Service Contract
3. MCO P10110.14, Food Service Standard Operating Procedures
4. MCO P4200.15, USMC Purchasing Procedures Manual
5. NAVMED P-5010, Manual of Naval Preventive Medicine
6. NAVSUP 486, VOL 1, Food Service General Messes

TASK: 3302.02.07 (CORE) MONITOR PERFORMANCE OF A FOOD SERVICE CONTRACT

CONDITION(S): In a food service environment, given contract requirements, publications, appropriate directives and the references.

STANDARD(S): To ensure all contractual stipulations and regulations are met per the references.

PERFORMANCE STEPS:

1. Prepare inspection schedule:
 - a. Monthly.
 - b. Quarterly.
 - c. Random.
 - d. Planned.
 - e. Scheduled.
2. Submit inspection schedule:
 - a. Monthly.
 - b. Quarterly.
 - c. Random.
 - d. Planned.
 - e. Scheduled.
3. Conduct training for the Quality Assurance Evaluators (QAEs) training program.
4. Review QAE Evaluations.
5. Prepare Contract Discrepancy Reports (CDRs) for unsatisfactory performance to the ICO/Food Service Officer.
6. Submit Contract Discrepancy Reports (CDRs) for unsatisfactory performance to the ICO/Food Service Officer.
7. Perform site visits to mess halls.
8. Review sanitation reports.
9. Verify payment invoices.
10. Correct unsatisfactory performance, as required.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: WO

REFERENCE(S):

1. Federal Acquisition Regulation
2. Regional/Local Food Service Contract
3. MCO P10110.14, Food Service Standard Operating Procedures
4. MCO P4200.15, USMC Purchasing Procedures Manual
5. NAVMED P-5010, Manual of Naval Preventive Medicine
6. NAVSUP 486, VOL 1, Food Service General Messes

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Appendix A to
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DUTY AREA 03 - EXPEDITIONARY AND CONTINGENCY OPERATIONS

TASK: 3302.03.01 (CORE) DEVELOP EMERGENCY/CATASTROPHE FEEDING PLAN

CONDITION(S): In a food service office environment, given publications, shelter sites, availability of food equipment, fuel, food supplies, and references.

STANDARD(S): To ensure implementation of emergency plan within applicable time constraints per the references.

PERFORMANCE STEPS:

1. Determine local emergency feeding requirements.
2. Evaluate feeding capabilities based on local resources.
3. Prepare the feeding plan.
4. Staff the plan to the local operations department.

INITIAL TRAINING SETTING: FLC Sustainment: 9 Req By: WO

REFERENCE(S):

1. Civil Defense Guidelines
2. Local Emergency Plans
3. MCO 3000.8, Empl USMC Resources Civil Disaster
4. MCO P10110.14, Food Service Standard Operating Procedures
5. OPNAV 3440.15, Minimum Criteria and Standards for Navy and Marine Corps Nuclear Weapons Accident and Incident Response
6. OPNAV 3440.16, NAVY Civil Emergency Management Program

TASK: 3302.03.02 (CORE) DEVELOP ALTERNATE FEEDING PLAN

CONDITION(S): In a food service environment, given situations involving interference with normal feeding such as electrical/steam outages, dishwasher repair, unscheduled fluctuations in troop strength, or change in tactical situation, and the references.

STANDARD(S): To ensure feeding is accomplished per the references.

PERFORMANCE STEPS:

1. Determine the situation applicable to alternate feeding.
2. Evaluate the capabilities for alternate feeding based on available resources.
3. Design the alternate feeding plan to fit various situations.

4. Staff plan to involved units.

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: WO

REFERENCE(S):

1. MCO P10110.14, Food Service Standard Operating Procedures
2. MCO P10110.17, USMC Nutrition and Menu Planning Manual
3. MCO P10110.34, USMC Food Service and Subsistence Program
4. MCWP 4-1, Logistics Operations
5. NAVMED P-5010, Manual of Naval Preventive Medicine

TASK: 3302.03.03 (CORE) REVIEW CLASS I SUBSISTENCE PORTION OF MARINE AIR GROUND TASK
FORCE (MAGTF) OPERATIONAL PLANS

CONDITION(S): In a food service environment, given a security and an operational access plan, and the references.

STANDARD(S): To ensure safeguard of classified material per the references.

PERFORMANCE STEPS:

1. Identify and locate requirements.
2. Match requirements to operational plan.
3. Determine feasibility of providing required support.
4. Provide comments/recommendations to cognizant officials.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: WO

REFERENCE(S):

1. MCO P5510.18A, Information and Personnel Security Program Manual
2. MCRP 4-11, 8A, Marine Corps Wartime Feeding Doctrine
3. SECNAVINST 5510.30A, DON Information Security Program
4. SECNAVINST 5510.36, DON Personnel Security Program

DISTANCE LEARNING PRODUCT(S):

1. MCI 30.22, FIELD SUBSISTENCE SUPPLY OPERATIONS
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TASK: 3302.03.04 (CORE) DETERMINE EXERCISE FEEDING PLAN REQUIREMENTS WITH USE OF ENTIRE FAMILY OF OPERATIONAL RATIONS AND USE OF TRAY RATION HEATER SYSTEM AND THE FIELD FOOD SERVICE SYSTEM

CONDITION(S): In a food service environment, given a projected mission or exercise, the location where exercise is to be conducted, the type of training to be conducted, mobility status (peacetime or wartime), number of personnel involved, the length of the exercise, and the references.

STANDARD(S): To ensure adequate subsistence and equipment is available to accommodate all personnel from the inception to the conclusion of the exercise per the references.

PERFORMANCE STEPS:

1. Determine logistical requirements.
2. Draft Letter of Instruction (LOI) for approval of the cognizant official.

INITIAL TRAINING SETTING: FLC Sustainment: 9 Req By: WO

REFERENCE(S):

1. MCO P10110.14, Food Service Standard Operating Procedures
2. MCO P10110.34, USMC Food Service and Subsistence Program

TASK: 3302.03.05 (CORE) DEVELOP SUPPORT AGREEMENT REQUIREMENTS

CONDITION(S): In a food service office environment, given a requirement for a service support agreement, number of personnel, period to be covered, and references.

STANDARD(S): To meet mission requirements per the references.

PERFORMANCE STEPS:

1. Identify requirement.
2. Identify the location where Marines will require the agreement.
3. Identify the number of personnel and types of support required.
4. Identify personnel who will provide to the host support requested, if appropriate.
5. Identify methods of reimbursement for support.
6. Identify budgeting process and request appropriation data.
7. Provide above information to the authority preparing the agreement.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: WO

REFERENCE(S) :

1. MCO P10110.14, Food Service Standard Operating Procedures
 2. MCO P4200.15, USMC Purchasing Procedures Manual
 3. OPNAV 4000.84, Defense Regional Interservice Support Program
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TASK: 3302.03.06 (CORE) IMPLEMENT MOBILIZATION FEEDING PLAN

CONDITION(S): In a food service office environment, given a requirement to develop a mobilization feeding plan, projected troop strength, and the references.

STANDARD(S): To ensure all personnel are fed per the references.

PERFORMANCE STEPS:

1. Determine number of personnel to be fed.
2. Identify contingency mess halls or field messes which could be utilized.
3. Determine ration type and mix of rations required.
4. Identify personnel required to operate mess halls.
5. Ensure civilian food service contract contains a provision for extended feeding in case of mobilization.

INITIAL TRAINING SETTING: FLC Sustainment: 9 Req By: WO

REFERENCE(S) :

1. MCO P10110.14, Food Service Standard Operating Procedures
 2. MCO P10110.17, USMC Nutrition and Menu Planning Manual
 3. MCO P10110.42, Armed Forces Recipe Service Cards
 4. MCO P10110.43, Armed Forces Recipe Service Index of Recipes
 5. MCRP 4-11, 8A, Marine Corps Wartime Feeding Doctrine
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TASK: 3302.03.07 (CORE) PREPARE LETTER OF INSTRUCTION (LOI) FOR COMBAT SERVICE SUPPORT

CONDITION(S): In a food service environment, given an estimate of the situation, a mission statement, and the references.

STANDARD(S): To ensure application to subsistence and food service functions per the references.

PERFORMANCE STEPS:

1. Identify ration type and prestaging requirements.
2. Obtain organizational task listing of units/personnel to be fed.
3. Establish subsistence issue point through Force Service Support Group (FSSG).
4. Verify units have necessary Table of Equipment (T/E) field equipment.
5. Submit Bill of Material (BOM) for all requirements for tentage/paper gear/cleaning gear to start operation to Unit S4 or Supply Officer.
6. Submit additional requirements for refrigeration to higher headquarters.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: WO

REFERENCE(S):

1. FMFPAC/LANTO 10110.2, SOP for Food Service/Sub-Support within FMF-FMFPAC
2. MCO P5090.2, Environment and Protection Manual
3. MCRP 4-11, 8A, Marine Corps Wartime Feeding Doctrine

TASK: 3302.03.08 (CORE) DEVELOP FOOD SERVICE APPENDIX TO OPERATION ORDER

CONDITION(S): In a food service operational planning environment, given commander's intent, concept of operations, warning order, fragmentary order, and logistic requirements, and references.

STANDARD(S): To ensure development and publication of a food service annex/appendix to operation orders per the references.

PERFORMANCE STEPS:

1. Participate in operational planning team (OPT) meetings as required.
2. Verify the mission to include the commander's intent.
3. Verify the overall concept of operation for a given exercise or operation.
4. Verify the overall concept and priorities of logistic support.
5. Analyze the situation, mission, execution, administration and logistics and command and control.
6. Draft appropriate Annex/Appendix A to the operation order to best support the operation plan.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Sgt

REFERENCE (S) :

1. MCDP 4, Logistics
2. MCO P10110.14, Food Service Standard Operating Procedures
3. MCO P10110.34, USMC Food Service and Subsistence Program
4. MCO P10110.40, Policy and Requisition, Issue and Control of Packaged Operational Rations
5. MCWP 4-1, Logistics Operations
6. MCWP 5-1, Marine Corps Planning Process

DUTY AREA 04 - FINANCIAL MANAGEMENT

TASK: 3302.04.01 (CORE) DEVELOP BUDGET DATA INPUT REQUIRED BY THE PROGRAM OBJECTIVES MEMORANDUM

CONDITION(S): In a food service office environment, given requirements for equipment, improvements, construction projects, manpower, all other food service activities, and the references.

STANDARD(S): To ensure development of other budgets for all expenditures and food service functions per the references.

PERFORMANCE STEPS:

1. Assemble requirements.
2. Develop budget data.
3. Review Messhall Facilities Improvement Program (MFIP).
4. Submit totals to appropriate funding agency.

INITIAL TRAINING SETTING: FLC Sustainment: 9 Req By: WO

REFERENCE(S):

1. MCO P7100.8, Field Budget Guidance Manual
2. MCRP 4-11, 8A, Marine Corps Wartime Feeding Doctrine

DISTANCE LEARNING PRODUCT(S):

1. MCI 34.12, FIELD BUDGET FORMULATION

TASK: 3302.04.02 (CORE) PREPARE MILITARY PERSONNEL MARINE CORPS (MPMC) PROJECT 31/33 BUDGET

CONDITION(S): In a food service office environment, given office machines/computer, directives, projected financial data, historical data, anticipated future requirements, and the references.

STANDARD(S): To ensure MPMC Project 31/33 Budget is prepared accurately and coordinated with the appropriate agency quarterly per the references.

PERFORMANCE STEPS:

1. Identify type of rations required.
2. Identify basic contract cost and additional services cost as required.
3. Gather historical data on number of meals fed annually.
4. Compute Man-Days Fed requirement.

5. Multiply projected Man-Days Fed requirement by projected Basic Daily Food Allowance (BDFA) or Cost Per Meal.
6. Staff projected requirements with appropriate agency.

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: WO

REFERENCE(S):

1. MCO P10110.14, Food Service Standard Operating Procedures
2. MCO P10110.34, USMC Food Service and Subsistence Program
3. MCO P7300.8, USMC Financial Accounting Manual

TASK: 3302.04.03 (CORE) PREPARE MILITARY PERSONNEL MARINE CORPS (MPMC) PROJECT 31 BUDGET IN SUPPORT OF FIELD FOOD SERVICE

CONDITION(S): In a food service office environment, given office machines/computer, directives, projected financial data, historical data, anticipated future requirements, and the references.

STANDARD(S): To ensure MPMC Project 31 Budget is prepared accurately and coordinated with the appropriate agency annually per the references.

PERFORMANCE STEPS:

1. Identify total number of annual meals required in the field.
2. Compute type of rations and amount required for field feeding based on number of meals required for each type of ration.
3. Multiply total number of field rations required (by type) by applicable costs.
4. Identify/Compute contract feeding/host nation messing support requirements.

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: WO

REFERENCE(S):

1. FSC C8900-PL, Federal Supply Catalog, Group 89 Subsistence
2. MCO P10110.14, Food Service Standard Operating Procedures
3. MCO P10110.34, USMC Food Service and Subsistence Program
4. MCO P7300.8, USMC Financial Accounting Manual

TASK: 3302.04.04 (CORE) PREPARE OPERATIONS AND MAINTENANCE MARINE CORPS (O&MMC) BUDGET

CONDITION(S): In a food service office environment, given a computer, MCFMIS program,

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publications, past usage data, projected feeding/support requirements, inventory data, requirements for messhall improvements, construction requirements, calculator, and the references.

STANDARD(S): To ensure budget is prepared accurately per the references.

PERFORMANCE STEPS:

1. Obtain the specific support requirements and mission objectives of the operation.
2. Determine short-term goals requiring funding.
3. Calculate specific budget requirements.
4. Prepare the budget for submission.
5. Coordinate budget with Defense Supply Stock Control (DSSC)/Defense Personnel Support Center (DPSC), maintenance, property control, and accounting.
6. Monitor the budget.

INITIAL TRAINING SETTING: FLC Sustainment: 9 Req By: WO

REFERENCE(S):

1. MCFMIS Guidelines
2. FSC C7300-IL, Group 73 Federal Supply Catalog Identification List
3. MCO P4200.15, USMC Purchasing Procedures Manual
4. MCO P7300.8, USMC Financial Accounting Manual

ADMINISTRATIVE INSTRUCTIONS: MCFMIS - Marine Corps Food Management Information System (computer program).

TASK: 3302.04.05 (CORE) PREPARE PROCUREMENT MARINE CORPS (PMC) BUDGET

CONDITION(S): In a food service environment, given equipment, requirement replacements, or upgrading at costs of \$100,000 to include installation cost, and the references.

STANDARD(S): To ensure budget is prepared accurately for expense items in excess of \$100,000 per the references.

PERFORMANCE STEPS:

1. Obtain specific support and/or equipment requirement.
2. Determine short-term or long-term funding requirements.
3. Calculate equipment replacement requirements.

4. Calculate specific budget requirements.
5. Prepare the budget for submission.

INITIAL TRAINING SETTING: FLC Sustainment: 9 Req By: WO

REFERENCE(S):

1. MCO P10110.14, Food Service Standard Operating Procedures
 2. MCO P10110.34, USMC Food Service and Subsistence Program
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TASK: 3302.04.06 (CORE) COMPUTE PACKAGED OPERATIONAL RATIONS (POR) REQUIREMENTS

CONDITION(S): In a food service environment, given contract requirements, publications appropriate directives, and the references.

STANDARD(S): To ensure PORs are procured within authorized budget and required reports are maintained per the references.

PERFORMANCE STEPS:

1. Review the references.
2. Perform research for contract input.
3. Define and establish contract elements.
4. Submit contract elements to the Installation Contracting Officer (ICO)/Food Service Officer.
5. Prepare modifications, Collective Bargaining Agreements, and Wage Determinations for submission to the ICO/Food Service Officer.
6. Validate modifications, Collective Bargaining Agreements, and Wage Determinations for submission to the ICO/Food Service Officer.
7. Review/Recommend changes of Quality assurance Surveillance Plans to the ICO/Food Service Officer.

INITIAL TRAINING SETTING: FLC Sustainment: 9 Req By: WO

REFERENCE(S):

1. FSC C8900-SL, Federal Supply Catalog Stock List
 2. MCO 10110.40, Policy for Requisition, Issue, and Control of Packaged Operational Rations
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TASK: 3302.04.07 (CORE) PREPARE SUBSISTENCE OPERATION ANALYSIS REPORT (SOAR)/QUARTERLY SUBSISTENCE FINANCIAL REPORT (QSFR)

CONDITION(S): In a food service office environment, given personnel, a computer, MCFMIS program, data from various reports and sources, required forms, and the references.

STANDARD(S): To ensure report is completed accurately for each accounting period per the references.

PERFORMANCE STEPS:

1. Review SOAR/QSFR for all supporting documents, as appropriate.
2. Review/Analyze supporting documents.

INITIAL TRAINING SETTING: FLC Sustainment: 9 Req By: WO

REFERENCE(S):

1. MCFMIS Guidelines
2. MCO P10110.14, Food Service Standard Operating Procedures
3. MCRP 4-11, 8A, Marine Corps Wartime Feeding Doctrine

DISTANCE LEARNING PRODUCT(S):

1. MCI 30.22, FIELD SUBSISTENCE SUPPLY OPERATIONS

ADMINISTRATIVE INSTRUCTIONS: MCFMIS - Marine Corps Food Management Information System (computer program).

TASK: 3302.04.08 (CORE) MONITOR SUBSISTENCE REQUIREMENTS

CONDITION(S): In a food service/subsistence office environment, given personnel, food service Letter of Instruction (LOI), a computer, MCFMIS program, a calculator, references, Armed Forces Recipe Service, a master menu, training plan, and projected feeding strength.

STANDARD(S): To ensure projected number of personnel are fed per the references.

PERFORMANCE STEPS:

1. Assign personnel to perform function.
2. Review personnel requirements for feeding.
3. Review specific food requirements.
4. Staff requirements to appropriate source of supply.

INITIAL TRAINING SETTING: FLC Sustainment: 9 Req By: WO

REFERENCE(S) :

1. MCFMIS Guidelines
2. MCO P10110.25, Standard "B" Ration for the Armed Forces
3. MCO P10110.42, Armed Forces Recipe Service Cards
4. MCRP 4-11, 8A, Marine Corps Wartime Feeding Doctrine

ADMINISTRATIVE INSTRUCTIONS: MCFMIS - Marine Corps Food Management Information System (computer program).

TASK: 3302.04.09 (CORE) MAINTAIN CONSOLIDATED MEMORANDUM RECEIPTS (CMR)

CONDITION(S): In a food service office environment, given personnel, a list of garrison food service property, and the references.

STANDARD(S): To ensure proper accountability per the references.

PERFORMANCE STEPS:

1. Obtain CMR from Base Property/Station Property Office.
2. Review quarterly CMR inventories for accuracy.
3. Conduct annual CMR inventory.

INITIAL TRAINING SETTING: FLC Sustainment: 9 Req By: WO

REFERENCE(S) :

1. MCO P4400.150, Consumer Level Supply Policy Manual
2. UM 4400-124, FMF SASSY Using Unit Procedures

MOS 3381, FOOD SERVICE SPECIALIST

DUTY AREA 01 - ADMINISTRATION/ACCOUNTING

TASK: 3381.01.01 (CORE) COMPUTE BASIC DAILY FOOD ALLOWANCE (BDFA) FOR A FOOD SERVICE SYSTEM

CONDITION(S): In an individual/consolidated food service system, given a computer, MCFMIS program, a partial BDFA, NAVMC Form 10369B (Subsistence Operations Analysis Report Part B), applicable food prices, and references.

STANDARD(S): To ensure BDFA is computed accurately per the references.

PERFORMANCE STEPS:

1. Obtain partial BDFA for HQMC.
2. Add current milk/bread prices to the partial BDFA.
3. Add supplemental percentage, if applicable.
4. Compute the total BDFA.

INITIAL TRAINING SETTING: FLC Sustainment: 9 Req By: SSgt

REFERENCE(S):

1. MCFMIS Guidelines
2. MCO P10110.14, Food Service Standard Operating Procedures

DISTANCE LEARNING PRODUCT(S):

1. MCI 33.24, THE MESSHALL SUBSISTENCE CLERK
2. MCI 33.4, FOOD SERVICE FUNDAMENTALS

ADMINISTRATIVE INSTRUCTIONS: MCFMIS - Marine Corps Food Management Information System (computer program).

TASK: 3381.01.02 (CORE PLUS) REVIEW DAILY COST ANALYSIS (DCA) OF A MESSHALL

CONDITION(S): In a food service office environment, given a computer, MCFMIS program, a completed daily food cost analysis, and the references.

STANDARD(S): To ensure accuracy, financial solvency, and completeness per the references.

PERFORMANCE STEPS:

1. Compare cost to feed to authorized Basic Daily Food Allowance (BDFA).

2. Compare on-hand inventory level to authorized level.
3. Compare subsistence expenditures equating to under/over expenditure.

INITIAL TRAINING SETTING: MOJT Sustainment: 9 Req By: SSgt

REFERENCE(S) :

1. MCFMIS Guidelines
2. MCO P10110.14, Food Service Standard Operating Procedures
3. MCO P10110.34, USMC Food Service and Subsistence Program

DISTANCE LEARNING PRODUCT(S) :

1. MCI 33.24, THE MESSHALL SUBSISTENCE CLERK

ADMINISTRATIVE INSTRUCTIONS: MCFMIS - Marine Corps Food Management Information System (computer program).

TASK: 3381.01.03 (CORE) PREPARE A SUBSISTENCE OPERATIONAL ANALYSIS REPORT (SOAR)/QUARTERLY SUBSISTENCE FINANCIAL REPORT (QSFR)

CONDITION(S): In a food service office environment, given a computer, MCFMIS program, SOAR/QSFR forms, subsistence accounting data, related documentation, references, and a calculator.

STANDARD(S): To ensure accuracy per the references.

PERFORMANCE STEPS:

1. Gather all appropriate data to complete the SOAR/QSFR.
2. Complete/Print SOAR/QSFR.
3. Check for accuracy.
4. Obtain appropriate signature for report.
5. Forward completed SOAR/QSFR to appropriate authority.

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: SSgt

REFERENCE(S) :

1. MCFMIS Guidelines
2. MCO P10110.14, Food Service Standard Operating Procedures
3. MCRP 4-11, 8A, Marine Corps Wartime Feeding Doctrine

DISTANCE LEARNING PRODUCT(S):

1. MCI 30.22, FIELD SUBSISTENCE SUPPLY OPERATIONS

ADMINISTRATIVE INSTRUCTIONS: MCFMIS - Marine Corps Food Management Information System (computer program).

TASK: 3381.01.04 (CORE PLUS) MAINTAIN HEAD COUNT RECORD

CONDITION(S): In a food service environment, given a computer, MCFMIS program, appropriate accounting forms, and the references.

STANDARD(S): To ensure each meal is recorded per the references.

PERFORMANCE STEPS:

1. Identify individuals to subsist by category.
2. Verify personnel are annotated on the correct head count form as they enter the messhall for a meal.
3. Verify each accounting sheet.

INITIAL TRAINING SETTING: MOJT Sustainment: 9 Req By: Cpl

REFERENCE(S):

1. MCFMIS Guidelines
2. MCO P10110.14, Food Service Standard Operating Procedures
3. MCRP 4-11, 8A, Marine Corps Wartime Feeding Doctrine

DISTANCE LEARNING PRODUCT(S):

1. MCI 33.33, THE RESERVE FIELD FOOD SERVICE SUPERVISOR

ADMINISTRATIVE INSTRUCTIONS: MCFMIS - Marine Corps Food Management Information System (computer program)

TASK: 3381.01.05 (CORE) EXECUTE MILITARY PERSONNEL MARINE CORPS (MPMC) PROJECT 31 BUDGET

CONDITION(S): In a food service office environment, given office machines/computer, references, projected financial data, historical data, and anticipated future requirements.

STANDARD(S): To ensure coordination with appropriate agency and accuracy per the references.

PERFORMANCE STEPS:

1. Calculate number of meals annually.
2. Compute Man-Days Fed requirement.
3. Multiply projected Man-Days Fed requirement by projected Basic Daily Food Allowance (BDFA) or Cost Per Meal.
4. Staff projected requirements with appropriate agency.

INITIAL TRAINING SETTING: FLC Sustainment: 9 Req By: SSgt

REFERENCE(S):

1. MCO P10110.14, Food Service Standard Operating Procedures
2. MCO P10110.34, USMC Food Service and Subsistence Program
3. MCO P10150.1, Garrison Property Policy Manual
4. MCO P7300.8, USMC Financial Accounting Manual

TASK: 3381.01.06 (CORE) PREPARE MILITARY PERSONNEL MARINE CORPS (MPMC) PROJECT 31 BUDGET IN SUPPORT OF FIELD FOOD SERVICE

CONDITION(S): In a food service office environment, given office machines/computer, references, projected financial data, historical data, and anticipated future requirements.

STANDARD(S): To ensure coordination with appropriate agency and accuracy per the references.

PERFORMANCE STEPS:

1. Identify total number of annual meals required in the field.
2. Compute type of rations and amount required for field feeding based on number of meals required for each type of ration.
3. Multiply total number of field rations required (by type) by applicable costs.
4. Identify contract feeding/host nation messing support requirements.
5. Compute contract feeding/host nation messing support requirements.
6. Provide quarterly updates to appropriate agency.
7. Coordinate with appropriate agency on an annual basis.

INITIAL TRAINING SETTING: FLC Sustainment: 9 Req By: SSgt

REFERENCE(S) :

1. FSC C8900-PL, Federal Supply Catalog, Group 89 Subsistence
2. MCO P10110.14, Food Service Standard Operating Procedures
3. MCO P10110.34, USMC Food Service and Subsistence Program
4. MCO P7300.8, USMC Financial Accounting Manual

TASK: 3381.01.07 (CORE) MAINTAIN FINANCIAL/COST ACCOUNTING

CONDITION(S): In a food service office environment, given a computer, MCFMIS program, references, financial accounts, forms, and office materials.

STANDARD(S): To ensure accuracy per current references.

PERFORMANCE STEPS:

1. Post amount of Project 31 funds received from higher headquarters.
2. Subtract each bill received from Defense Supply Stock Control (DSSC)/Prime Vendor.
3. Compare total funds remaining on the financial/cost accounting ledger with each fiscal allotment ledger received from the accounting office.
4. Compare the funds remaining on the financial/cost accounting ledger with the NAVCOMPT Form 2025 at the budget office at the end of each accounting period.

INITIAL TRAINING SETTING: FLC Sustainment: 9 Req By: SSgt

REFERENCE(S) :

1. MCFMIS Guidelines
2. MCO P10110.14, Food Service Standard Operating Procedures

ADMINISTRATIVE INSTRUCTIONS: MCFMIS - Marine Corps Food Management Information System (computer program).

TASK: 3381.01.08 (CORE) FORMULATE ANNUAL/QUARTERLY SUBSISTENCE-IN-KIND (SIK) REQUIREMENTS

CONDITION(S): In a food service office environment, given a computer, MCFMIS program, a calculator, references, recipes, a master menu, annual training plan, number of personnel to subsist, and past absenteeism.

STANDARD(S): To ensure projected number of personnel are fed based on the master menu and per the references.

PERFORMANCE STEPS:

1. Apply past usage data to calculate the average number of personnel to be fed in 3, 6, and 12-month increments.
2. Use the master menu to review the subsistence items needed to support the requirements for a 3, 6, and 12-month period.
3. Compile usage data to support steps 1 and 2 utilizing recurring demands from the NAVMC 708 card and MCFMIS record.
4. Identify with supply activity a confirmation of receipt for the subsistence requirements.

INITIAL TRAINING SETTING: FLC Sustainment: 9 Req By: SSgt

REFERENCE(S):

1. DPSC Handbook
2. MCFMIS Guidelines
3. Purchase and Contract Manual
4. MCO P10110.14, Food Service Standard Operating Procedures
5. MCO P10110.25, Standard "B" Ration for the Armed Forces
6. MCO P10110.42, Armed Forces Recipe Service Cards
7. MCRP 4-11, 8A, Marine Corps Wartime Feeding Doctrine

ADMINISTRATIVE INSTRUCTIONS: MCFMIS - Marine Corps Food Management Information System (computer program).

TASK: 3381.01.09 (CORE) FORMULATE QUARTERLY OPERATIONAL RATION (OR) REQUIREMENTS

CONDITION(S): In a food service office environment, given a calculator, a computer, references, recipes, feed plan, annual training plan, number of personnel to subsist, and past absenteeism.

STANDARD(S): To ensure projected number of personnel are fed based on training and feeding plan per the references.

PERFORMANCE STEPS:

1. Apply past usage data to figure the average number of personnel to be fed in 3, 6, and 12-month increments.
2. Use the feed plan to review the subsistence items needed to support the requirements for a 3, 6, or 12-month period.

3. Compile usage data to support steps 1 and 2 utilizing the training plan and Quarterly Subsistence Financial Report (QSFR)/Subsistence Operational Analysis Report (SOAR).

4. Identify with supply activity a confirmation of receipt for the subsistence requirements.

INITIAL TRAINING SETTING: FLC Sustainment: 9 Req By: Cpl

REFERENCE(S):

1. DPSC Handbook
2. MCFMIS Guidelines
3. Purchase and Contract Manual
4. MCO P10110.14, Food Service Standard Operating Procedures
5. MCO P10110.25, Standard "B" Ration for the Armed Forces
6. MCO P4400.150, Consumer Level Supply Policy Manual
7. MCRP 4-11, 8A, Marine Corps Wartime Feeding Doctrine

TASK: 3381.01.10 (CORE PLUS) MAINTAIN CASH HANDLING PROCEDURES

CONDITION(S): In a food service environment, given specific directives, cash box, safe, cash meal payment sheets, currency, customers, and references.

STANDARD(S): To ensure safeguarding of U.S. Government funds from Point of Sales (POS) to point of turn-in of funds per current references.

PERFORMANCE STEPS:

1. Maintain appointing order from Commanding Officer.
2. Receive Cash Meal Payment Sheets.
3. Issue Cash Meal Payment Sheets to cashier.
4. Provide guidance to cashier on proper procedures for collection of funds.
5. Collect all funds and cash meal payment sheets.
6. Verify that the amount of cash equals the entries on the Cash Meal Payment Sheets.
7. Distribute funds and the Cash Meal Payment Sheets to appropriate agencies.

INITIAL TRAINING SETTING: MOJT Sustainment: 9 Req By: Cpl

REFERENCE(S) :

1. Regional/Local Food Service Contract
2. DOD 7000.14-R, (Volume IV of NAVCOMPT Manual)
3. MCO P10110.14, Food Service Standard Operating Procedures

TASK: 3381.01.11 (CORE) PREPARE VOUCHERS FOR DISBURSEMENT AND/OR COLLECTION

CONDITION(S): In a food service environment, given office equipment/computer, blank voucher form, references, and supporting documents.

STANDARD(S): To ensure vouchers are prepared accurately per the references.

PERFORMANCE STEPS:

1. Total all monies.
2. Prepare NAVCOMPT Form 2277/DD Form 1131/SF Form 1080.
3. Submit NAVCOMPT Form 2277/DD Form 1131/SF Form 1080 for approval.
4. Disseminate all monies and paperwork to disbursing officer.

INITIAL TRAINING SETTING: FLC Sustainment: 9 Req By: Cpl

REFERENCE(S) :

1. DOD 7000.14-R, (Volume IV of NAVCOMPT Manual)
2. MCO P10110.14, Food Service Standard Operating Procedures

TASK: 3381.01.12 (CORE) MONITOR FINANCIAL STATUS OF MESSHALL

CONDITION(S): In a food service environment, given a computer, MCFMIS program, financial status of messhall Point of Sales (POS), Basic Daily Food Allowance (BDFA), Man-Day Fed Report, billing and receipt documents, a calculator, and references.

STANDARD(S): To ensure accuracy of financial posture per the references.

PERFORMANCE STEPS:

1. Record daily messhall Man-Days Fed from the Man-Day Fed Report/POS.
2. Record all daily receipts from the requisition/invoice bills.
3. Record all daily billing adjustments.
4. Determine if the messhall is operating at a deficit or over-expended.

5. Reconcile with Food Service, as required.

INITIAL TRAINING SETTING: FLC Sustainment: 9 Req By: Cpl

REFERENCE(S):

1. MCFMIS Guidelines
2. MCO P10110.14, Food Service Standard Operating Procedures

ADMINISTRATIVE INSTRUCTIONS: MCFMIS - Marine Corps Food Management Information System (computer program). CCTBL - "Print Cost Center Table" - MCFMIS program option.

TASK: 3381.01.13 (CORE) CONDUCT WATCH BRIEFINGS FOR FOOD SERVICE ACTIVITIES

CONDITION(S): In a food service environment, given references, forms, office equipment, and materials.

STANDARD(S): To ensure personnel are informed of meal preparation requirements per the references.

PERFORMANCE STEPS:

1. Prebrief individuals on all aspects of meal preparation.
2. Debrief the watch on all aspects of meal preparation and provide corrective action.
3. Identify discrepancies.
4. Correct discrepancies as required.

INITIAL TRAINING SETTING: FLC Sustainment: 9 Req By: Cpl

REFERENCE(S):

1. MCO P10110.14, Food Service Standard Operating Procedures
 2. SECNAVINST 5216.5, DON Correspondence Manual
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TASK: 3381.01.14 (CORE) ESTABLISH FOOD SERVICE OFFICE OPERATING PROCEDURES

CONDITION(S): In a food service office environment, given publications, Table of Organization (T/O), directives, personnel, office equipment, and references.

STANDARD(S): To ensure accurate administrative procedures are performed per the references.

PERFORMANCE STEPS:

1. Determine tasks to be performed in the food service office.

2. Assign personnel to perform tasks identified.
3. Establish procedures for preparing and maintaining correspondence and directives.
4. Establish desk-top procedures.
5. Establish filing procedures.
6. Review/Approve input from assigned personnel.

INITIAL TRAINING SETTING: FLC Sustainment: 9 Req By: SSgt

REFERENCE(S):

1. MCO 5210.11, Records Management Program USMC
2. MCO P10110.14, Food Service Standard Operating Procedures
3. MCO P1200.7, MOS Manual
4. MCO P5600.31, Marine Corps Publication and Printing
5. SECNAVINST 5210.11, DON File Maintenance Procedures and Standard Subject Identification Codes
6. SECNAVINST 5216.5, DON Correspondence Manual

DISTANCE LEARNING PRODUCT(S):

1. MCI 01.31, CORRESPONDENCE PROCEDURES
2. MCI 01.41, THE MARINE CORPS DIRECTIVES SYSTEM

TASK: 3381.01.15 (CORE) PREPARE OPERATIONS AND MAINTENANCE MARINE CORPS (O&MMC) BUDGET

CONDITION(S): In a food service environment, given a computer, MCFMIS program, references, past usage data, projected feeding/support requirements, and calculator.

STANDARD(S): To ensure availability of funding for operation of messing facilities per the references.

PERFORMANCE STEPS:

1. Obtain the specific support requirements and mission objectives of the operation.
2. Determine short-term goals requiring funding.
3. Calculate specific budget requirements.
4. Prepare the budget for submission.

5. Coordinate with Defense Supply Stock Control (DSSC)/Defense Personnel Support Center (DPSC), maintenance, property control, and accounting.

INITIAL TRAINING SETTING: FLC Sustainment: 9 Req By: SSgt

REFERENCE(S):

1. MCFMIS Guidelines
2. FSC 7300-IL, Federal Supply Catalog Identification List
3. MCO P4200.15, USMC Purchasing Procedures Manual
4. MCO P7300.8, USMC Financial Accounting Manual
5. MCRP 4-11, 8A, Marine Corps Wartime Feeding Doctrine

ADMINISTRATIVE INSTRUCTIONS: MCFMIS - Marine Corps Food Management Information System (computer program).

TASK: 3381.01.16 (CORE) FORMULATE FOOD SERVICE TRAINING PROGRAMS

CONDITION(S): In a food service office environment, given references, data on food service personnel, and training resources.

STANDARD(S): To ensure personnel are trained per Marine Corps Sustainment Order and per the references.

PERFORMANCE STEPS:

1. Evaluate Marine's performance against the Individual Training Standards (ITSS).
2. Determine deficiencies and annotate.
3. Design training plan to correct deficiencies.
4. Assign instructors based on deficiencies noted and projected need.
5. Schedule training.

INITIAL TRAINING SETTING: FLC Sustainment: 9 Req By: SSgt

REFERENCE(S):

1. MCO 1510.34, Individual Training Standards Systems (ITSS)
2. MCO 1580.6, Food Service and Education Program
3. MCO P10110.14, Food Service Standard Operating Procedures
4. MCO P10110.34, USMC Food Service and Subsistence Program
5. NAVSUP 486, VOL 1, Food Service General Messes

TASK: 3381.01.17 (CORE) PERFORM QUALITY ASSURANCE OF CONTRACTS

CONDITION(S): In a food service environment, given contract provisions, Quality Assurance Evaluation (QAE) personnel, and the references.

STANDARD(S): To ensure all contractual stipulations and regulations are met per the references.

PERFORMANCE STEPS:

1. Evaluate contract services per the references.
2. Assist Contracting Officer's Representative in contract monitoring.
3. Report unsatisfactory performance to COR/Food Service Officer, as required.

INITIAL TRAINING SETTING: FLC Sustainment: 9 Req By: SSgt

REFERENCE(S):

1. Purchase and Contract Manual
 2. Regional/Local Food Service Contract
 3. MCO P10110.14, Food Service Standard Operating Procedures
 4. MCO P10110.42, Armed Forces Recipe Service Cards
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TASK: 3381.01.18 (CORE) EVALUATE FOOD SERVICE ACTIVITY

CONDITION(S): In a food service environment, given publications, an evaluation checklist, and references.

STANDARD(S): To ensure correct food preparation methods and proper use of food service facilities and equipment are met per the references.

PERFORMANCE STEPS:

1. Obtain an evaluation form.
2. Assign personnel to conduct the evaluation.
3. Review and analyze the evaluation results.
4. Brief commander on problem areas with recommendations for corrective action.

INITIAL TRAINING SETTING: FLC Sustainment: 9 Req By: MSgt

REFERENCE(S):

1. MCO P10110.14, Food Service Standard Operating Procedures

2. MCO P10110.34, USMC Food Service and Subsistence Program
 3. NAVMED P-5010, Manual of Naval Preventive Medicine
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TASK: 3381.01.19 (CORE) IMPLEMENT EMERGENCY/CATASTROPHE FEEDING PLAN

CONDITION(S): In a food service environment, given references, shelter sites, availability of food equipment, fuel, and food supplies.

STANDARD(S): To ensure the plan is executed per the references.

PERFORMANCE STEPS:

1. Maintain recall roster with names, phone numbers, etc.
2. Arrange for backup power/generators, water supply/water trailers.
3. Review hookup and operation of generators with engineers.

INITIAL TRAINING SETTING: FLC Sustainment: 9 Req By: GySgt

REFERENCE(S):

1. Civil Defense Guidelines
 2. Local Emergency Plans
 3. Regional/Local Food Service Contract
 4. MCO P5090.2, Environment and Protection Manual
 5. MCRP 4-11, 8A, Marine Corps Wartime Feeding Doctrine
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TASK: 3381.01.20 (CORE) IMPLEMENT ALTERNATE FEEDING PLAN

CONDITION(S): In a food service environment, given situations involving interference with normal feeding such as electrical/steam outages, dishwasher repair, or unscheduled fluctuations in troop strength, and the references.

STANDARD(S): To ensure feeding is accomplished per the references.

PERFORMANCE STEPS:

1. Identify feeding requirements.
2. Schedule feeding hours.

INITIAL TRAINING SETTING: FLC Sustainment: 9 Req By: SSgt

REFERENCE(S):

MCO 1510.72B
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1. Regional/Local Food Service Contract
2. MCO P10110.14, Food Service Standard Operating Procedures
3. MCO P10110.34, USMC Food Service and Subsistence Program

TASK: 3381.01.21 (CORE) IMPLEMENT NUTRITION AWARENESS PROGRAM

CONDITION(S): In a food service office environment, given office equipment, MCFMIS program publications, and references.

STANDARD(S): To ensure current information is provided to patrons per the references.

PERFORMANCE STEPS:

1. Review calorie counts and current directives.
2. Review nutritional requirements.
3. Create local recipes.
4. Use RECANAL to analyze content of recipes.
5. Print MENGRAPH or MENRANAL reports.
6. Provide a nutritional awareness pamphlet.

INITIAL TRAINING SETTING: FLC Sustainment: 9 Req By: SSgt

REFERENCE(S):

1. MCFMIS Guidelines
2. MCO P10110.14, Food Service Standard Operating Procedures
3. MCO P10110.34, USMC Food Service and Subsistence Program
4. NAVSUP 486, VOL 1, Food Service General Messes

ADMINISTRATIVE INSTRUCTIONS: MCFMIS - Marine Corps Food Management Information System (computer program). MCFMIS program options: RECANAL - "Nutritional Analysis of a Recipe," MENGRAPH - "Graphic Menu Analysis/Planner," MENRANAL - "Nutritional Analysis of a Menu."

TASK: 3381.01.22 (CORE PLUS) PREPARE AN ASSIGNMENT ROSTER

CONDITION(S): In a food service office environment, given office equipment, a list of assigned personnel, projected deployment requirement, and completed unit training schedule.

STANDARD(S): To ensure proper accommodations for a two or three watch schedule.

PERFORMANCE STEPS:

1. Review past deployments and overseas control dates of all personnel listed.
2. Determine total number of personnel available.
3. Distribute personnel appropriately to complete the mission.

INITIAL TRAINING SETTING: MOJT Sustainment: 9 Req By: SSgt

REFERENCE(S): (NONE)

TASK: 3381.01.23 (CORE) PROVIDE HOST SUPPORT AGREEMENT REQUIREMENTS

CONDITION(S): In a food service office environment, given a requirement for a service support agreement, number of personnel, period to be covered, and references.

STANDARD(S): To ensure specific requirements are prepared per the references.

PERFORMANCE STEPS:

1. Identify requirement.
2. Identify the location where agreement will be required.
3. Identify the number of personnel and types of support required.
4. Identify personnel who will provide to the host support requested, if appropriate.
5. Identify methods of reimbursement for support.
6. Provide above information to the authority preparing the agreement.

INITIAL TRAINING SETTING: FLC Sustainment: 9 Req By: GySgt

REFERENCE(S):

1. MCO P4200.15, USMC Purchasing Procedures Manual
 2. OPNAV 4000.84, Defense Regional Interservice Support Program
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TASK: 3381.01.24 (CORE) IMPLEMENT A MOBILIZATION FEEDING PLAN

CONDITION(S): In a food service environment, given a requirement to develop a mobilization feeding plan, projected troop strength, and the references.

STANDARD(S): To ensure all personnel are fed during mobilization per the references.

PERFORMANCE STEPS:

1. Determine number of personnel requiring support.
2. Identify contingency mess halls or field messes which could be utilized.
3. Identify personnel required to operate mess halls.

INITIAL TRAINING SETTING: FLC Sustainment: 9 Req By: GySgt

REFERENCE(S):

1. MCO P10110.14, Food Service Standard Operating Procedures
 2. MCO P10110.17, USMC Nutrition and Menu Planning Manual
 3. MCO P10110.25, Standard "B" Ration for the Armed Forces
 4. MCO P10110.42, Armed Forces Recipe Service Cards
 5. MCRP 4-11, 8A, Marine Corps Wartime Feeding Doctrine
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TASK: 3381.01.25 (CORE) PREPARE FOOD SERVICE EMBARKATION REQUIREMENTS

CONDITION(S): In a food service environment, given a situation involving deployment, equipment, number of personnel, length of mission, and references.

STANDARD(S): To ensure personnel and material are prepared for embarkation per the references.

PERFORMANCE STEPS:

1. Compute subsistence needs.
2. Compute field equipment needs.
3. Provide information to embarkation personnel.
(Note: How will this information be provided?)

INITIAL TRAINING SETTING: FLC Sustainment: 9 Req By: SSgt

REFERENCE(S):

1. Applicable TMs and SLs
 2. MCO P10110.14, Food Service Standard Operating Procedures
 3. MCO P10110.25, Standard "B" Ration for the Armed Forces
 4. MCO P10110.34, USMC Food Service and Subsistence Program
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TASK: 3381.01.26 (CORE) PREPARE LETTER OF INSTRUCTION (LOI) FOR COMBAT SERVICE SUPPORT

CONDITION(S): In a food service office environment, given an estimate of the situation, a mission statement, necessary Table of Equipment (T/E) field equipment, and the references.

STANDARD(S): To ensure LOI is prepared as it applies to subsistence and food service functions per the references.

PERFORMANCE STEPS:

1. Obtain organizational task listing of units/personnel to be fed.
2. Establish subsistence issue point through Force Service Support Group (FSSG).
3. Coordinate exercise/operation requirements concurrently with unit S3 and S4 officers.
4. Submit additional requirements for refrigeration to higher Headquarters.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: GySgt

REFERENCE(S):

1. MCO P5090.2, Environment and Protection Manual
2. MCRP 4-11, 8A, Marine Corps Wartime Feeding Doctrine

TASK: 3381.01.27 (CORE) MAINTAIN CONSOLIDATED MEMORANDUM RECEIPTS (CMR)

CONDITION(S): In a food service facility, given a list of garrison/Table of Equipment (T/E) food service property, and the references.

STANDARD(S): To ensure proper accountability per the references.

PERFORMANCE STEPS:

1. Inventory on-hand equipment.
2. Compare inventory against the CMR.
3. Annotate corrections on the CMR.
4. Sign and submit the CMR to the Supply Officer.
5. Reconcile new CMR with past CMR and interim receipts.
6. Retain receipts on file with assigned Responsible Officer (RO) old CMR's for a period of one year.

INITIAL TRAINING SETTING: FLC Sustainment: 9 Req By: Cpl

REFERENCE(S) :

1. MCO P4400.150, Consumer Level Supply Policy Manual
2. UM 4400-124, FMF SASSY Using Unit Procedures
3. UM 4400-15, Organic Property Control

TASK: 3381.01.28 (CORE) MAINTAIN MAN-DAY FED ENTRY (MDFEDMAN) REPORT

CONDITION(S): In a food service environment, given a Man-Day Fed Report, meal verification and cash meal payment sheets, pen, calculator or MCFMIS program, references, and computer.

STANDARD(S): To ensure accuracy of the Man-Days Fed report on a daily and monthly basis per the references.

PERFORMANCE STEPS:

1. Record from the meal verification record/Point of Sales (POS), or cash meal payment sheet as applicable, the meals and type of personnel fed for one day/by meal.
2. Record from the meal signature record/POS, the meals and type of personnel fed for one day as applicable.
3. Compute the applicable conversion percentage used for that meal period.
4. Total and multiply the personnel fed per meal by the applicable conversion percentage.
5. Add all figures and round off to nearest whole number.
6. Provide this information to the management.
7. The report will be filed and maintained by management.

INITIAL TRAINING SETTING: FLC Sustainment: 9 Req By: Cpl

REFERENCE(S) :

1. MCFMIS Guidelines
2. MCO P10110.14, Food Service Standard Operating Procedures
3. MCO P10110.34, USMC Food Service and Subsistence Program

DISTANCE LEARNING PRODUCT(S) :

1. MCI 33.24, THE MESSHALL SUBSISTENCE CLERK

ADMINISTRATIVE INSTRUCTIONS: MCFMIS - Marine Corps Food Management Information System (computer program). MDFEDMAN - "Man-Day Fed Management," a MCFMIS program option.

TASK: 3381.01.29 (CORE) MAINTAIN PRICE LISTS

CONDITION(S): In a food service office environment, given a computer, MCFMIS program, change notices, price lists, filing materials, cabinets, and the references.

STANDARD(S): To ensure filing will be accurate, complete, and current per the references.

PERFORMANCE STEPS:

1. Maintain/File monthly PL 8900 series price lists received from Defense Personnel Supply Center (DPSC) and or vendor catalogs.
2. Delete obsolete price lists/ingredient numbers.

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: Cpl

REFERENCE(S):

1. MCFMIS Guidelines
2. Vendor Catalog
3. FSC C8900-SL, Federal Supply Catalog Stock List
4. MCO P10110.14, Food Service Standard Operating Procedures
5. MCRP 4-11, 8A, Marine Corps Wartime Feeding Doctrine

DISTANCE LEARNING PRODUCT(S):

1. MCI 30.22, FIELD SUBSISTENCE SUPPLY OPERATIONS
2. MCI 33.24, THE MESSHALL SUBSISTENCE CLERK

ADMINISTRATIVE INSTRUCTIONS: MCFMIS - Marine Corps Food Management Information System (computer program).

TASK: 3381.01.30 (CORE) MAINTAIN REQUISITIONS FILE

CONDITION(S): In a food service office environment, given a computer, MCFMIS program, requisitions, directives, filing cabinets, filing materials, and the references.

STANDARD(S): To ensure filing will be accurate, complete, and current per the established directives.

PERFORMANCE STEPS:

1. Compile all 1348; subsistence requisitions; ORDSUM into:
 - A. Pending.
 - B. Due-in completed.
 - C. Cancellation files.
2. Record all 1348; subsistence requisitions; ORDSUM into:
 - A. Pending.
 - B. Due-in completed.
 - C. Cancellation files.
3. Update and close out files, as necessary.
4. Maintain files as required.

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: Cpl

REFERENCE(S):

1. MCFMIS Guidelines
2. MCO P4400.150, Consumer Level Supply Policy Manual
3. UM 4400-15, Organic Property Control

ADMINISTRATIVE INSTRUCTIONS: MCFMIS - Marine Corps Food Management Information System (computer program). ORDSUM - "Order Summary," a MCFMIS program option.

TASK: 3381.01.31 (CORE) MAINTAIN PURCHASE AND DELIVERY FILES

CONDITION(S): In a food service office environment, given purchase orders/ORDGUIDE and delivery invoices, filing cabinets, filing materials, and references.

STANDARD(S): To ensure filing will be accurate, complete, and current per the references.

PERFORMANCE STEPS:

1. Compile/Record all Blanket Purchase/Contract orders into a pending file.
2. Compile/Record all delivery transactions into a completed file.
3. Update and close out files, as necessary.
4. Maintain files, as required.

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: Cpl

REFERENCE(S):

1. MCFMIS Guidelines
2. MCO P4200.15, USMC Purchasing Procedures Manual

ADMINISTRATIVE INSTRUCTIONS: MCFMIS - Marine Corps Food Management Information System (computer program). ORDGUIDE - "Ordering Guide," a MCFMIS computer program option.

TASK: 3381.01.32 (CORE) MANAGE PURCHASING ORDERS/ORDSUM

CONDITION(S): In a food service office environment, given office equipment/computer, purchase order forms, references, MCFMIS program, ORDGUIDE, and requirements.

STANDARD(S): To ensure purchase orders are prepared accurately per the references.

PERFORMANCE STEPS:

1. Compile subsistence items needed to support the master menu.
2. Adjust the quantity of subsistence items to coincide with the number of personnel to be fed.
3. Record quantities on 1348/purchase order forms/ORDGUIDE.
4. Review the status of purchase orders.

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: Cpl

REFERENCE(S):

1. MCFMIS Guidelines
2. Vendor Catalog
3. MCO P10110.14, Food Service Standard Operating Procedures
4. MCO P10110.42, Armed Forces Recipe Service Cards
5. MCO P4400.150, Consumer Level Supply Policy Manual

DISTANCE LEARNING PRODUCT(S):

1. MCI 33.24, THE MESSHALL SUBSISTENCE CLERK

ADMINISTRATIVE INSTRUCTIONS: MCFMIS - Marine Corps Food Management Information System (computer program). MCFMIS program options: ORDSUM - "Order Summary," ORDGUIDE - "Ordering Guide."

TASK: 3381.01.33 (CORE) PREPARE ISSUE AND RECEIPT DOCUMENTS

MCO 1510.72B
23 FEB 04

CONDITION(S): In a food service office environment, given a computer, MCFMIS program, subsistence requirements, appropriate forms, stock list, price list, menu, calculators, subsistence inventory, and the references.

STANDARD(S): To ensure forms are filled out accurately and completely per the references.

PERFORMANCE STEPS:

1. Record all issue/receipt quantities onto 1348/subsistence requisition forms/ISSUEMAN.
2. Record date and organization of issue/receipt transactions/INREV/ISSUEMAN.

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: Cpl

REFERENCE(S):

1. MCFMIS Guidelines
2. DPSC HANDBOOK 4235.2, CONUS Semiperishable Subsistence
3. FSC C8900-PL, Federal Supply Catalog, Group 89 Subsistence
4. FSC C8900-SL, Federal Supply Catalog Stock List
5. MCRP 4-11, 8A, Marine Corps Wartime Feeding Doctrine
6. UM 4400-15, Organic Property Control

DISTANCE LEARNING PRODUCT(S):

1. MCI 30.22, FIELD SUBSISTENCE SUPPLY OPERATIONS
2. MCI 33.24, THE MESSHALL SUBSISTENCE CLERK

ADMINISTRATIVE INSTRUCTIONS: MCFMIS - Marine Corps Food Management Information System (computer program). MCFMIS program options: ISSUEMAN - "Issue Menu," INREV - "Inventory History Review."

TASK: 3381.01.34 (CORE) CONSOLIDATE REQUISITIONS

CONDITION(S): In a food service office environment, given office equipment/computer, MCFMIS program, 2 or more requisitions, and references.

STANDARD(S): To ensure forms are consolidated completely and accurately per the references.

PERFORMANCE STEPS:

1. Consolidate all subsistence requisition quantities from the customer/ORDSUM.
2. File outdated requisitions RCVSTAT.

3. Produce orders request using COMBREQ.

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: Cpl

REFERENCE(S):

1. MCFMIS Guidelines
2. MCO P10110.14, Food Service Standard Operating Procedures

ADMINISTRATIVE INSTRUCTIONS: MCFMIS - Marine Corps Food Management Information System (computer program). MCFMIS program options: ORDSUM - "Order Summary," RCVSTAT - "Receive Status," SPVI - "Subsistence Prime Vendor Interpreter," COMBREQ - "Print Messhall Requisition/Orders."

TASK: 3381.01.35 (CORE) PROVIDE REQUISITION STATUS/ORDSUM TO CUSTOMER

CONDITION(S): In a food service office environment, given office equipment/computer, MCFMIS program, requisition information, appropriate data, and references.

STANDARD(S): To ensure forms are completed accurately per the references.

PERFORMANCE STEPS:

1. Update all customer requirements status/ORDSUM received from Defense Personnel Support Center (DPSC)/Prime Vendor.
2. Review status received from DPSC/Prime Vendor.
3. Provide to the customer all corrected/updated information on their specific requisitions.

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: Cpl

REFERENCE(S):

1. DPSC HANDBOOK 4235.2, CONUS Semiperishable Subsistence
2. MCO P10110.14, Food Service Standard Operating Procedures

ADMINISTRATIVE INSTRUCTIONS: MCFMIS - Marine Corps Food Management Information System (computer program). ORDSUM - "Order Summary," a MCFMIS program option.

TASK: 3381.01.37 (CORE) PREPARE REPORT OF DISCREPANCIES (ROD)

CONDITION(S): In a storage receiving environment, given incoming subsistence supplies, forms, and reference.

STANDARD(S): To ensure an ROD identifying overages and shortages will be accurately and completely prepared per the reference.

PERFORMANCE STEPS:

1. Receive bills for items.
2. Check bills to items delivered.
3. Identify shortages.
4. Report overages to subsistence personnel, return overages and bills with shipment.
5. Place items in storage, make accurate inventory of items against bills.

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: Cpl

REFERENCE(S):

1. NAVSUP 486, VOL 1, Food Service General Messes

TASK: 3381.01.38 (CORE PLUS) DETERMINE REQUIREMENTS FOR FOOD SERVICE CONTRACTS

CONDITION(S): In a food service environment, given contract requirements, publications, appropriate directives and the references.

STANDARD(S): To ensure all applicable stipulations and regulations are included in the completed contract per the references.

PERFORMANCE STEPS:

1. Review the references.
2. Perform research for contract input.
3. Define and establish contract elements.
4. Submit contract elements to the Installation Contracting Officer (ICO)/Food Service Officer.
5. Prepare modifications, Collective Bargaining agreements, and Wage determinations for submission to the ICO/Food Service Officer.
6. Validate modifications, Collective Bargaining agreements, and Wage determinations for submission to the ICO/Food Service Officer.
7. Recommend changes of Quality Assurance Surveillance Plans to be ICO/Food Service Officer.

INITIAL TRAINING SETTING: FLC Sustainment: 9 Req By: MSgt

REFERENCE(S):

1. Federal Acquisition Regulation

2. Regional/Local Food Service Contract
 3. MCO P10110.14, Food Service Standard Operating Procedures
 4. MCO P4200.15, USMC Purchasing Procedures Manual
 5. NAVMED P-5010, Manual of Naval Preventive Medicine
 6. NAVSUP 486, VOL 1, Food Service General Messes
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TASK: 3381.01.39 (CORE) MONITOR PERFORMANCE OF A FOOD SERVICE CONTRACT

CONDITION(S): In a food service environment, given references and appropriate training/qualification as a Contracting Officer's Representative, and the references.

STANDARD(S): To ensure all contractual stipulations and regulations are met per the references.

PERFORMANCE STEPS:

1. Prepare an inspection schedule for submission to the ICO/Food Service Officer.
 - a. Monthly.
 - b. Quarterly.
 - c. Random.
 - d. Planned/Scheduled.
2. Supervise periodic and unscheduled inspections, as required.
3. Facilitate Quality Assurance Evaluators (QAEs) training program.
4. Maintain Quality Assurance Evaluators (QAEs) training program.
5. Review QAE Evaluations and prepare/submit Contract Discrepancy Reports (CDRs) for unsatisfactory performance to the ICO/Food Service Officer.
6. Perform site visits to mess halls.
7. Review sanitation/reports.
8. Review/Validate payment invoices.
9. Correct unsatisfactory performance, as required.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: MSgt

REFERENCE(S):

1. Federal Acquisition Regulation
2. Regional/Local Food Service Contract
3. MCO P10110.14, Food Service Standard Operating Procedures

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4. MCO P4200.15, USMC Purchasing Procedures Manual
5. NAVMED P-5010, Manual of Naval Preventive Medicine
6. NAVSUP 486, VOL 1, Food Service General Messes

DUTY AREA 02 - HOUSKEEPING/SANITATION

TASK: 3381.02.01 (CORE) CLEAN MESSHALLS AND MESS EQUIPMENT

CONDITION(S): In a food service environment, given mess equipment, cleaning equipment, supplies, and the references.

STANDARD(S): To ensure equipment is properly sanitized per current references.

PERFORMANCE STEPS:

1. Sweep deck clear of all particles and trash.
2. Defrost and clean refrigerators and freezers.
3. Scrub walls and deck with hot soapy water and bristle brush, rinse with hot clean water, and dry swab deck.
4. Damp wipe all storage racks with hot soapy water and wipe dry with cloth or paper towels.
5. Clean dining tables and chairs.
6. Clean serving counters and serving areas.
7. Clean and sanitize storage areas.
8. Clean drains.
9. Clean and sanitize appliances and equipment.

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: PFC

REFERENCE(S):

1. Material Safety Data Sheet (MSDS)
2. NAVMED P-5010, Manual of Naval Preventive Medicine
3. NAVSUP 486, VOL 1, Food Service General Messes

DISTANCE LEARNING PRODUCT(S):

1. MCI 33.4, FOOD SERVICE FUNDAMENTALS

TASK: 3381.02.02 (CORE) PREPARE UDR/QDR

CONDITION(S): In a food service environment, given unsatisfactory material (subsistence) data, quality deficiency data on food equipment, references, and forms.

STANDARD(S): To ensure the forms are prepared correctly per current references.

PERFORMANCE STEPS:

1. Evaluate condition of subsistence/equipment to determine a deficiency.
2. Review references and required forms.
3. Prepare forms per references.
4. Submit prepared forms to appropriate agency.

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: SSgt

REFERENCE(S):

1. MCO P10110.14, Food Service Standard Operating Procedures
2. MCO P4200.15, USMC Purchasing Procedures Manual

TASK: 3381.02.03 (CORE) CONDUCT INSPECTION OF FOOD SERVICE FACILITIES

CONDITION(S): As a Chief Cook, in a food service environment, given a "Change of Watch" situation involving food preparation and serving, a sanitation checklist, personnel, and the references.

STANDARD(S): To ensure compliance per the references.

PERFORMANCE STEPS:

1. Review directives.
2. Obtain a checklist.
3. Check refrigeration units for proper cleanliness, proper rotation, dating of subsistence, refrigerator unit temperatures, and charts.
4. Inspect bake shop.
5. Inspect salad room.
6. Inspect galley.
7. Inspect scullery.
8. Inspect dining areas.
9. Inspect outside area.
10. Inspect dumpsters.
11. Inspect G.I. House.
12. Inspect storage areas.

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: Sgt

REFERENCE(S) :

1. FM 21-10, Field Hygiene and Sanitation
2. MCO P10110.14, Food Service Standard Operating Procedures
3. NAVMED P-5010, Manual of Naval Preventive Medicine
4. NAVSUP 486, VOL 1, Food Service General Messes
5. SECNAVINST 4061.1, Food Sanitation Training Program

TASK: 3381.02.04 (CORE) DISPOSE OF DAMAGED/DETERIORATED SUPPLIES

CONDITION(S): In a subsistence storage area, given damaged or deteriorated supplies, and references.

STANDARD(S): To ensure proper disposal of deteriorated items per the references.

PERFORMANCE STEPS:

1. Receive message on damaged or deteriorated items.
2. Place on hold and report to appropriate authority.
3. Verify vets have inspected and taken samples, as appropriate.
4. Await outcome of lab results.
5. Issue or dispose of item according to veterinarian guidance.
6. Obtain proper veterinarian documents.

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: PFC

REFERENCE(S) :

1. MCO 10110.21, Inspections of Subsistence Supplies and Services
2. MCO P10110.14, Food Service Standard Operating Procedures
3. MCO P5090.2, Environment and Protection Manual
4. MCRP 4-11, 8A, Marine Corps Wartime Feeding Doctrine
5. NAVMC 1101, Storage and Materials Handling Manual

DISTANCE LEARNING PRODUCT(S) :

1. MCI 30.22, FIELD SUBSISTENCE SUPPLY OPERATIONS

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2. MCI 33.24, THE MESSHALL SUBSISTENCE CLERK

DUTY AREA 03 - SUBSISTENCE OPERATIONS

TASK: 3381.03.01 (CORE PLUS) DETERMINE SUBSTITUTIONS FOR SUBSISTENCE ITEMS

CONDITION(S): In a food service environment, given office equipment/computer, information pertaining to nonavailability of specific items, references, proper authority, current inventory, and MCFMIS.

STANDARD(S): To ensure identification of comparable items or items in excess of authorized inventory levels per the references.

PERFORMANCE STEPS:

1. Review master menu and current available inventories for excesses or items which may be used as substitutes.
2. Select substitute item that will not impact future feed plan requirements.
3. Recommend formal menu change.
4. Ascertain next possible delivery of nonavailable item.

INITIAL TRAINING SETTING: MOJT Sustainment: 9 Req By: Sgt

REFERENCE(S):

1. Vendor Catalog
2. DPSC HANDBOOK 4235.2, CONUS Semiperishable Subsistence
3. FSC C8900-SL, Federal Supply Catalog Stock List
4. MCO P10110.14, Food Service Standard Operating Procedures

TASK: 3381.03.02 (CORE) RECONCILE ADDITIONAL DEMANDS LIST (ADL)

CONDITION(S): In a food service environment, given a Supported Activities Supplies System (SASSY), Additional Demands List Pending File, and the references.

STANDARD(S): To ensure requests submitted for supplies are on the requisition per the references.

PERFORMANCE STEPS:

1. Verify all requests for supplies submitted to supply are resident on the ADL.
2. Resubmit request and request follow-up action, if required.
3. Sign ADL certifying that a reconciliation was conducted.
4. File ADL appropriately.

INITIAL TRAINING SETTING: FLC Sustainment: 9 Req By: Cpl

REFERENCE(S) :

1. MCRP 4-11, 8A, Marine Corps Wartime Feeding Doctrine
2. TM 4700-15/1, Marine Corps Equipment Forms and Records
3. UM 4400-124, FMF SASSY Using Unit Procedures
4. UM 4790-5, MIMMS AIS, Field Maintenance Procedures

DISTANCE LEARNING PRODUCT(S) :

1. MCI 04.15, THE VALIDATION AND RECONCILIATION CLERK
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TASK: 3381.03.03 (CORE) ROTATE SUBSISTENCE SUPPLIES

CONDITION(S): In a storage area, given subsistence supplies, dunnage, Material Handling Equipment (MHE), and references.

STANDARD(S): To ensure compliance with appropriate rotation procedures per the references.

PERFORMANCE STEPS:

1. Receive stores.
2. Mark stores with date received.
3. Place newest stores behind oldest stores.
4. Issue stores on a "first-in, first-out" basis.
5. Identify and report to mess hall manager subsistence items potentially unfit or unsafe for human consumption.
6. Segregate subsistence items found unfit or unsafe for human consumption.
7. Inspect frequently.

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: PFC

REFERENCE(S) :

1. MCRP 4-11, 8A, Marine Corps Wartime Feeding Doctrine
2. NAVMED P-5010, Manual of Naval Preventive Medicine
3. NAVSUP 486, VOL 1, Food Service General Messes

DISTANCE LEARNING PRODUCT(S) :

1. MCI 30.22, FIELD SUBSISTENCE SUPPLY OPERATIONS

2. MCI 33.24, THE MESSHALL SUBSISTENCE CLERK

TASK: 3381.03.04 (CORE) MANAGE SEMIPERISHABLE/PERISHABLE SUBSISTENCE AND OPERATIONAL RATIONS (OR)

CONDITION(S): In a facility receiving and/or storage area, given receipt documents, ORs, subsistence, Material Handling Equipment (MHE), and references.

STANDARD(S): To ensure thorough inspection at the time of receipt by identifying overages/shortages to supervisory personnel per the references.

PERFORMANCE STEPS:

1. Review delivery schedule and requisitions.
2. Prepare storage areas to receive new stores.
3. Unload vehicle of stores matching against requisitions.
4. Arrange stores in appropriate sequence/location.
5. Verify stores are properly secured.
6. Issue billing documents to subsistence clerk.

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: Cpl

REFERENCE(S):

1. MCO 10110.21, Inspections of Subsistence Supplies and Services
2. MCO P10110.14, Food Service Standard Operating Procedures
3. MCRP 4-11, 8A, Marine Corps Wartime Feeding Doctrine
4. NAVMC 1101, Storage and Materials Handling Manual

DISTANCE LEARNING PRODUCT(S):

1. MCI 30.22, FIELD SUBSISTENCE SUPPLY OPERATIONS
 2. MCI 33.24, THE MESSHALL SUBSISTENCE CLERK
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TASK: 3381.03.05 (CORE PLUS) DECONTAMINATE SUBSISTENCE SUPPLIES

CONDITION(S): In a food service environment, given type of contamination, perishable and semiperishable subsistence, potable water, water containers, food service chlorine, paring knives, vegetable peeler, Material Safety Data Sheet (MSDS), calcium hypochlorite, DS2 slurry, sodium bicarbonate, scrub brush, and references.

STANDARD(S): To ensure decontamination of equipment and material as per references.

PERFORMANCE STEPS:

1. Coordinate with local Army Veterinarian Technician and Command NBC Officer for specific decontamination/discard instructions.
2. Determine/Obtain appropriate decontamination agents for canned subsistence.
3. Demonstrate the decontamination procedures of canned subsistence.
4. Determine how/when subsistence items should be discarded with regards to chemical contamination.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. Material Safety Data Sheet (MSDS)
2. MCO P5090.2, Environment and Protection Manual
3. MCRP 4-11, 8A, Marine Corps Wartime Feeding Doctrine
4. NAVMED P-5010, Manual of Naval Preventive Medicine
5. NAVSUP 486, VOL 1, Food Service General Messes

TASK: 3381.03.06 (CORE) PREPARE DAILY FOOD COST ANALYSIS/DCANAMH

CONDITION(S): In a food service office environment, given a computer, MCFMIS program, food cost analysis form, support documents, office equipment, calculator, and references.

STANDARD(S): To ensure accuracy per the references.

PERFORMANCE STEPS:

1. Record all issues from the daily Subsistence Issue Receipt (SIR)/PICKLIST with the Cost Analysis.
2. Record all receipts from the daily invoices/requisitions/FASTRCV onto the cost analysis.
3. Record all personnel fed from the daily Man-Day Fed Report/MDFEDMH onto the cost analysis.
4. Compile the cost analysis.

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: Cpl

REFERENCE(S):

1. MCFMIS Guidelines

2. MCO P10110.14, Food Service Standard Operating Procedures

DISTANCE LEARNING PRODUCT(S):

1. MCI 33.24, THE MESSHALL SUBSISTENCE CLERK

ADMINISTRATIVE INSTRUCTIONS: MCFMIS - Marine Corps Food Management Information System (computer program). MCFMIS program options: DCANAMH - "Daily Food Cost Analysis for the Messhall," PICKLIST - "Print Breakout Sheet," FASTRCV - "Bill Posting Data Entry," MDFEDMH - "Man-Day Fed Report for the Messhall."

TASK: 3381.03.07 (CORE) PERFORM BASIC LEVEL COMPUTER MAINTENANCE

CONDITION(S): In a food service office environment, given a computer, computer operator's maintenance manuals, references, and applicable tools.

STANDARD(S): To ensure appropriate personnel are notified immediately if additional maintenance is required beyond operator expertise level per the references.

PERFORMANCE STEPS:

1. Vacuum vents once a month.
2. Vacuum/Wipe keyboard once a month.
3. Clean drives with a cleaning kit once a month.
4. Perform operational check.

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: Cpl

REFERENCE(S):

1. Applicable Computer Operator's/Maintenance Manuals
 2. MCO P5090.2, Environment and Protection Manual
 3. MCRP 4-11, 8A, Marine Corps Wartime Feeding Doctrine
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TASK: 3381.03.08 (CORE) PREPARE SUBSISTENCE INVENTORY ADJUSTMENT

CONDITION(S): In a food service office environment, given office equipment, inventory, references, and MCFMIS program.

STANDARD(S): To ensure accuracy per the references.

PERFORMANCE STEPS:

1. Complete the physical end of accounting period subsistence inventory/PHYSRPT.

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2. Prepare survey documentation for subsistence unsafe or unfit for human consumption upon notification.
3. Adjust accountable balance column to reflect the adjustment.
4. Prepare a Letter of Notification/Adjustment for discrepancies/surveys of the accountable balance per the references.

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: Cpl

REFERENCE(S):

1. MCFMIS Guidelines
2. MCO P10110.14, Food Service Standard Operating Procedures
3. UM 4400-15, Organic Property Control

ADMINISTRATIVE INSTRUCTIONS: MCFMIS - Marine Corps Food Management Information System (computer program). MCFMIS program options: ORDSUM - "Order Summary," SAVECOST - "Save Cost Utility Program," FASTINV - "Quickly Update all Inventory Levels," PHYSRPT - "Physical Inventory Worksheet."

TASK: 3381.03.09 (CORE) MANAGE SUBSISTENCE ISSUE RECEIPTS (SIR)/PICKLIST

CONDITION(S): In a food service office environment, given a computer, MCFMIS program, SIR/PICKLIST, subsistence items, catalogs, price list, and references.

STANDARD(S): To ensure the total cost issued for the day per the references.

PERFORMANCE STEPS:

1. Fill out applicable information of each SIR/PICKLIST.
2. Note category on each form (meats, dairy, fresh frozen, etc.).
3. Obtain initials of receiving person for each issue conducted.
4. Total "Quantity issued for the day" column.
5. Sign each form following the day's business certifying issues.

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: Cpl

REFERENCE(S):

1. MCFMIS Guidelines
2. MCO P10110.14, Food Service Standard Operating Procedures

ADMINISTRATIVE INSTRUCTIONS: MCFMIS - Marine Corps Food Management Information System (computer program). PICKLIST - "Print Breakout Sheet," a MCFMIS program option.

TASK: 3381.03.10 (CORE) MAINTAIN A RATION ISSUE OPERATION

CONDITION(S): In a field environment, given the terrain, cover, access roads, security, tentage, Material Handling Equipment (MHE), refrigeration, manpower assets, subsistence supplies, Training Input Plan (TIP), administrative supplies and equipment, and references.

STANDARD(S): To ensure storage areas are set up according to the type and size of operation to be established and the 4 types of storage areas per the references.

PERFORMANCE STEPS:

1. Review feed plan/menu to ascertain volume of subsistence to be handled.
2. Determine personnel requirement necessary to successfully man the ration issue point.
3. Determine refrigeration requirements.
4. Determine MHE, tentage, dunnage, and other related equipment requirements.
5. Select site.
6. Conduct liaison with sources(s) of supply and veterinarian service.
7. Determine transportation requirements.
8. Set up operation and develop security plan.
9. Develop stockage levels/recorder points.
10. Develop issue/pick-up schedule.
11. Verify stores are protected from the elements.
12. Maintain proper stock rotation.
13. Provide substitutions.
14. Establish End-of-Exercise (ENDEX) subsistence disposal procedures for unconsumed rations.
15. Receive, store, and issue rations.
16. Complete all administrative and accounting records.

INITIAL TRAINING SETTING: FLC Sustainment: 9 Req By: SSgt

REFERENCE(S):

1. FMFPAC/LANTO 10110.2, SOP for Food Service/Sub-Support within FMF-FMFPAC
2. MCO P10110.14, Food Service Standard Operating Procedures

3. MCRP 4-11, 8A, Marine Corps Wartime Feeding Doctrine

DISTANCE LEARNING PRODUCT(S):

1. MCI 30.22, FIELD SUBSISTENCE SUPPLY OPERATIONS
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TASK: 3381.03.11 (CORE PLUS) CONDUCT SUBSISTENCE INVENTORY

CONDITION(S): In a food service office environment, given a subsistence storage area, Logistics Application of Automated Markings and Reading Symbols (LOGMAR) labeled subsistence, LOGMAR/MCFMIS data collector, and references.

STANDARD(S): To ensure MCFMIS hardware is operated per the references.

PERFORMANCE STEPS:

1. Identify 2 inventory individuals/teams as a control measure.
2. Utilizing 2 inventory individuals/teams, conduct inventory of all subsistence supplies.
3. Compare inventory results.
4. Reinventory discrepant items.
5. Rectify inventory discrepancies.

INITIAL TRAINING SETTING: MOJT Sustainment: 6 Req By: Cpl

REFERENCE(S):

1. MCFMIS Guidelines
2. MCO P10110.14, Food Service Standard Operating Procedures

ADMINISTRATIVE INSTRUCTIONS: MCFMIS - Marine Corps Food Management Information System (computer program).

TASK: 3381.03.12 (CORE PLUS) COORDINATE ISSUE/DELIVERY OF SUBSISTENCE SUPPLIES

CONDITION(S): In a food service environment, given customer requirements, supplies, delivery schedule, personnel, references, and transportation directives.

STANDARD(S): To ensure customer demands are met per the references.

PERFORMANCE STEPS:

1. Review delivery schedule.
2. Obtain Material Handling Equipment (MHE) and transportation assets.

3. Obtain customer requisitions.
4. Load vehicles using customer requisitions as "check-off" document.
5. Clean vehicles following deliveries.

INITIAL TRAINING SETTING: MOJT Sustainment: 6 Req By: Cpl

REFERENCE(S):

1. MCO P10110.14, Food Service Standard Operating Procedures
2. MCO P10110.40, Policy and Requisition, Issue and Control of Packaged Operational Rations
3. MCRP 4-11, 8A, Marine Corps Wartime Feeding Doctrine

DISTANCE LEARNING PRODUCT(S):

1. MCI 30.22, FIELD SUBSISTENCE SUPPLY OPERATIONS
2. MCI 33.24, THE MESSHALL SUBSISTENCE CLERK

TASK: 3381.03.13 (CORE PLUS) MAINTAIN WAREHOUSE LOCATOR DECK

CONDITION(S): In a warehouse environment, given subsistence forms, directive, references, and other pertinent data.

STANDARD(S): To ensure accuracy of warehouse stock list and stock location in the warehouse per the references.

PERFORMANCE STEPS:

1. Determine type of items on hand, place perishables in one area, semiperishables in another area, etc.
2. Break down area into locations.
3. List the National Stock Number (NSN), location, quantity of item, and expiration date on card.
4. Place location cards in appropriate sequence.

INITIAL TRAINING SETTING: MOJT Sustainment: 6 Req By: Cpl

REFERENCE(S):

1. MCO P4400.150, Consumer Level Supply Policy Manual
 2. NAVMC 1101, Storage and Materials Handling Manual
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TASK: 3381.03.14 (CORE) PREPARE CERTIFICATE OF ISSUE

CONDITION(S): In a food service environment, given a computer, MCFMIS program, appropriate forms, issue receipt document, calculator, and references.

STANDARD(S): To ensure accuracy of the bill totals per the references.

PERFORMANCE STEPS:

1. Verify items ordered were delivered.
2. Calculate total items with prices to arrive at the grand total.
3. Annotate total of all items and correct prices on certificate of issue.
4. Total bills (by category) to obtain same total as certificate of issue.
5. Confirm totals with subsistence clerk to be sure totals are correct.

INITIAL TRAINING SETTING: FLC Sustainment: 4 Req By: Cpl

REFERENCE(S):

1. MCFMIS Guidelines
2. MCO P10110.14, Food Service Standard Operating Procedures
3. MCRP 4-11, 8A, Marine Corps Wartime Feeding Doctrine

DISTANCE LEARNING PRODUCT(S):

1. MCI 30.22, FIELD SUBSISTENCE SUPPLY OPERATIONS
2. MCI 33.24, THE MESSHALL SUBSISTENCE CLERK

ADMINISTRATIVE INSTRUCTIONS: MCFMIS - Marine Corps Food Management Information System (computer program).

DUTY AREA 04 - MENU PLANNING

TASK: 3381.04.01 (CORE) COMPUTE DAILY MENU REQUIREMENTS/PREP

CONDITION(S): In a food service environment, given a computer or calculator, MCFMIS program, a menu, personnel to be fed, acceptability data, menu cycle, recipe, appropriate forms, and references.

STANDARD(S): To ensure support of the feeding plan per the references.

PERFORMANCE STEPS:

1. Review menu to be served.
2. Use Armed Forces Recipe Service/MENQUA to obtain requirements for each 100 portions.

INITIAL TRAINING SETTING: FLC Sustainment: 9 Req By: Cpl

REFERENCE(S):

1. MCFMIS Guidelines
2. MCO P10110.14, Food Service Standard Operating Procedures
3. MCO P10110.25, Standard "B" Ration for the Armed Forces
4. MCO P10110.42, Armed Forces Recipe Service Cards

DISTANCE LEARNING PRODUCT(S):

1. MCI 33.25, THE CHIEF COOK

ADMINISTRATIVE INSTRUCTIONS: MCFMIS - Marine Corps Food Management Information System (computer program). MCFMIS program options: PREP - "Produce Requirements, Meat Breakout," MENQUA - "Menu Quantification Report."

TASK: 3381.04.02 (CORE) ADJUST RECQUA PORTIONS/BATCHES

CONDITION(S): In a food service environment, given office equipment, MCFMIS program, recipes, projected number of portions needed, conversion charts, and the references.

STANDARD(S): To ensure adequate food is prepared and waste is kept to a minimum per the references.

PERFORMANCE STEPS:

1. Determine number of portions to prepare.
2. Use MENQUA recipes to match portions on production guide.
3. Determine number of batches to prepare.

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4. Input numbers into computer.
5. Use the proper conversion to adjust numbers.

INITIAL TRAINING SETTING: FLC Sustainment: 9 Req By: PFC

REFERENCE(S):

1. MCFMIS Guidelines
2. MCO P10110.25, Standard "B" Ration for the Armed Forces
3. MCO P10110.42, Armed Forces Recipe Service Cards
4. MCO P10110.43, Armed Forces Recipe Service Index of Recipes
5. MCRP 4-11, 8A, Marine Corps Wartime Feeding Doctrine

DISTANCE LEARNING PRODUCT(S):

1. MCI 33.25, THE CHIEF COOK
2. MCI 33.8, PASTRY BAKING

ADMINISTRATIVE INSTRUCTIONS: MCFMIS - Marine Corps Food Management Information System (computer program). MCFMIS program options: RECQUA - "Recipe Quantification Report," MENQUA - "Menu Quantification Report."

TASK: 3381.04.03 (CORE) FORECAST/FORMULATE SUBSISTENCE REQUIREMENTS

CONDITION(S): In a food service environment, given office equipment, a requirement, frequency chart, data pertaining to historical requirements, information regarding anticipated requirements, a computer, MCFMIS and references.

STANDARD(S): To ensure historical requirements and data regarding anticipated subsistence requirements are reviewed per the references.

PERFORMANCE STEPS:

1. Identify menu(s) and menu date(s).
2. Determine order and delivery date(s).
3. Determine case and pack size.
4. Create ORDGUIDE.

INITIAL TRAINING SETTING: FLC Sustainment: 9 Req By: Sgt

REFERENCE(S):

1. FSC C8900-SL, Federal Supply Catalog Stock List

2. MCO P10110.14, Food Service Standard Operating Procedures
3. MCO P10110.17, USMC Nutrition and Menu Planning Manual
4. MCO P10110.25, Standard "B" Ration for the Armed Forces
5. MCRP 4-11, 8A, Marine Corps Wartime Feeding Doctrine

TASK: 3381.04.04 (CORE) COMPUTE OPERATIONAL RATIONS (OR) REQUIREMENTS

CONDITION(S): In a food service environment, given a computer/calculator, references, unit's requirements, and projected operating and safety levels.

STANDARD(S): To ensure ORs are procured within authorized budget and required reports maintained per the references.

PERFORMANCE STEPS:

1. Review individual unit requirements.
2. Consolidate and develop Bill of Material (BOM) for all requirements for tentage/paper gear/cleaning gear to start operation.
3. Submit budget to Unit S4 or Supply Officer.

INITIAL TRAINING SETTING: FLC Sustainment: 9 Req By: SSgt

REFERENCE(S):

1. FSC C8900-SL, Federal Supply Catalog Stock List
2. MCO 10110.40, Policy for Requisition, Issue, and Control of Packaged Operational Rations

TASK: 3381.04.05 (CORE) PREPARE PREPREP

CONDITION(S): In a food service environment, given a computer, MCFMIS program, Cook's Worksheet, Armed Forces Recipe Service, subsistence items, blank forms, references, calculator, computer, and MCFMIS.

STANDARD(S): To ensure adequate preparation of food per the references.

PERFORMANCE STEPS:

1. Identify pertinent data (menu, date, and/or meals).
2. Identify processing procedures (thawing, slicing, etc.).
3. Implement appropriate procedures.

INITIAL TRAINING SETTING: FLC Sustainment: 9 Req By: Sgt

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REFERENCE(S) :

1. MCFMIS Guidelines
2. MCO P10110.14, Food Service Standard Operating Procedures
3. MCO P10110.42, Armed Forces Recipe Service Cards

ADMINISTRATIVE INSTRUCTIONS: MCFMIS - Marine Corps Food Management Information System (computer program). MCFMIS program options: PREPREP - "Produce Requirements, Meat Breakout", PROGUIDE - "Production Guide."

TASK: 3381.04.06 (CORE) COMPUTE MILITARY PERSONNEL MARINE CORPS (MPMC) PROJECT 31 BUDGET

CONDITION(S): In a messhall environment, given a computer, MCFMIS program, a calculator, references, general training plan, Basic Daily Food Allowance (BDFA), number of personnel to support, past Man-Day Fed data, and projected troop movement.

STANDARD(S): To ensure ration mixes and appropriate formulas on projected BDFA are available to support base number of personnel to be fed per the references.

PERFORMANCE STEPS:

1. Review historical data.
2. Calculate future feeding requirements (based on training/operations historical data).
3. Establish Basic Daily Food Allowance or applicable conversion factor.
4. Monitor actual budget expenditures versus projected budget.
5. Update budget requirements.

INITIAL TRAINING SETTING: FLC Sustainment: 9 Req By: SSgt

REFERENCE(S) :

1. DOD Financial Management Regulation Volume 11A
2. MCFMIS Guidelines
3. MCO P10110.14, Food Service Standard Operating Procedures

ADMINISTRATIVE INSTRUCTIONS: MCFMIS - Marine Corps Food Management Information System (computer program).

TASK: 3381.04.07 (CORE) PREPARE PROGUIDE AND COOK'S WORKSHEET

CONDITION(S): In a food service environment, given a computer, MCFMIS program, a menu,

blank forms, subsistence items, food requirements, food service personnel, Armed Forces Recipe Service, number of personnel to feed, list of leftover food from previous meal, and the references.

STANDARD(S): To ensure detailed instructions are provided to food service personnel for each food item per the references.

PERFORMANCE STEPS:

1. Identify menu/menu dates.
2. Generate PROGUIDE.
3. Enter required information in columns on Cook's Worksheet.

INITIAL TRAINING SETTING: FLC Sustainment: 9 Req By: SSgt

REFERENCE(S):

1. MCFMIS Guidelines
2. MCO P10110.14, Food Service Standard Operating Procedures
3. MCO P10110.25, Standard "B" Ration for the Armed Forces
4. MCO P10110.42, Armed Forces Recipe Service Cards
5. MCO P10110.43, Armed Forces Recipe Service Index of Recipes
6. MCRP 4-11, 8A, Marine Corps Wartime Feeding Doctrine

ADMINISTRATIVE INSTRUCTIONS: MCFMIS - Marine Corps Food Management Information System (computer program). MCFMIS program options: PROGUIDE - "Production Guide," RECMAN - "Change or review Recipes."

TASK: 3381.04.08 (CORE PLUS) CONDUCT MENU PLANNING BOARD

CONDITION(S): In a food service office environment, given references, current information on availability of subsistence, climatic conditions, command requirement, and consumer's food preferences.

STANDARD(S): To ensure menu standards outlined in the publications meet nutritional requirements per the references.

PERFORMANCE STEPS:

1. Set menu objectives using proposed master menu.
2. Coordinate with board members.
3. Conduct the menu planning board.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: MSgt

REFERENCE(S) :

1. FSC C8900-PL, Federal Supply Catalog, Group 89 Subsistence
 2. FSC C8900-SL, Federal Supply Catalog Stock List
 3. MCO P10110.14, Food Service Standard Operating Procedures
 4. MCO P10110.17, USMC Nutrition and Menu Planning Manual
 5. MCO P10110.25, Standard "B" Ration for the Armed Forces
 6. MCO P10110.34, USMC Food Service and Subsistence Program
 7. MCO P10110.42, Armed Forces Recipe Service Cards
 8. MCRP 4-11, 8A, Marine Corps Wartime Feeding Doctrine
 9. NAVMEDINST 10110.1, Nutrition Allowance, Standards and Education
 10. NAVSUP 486, VOL 1, Food Service General Messes
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TASK: 3381.04.09 (CORE PLUS) DEVELOP A MASTER MENU

CONDITION(S): In a food service environment, given a computer, MCFMIS program, recipes, subsistence availability, command mission, patron preferences, climatic conditions, recommendations from the menu planning board, and the references.

STANDARD(S): To ensure menu is based upon needs of the command, nutritional requirements are met and menu cost is within the basic daily food allowance per the references.

PERFORMANCE STEPS:

1. Review all publications.
2. Prepare a draft Master Menu.
3. Establish frequency chart.
4. Check availability of subsistence items.
5. Modify menu as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: MSgt

REFERENCE(S) :

1. MCFMIS Guidelines
2. Vendor Catalog
3. FSC C8900-PL, Federal Supply Catalog, Group 89 Subsistence

4. FSC C8900-SL, Federal Supply Catalog Stock List
5. MCO P10110.14, Food Service Standard Operating Procedures
6. MCO P10110.17, USMC Nutrition and Menu Planning Manual
7. MCO P10110.25, Standard "B" Ration for the Armed Forces
8. MCO P10110.34, USMC Food Service and Subsistence Program
9. MCO P10110.42, Armed Forces Recipe Service Cards
10. MCRP 4-11, 8A, Marine Corps Wartime Feeding Doctrine
11. NAVSUP 486, VOL 1, Food Service General Messes

ADMINISTRATIVE INSTRUCTIONS: MCFMIS - Marine Corps Food Management Information System (computer program).

TASK: 3381.04.10 (CORE) PERFORM RATION BREAKDOWN

CONDITION(S): In a warehouse or field storage environment, given incoming supplies, customer requirement, menu, issuing documents, type of goods to be issued, and references.

STANDARD(S): To ensure customer demand procedures are adhered to per the references.

PERFORMANCE STEPS:

1. Receive requisitions.
2. Pull subsistence from stocks.
3. Separate and tag items by unit, messhall, etc.
4. Issue to each company, unit, or messhall, using requisitions as reference.
5. Load vehicle using requisitions as checkoff.
6. Verify items are signed for before release.

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: PFC

REFERENCE(S):

1. FSC C8900-SL, Federal Supply Catalog Stock List
2. MCO P10110.14, Food Service Standard Operating Procedures
3. MCO P10110.40, Policy and Requisition, Issue and Control of Packaged Operational Rations
4. MCRP 4-11, 8A, Marine Corps Wartime Feeding Doctrine

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DISTANCE LEARNING PRODUCT(S) :

1. MCI 30.22, FIELD SUBSISTENCE SUPPLY OPERATIONS

DUTY AREA 05 - BEVERAGE PREPARATION

TASK: 3381.05.01 (CORE) PREPARE BEVERAGES

CONDITION(S): In a food service environment, given proper equipment, recipes, ingredients, and references.

STANDARD(S): To ensure proper preparation per the references.

PERFORMANCE STEPS:

1. Prepare hot beverages.
2. Prepare cold beverages.

INITIAL TRAINING SETTING: FLC Sustainment: 9 Req By: PFC

REFERENCE(S):

1. Appropriate Equipment User's Manuals
2. MCO P10110.42, Armed Forces Recipe Service Cards
3. MCO P10110.43, Armed Forces Recipe Service Index of Recipes
4. NAVMED P-5010, Manual of Naval Preventive Medicine

DISTANCE LEARNING PRODUCT(S):

1. MCI 33.25, THE CHIEF COOK

DUTY AREA 06 - BREAKFAST FOOD PREPARATION

TASK: 3381.06.01 (CORE) PREPARE HOT CEREALS

CONDITION(S): In a food service environment, given the proper equipment, ingredients specified, and a recipe.

STANDARD(S): To ensure proper preparation per the references.

PERFORMANCE STEPS:

1. Prepare grits.
2. Prepare oatmeal.
3. Prepare farina.

INITIAL TRAINING SETTING: FLC Sustainment: 9 Req By: PFC

REFERENCE(S):

1. Appropriate Equipment User's Manuals
2. MCO P10110.25, Standard "B" Ration for the Armed Forces
3. MCO P10110.42, Armed Forces Recipe Service Cards
4. MCO P10110.43, Armed Forces Recipe Service Index of Recipes
5. MCRP 4-11, 8A, Marine Corps Wartime Feeding Doctrine
6. NAVMED P-5010, Manual of Naval Preventive Medicine

TASK: 3381.06.02 (CORE) PREPARE FRENCH TOAST/PANCAKES/WAFFLES/FRITTERS/HASH BROWNS/HOME FRIED POTATOES

CONDITION(S): In a food service environment, given equipment, ingredients, cooking utensils, recipes, and references.

STANDARD(S): To ensure proper preparation per the references.

PERFORMANCE STEPS:

1. Mix batters for pancakes, waffles, fritters, or french toast.
2. Preheat oils, grills, and irons.
3. Grill pancakes, waffles, or french toast.
4. Deep fat fry fritters/hash browns/home fried potatoes.

INITIAL TRAINING SETTING: FLC Sustainment: 9 Req By: PFC

REFERENCE(S) :

1. Appropriate Equipment User's Manuals
 2. MCO P10110.25, Standard "B" Ration for the Armed Forces
 3. MCO P10110.42, Armed Forces Recipe Service Cards
 4. MCO P10110.43, Armed Forces Recipe Service Index of Recipes
 5. MCRP 4-11, 8A, Marine Corps Wartime Feeding Doctrine
 6. NAVMED P-5010, Manual of Naval Preventive Medicine
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TASK: 3381.06.03 (CORE) PREPARE EGGS

CONDITION(S): In a food service environment, given ingredients, equipment, recipes, and references.

STANDARD(S): To ensure proper preparation per the references.

PERFORMANCE STEPS:

1. Prepare boiled eggs.
2. Prepare fried eggs.
3. Prepare scrambled eggs.
4. Prepare omelets.

INITIAL TRAINING SETTING: FLC Sustainment: 9 Req By: PFC

REFERENCE(S) :

1. Appropriate Equipment User's Manuals
 2. MCO P10110.25, Standard "B" Ration for the Armed Forces
 3. MCO P10110.42, Armed Forces Recipe Service Cards
 4. MCO P10110.43, Armed Forces Recipe Service Index of Recipes
 5. MCRP 4-11, 8A, Marine Corps Wartime Feeding Doctrine
 6. NAVMED P-5010, Manual of Naval Preventive Medicine
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TASK: 3381.06.04 (CORE) PREPARE BREAKFAST MEATS

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CONDITION(S): In a food service environment, given ingredients, equipment, recipes, and references.

STANDARD(S): To ensure proper preparation per the references.

PERFORMANCE STEPS:

1. Prepare bacon.
2. Prepare ham.
3. Prepare creamed ground beef.
4. Prepare sausage.

INITIAL TRAINING SETTING: FLC Sustainment: 9 Req By: Pvt

REFERENCE(S):

1. Appropriate Equipment User's Manuals
2. MCO P10110.25, Standard "B" Ration for the Armed Forces
3. MCO P10110.42, Armed Forces Recipe Service Cards
4. MCO P10110.43, Armed Forces Recipe Service Index of Recipes
5. MCRP 4-11, 8A, Marine Corps Wartime Feeding Doctrine
6. NAVMED P-5010, Manual of Naval Preventive Medicine

Appendix B to
ENCLOSURE (6)

Appendix B to
ENCLOSURE (6)

DUTY AREA 07 - SALAD PREPARATION

TASK: 3381.07.01 (CORE) PREPARE SALAD

CONDITION(S): In a food service environment, given ingredients, utensils, equipment, recipes, and references.

STANDARD(S): To ensure proper preparation per the references.

PERFORMANCE STEPS:

1. Cook ingredients for cooked salads.
2. Prepare gelatin for gelatin salads.
3. Process vegetables.
4. Process fruits.
5. Process other ingredients used in salads.
6. Add salad dressings, where appropriate.
7. Mix salads.

INITIAL TRAINING SETTING: FLC Sustainment: 9 Req By: PFC

REFERENCE(S):

1. Appropriate Equipment User's Manuals
2. MCO P10110.42, Armed Forces Recipe Service Cards
3. MCO P10110.43, Armed Forces Recipe Service Index of Recipes
4. NAVMED P-5010, Manual of Naval Preventive Medicine

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DUTY AREA 08 - SOUP PREPARATION

TASK: 3381.08.01 (CORE) PREPARE SOUPS

CONDITION(S): In a food service environment, given ingredients, equipment, utensils, recipes, and the references.

STANDARD(S): To ensure proper preparation per the references.

PERFORMANCE STEPS:

1. Prepare ingredients.
2. Mix chowder/gumbo/soup ingredients.
3. Cook chowder/gumbo/soup.

INITIAL TRAINING SETTING: FLC Sustainment: 9 Req By: PFC

REFERENCE(S):

1. Appropriate Equipment User's Manuals
2. NAVMED P-5010, Manual of Naval Preventive Medicine

DUTY AREA 09 - VEGETABLE PREPARATION

TASK: 3381.09.01 (CORE) PREPARE VEGETABLES

CONDITION(S): In a food service environment, given vegetables, equipment, utensils, ingredients, recipes, and references.

STANDARD(S): To ensure proper preparation per the references.

PERFORMANCE STEPS:

1. Deep-fat fry vegetables.
2. Fry vegetables.
3. Saute vegetables.
4. Grill vegetables.
5. Bake vegetables.
6. Steam vegetables.
7. Simmer vegetables.

INITIAL TRAINING SETTING: FLC Sustainment: 9 Req By: PFC

REFERENCE(S):

1. Appropriate Equipment User's Manuals
2. MCO P10110.42, Armed Forces Recipe Service Cards
3. MCO P10110.43, Armed Forces Recipe Service Index of Recipes
4. NAVMED P-5010, Manual of Naval Preventive Medicine

DUTY AREA 10 - DRESSING/GRAVY/SAUCE PREPARATION

TASK: 3381.10.01 (CORE) PREPARE GRAVIES AND SAUCES

CONDITION(S): In a food service environment, given equipment, utensils, recipes, ingredients, and references.

STANDARD(S): To ensure proper preparation per the references.

PERFORMANCE STEPS:

1. Make a roux or thickening agent for gravy.
2. Add stock to mixture for gravy/sauce.
3. Simmer gravy/sauce.

INITIAL TRAINING SETTING: FLC Sustainment: 9 Req By: PFC

REFERENCE(S):

1. Appropriate Equipment User's Manuals
2. MCO P10110.25, Standard "B" Ration for the Armed Forces
3. MCO P10110.42, Armed Forces Recipe Service Cards
4. MCO P10110.43, Armed Forces Recipe Service Index of Recipes
5. MCRP 4-11, 8A, Marine Corps Wartime Feeding Doctrine
6. NAVMED P-5010, Manual of Naval Preventive Medicine

TASK: 3381.10.02 (CORE) PREPARE BREAD DRESSING

CONDITION(S): In a food service environment, given equipment, utensils, recipes, ingredients, and references.

STANDARD(S): To ensure proper preparation per the references.

PERFORMANCE STEPS:

1. Saute vegetables for dressing.
2. Add bread to vegetables.
3. Add stock to mixture.
4. Mix ingredients.
5. Bake dressing.

INITIAL TRAINING SETTING: FLC Sustainment: 9 Req By: PFC

REFERENCE (S) :

1. Appropriate Equipment User's Manuals
2. MCO P10110.25, Standard "B" Ration for the Armed Forces
3. MCO P10110.42, Armed Forces Recipe Service Cards
4. MCO P10110.43, Armed Forces Recipe Service Index of Recipes
5. MCRP 4-11, 8A, Marine Corps Wartime Feeding Doctrine
6. NAVMED P-5010, Manual of Naval Preventive Medicine

DUTY AREA 11 - ENTREE PREPARATION

TASK: 3381.11.01 (CORE) PREPARE PASTA AND STARCH PRODUCTS

CONDITION(S): In a food service environment, given the proper equipment, utensils, recipes, ingredients, and references.

STANDARD(S): To ensure proper preparation per the references.

PERFORMANCE STEPS:

1. Prepare rice.
2. Prepare pasta.

INITIAL TRAINING SETTING: FLC Sustainment: 9 Req By: PFC

REFERENCE(S):

1. Appropriate Equipment User's Manuals
2. MCO P10110.25, Standard "B" Ration for the Armed Forces
3. MCO P10110.42, Armed Forces Recipe Service Cards
4. MCO P10110.43, Armed Forces Recipe Service Index of Recipes
5. MCRP 4-11, 8A, Marine Corps Wartime Feeding Doctrine
6. NAVMED P-5010, Manual of Naval Preventive Medicine

TASK: 3381.11.02 (CORE) PREPARE MEAT/POULTRY/SEAFOOD

CONDITION(S): In a food service environment, given equipment, utensils, recipes, ingredients, and references.

STANDARD(S): To ensure proper preparation per the references.

PERFORMANCE STEPS:

1. Braise stew meat/poultry/seafood.
2. Broil meat/poultry/seafood.
3. Fry/Saute meat/poultry/seafood.
4. Roast/Bake meat/poultry/seafood.
5. Grill/Barbecue meat/poultry/seafood.
6. Simmer/Broil meat/poultry/seafood.

INITIAL TRAINING SETTING: FLC Sustainment: 9 Req By: PFC

REFERENCE(S) :

1. Appropriate Equipment User's Manuals
 2. MCO P10110.25, Standard "B" Ration for the Armed Forces
 3. MCO P10110.42, Armed Forces Recipe Service Cards
 4. MCO P10110.43, Armed Forces Recipe Service Index of Recipes
 5. MCRP 4-11, 8A, Marine Corps Wartime Feeding Doctrine
 6. NAVMED P-5010, Manual of Naval Preventive Medicine
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TASK: 3381.11.03 (CORE) PREPARE CASSEROLES AND STEWS

CONDITION(S): In a food service environment, given equipment, utensils, ingredients, and references.

STANDARD(S): To ensure proper preparation per the references.

PERFORMANCE STEPS:

1. Prepare ingredients.
2. Mix ingredients.
3. Prepare casseroles and stews.

INITIAL TRAINING SETTING: FLC Sustainment: 9 Req By: PFC

REFERENCE(S) :

1. Appropriate Equipment User's Manuals
 2. MCO P10110.25, Standard "B" Ration for the Armed Forces
 3. MCO P10110.42, Armed Forces Recipe Service Cards
 4. MCO P10110.43, Armed Forces Recipe Service Index of Recipes
 5. MCRP 4-11, 8A, Marine Corps Wartime Feeding Doctrine
 6. NAVMED P-5010, Manual of Naval Preventive Medicine
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TASK: 3381.11.04 (CORE) PERFORM MEAT BREAKOUT

CONDITION(S): In a food service environment, given a PREPREP, ingredients, utensils, equipment, refrigerators, and references.

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STANDARD(S): To ensure proper thawing techniques, directives, and precautions per the references.

PERFORMANCE STEPS:

1. Obtain breakout requirements from Mess Manager.
2. Verify items are properly identified and required quantities are available.
3. Place meats under refrigeration to thaw.
4. Label each item with name, quantity, date, and meal for which it is required.

INITIAL TRAINING SETTING: FLC Sustainment: 3 Req By: PFC

REFERENCE(S):

1. MCFMIS Guidelines
2. MCO P10110.42, Armed Forces Recipe Service Cards
3. MCO P10110.43, Armed Forces Recipe Service Index of Recipes
4. NAVMED P-5010, Manual of Naval Preventive Medicine

ADMINISTRATIVE INSTRUCTIONS: MCFMIS - Marine Corps Food Management Information System (computer program). PREPREP - "Produce Requirements, Meat Breakout," a MCFMIS program option.

DUTY AREA 12 - DESSERT PREPARATION

TASK: 3381.12.01 (CORE) BAKE CAKES

CONDITION(S): In a food service environment, given equipment, utensils, recipe, ingredients, and references.

STANDARD(S): To ensure proper preparation per the references.

PERFORMANCE STEPS:

1. Preheat oven.
2. Process ingredients.
3. Prepare pans.
4. Bake cakes.

INITIAL TRAINING SETTING: FLC Sustainment: 9 Req By: PFC

REFERENCE(S):

1. Appropriate Equipment User's Manuals
2. MCO P10110.25, Standard "B" Ration for the Armed Forces
3. MCO P10110.42, Armed Forces Recipe Service Cards
4. MCO P10110.43, Armed Forces Recipe Service Index of Recipes
5. MCRP 4-11, 8A, Marine Corps Wartime Feeding Doctrine
6. NAVMED P-5010, Manual of Naval Preventive Medicine

TASK: 3381.12.02 (CORE) PREPARE FROSTING

CONDITION(S): In a food service environment, given equipment, utensils, ingredients, a recipe, and the references.

STANDARD(S): To ensure proper preparation per the references.

PERFORMANCE STEPS:

1. Mix ingredients.
2. Frost the product.

INITIAL TRAINING SETTING: FLC Sustainment: 9 Req By: PFC

REFERENCE(S):

1. Appropriate Equipment User's Manuals

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2. MCO P10110.25, Standard "B" Ration for the Armed Forces
3. MCO P10110.42, Armed Forces Recipe Service Cards
4. MCO P10110.43, Armed Forces Recipe Service Index of Recipes
5. MCRP 4-11, 8A, Marine Corps Wartime Feeding Doctrine
6. NAVMED P-5010, Manual of Naval Preventive Medicine

DISTANCE LEARNING PRODUCT(S):

1. MCI 33.8, PASTRY BAKING
-

TASK: 3381.12.03 (CORE) DECORATE A CAKE

CONDITION(S): In a food service environment, given decorating equipment, ingredients, cake, recipes, and the references.

STANDARD(S): To ensure proper preparation per the references.

PERFORMANCE STEPS:

1. Add food coloring.
2. Select decorating tip.
3. Make the appropriate decorations.

INITIAL TRAINING SETTING: FLC Sustainment: 9 Req By: Cpl

REFERENCE(S):

1. MCO P10110.42, Armed Forces Recipe Service Cards
 2. NAVMED P-5010, Manual of Naval Preventive Medicine
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TASK: 3381.12.04 (CORE) PREPARE COOKIES

CONDITION(S): In a food service environment, given equipment, utensils, recipe, ingredients, and references.

STANDARD(S): To ensure proper preparation per the references.

PERFORMANCE STEPS:

1. Preheat oven.
2. Process ingredients.
3. Prepare pans.

4. Make up cookies.
5. Bake cookies.

INITIAL TRAINING SETTING: FLC Sustainment: 9 Req By: PFC

REFERENCE(S):

1. Appropriate Equipment User's Manuals
2. MCFMIS Guidelines
3. MCO P10110.25, Standard "B" Ration for the Armed Forces
4. MCO P10110.42, Armed Forces Recipe Service Cards
5. MCO P10110.43, Armed Forces Recipe Service Index of Recipes
6. MCRP 4-11, 8A, Marine Corps Wartime Feeding Doctrine
7. NAVMED P-5010, Manual of Naval Preventive Medicine

DISTANCE LEARNING PRODUCT(S):

1. MCI 33.8, PASTRY BAKING

ADMINISTRATIVE INSTRUCTIONS: MCFMIS - Marine Corps Food Management Information System (computer program). RECQUA - "Recipe Quantification Report," MCFMIS program option.

TASK: 3381.12.05 (CORE) PREPARE PIE

CONDITION(S): In a food service environment, given equipment, utensils, ingredients, a recipe, and references.

STANDARD(S): To ensure proper preparation per the references.

PERFORMANCE STEPS:

1. Mix pie dough.
2. Prepare pie fillings.
3. Pour filling into pie shells.
4. Bake pies.
5. Make topping, where appropriate.

INITIAL TRAINING SETTING: FLC Sustainment: 9 Req By: PFC

REFERENCE(S):

1. Appropriate Equipment User's Manuals

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2. MCFMIS Guidelines
3. MCO P10110.42, Armed Forces Recipe Service Cards
4. MCO P10110.43, Armed Forces Recipe Service Index of Recipes
5. NAVMED P-5010, Manual of Naval Preventive Medicine

DISTANCE LEARNING PRODUCT(S) :

1. MCI 33.8, PASTRY BAKING

ADMINISTRATIVE INSTRUCTIONS: MCFMIS - Marine Corps Food Management Information System (computer program). RECQUA - "Recipe Quantification Report," a MCFMIS program option.

DUTY AREA 13 - BREAD/ROLLS PREPARATION

TASK: 3381.13.01 (CORE) PREPARE ROLLS

CONDITION(S): In a food service environment, given equipment, utensils, ingredients, a recipe, and the references.

STANDARD(S): To ensure proper preparation per the references.

PERFORMANCE STEPS:

1. Assemble ingredients.
2. Measure ingredients.
3. Prepare products by batch according to production schedule.

INITIAL TRAINING SETTING: FLC Sustainment: 9 Req By: PFC

REFERENCE(S):

1. Appropriate Equipment User's Manuals
 2. MCO P10110.42, Armed Forces Recipe Service Cards
 3. MCO P10110.43, Armed Forces Recipe Service Index of Recipes
 4. NAVMED P-5010, Manual of Naval Preventive Medicine
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TASK: 3381.13.02 (CORE) PREPARE DANISH/SWEET DOUGH

CONDITION(S): In a food service environment, given equipment, utensils, ingredients, a recipe, and the references.

STANDARD(S): To ensure proper preparation per the references.

PERFORMANCE STEPS:

1. Assemble ingredients.
2. Measure ingredients.
3. Prepare products by batch according to production schedule.

INITIAL TRAINING SETTING: FLC Sustainment: 9 Req By: PFC

REFERENCE(S):

1. Appropriate Equipment User's Manuals
2. MCO P10110.42, Armed Forces Recipe Service Cards
3. MCO P10110.43, Armed Forces Recipe Service Index of Recipes

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

DISTANCE LEARNING PRODUCT(S) :

1. MCI 33.8, PASTRY BAKING
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TASK: 3381.13.03 (CORE) PREPARE QUICK BREADS

CONDITION(S) : In a food service environment, given ingredients, utensils, baking or muffin pans, oven or range, a recipe, and the references.

STANDARD(S) : To ensure proper preparation per the references.

PERFORMANCE STEPS:

1. Assemble ingredients.
2. Measure ingredients.
3. Combine ingredients according to recipe.
4. Prepare product by batch according to production schedule.

INITIAL TRAINING SETTING: FLC Sustainment: 9 Req By: PFC

REFERENCE(S) :

1. Appropriate Equipment User's Manuals
2. MCO P10110.25, Standard "B" Ration for the Armed Forces
3. MCO P10110.42, Armed Forces Recipe Service Cards
4. MCO P10110.43, Armed Forces Recipe Service Index of Recipes
5. MCRP 4-11, 8A, Marine Corps Wartime Feeding Doctrine
6. NAVMED P-5010, Manual of Naval Preventive Medicine

DUTY AREA 14 - OTHER PREPARATION

TASK: 3381.14.01 (CORE) PREPARE SANDWICHES

CONDITION(S): In a food service environment, given ingredients, utensils, wrapping materials, recipes, and the references.

STANDARD(S): To ensure proper preparation per the references.

PERFORMANCE STEPS:

1. Prepare cold sandwiches.
2. Prepare hot sandwiches.

INITIAL TRAINING SETTING: FLC Sustainment: 9 Req By: PFC

REFERENCE(S):

1. MCO P10110.42, Armed Forces Recipe Service Cards
 2. MCO P10110.43, Armed Forces Recipe Service Index of Recipes
 3. NAVMED P-5010, Manual of Naval Preventive Medicine
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TASK: 3381.14.02 (CORE) PREPARE GARNISHES

CONDITION(S): In a food service environment, given equipment, subsistence items, and references.

STANDARD(S): To ensure garnished dish compliments the entree per the references.

PERFORMANCE STEPS:

1. Select appropriate materials.
2. Select appropriate equipment.
3. Garnish the entree.

INITIAL TRAINING SETTING: FLC Sustainment: 9 Req By: PFC

REFERENCE(S):

1. MCO P10110.42, Armed Forces Recipe Service Cards
 2. NAVMED P-5010, Manual of Naval Preventive Medicine
 3. NAVSUP 486, VOL 1, Food Service General Messes
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TASK: 3381.14.03 (CORE PLUS) PREPARE BOX LUNCHES/IN-FLIGHT MEALS

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CONDITION(S): In a food service environment, given menu, subsistence supplies, cook's worksheet, food equipment, utensils, wrapping materials, and references.

STANDARD(S): To ensure proper preparation techniques per the references.

PERFORMANCE STEPS:

1. Select ingredients.
2. Assemble meal.
3. Pack and date box lunches/in-flight meals.

INITIAL TRAINING SETTING: MOJT Sustainment: 9 Req By: PFC

REFERENCE(S):

1. MCO P10110.14, Food Service Standard Operating Procedures
2. MCO P10110.17, USMC Nutrition and Menu Planning Manual
3. NAVMED P-5010, Manual of Naval Preventive Medicine
4. NAVSUP 486, VOL 1, Food Service General Messes

DUTY AREA 15 - FOOD SERVICE

TASK: 3381.15.01 (CORE) SET UP SERVING LINE

CONDITION(S): In a food service environment, given equipment, pans, trays, serving utensils, menu items, and the reference.

STANDARD(S): To ensure serving will be rapid and congestion free per the reference.

PERFORMANCE STEPS:

1. Place items in holding slots according to serving sequence.
2. Cover all items unless they are being served.
3. Garnish serving line appropriately.

INITIAL TRAINING SETTING: FLC Sustainment: 9 Req By: PFC

REFERENCE(S):

1. NAVMED P-5010, Manual of Naval Preventive Medicine

DISTANCE LEARNING PRODUCT(S):

1. MCI 33.25, THE CHIEF COOK
2. MCI 33.4, FOOD SERVICE FUNDAMENTALS

TASK: 3381.15.02 (CORE) SERVE MENU ITEMS FROM SERVING LINE

CONDITION(S): In a food service environment, given a set-up serving line, menu items, proper serving utensils, recipes, and the reference.

STANDARD(S): To ensure efficiency to prevent congestion in serving line per the reference.

PERFORMANCE STEPS:

1. Serve menu items according to recipe portion size.
2. Keep all food covered unless being served.
3. Bring the plate/tray to the food, not vice-versa.
4. Immediately clean any spills.
5. Properly replenish food on serving lines.

INITIAL TRAINING SETTING: FLC Sustainment: 9 Req By: PFC

REFERENCE(S):

MCO 1510.72B
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1. NAVMED P-5010, Manual of Naval Preventive Medicine

DISTANCE LEARNING PRODUCT(S) :

1. MCI 33.25, THE CHIEF COOK
2. MCI 33.4, FOOD SERVICE FUNDAMENTALS

DUTY AREA 16 - FOOD SERVICE EQUIPMENT OPERATION AND MAINTENANCE

TASK: 3381.16.01 (CORE PLUS) SET UP DISHWASHING MACHINE

CONDITION(S): In a garrison mess environment, given a dishwasher, detergent, electricity, water source, and references.

STANDARD(S): To ensure proper set up per the references.

PERFORMANCE STEPS:

1. Review operators/safety instruction.
2. Verify all drain valves are closed.
3. Verify all parts are in place and machine is properly assembled.
4. Verify tanks are filled to applicable level.
5. Verify detergent is replenished.
6. Check all temperature gauges to verify that proper temperature ranges are met.

INITIAL TRAINING SETTING: MOJT Sustainment: 9 Req By: PFC

REFERENCE(S):

1. Appropriate Equipment User's Manuals
 2. Material Safety Data Sheet (MSDS)
 3. NAVMED P-5010, Manual of Naval Preventive Medicine
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TASK: 3381.16.02 (CORE) OPERATE FOOD SERVICE EQUIPMENT

CONDITION(S): In a food service environment, given an item of equipment, and references.

STANDARD(S): To ensure equipment is working properly per the references.

PERFORMANCE STEPS:

1. Review operator's/safety instructions.
2. Verify equipment is in proper working order.

INITIAL TRAINING SETTING: FLC Sustainment: 9 Req By: PFC

REFERENCE(S):

1. Material Safety Data Sheet (MSDS)
2. Operator's Manual

3. MCO P10110.14, Food Service Standard Operating Procedures

TASK: 3381.16.03 (CORE PLUS) PERFORM MAINTENANCE ON FOOD SERVICE EQUIPMENT

CONDITION(S): In a food service environment, given an item of equipment, appropriate tools, supplies, operator's manuals, Material Safety Data Sheets (MSDS) information, and the references.

STANDARD(S): To ensure all safety precautions are adhered to per the references.

PERFORMANCE STEPS:

1. Review operator's manuals/safety manuals.
2. Identify needed repairs.
3. Check equipment for loose connections, screws, etc.
4. Report any discrepancies which require additional maintenance.

INITIAL TRAINING SETTING: MOJT Sustainment: 9 Req By: PFC

REFERENCE(S):

1. Applicable TMs (Field Equipment Only)
 2. FSC C7300-IL, Group 73 Federal Supply Catalog Identification List
 3. MCO P10110.14, Food Service Standard Operating Procedures
 4. MCO P4400.150, Consumer Level Supply Policy Manual
 5. MCO P5090.2, Environment and Protection Manual
 6. MCRP 4-11, 8A, Marine Corps Wartime Feeding Doctrine
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TASK: 3381.16.04 (CORE) MAINTAIN EQUIPMENT RECORDS

CONDITION(S): In a food service environment, given equipment, equipment data, references, file cabinets, folders, and filing material.

STANDARD(S): To ensure scheduled preventive maintenance and replacement is accomplished per the references.

PERFORMANCE STEPS:

1. Retrieve copies of operators/safety manuals when equipment is received.
2. Establish either computer/manually generated equipment records annotating:
 - a. National Stock Number (NSN).
 - b. Nomenclature.

- c. Serial number.
- d. Part number.
- e. Electrical specs.
- f. Water drain specs.
- g. Data installed.

3. Annotate date and time of any maintenance performed on item.

INITIAL TRAINING SETTING: FLC Sustainment: 9 Req By: Cpl

REFERENCE(S) :

1. Applicable TMs (Field Equipment Only)
2. FSC C7300-IL, Group 73 Federal Supply Catalog Identification List
3. MCO P10110.14, Food Service Standard Operating Procedures
4. MCO P4400.150, Consumer Level Supply Policy Manual
5. MCRP 4-11, 8A, Marine Corps Wartime Feeding Doctrine

DISTANCE LEARNING PRODUCT(S) :

1. MCI 04.10, MIMMS (AIS)

TASK: 3381.16.05 (CORE PLUS) MAINTAIN TABLEWARE/MINOR PROPERTY RECORDS

CONDITION(S): In a food service environment, given equipment, references, authorized allowance lists, past usage data, file cabinet, folders, and forms.

STANDARD(S): To ensure compliance per the references.

PERFORMANCE STEPS:

1. Identify NSN, nomenclature, unit price, opening inventory, items received, closing inventory, losses/gains, total dollar amount lost/gained, from computer/manual formats.

Note: This is lengthy, possibly shorten.

2. Post appropriate entries during course of applicable period.

Note: Where are these entries posted and maintained?

INITIAL TRAINING SETTING: MOJT Sustainment: 9 Req By: Cpl

REFERENCE(S) :

1. FSC C7300-IL, Group 73 Federal Supply Catalog Identification List
 2. MCO P10110.14, Food Service Standard Operating Procedures
-

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TASK: 3381.16.06 (CORE PLUS) CONDUCT INVENTORY OF UNIT TABLE OF EQUIPMENT (T/E) ASSETS

CONDITION(S): In a field mess environment, given equipment, references, inventory checklist, unit field mess equipment T/E assets, tool kits, and chest.

STANDARD(S): To ensure availability of listed allowance items per the references.

PERFORMANCE STEPS:

1. Review Consolidated Memorandum Receipts (CMR).
2. Inventory all T/E field mess equipment.
3. Identify discrepancies.
4. Resolve discrepancies.

INITIAL TRAINING SETTING: MOJT Sustainment: 9 Req By: Cpl

REFERENCE(S):

1. Applicable TMs (Field Equipment Only)
2. MCRP 4-11, 8A, Marine Corps Wartime Feeding Doctrine
3. TM 09211A-14 & P/1, Tray Ration Heating System
4. TM 10-7360-204-13 &P, Range Outfit Field Gasoline, Model M59 Burner Unit, Gasoline Models M2 and M2A
5. TM 5-4540-202-12 & P, Immersion Water Heater

TASK: 3381.16.07 (CORE) FORMULATE LONG-RANGE EQUIPMENT REPLACEMENT AND PROCUREMENT

CONDITION(S): In a food service environment, given equipment, equipment life expectancy data, condition codes, plant account/property records, Defense Logistics Agency equipment catalog, budget guidance, program spreadsheet, and references.

STANDARD(S): To ensure accurate serviceability of existing equipment, priority of need, transportation, and installation costs accurately per the references.

PERFORMANCE STEPS:

1. Review equipment maintenance records.
2. Verify information is contained when using computer/manually generated format.
3. Submit to higher headquarters.
4. Maintain equipment maintenance records.

INITIAL TRAINING SETTING: FLC Sustainment: 9 Req By: SSgt

REFERENCE(S) :

1. FSC C7300-IL, Group 73 Federal Supply Catalog Identification List
 2. MCO P10110.14, Food Service Standard Operating Procedures
 3. MCO P10150.1, Garrison Property Policy Manual
 4. NAVMC 1017, Table of Authorized Materiel
-

TASK: 3381.16.08 (CORE) FORMULATE CLASS I PERSONNEL AND EQUIPMENT REQUIREMENTS FOR DEPLOYED UNITS

CONDITION(S): In a food service environment, given Letters of Instruction (LOIs), training schedules and locations, source and type of rations, basic daily food allowance, number of participating personnel, references, calculator, and office materials.

STANDARD(S): To ensure accordance with training/operational plans per the references.

PERFORMANCE STEPS:

1. Review Training Exercise Employment Plan (TEEP), LOIs, and Master Menu.
2. Determine number of personnel to be supported.
3. Participate in planning conferences and site visits.
4. Identify personnel requirements.
5. Determine equipment requirements.

INITIAL TRAINING SETTING: FLC Sustainment: 9 Req By: SSgt

REFERENCE(S) :

1. MCO P10110.14, Food Service Standard Operating Procedures
 2. MCO P10110.17, USMC Nutrition and Menu Planning Manual
 3. MCO P10110.25, Standard "B" Ration for the Armed Forces
 4. MCO P10110.34, USMC Food Service and Subsistence Program
 5. MCO P10110.42, Armed Forces Recipe Service Cards
 6. MCRP 4-11, 8A, Marine Corps Wartime Feeding Doctrine
-

TASK: 3381.16.09 (CORE PLUS) PREPARE EQUIPMENT REPAIR ORDERS (ERO)

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CONDITION(S): In a food service environment, given equipment, blank ERO forms (NAVMC 10245), and references.

STANDARD(S): To ensure accurate preparation per the references.

PERFORMANCE STEPS:

1. Review format shown in the references.
2. Complete the ERO.
3. Submit the ERO.

INITIAL TRAINING SETTING: MOJT Sustainment: 9 Req By: Cpl

REFERENCE(S):

1. MCO P4790.2, MIMMS Field Procedures Manual
2. MCRP 4-11, 8A, Marine Corps Wartime Feeding Doctrine
3. TM 4700-15/1, Marine Corps Equipment Forms and Records
4. UM 4790-5, MIMMS AIS, Field Maintenance Procedures

DISTANCE LEARNING PRODUCT(S):

1. MCI 04.10, MIMMS (AIS)
-

TASK: 3381.16.10 (CORE) PERFORM MAINTENANCE MANAGEMENT PROCEDURES

CONDITION(S): In a food service environment, given references, equipment, invoicing receipt, operations, maintenance, modifications, transfer, and blank Equipment Repair Orders (EROs).

STANDARD(S): To ensure accuracy per the references.

PERFORMANCE STEPS:

1. Review procedures provided in references.
2. Establish folders using all available data.
3. Maintain scheduled maintenance cycles.
4. Update/Submit new EROs, as required.

INITIAL TRAINING SETTING: FLC Sustainment: 9 Req By: Cpl

REFERENCE(S):

1. Applicable TMs (Field Equipment Only)

2. MCO P4790.2, MIMMS Field Procedures Manual
3. MCO P5090.2, Environment and Protection Manual
4. MCRP 4-11, 8A, Marine Corps Wartime Feeding Doctrine
5. TM 4700-15/1, Marine Corps Equipment Forms and Records
6. UM 4400-124, FMF SASSY Using Unit Procedures
7. UM 4790-5, MIMMS AIS, Field Maintenance Procedures

DISTANCE LEARNING PRODUCT(S):

1. MCI 04.10, MIMMS (AIS)
-

TASK: 3381.16.11 (CORE PLUS) PREPARE AND EQUIPMENT REPAIR ORDER SHOPPING LIST
(EROSL-NAVMC 10925)

CONDITION(S): In a field food service environment, given equipment requiring repair parts, open ERO's (form 10245) and references.

STANDARD(S): To ensure accurate preparation per the references.

PERFORMANCE STEPS:

1. Review format shown in the references.
2. Identify purpose of EROSL.
3. Complete/Submit the EROSL to appropriate agency.
4. Monitor status on the Daily Process Report (DPR).

INITIAL TRAINING SETTING: MOJT Sustainment: 9 Req By: Cpl

REFERENCE(S):

1. MCO P4790.2, MIMMS Field Procedures Manual
2. MCRP 4-11, 8A, Marine Corps Wartime Feeding Doctrine
3. TM 4700-15/1, Marine Corps Equipment Forms and Records
4. UM 4790-5, MIMMS AIS, Field Maintenance Procedures

DISTANCE LEARNING PRODUCT(S):

1. MCI 04.10, MIMMS (AIS)
-

TASK: 3381.16.12 (CORE PLUS) MONITOR THE DAILY PROCESS REPORT (DPR)

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CONDITION(S): In a field food service environment, given equipment requiring repair parts, open ERO's (form 10245), and references.

STANDARD(S): To ensure timeliness of maintenance procedures and the references.

PERFORMANCE STEPS:

1. Open an Equipment Repair Order (NAVMC 10245).
2. Check status of ERO's utilizing the DPR.
3. Reconcile DPR with the Maintenance Management Office (MMO), as directed.

INITIAL TRAINING SETTING: MOJT Sustainment: 9 Req By: Cpl

REFERENCE(S):

1. MCO P4790.2, MIMMS Field Procedures Manual
2. MCRP 4-11, 8A, Marine Corps Wartime Feeding Doctrine
3. TM 4700-15/1, Marine Corps Equipment Forms and Records
4. UM 4790-5, MIMMS AIS, Field Maintenance Procedures

TASK: 3381.16.13 (CORE) DEVELOP PREVENTIVE MAINTENANCE SCHEDULES

CONDITION(S): In a food service environment, given a list of equipment, preventive maintenance schedules, record forms (DD 314), and references.

STANDARD(S): To ensure accuracy per the references.

PERFORMANCE STEPS:

1. Review all references.
2. Set up maintenance records.
3. Establish cycles/schedules of preventive maintenance.
4. Update records, as required.

INITIAL TRAINING SETTING: FLC Sustainment: 9 Req By: Cpl

REFERENCE(S):

1. Applicable TMs (Field Equipment Only)
2. MCO P4790.2, MIMMS Field Procedures Manual
3. MCO P5090.2, Environment and Protection Manual
4. MCRP 4-11, 8A, Marine Corps Wartime Feeding Doctrine

5. TM 4700-15/1, Marine Corps Equipment Forms and Records
6. UM 4790-5, MIMMS AIS, Field Maintenance Procedures

DUTY AREA 17 - SUPERVISION

TASK: 3381.17.01 (CORE) INSPECT FOOD SERVICE PERSONNEL

CONDITION(S): In a food service environment, given food service personnel, and the reference.

STANDARD(S): To ensure health and hygiene requirements are met per the reference.

PERFORMANCE STEPS:

1. Form Marines for inspection.
2. Inspect each Marine for qualities needed to maintain good personal hygiene.
3. Verify that each Marine's training records and food handler cards are current.

INITIAL TRAINING SETTING: FLC Sustainment: 9 Req By: Cpl

REFERENCE(S):

1. NAVMED P-5010, Manual of Naval Preventive Medicine

DISTANCE LEARNING PRODUCT(S):

1. MCI 33.25, THE CHIEF COOK
-

TASK: 3381.17.02 (CORE) SUPERVISE PREPARATION/SERVING OF FOOD

CONDITION(S): In a food service environment, given food service equipment, personnel, food items, a serving line, and the references.

STANDARD(S): To ensure food items are prepared and served per the Armed Forces Recipe Service.

PERFORMANCE STEPS:

1. Brief serving personnel on serving techniques.
2. Verify meal is prepared and served per RECQUA/Product Sheet.
3. Verify serving line is set up properly.
4. Verify serving line is garnished appropriately.
5. Verify serving line is replenished to allow for smooth flow of patrons.

INITIAL TRAINING SETTING: FLC Sustainment: 9 Req By: Cpl

REFERENCE(S):

1. MCFMIS Guidelines

2. MCO P10110.14, Food Service Standard Operating Procedures
3. MCO P10110.42, Armed Forces Recipe Service Cards
4. NAVMED P-5010, Manual of Naval Preventive Medicine

ADMINISTRATIVE INSTRUCTIONS: MCFMIS - Marine Corps Food Management Information System (computer program). RECQUA - "Recipe Quantification Report," a MCFMIS program option.

DUTY AREA 18 - FIELD KITCHEN OPERATIONS

TASK: 3381.18.01 (CORE) SUPERVISE THE SETUP AND DISMANTLEMENT OF FIELD MESS

CONDITION(S): In a field environment, given all necessary equipment, food service personnel, and the references.

STANDARD(S): To ensure all operations are performed properly per the references.

PERFORMANCE STEPS:

1. Select a site.
2. Obtain environmental impact statement.
3. Verify area is clear of debris and unwanted foliage.
4. Establish placements and set up facilities and equipment.
5. Verify environmental procedures are followed at all times.
6. Verify tents, facilities, and equipment are dismantled.
7. Inspect the area.

INITIAL TRAINING SETTING: FLC Sustainment: 9 Req By: SSgt

REFERENCE(S):

1. Applicable TMs and SLs
2. FM 21-10, Field Hygiene and Sanitation
3. MCO P5090.2, Environment and Protection Manual
4. MCRP 4-11, 8A, Marine Corps Wartime Feeding Doctrine
5. NAVMC 1017, Table of Authorized Materiel
6. NAVMED P-5010, Manual of Naval Preventive Medicine

DISTANCE LEARNING PRODUCT(S):

1. MCI 33.33, THE RESERVE FIELD FOOD SERVICE SUPERVISOR

TASK: 3381.18.02 (CORE) SERVE FOOD USING TABLE OF EQUIPMENT (T/E) EQUIPMENT

CONDITION(S): In a food service environment, given equipment, equipped vehicles, a serving area, utensils, and the references.

STANDARD(S): To ensure appropriate number of personnel are fed per the references.

PERFORMANCE STEPS:

1. Clean serving utensils.
2. Preheat/Chill equipment accordingly.
3. Put food in containers.
4. Load up vehicle.
5. Set up line and serve at appropriate temperatures.

INITIAL TRAINING SETTING: FLC Sustainment: 9 Req By: PFC

REFERENCE(S):

1. Material Safety Data Sheet (MSDS)
2. MCRP 4-11, 8A, Marine Corps Wartime Feeding Doctrine
3. NAVMC 1017, Table of Authorized Materiel
4. NAVMED P-5010, Manual of Naval Preventive Medicine

DISTANCE LEARNING PRODUCT(S):

1. MCI 33.33, THE RESERVE FIELD FOOD SERVICE SUPERVISOR

TASK: 3381.18.03 (CORE) PREPARE UNITIZED RATIONS AND "A" RATION ENHANCEMENTS USING T/E

CONDITION(S): In a field mess location, given a positioned M-1959 range, recipes, utensils, ingredients, and the references.

STANDARD(S): To ensure food is palatable and prepared per the recipes and references.

PERFORMANCE STEPS:

1. Set up the M-1959 range ensuring serviceability of equipment.
2. Position burner in range.
3. Position cooking utensils on burner.
4. Monitor cooking.

INITIAL TRAINING SETTING: FLC Sustainment: 9 Req By: PFC

REFERENCE(S):

1. MCO P10110.25, Standard "B" Ration for the Armed Forces
2. MCO P10110.42, Armed Forces Recipe Service Cards

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3. MCO P5090.2, Environment and Protection Manual
4. MCRP 4-11, 8A, Marine Corps Wartime Feeding Doctrine
5. TM 10-7360-204-13 &P, Range Outfit Field Gasoline, Model M59 Burner Unit, Gasoline Models M2 and M2A

DISTANCE LEARNING PRODUCT(S) :

1. MCI 33.33, THE RESERVE FIELD FOOD SERVICE SUPERVISOR
-

TASK: 3381.18.04 (CORE) OPERATE M2 BURNER UNIT

CONDITION(S): In a field mess location, given an M2 burner unit, fuel, and references.

STANDARD(S): To ensure food is prepared per the references.

PERFORMANCE STEPS:

1. Verify serviceability of burner.
2. Fuel burner.
3. Ignite burner.
4. Closely monitor burner for safety.

INITIAL TRAINING SETTING: FLC Sustainment: 9 Req By: PFC

REFERENCE(S) :

1. Material Safety Data Sheet (MSDS)
 2. MCO P5090.2, Environment and Protection Manual
 3. MCRP 4-11, 8A, Marine Corps Wartime Feeding Doctrine
 4. TM 10-7360-204-13 &P, Range Outfit Field Gasoline, Model M59 Burner Unit, Gasoline Models M2 and M2A
-

TASK: 3381.18.05 (CORE PLUS) OPERATE IMMERSION WATER HEATER

CONDITION(S): In a field mess location, given an immersion water heater, corrugated cans, fuel, water source, and the references.

STANDARD(S): To ensure water is at the prescribed temperature per the references.

PERFORMANCE STEPS:

1. Set up immersion water heaters and corrugated cans.

2. Fill with 20 gallons of water.
3. Fill fuel tank.
4. Ignite burner.
5. Heat water to desired temperature.

INITIAL TRAINING SETTING: MOJT Sustainment: 9 Req By: PFC

REFERENCE(S):

1. Material Safety Data Sheet (MSDS)
2. MCO P5090.2, Environment and Protection Manual
3. MCRP 4-11, 8A, Marine Corps Wartime Feeding Doctrine
4. TM 5-4540-202-12 & P, Immersion Water Heater

DISTANCE LEARNING PRODUCT(S):

1. MCI 33.33, THE RESERVE FIELD FOOD SERVICE SUPERVISOR
-

TASK: 3381.18.06 (CORE) SET UP/MAINTAIN DISHWASHING BATTERY

CONDITION(S): In a field mess location, given immersion water heaters, water, fuel, corrugated cans, supplies, personnel, and references.

STANDARD(S): To ensure proper dishwashing procedures are followed per the references.

PERFORMANCE STEPS:

1. Set up corrugated cans.
2. Fill cans with 20 gallons of cold water.
3. Heat to desired temperature.
4. Utilize hand brushes and rotate wash cycles after 85 patrons.

INITIAL TRAINING SETTING: FLC Sustainment: 9 Req By: PFC

REFERENCE(S):

1. Battle Skills Training (BST)
2. Material Safety Data Sheet (MSDS)
3. FM 21-10, Field Hygiene and Sanitation
4. MCO P5090.2, Environment and Protection Manual

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5. MCRP 4-11, 8A, Marine Corps Wartime Feeding Doctrine
6. NAVMED P-5010, Manual of Naval Preventive Medicine
7. TM 5-4540-202-12 & P, Immersion Water Heater

DISTANCE LEARNING PRODUCT(S) :

1. MCI 33.33, THE RESERVE FIELD FOOD SERVICE SUPERVISOR
-

TASK: 3381.18.07 (CORE) OPERATE TRAY RATION HEATER

CONDITION(S): In a food service environment, given equipment, food service personnel, and references.

STANDARD(S): To ensure support of operational requirements per the references.

PERFORMANCE STEPS:

1. Mount Tray Ration Heater System on vehicle.
2. Prepare unit for operation.
3. Perform "during-operation" checks.
4. Perform "post-operation" checks and services.

INITIAL TRAINING SETTING: FLC Sustainment: 9 Req By: PFC

REFERENCE(S) :

1. MCRP 4-11, 8A, Marine Corps Wartime Feeding Doctrine
 2. NAVMED P-5010, Manual of Naval Preventive Medicine
 3. TM 09211A-14 & P/1, Tray Ration Heating System
-

TASK: 3381.18.08 (CORE) PERFORM PREVENTIVE MAINTENANCE ON FIELD FOOD SERVICE EQUIPMENT

CONDITION(S): In a food service environment, given field mess equipment, tools, oils, cleaning equipment, supplies, and references.

STANDARD(S): To ensure accurate maintenance per specifications and references.

PERFORMANCE STEPS:

1. Inspect equipment.
2. Identity discrepancies.
3. Correct discrepancies.

4. Sanitize all food contact surfaces per applicable references.

INITIAL TRAINING SETTING: FLC Sustainment: 9 Req By: PFC

REFERENCE(S):

1. Material Safety Data Sheet (MSDS)
2. FM 21-10, Field Hygiene and Sanitation
3. MCO P5090.2, Environment and Protection Manual
4. MCRP 4-11, 8A, Marine Corps Wartime Feeding Doctrine
5. NAVMED P-5010, Manual of Naval Preventive Medicine
6. TM 08955B/08958B-14&P/1 SUP 1, QuadCon PM
7. TM 09211A-14 & P/1, Tray Ration Heating System
8. TM 10-7360-204-13 &P, Range Outfit Field Gasoline, Model M59 Burner Unit, Gasoline Models M2 and M2A
9. TM 5-4540-202-12 & P, Immersion Water Heater

ADMINISTRATIVE INSTRUCTIONS: Marine Integrated Maintenance Management System (MIMMS) Course or MIMMS MCI may be beneficial.

TASK: 3381.18.09 (CORE) PERFORM TRAY RATION HEATER SYSTEM MAINTENANCE

CONDITION(S): In a food service environment, given equipment, food service personnel, and references.

STANDARD(S): To ensure support of requirements per the references.

PERFORMANCE STEPS:

1. Perform 3rd echelon maintenance on airtronic burner.

INITIAL TRAINING SETTING: MOJT Sustainment: 9 Req By: Cpl

REFERENCE(S):

1. MCRP 4-11, 8A, Marine Corps Wartime Feeding Doctrine
 2. TM 09211A-14 & P/1, Tray Ration Heating System
-

TASK: 3381.18.10 (CORE) SUPERVISE THE SETUP AND DISMANTLEMENT OF THE FIELD FOOD SERVICE SYSTEM (FFSS)

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CONDITION(S): In a field environment, given all necessary equipment, food service personnel, utility personnel and the references.

STANDARD(S): To ensure all operations are performed properly per the references.

PERFORMANCE STEPS:

1. Select an appropriate site.
2. Obtain an environmental impact statement.
3. Establish placements, set up facilities, decking, and unload equipment from containers.
4. Verify environmental procedures are followed at all times.
5. Verify that tents, facilities, and equipment are dismantled, inventoried and packed in appropriate containers.
6. Inspect the area.

INITIAL TRAINING SETTING: FLC Sustainment: 9 Req By: SSgt

REFERENCE(S):

1. Applicable TMs and SLs
2. FM 10-23, Army Food Service Operations
3. FM 21-10, Field Hygiene and Sanitation
4. MCO P5090.2, Environment and Protection Manual
5. MCRP 4-11, 8A, Marine Corps Wartime Feeding Doctrine
6. NAVMC 1017, Table of Authorized Materiel
7. NAVMED P-5010, Manual of Naval Preventive Medicine

TASK: 3381.18.11 (CORE) PREPARE FOOD USING THE MRDK

CONDITION(S): In a field mess location, given a pre-positioned MRDK, recipes, utensils, ingredients and the references.

STANDARD(S): To ensure food is palatable and prepared per the recipes and references.

PERFORMANCE STEPS:

1. Set up the MRDK, ensuring serviceability of equipment.
2. Position cooking utensils on applicable equipment for recipes.
3. Monitor cooking.

INITIAL TRAINING SETTING: MOJT Sustainment: 9 Req By: PFC

REFERENCE(S) :

1. TM for the MRDK
 2. MCO P10110.25, Standard "B" Ration for the Armed Forces
 3. MCO P10110.42, Armed Forces Recipe Service Cards
 4. MCO P5090.2, Environment and Protection Manual
-

TASK: 3381.18.12 (CORE) SET UP FIELD SANITATION UNIT

CONDITION(S): In a field mess location, given the field sanitation unit, generator support, water, food service and utility personnel, and the references.

STANDARD(S): To ensure proper dishwashing and sanitizing procedures are followed per the references.

PERFORMANCE STEPS:

1. Set up field sanitation unit.
2. Ensure that water lines are adequately attached to the system.
3. Ensure that heat source has been properly activated to desired temperature.
4. Keep flow of utensils to be cleaned at a steady rate.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S) :

1. Material Safety Data Sheet (MSDS)
2. TM for FSU/MRDK
3. FM 10-23, Army Food Service Operations
4. FM 21-10, Field Hygiene and Sanitation
5. MCO P5090.2, Environment and Protection Manual
6. MCRP 4-11, 8A, Marine Corps Wartime Feeding Doctrine
7. NAVMED P-5010, Manual of Naval Preventive Medicine

SUMMARY/INDEX OF INDIVIDUAL TRAINING STANDARDS BY SPECIFIC CATEGORY (MOJT, DL, PST)

1. This enclosure summarizes the Individual Training Standards (ITS) according to three categories:

Appendix A: ITSs Trained via Managed On-The-Job Training (MOJT)

Appendix B: ITSs Supported by Distance Learning (DL) Products

Appendix C: ITSs Supported by Performance Support Tools (PST)

2. If no information is applicable to a category, the appendix will include a statement to that effect.

3. Format. The columns in each appendix are as follows:

a. SEQ. Sequence Number. This number dictates the order in which tasks for a given duty area are displayed.

b. TASK. ITS Designator. This is the permanent designator assigned to the task when it is created.

c. TITLE. ITS Task Title.

d. CORE. An "X" appears in this column when the task is designated as a "core" task required to "make" a Marine or qualify that Marine for the appropriate MOS. The absence of an "X" indicates that this is an advanced ("core plus") task that is mission, grade, or billet specific.

e. FLC. Functional Learning Center. An "X" appears in this column when the FLC is designated as the initial training setting. The absence of an "X" indicates that the initial training is accomplished through Managed On-The-Job Training (MOJT).

f. DL. Distance Learning (DL) Product. An "X" in this column indicates that at least one DL product is associated with this task. Consult enclosure (6) for details.

g. PST. Performance Support Tool (PST). An "X" in this column indicates that at least one PST is associated with this task. Consult enclosure (6) for details.

h. SUS. Sustainment Training Period. An entry in this column represents the number of months between evaluation or retraining by the unit to maintain the proficiency required by the standard, provided the task supports the unit's METL.

i. REQ BY. Required By. An entry in this column depicts the lowest grade required to demonstrate proficiency in this task.

j. PAGE. Page Number. This column lists the number of the page in enclosure (6) that contains detailed information concerning this task.

ENCLOSURE (7)

INDIVIDUAL TRAINING STANDARDS TRAINED VIA MANAGED ON-THE-JOB TRAINING

This appendix includes a summary listing of all ITS tasks planned for initial Managed On-The-Job Training (MOJT). They are grouped by MOS and Duty Area.

SEQ	TASK	TITLE	CORE	FLC	DL	PST	SUS	REQ	BY	PAGE
MOS 3302, FOOD SERVICE OFFICER										
<u>DUTY AREA 01 - STAFF RESPONSIBILITIES</u>										
1)	3302.01.01	MONITOR INVENTORY OF EQUIPMENT					12	WO		6-A-1
2)	3302.01.02	DIRECT ASSIGNMENT OF FOOD SERVICE PERSONNEL WITHIN MILITARY SUBORDINATE ELEMENT					9	WO		6-A-1
5)	3302.01.05	SELECT SITE FOR FEEDING AND RATION DISTRIBUTION					9	WO		6-A-3
6)	3302.01.06	ESTABLISH QUALITY CONTROL PROGRAM FOR FOOD PREPARATION					12	WO		6-A-4
10)	3302.01.10	EVALUATE FOOD SERVICE ACTIVITY			X		12	WO		6-A-6
11)	3302.01.11	ESTABLISH NUTRITION AWARENESS PROGRAMS					12	WO		6-A-7
<u>DUTY AREA 02 - ADMINISTRATION</u>										
4)	3302.02.04	EVALUATE QUALITY ASSURANCE OF CONTRACTS					12	WO		6-A-11
<u>DUTY AREA 03 - EXPEDITIONARY AND CONTINGENCY OPERATIONS</u>										
8)	3302.03.08	DEVELOP FOOD SERVICE APPENDIX TO OPERATION ORDER			X		12	Sgt		6-A-19
MOS 3381, FOOD SERVICE SPECIALIST										
<u>DUTY AREA 01 - ADMINISTRATION/ACCOUNTING</u>										
2)	3381.01.02	REVIEW DAILY COST ANALYSIS (DCA) OF A MESSHALL			X		9	SSgt		6-B-1
4)	3381.01.04	MAINTAIN HEAD COUNT RECORD			X		9	Cpl		6-B-3
10)	3381.01.10	MAINTAIN CASH HANDLING PROCEDURES					9	Cpl		6-B-7
22)	3381.01.22	PREPARE AN ASSIGNMENT ROSTER					9	SSgt		6-B-14
<u>DUTY AREA 03 - SUBSISTENCE OPERATIONS</u>										
1)	3381.03.01	DETERMINE SUBSTITUTIONS FOR SUBSISTENCE ITEMS					9	Sgt		6-B-30
5)	3381.03.05	DECONTAMINATE SUBSISTENCE SUPPLIES					12	Cpl		6-B-32
11)	3381.03.11	CONDUCT SUBSISTENCE INVENTORY					6	Cpl		6-B-37
12)	3381.03.12	COORDINATE ISSUE/DELIVERY OF SUBSISTENCE SUPPLIES			X		6	Cpl		6-B-37

Appendix A to
ENCLOSURE (7)

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SEQ	TASK	TITLE	CORE	FLC	DL	PST	SUS	REQ	BY	PAGE
13)	3381.03.13	MAINTAIN WAREHOUSE LOCATOR DECK						6	Cpl	6-B-38
<u>DUTY AREA 04 - MENU PLANNING</u>										
8)	3381.04.08	CONDUCT MENU PLANNING BOARD						12	MSgt	6-B-44
9)	3381.04.09	DEVELOP A MASTER MENU						12	MSgt	6-B-45
<u>DUTY AREA 14 - OTHER PREPARATION</u>										
3)	3381.14.03	PREPARE BOX LUNCHES/IN-FLIGHT MEALS						9	PFC	6-B-67
<u>DUTY AREA 16 - FOOD SERVICE EQUIPMENT OPERATION AND MAINTENANCE</u>										
1)	3381.16.01	SET UP DISHWASHING MACHINE						9	PFC	6-B-70
3)	3381.16.03	PERFORM MAINTENANCE ON FOOD SERVICE EQUIPMENT						9	PFC	6-B-71
5)	3381.16.05	MAINTAIN TABLEWARE/MINOR PROPERTY RECORDS						9	Cpl	6-B-72
6)	3381.16.06	CONDUCT INVENTORY OF UNIT TABLE OF EQUIPMENT (T/E) ASSETS						9	Cpl	6-B-73
9)	3381.16.09	PREPARE EQUIPMENT REPAIR ORDERS (ERO)				X		9	Cpl	6-B-74
11)	3381.16.11	PREPARE AND EQUIPMENT REPAIR ORDER SHOPPING LIST (EROSL-NAVMC 10925)				X		9	Cpl	6-B-76
12)	3381.16.12	MONITOR THE DAILY PROCESS REPORT (DPR)						9	Cpl	6-B-77
<u>DUTY AREA 18 - FIELD KITCHEN OPERATIONS</u>										
5)	3381.18.05	OPERATE IMMERSION WATER HEATER					X	9	PFC	6-B-83
9)	3381.18.09	PERFORM TRAY RATION HEATER SYSTEM MAINTENANCE				X		9	Cpl	6-B-86
11)	3381.18.11	PREPARE FOOD USING THE MRDK				X		9	PFC	6-B-87
12)	3381.18.12	SET UP FIELD SANITATION UNIT				X		12	Pvt	6-B-88

Appendix A to
ENCLOSURE (7)

INDIVIDUAL TRAINING STANDARDS SUPPORTED BY DISTANCE LEARNING PRODUCTS

This appendix includes a summary listing of all ITS tasks that have at least one currently available or planned distance learning (DL) product associated with them. They are grouped by MOS and Duty Area.

SEQ	TASK	TITLE	CORE	FLC	DL	PST	SUS	REQ	BY	PAGE
MOS 3302, FOOD SERVICE OFFICER										
<u>DUTY AREA 01 - STAFF RESPONSIBILITIES</u>										
10)	3302.01.10	EVALUATE FOOD SERVICE ACTIVITY				X		12	WO	6-A-6
<u>DUTY AREA 02 - ADMINISTRATION</u>										
3)	3302.02.03	ESTABLISH FOOD SERVICE OPERATING PROCEDURES	X	X	X			9	WO	6-A-10
<u>DUTY AREA 03 - EXPEDITIONARY AND CONTINGENCY OPERATIONS</u>										
3)	3302.03.03	REVIEW CLASS I SUBSISTENCE PORTION OF MARINE AIR GROUND TASK FORCE (MAGTF) OPERATIONAL PLANS	X	X	X			12	WO	6-A-16
<u>DUTY AREA 04 - FINANCIAL MANAGEMENT</u>										
1)	3302.04.01	DEVELOP BUDGET DATA INPUT REQUIRED BY THE PROGRAM OBJECTIVES MEMORANDUM	X	X	X			9	WO	6-A-21
7)	3302.04.07	PREPARE SUBSISTENCE OPERATION ANALYSIS REPORT (SOAR)/QUARTERLY SUBSISTENCE FINANCIAL REPORT (QSFR)	X	X	X			9	WO	6-A-25
MOS 3381, FOOD SERVICE SPECIALIST										
<u>DUTY AREA 01 - ADMINISTRATION/ACCOUNTING</u>										
1)	3381.01.01	COMPUTE BASIC DAILY FOOD ALLOWANCE (BDFa) FOR A FOOD SERVICE SYSTEM	X	X	X			9	SSgt	6-B-1
2)	3381.01.02	REVIEW DAILY COST ANALYSIS (DCA) OF A MESSHALL				X		9	SSgt	6-B-1
3)	3381.01.03	PREPARE A SUBSISTENCE OPERATIONAL ANALYSIS REPORT (SOAR)/QUARTERLY SUBSISTENCE FINANCIAL REPORT (QSFR)	X	X	X			6	SSgt	6-B-2
4)	3381.01.04	MAINTAIN HEAD COUNT RECORD				X		9	Cpl	6-B-3
14)	3381.01.14	ESTABLISH FOOD SERVICE OFFICE OPERATING PROCEDURES	X	X	X			9	SSgt	6-B-9
28)	3381.01.28	MAINTAIN MAN-DAY FED ENTRY (MDFEDMAN) REPORT	X	X	X			9	Cpl	6-B-18

Appendix B to
ENCLOSURE (7)

MCO 1510.72B
23 FEB 04

SEQ	TASK	TITLE	CORE	FLC	DL	PST	SUS	REQ	BY	PAGE
29)	3381.01.29	MAINTAIN PRICE LISTS	X	X	X		6	Cpl		6-B-18
32)	3381.01.32	MANAGE PURCHASING ORDERS/ORDSUM	X	X	X		6	Cpl		6-B-21
33)	3381.01.33	PREPARE ISSUE AND RECEIPT DOCUMENTS	X	X	X		6	Cpl		6-B-21

DUTY AREA 02 - HOUSKEEPING/SANITATION

1)	3381.02.01	CLEAN MESSHALLS AND MESS EQUIPMENT	X	X	X		6	PFC		6-B-26
4)	3381.02.04	DISPOSE OF DAMAGED/DETERIORATED SUPPLIES	X	X	X		6	PFC		6-B-28

DUTY AREA 03 - SUBSISTENCE OPERATIONS

2)	3381.03.02	RECONCILE ADDITIONAL DEMANDS LIST (ADL)	X	X	X		9	Cpl		6-B-30
3)	3381.03.03	ROTATE SUBSISTENCE SUPPLIES	X	X	X		6	PFC		6-B-31
4)	3381.03.04	MANAGE SEMIPERISHABLE/PERISHABLE SUBSISTENCE AND OPERATIONAL RATIONS (OR)	X	X	X		6	Cpl		6-B-32
6)	3381.03.06	PREPARE DAILY FOOD COST ANALYSIS/DCANAMH	X	X	X		6	Cpl		6-B-33
10)	3381.03.10	MAINTAIN A RATION ISSUE OPERATION	X	X	X		9	SSgt		6-B-36
12)	3381.03.12	COORDINATE ISSUE/DELIVERY OF SUBSISTENCE SUPPLIES			X		6	Cpl		6-B-37
14)	3381.03.14	PREPARE CERTIFICATE OF ISSUE	X	X	X		4	Cpl		6-B-39

DUTY AREA 04 - MENU PLANNING

1)	3381.04.01	COMPUTE DAILY MENU REQUIREMENTS/PREPREP	X	X	X		9	Cpl		6-B-40
2)	3381.04.02	ADJUST RECQUA PORTIONS/BATCHES	X	X	X		9	PFC		6-B-40
10)	3381.04.10	PERFORM RATION BREAKDOWN	X	X	X		6	PFC		6-B-46

DUTY AREA 05 - BEVERAGE PREPARATION

1)	3381.05.01	PREPARE BEVERAGES	X	X	X		9	PFC		6-B-48
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DUTY AREA 12 - DESSERT PREPARATION

2)	3381.12.02	PREPARE FROSTING	X	X	X		9	PFC		6-B-60
4)	3381.12.04	PREPARE COOKIES	X	X	X		9	PFC		6-B-61
5)	3381.12.05	PREPARE PIE	X	X	X		9	PFC		6-B-62

DUTY AREA 13 - BREAD/ROLLS PREPARATION

2)	3381.13.02	PREPARE DANISH/SWEET DOUGH	X	X	X		9	PFC		6-B-64
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DUTY AREA 15 - FOOD SERVICE

1)	3381.15.01	SET UP SERVING LINE	X	X	X		9	PFC		6-B-68
2)	3381.15.02	SERVE MENU ITEMS FROM SERVING LINE	X	X	X		9	PFC		6-B-68

DUTY AREA 16 - FOOD SERVICE EQUIPMENT OPERATION AND MAINTENANCE

4)	3381.16.04	MAINTAIN EQUIPMENT RECORDS	X	X	X		9	Cpl		6-B-71
9)	3381.16.09	PREPARE EQUIPMENT REPAIR ORDERS (ERO)			X		9	Cpl		6-B-74
10)	3381.16.10	PERFORM MAINTENANCE MANAGEMENT PROCEDURES	X	X	X		9	Cpl		6-B-75
11)	3381.16.11	PREPARE AND EQUIPMENT REPAIR ORDER SHOPPING LIST (EROSL-NAVMC 10925)			X		9	Cpl		6-B-76

Appendix B to
ENCLOSURE (7)

<u>SEQ</u>	<u>TASK</u>	<u>TITLE</u>	<u>CORE</u>	<u>FLC</u>	<u>DL</u>	<u>PST</u>	<u>SUS</u>	<u>REQ</u>	<u>BY</u>	<u>PAGE</u>
<u>DUTY AREA 17 - SUPERVISION</u>										
1)	3381.17.01	INSPECT FOOD SERVICE PERSONNEL	X	X	X			9	Cpl	6-B-79
<u>DUTY AREA 18 - FIELD KITCHEN OPERATIONS</u>										
1)	3381.18.01	SUPERVISE THE SETUP AND DISMANTLEMENT OF FIELD MESS	X	X	X			9	SSgt	6-B-81
2)	3381.18.02	SERVE FOOD USING TABLE OF EQUIPMENT (T/E) EQUIPMENT	X	X	X			9	PFC	6-B-81
3)	3381.18.03	PREPARE UNITIZED RATIONS AND "A" RATION ENHANCEMENTS USING T/E	X	X	X			9	PFC	6-B-82
5)	3381.18.05	OPERATE IMMERSION WATER HEATER				X		9	PFC	6-B-83
6)	3381.18.06	SET UP/MAINTAIN DISHWASHING BATTERY	X	X	X			9	PFC	6-B-84

INDIVIDUAL TRAINING STANDARDS SUPPORTED BY PERFORMANCE SUPPORT TOOLS

There are no performance support tools assigned to any tasks in this order.