



UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/WESTERN RECRUITING REGION
1600 HENDERSON AVENUE SUITE 238
SAN DIEGO, CALIFORNIA 92140-5001

DepO 10110.30

4

08 MAR 1996

DEPOT ORDER 10110.30 w/ ch 1

From: Commanding General

To: Distribution List

Subj: **ASSIGNMENT OF PERSONNEL FOR DUTY AS MEAL CARD VERIFICATION SUPERVISORS AND CASHIERS FOR THE DEPOT'S MESSHALLS**

Ref: (a) MCO P10110.14L (NOTAL)

ch 1
~~Encl: (1) Example of Assignment Letter~~

1. Purpose. To promulgate policy for the assignment of personnel to serve as meal card verification supervisors and cashiers for the Depot's two messhalls.

2. Background

a. The Marine Corps uses a food cost index (FCI) to compute partial and total basic daily food allowance (BDFA). The FCI also provides the budgetary mechanism to establish a direct correlation between the dollars requested and the BDFA that assists the Commandant of the Marine Corps with the management of Military Personnel Marine Corps funding. The reference is germane.

ch 1
b. **Meal cards are the primary accounting source for determining and calculating the FCI. Therefore, the importance of assigning individuals with the maturity and wherewithal to ensure proper identification of persons fed is paramount. Accordingly, noncommissioned officers (NCOs) will be assigned as meal card verifiers, however, Lance Corporals may be used upon approval from the Food Service Director.**

ch 1
c. Likewise, the requirement to account and report messhall funds, and fix responsibility for custody, necessitates the assignment of mature individuals as cashiers. Marines in the grade of Corporal should be assigned but Lance Corporals may be used. ~~See enclosure (1) for the format to be used in designating personnel.~~

3. Policy

a. Assignment as meal card supervisor or cashier becomes the Marine's primary duty. Assigned individuals will serve for a minimum of 15 consecutive days-- 30 days preferably--but not more than 30 days during a fiscal year. Exceptions to this policy will be handled on a case by case basis by the Assistant Chief of Staff, G-4.

08 MAR 1996

b. To minimize turn-over turbulence, personnel assigned the duty as meal card supervisor or cashier should not be pending any of the following administrative and/or legal matters:

- (1) Discharge within 45 days of assignment.
- (2) Awaiting non-judicial punishment or court martial
- (3) Medical and/or dental evaluations/treatments during the period assigned.
- (4) Discharge boards.

4. Action

a. The Commanding Officer of Headquarters and Service Battalion will:

ch 1
(1) Provide the Assistant Chief of Staff, G-4, the names of six Marines who will serve as cashier/meal card verification supervisors; also provide the names of the Marines being relieved. Replacement of assigned personnel will be accomplished, if necessary, on a case-by-case basis".

(2) Mess physicals will be waived for all meal card verification supervisors and cashiers due to the fact that they do not come into contact with food directly.

ch 1
(3) Direct assigned personnel to report to the ^{Operations Chief, Food Services Division} appropriate messhall manager (messhall 620 ~~or messhall 569~~) by 1000 the day prior to assuming duty for briefings on procedures, duties, and responsibilities.

b. The Commanding Officer of Recruit Training Regiment will:

(1) Provide the Assistant Chief of Staff, G-4--by the third week of each month--pertinent information about the one NCO to serve as meal card verification supervisor and the one Lance Corporal or higher to serve as cashier for the following month. Include name, grade, work section, phone number, position (verification supervisor or cashier), and the dates the Marine will serve in the position. Replacement of assigned personnel will be accomplished-- if necessary-- on a "one-for-one" basis.

08 MAR 1996

(2) Mess physicals will be waived for all meal card verification supervisors and cashiers, since they do not come into contact with food directly.

ch 1
(3) Direct assigned personnel to report to the ^{operations chief, Food Service Division} ~~messhall manager (messhall 569)~~ by 1000 the day prior to assuming duty for briefings on procedures, duties, and responsibilities.



J. M. GUERIN
Chief of Staff

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10 FEB 2000

DEPOT ORDER 10110.30 Ch 1

From: Commanding General
To: Distribution List

Subj: ASSIGNMENT OF PERSONNEL FOR DUTY AS MEAL CARD VERIFICATION SUPERVISORS AND CASHIERS FOR THE DEPOT'S MESSHALLS

1. Purpose. To direct pen changes to the basic Order.

2. Action

✓ a. On page 1, delete the "Encl" paragraph.

✓ b. On page 1, paragraph 2b, delete the last sentence and replace with: "Accordingly, noncommissioned officers (NCOs) will be assigned as meal card verifiers, however, Lance Corporals may be used upon approval from the Food Service Director".

✓ c. On page 1, paragraph 2c, delete the last sentence - "See enclosure...personnel".

✓ d. On page 2, paragraph 4a(1), delete the entire paragraph and replace with: "Provide the Assistant Chief of Staff, G-4, the names of six Marines who will serve as cashier/meal card verification supervisors; also provide the names of the Marines being relieved. Replacement of assigned personnel will be accomplished, if necessary, on a case-by-case basis".

✓ e. On page 2, paragraph 4a(3), delete "appropriate messhall manager (messhall 620 or messhall 569)" and replace with: "Operations Chief, Food Service Division".

✓ f. On page 2, paragraph 4b(1), delete entire paragraph and replace with: "Provide the Assistant Chief of Staff, G-4, the name of one Marine who will serve as meal card verification supervisor. Replacement of assigned personnel will be accomplished, if necessary, on a case-by-case basis".

✓ g. On page 3, paragraph 4b(3), delete "messhall manager (messhall 569)" and replace with: "Operations Chief, Food Service Division".

h. Remove the enclosure.

3. Filing Instructions. File this change transmittal immediately behind the signature page of the basic Order.


JOHN B. SOLLIS
Chief of Staff

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