



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION NEW RIVER
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ASO 10110.9H

S-4

JUN 05 2023

AIR STATION ORDER 10110.9H

From: Commanding Officer, Marine Corps Air Station New River
To: Distribution List

Subj: MARINE CORPS AIR STATION NEW RIVER FOOD SERVICE PROGRAM

Ref: (a) MCO 10110.14N
(b) MCO 10110.47A
(c) MCIEAST-MCB CAMLEJO 10110.1B
(d) NAVMED P5010-1 (Chapter 9)

Encl: (1) Special Meal Requests Form

1. Situation. To promulgate procedures for the Marine Corps Air Station (MCAS) New River Food Services Program.

2. Cancellation. ASO 10110.9G.

3. Mission. The MCAS New River Food Services Program will operate per the references and this Order.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Provide the highest quality food service operations.

(2) Concept of Operations. MCAS New River is a Government-Owned Contractor operated Dining Facility. The Station S-4 performs a liaison capacity with MCIEAST G4 Food Services Division regarding contracted performance.

b. Tasks

(1) Civilian Contract. The current edition of references (a) through (d) will be used by the civilian contract

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cashiers and meal verification supervisors in the performance of their duties.

(2) The contract mess hall manager will be responsible for the following:

(a) Meal Verification Record. The Meal Verification Record (NAVMC 10789) will be used per the current edition of reference (a).

(b) Instruct the mess hall meal verification supervisors on their duties and provide the required facilities and equipment.

(c) Conduct frequent observations of the meal verification supervisor to ensure that the assigned duties are being properly performed.

(d) Ensure that authorized personnel enter the mess hall only through designated entrances over which the meal supervisor has control.

(e) Ensure that meal verification records are prepared per references (a) and (b).

(3) Meal Cards (DD Form 714). Procedures for maintenance and verification of meal cards are contained in the current edition of reference (b).

(4) Surcharge Exemption Procedures. Surcharge exemption procedures for all personnel are contained in the current editions of reference (b) and (c).

(5) Sale of Meals from The Mess Hall

(a) Reference (a) defines the primary purpose of the enlisted mess hall. Reference (b) further defines the authority to sell meals at the mess hall and provides the conditions under which the sale of meals can be made.

(b) Enlisted personnel on commuted rations (COMRATS) are permitted to purchase meals at the mess hall.

(c) Officers are permitted to purchase meals at the mess hall per reference (b).

(d) Per reference (a), civilian guests (e.g., federal

employees, retirees, and dependents) may be extended an invitation by the Commanding General, Marine Corps Installations East-Marine Corps Base, Camp Lejeune (MCIEAST-MCB CAMLEJ) to purchase meals for the Marine Corps Birthday, Navy Birthday, Thanksgiving Day, Christmas Day, New Year's Day, installation-sponsored family days, military appreciation days, and open house days.

(e) All meals sold will be on a cash basis. Collection for the sale of meals will be made prior to the consumption of the meals. Failure to have the appropriate change is not justification for non-compliance.

(6) Menu and Meal Hours

(a) Menus and meal hours can be found on the Sodexo Charge Application. This application may be downloaded and is available through Apple and Android platforms.

(b) Personnel attending all meals may be in the uniform of the day or appropriate civilian attire.

(7) Box Lunches. All box lunches are ordered from MCAS Cherry Point due to MCAS New River's mess hall being administered under the civilian regional contract. All orders must be turned in seven (7) days prior to when the box lunches are needed. Requests should be sent to the OMB Mailbox at, MCIEAST_G4_Food_Serv@usmc.mil. The box lunch is meant to provide a suitable meal for personnel who cannot subsist in the mess hall because of the nature of their official duties, such as their flight status.

(a) The box lunch will replace a meal and will not be served in addition to the regular meal.

(b) Each box lunch will be stamped by the base food service office consisting of the following information:

THIS BOX LUNCH WAS PREPARED BY (SIGNATURE) AT (Hours) ON (Date) , AND MUST BE CONSUMED PRIOR TO (Hours) ON (Date) .

(c) Issue and control of box lunches is the responsibility of the civilian contract manager.

1. Requests for box lunches must be submitted to the base food service office via an email to the base food service officer at least seven (7) days in advance. Persons not entitled to subsistence-in-kind will pay for box lunches prior to pick up. Such requests must be justified and kept to a minimum.

JUN 05 2023

2. Requests must include the names and the last four (4) numbers of the meal card of the persons entitled to subsistence-in-kind. The names of personnel not entitled to subsist at government expense are to be included and designated by an asterisk. All such requests will be attached to the meal verification records to justify the credits for such meals.

3. The person picking up the box lunches must certify the meal verification record.

4. Reference (d) contains guidance regarding the sanitary precautions in handling box lunches.

(8) Recreational Events

(a) The use of government subsistence, the facility, or its staff to support unit picnics or parties is not authorized. Official unit recreational events such as military field meets, family days, open houses, and military appreciation days may be supported by serving a meal and is authorized only when the meal replaces the normal lunch or dinner meal. The menu should equal the basic daily food allowance value of the meal for which it is being served. Base food service is authorized to approve those specific recreational events listed above.

(b) Commanding officers desiring meals for recreational events will submit enclosure (1) to the base food service officer via an email. The request must reach the mess hall seven (7) working days prior to the event for preparation of the subsistence and will include the following information:

1. The date and time to pick up the recreational event rations.

2. The total number of personnel not entitled to subsist at government expense, i.e., commuted rations, officers, or authorized civilians.

3. The total number of personnel with names and the last four numbers of the meal card authorized to subsist at government expense.

4. The name of the point of contact (POC), which should be an officer or staff noncommissioned officer-in-charge.

5. The name of the requesting unit.

JUN 05 2023

6. The total number of meals requested.

7. The meal period for which the recreational event is to substitute: breakfast, lunch, or dinner.

8. The type of meal that is requested: field chow, box lunch, recreational event.

(c) After approval of the request, base food services will direct the POC to contact the contract mess hall manager for instructions relative to the handling of funds, signing of the meal verification record, when the subsistence will be available for pickup, and other related matters. Officers and authorized civilians will pay for the food cost.

(d) Block signatures are authorized, with the supporting list of the last four numbers of the meal card for the personnel authorized to subsist at government expense.

(e) Reference (a) lists those items to be used for recreational events.

(f) Charcoal, paper plates, cups, napkins, and throwaway plastic knives, forks, and spoons must be procured through the unit's Marine Corps Community Services funds. These items will not be provided by the mess hall.

(g) Unauthorized diversion or misuse of government subsistence, supplies, and facilities through failure to maintain essential or accurately document the head count/cash flow is considered mismanagement and must be investigated under the provisions of chapter 11 of reference (a).

5. Administration and Logistics

a. Revision. This Order has been changed considerably and should be reviewed in its entirety.

b. Suggestions and recommendations concerning the content of this Order should be submitted to the Commanding Officer, MCAS New River (Attn: S-4 Officer).

JUN 05 2023

6. Command and Signal

a. Command. This Order is applicable to MCAS New River.

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



G. W. BURNETT

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