

(See (LETTERHEAD)

(Date)

From: (Commanding Officer with Operational Control)
To: (Appointee)

Subj: ASSIGNMENT OF DUTIES AS MEAL VERIFICATION SUPERVISOR

Ref: (a) MCO 10110.14N

Encl: (1) Meal Verification Supervisor Duties

1. Per reference (a), you are assigned the following duties as Meal Verification Supervisor for mess hall number _____. Your effective date of appointment is (Date) to (Date).
2. You will relieve _____ whose appointment is revoked by this Order, a copy of which will be provided to (individual relieved).
3. The uniform for your assignment is the uniform of the day with duty belt.
4. You will receive instructions and be guided in the performance of your duties by the mess hall manager. Your post is standing in the immediate area of sign-in counters so as to identify personnel that are authorized to subsist in the mess hall.
5. You will comply with the directions identified for the Meal Verification Supervisor in enclosure (1), figure 7-2.

(Signature)

Copy to:
Appointee
Individual Relieved
Mess hall _____

Figure 7-1.--Sample Meal Verification Supervisor Appointment
Letter

MEAL VERIFICATION RECORD (10110)
NAVMC 10789 (REV. 01-05) (EF) SN: 0109-LF-132-8500
(Previous editions will not be used)

DATE: _____

TYPE OF MEAL <i>(Check applicable box)</i>					
<input type="checkbox"/> BREAKFAST	<input type="checkbox"/> LUNCH	<input type="checkbox"/> DINNER	<input type="checkbox"/> BRUNCH	<input type="checkbox"/> NIGHT MEAL	<input type="checkbox"/> OTHER <i>(Specify)</i>
CATEGORY OF PERSONNEL <i>(Check applicable box)</i>					
<input type="checkbox"/> MARCORP-REGULAR	<input type="checkbox"/> ARMY-REGULAR	<input type="checkbox"/> COAST GUARD	<input type="checkbox"/> ROTC <i>(Specify Service)</i>	<input type="checkbox"/> OTHER <i>(Specify)</i>	
<input type="checkbox"/> MARCORP-RESERVE	<input type="checkbox"/> ARMY-RESERVE	<input type="checkbox"/> NATIONAL GUARD <i>(Specify Service)</i>	<input type="checkbox"/> FOREIGN <i>(Specify)</i>		
<input type="checkbox"/> NAVY-REGULAR	<input type="checkbox"/> AIR FORCE-REGULAR	<input type="checkbox"/> CADET <i>(Specify Service)</i>	<input type="checkbox"/> OFFICER PAYROLL CHECKAGE <i>(Specify)</i>		
<input type="checkbox"/> NAVY-RESERVE	<input type="checkbox"/> AIR FORCE-RESERVE				
MEAL CARD NUMBER		COMMAND OR UNIT		MEAL CARD NUMBER	
COMMAND OR UNIT		MEAL CARD NUMBER		COMMAND OR UNIT	
1. _____		33. _____			
2. _____		34. _____			
3. _____		35. _____			
4. _____		36. _____			
5. _____		37. _____			
6. _____		38. _____			
7. _____		39. _____			
8. _____		40. _____			
9. _____		41. _____			
10. _____		42. _____			
11. _____		43. _____			
12. _____		44. _____			
13. _____		45. _____			
14. _____		46. _____			
15. _____		47. _____			
16. _____		48. _____			
17. _____		49. _____			
18. _____		50. _____			
19. _____		51. _____			
20. _____		52. _____			
21. _____		53. _____			
22. _____		54. _____			
23. _____		55. _____			
24. _____		56. _____			
25. _____		57. _____			
26. _____		58. _____			
27. _____		59. _____			
28. _____		60. _____			
29. _____		61. _____			
30. _____		62. _____			
31. _____		63. _____			
32. _____		64. _____			

Figure 7-2.--Sample NAVMC 10789 Meal Verification Record
(Front Page)

Figure 7-2.--Sample NAVMC 10789 Meal Verification Record
(Back Page)

**Instructions for Use and Completion of the Form NAVMC 10789, Meal
Verification Record**

1. The information in this figure will be used in conjunction with chapter 7 to outline the responsibility for the meal verification supervisor, mess hall manager/designated representative, mess hall officer, officer in charge, or designated contractor representative.

2. Meal Verification Supervisors will:

a. Prepare a separate Form NAVMC 10789, Meal Verification Record for each category of personnel (i.e., Marine Corps Regular, Marine Corps Reserve, Coast Guard, etc.) subsisting in the mess hall. (See Figure 7-2, Form NAVMC 10789, Meal Verification Record):

b. Prepare each meal verification record in black ink using the following instructions:

(1) Complete the front of the each meal verification record.

(a) Date. Enter the date the meal is served.

(b) Type of Meal. Check the applicable block.

(c) Category of Personnel. Check the applicable category of personnel.

(2) Complete the back of each meal verification record.

(a) Type of Meal. Print the type of meal that matches the block checked on the front of the meal verification record for type of meal.

(b) Category of Personnel. Print the category of personnel that match the blocked checked on the front of the meal verification record for category of personnel.

c. For personnel authorized to subsist at government expense the meal verification supervisor will ensure each person completes the following on the meal verification record in a legible manner. (See Figure 6-1 for the categories of personnel and specific requirements identified for SIK/Common Service)

(1) Print their meal card number in the meal card number space.

(2) Print the abbreviated title of the individual's command or unit in the applicable space.

d. For personnel identified as cross service the meal verification supervisor will ensure each person completes the following on the meal verification record in a legible manner. (See Figure 6-1 for the categories of personnel and specific requirements identified for cross service)

(1) Print the DOD ID Number in the meal card number space.

Figure 7-3.-Instructions for Use and Completion of the Form NAVMC 10789, Meal
Verification Record

**Instructions for the Use and Completion of the Form NAVMC 10789, Meal
Verification Record Continued**

(2) Print the abbreviated title of the individuals command or unit in the applicable space.

e. For personnel identified as payroll deduction the meal verification supervisor will ensure each person completes the following on the meal verification record in a legible manner. Additionally, the meal verification supervisor will write "payroll deduction" under "other" in the blank space in addition to checking the block for the category of personnel when they are enlisted members. (See Figure 6-1 for the categories of personnel and specific requirements identified for payroll deduction)

(1) Print the DOD ID Number in the meal card number space.

(2) Print the abbreviated title of the individuals command or unit in the applicable space.

f. The meal verification supervisor will ensure block signatures are completed correctly and the number of personnel entering the mess hall matches the number of personnel entered in the block signature. If the group consists of different categories of personnel (e.g. Marine Corps regular and Marine Corps Reserve), there will be a block signature for each category of personnel. For group feeding, each mess hall will have a block signature stamp. The meal verification supervisor will complete the meal verification record as outlined in paragraph 1 and stamp the block signature on the meal verification record. The person in charge of the group, formation, or unit will complete the following block signature. "I acknowledge receipt of _____ meals this date which are for _____ individuals who are entitled to SIK." The person in charge will enter the numerical number of meals in the first blank space and spell out the number of meals in the second blank space for each category of personnel.

g. The meal verification supervisor will complete the following after each meal:

(1) Assemble the meal verification records in sequence by category of personnel.

(2) Draw a line diagonally through all unused spaces on each meal verification record.

(3) Certify by printing and signing their name in the spaces provided on the back of each meal verification record.

(4) Present the meal verification records to the mess hall manager.

Figure 7-3.--Instructions for the Use and Completion of the Form NAVMC
10789, Meal Verification Record (Continued)

**Instructions for the Use and Completion of the Form NAVMC 10789, Meal
Verification Record Continued**

3. The Mess Hall Manager/Designated Representative will: At the completion of each meal the following will be completed.

(1) Count the total number of meal verification records for each category of personnel and number the records for each category of personnel. (Example: A total of twelve records (front and back equal one record) of the Marine Corps regular category. The mess hall manager would begin numbering the first record page 1 of 12 pages and the last record would be page 12 of 12 pages.

(2) Enter the totals number of meals and complete the meal conversion on the last meal verification record for each category of personnel. (Example: There are a total of twelve pages of the Marine Corps regular category. The mess hall manager would enter the total number of Marine Corps regular personnel that signed in on the meal verification records and complete the conversion on page 12 of 12 pages for the Marine Corps Regular category).

(3) Print name and grade and sign for each category of personnel on the last meal verification record for each category of personnel. (Example: There are a total of twelve pages of the Marine Corps regular category. The printed name and grade and signature of the mess hall manager would be completed on page 12 of 12 pages for the Marine Corps regular category).

4. Mess Hall Officer, Officer in Charge, or Designated Contractor Representative will:

a. Verify the total meal counts and conversions completed by the mess hall manager/designated representative on the last page for each category of personnel.

b. Print name and grade and sign on the last meal verification record for each category of personnel.

5. Military Managed Mess Halls. The officer designated to certify the Form NAVMC 565-1, Man-Day Fed Report cannot be the same officer that signs the meal verification records.

6. Contractor Managed Mess Halls. A designated contractor representative will sign in the unit commanding/officer in charge block. A QAE will certify the Form NAVMC 565-1, Man-Day Fed Report.

7. All completed meal verification records will be attached to the copy of the daily Form NAVMC 565-1, Man-Day Fed Report for the calendar day involved.

(LETTERHEAD)

(Date)

From: (Commanding Officer Having Operational Control of the Mess hall)

To: (Appointee)

Subj: CASHIER (PRIMARY/ALTERNATE); APPOINTMENT OF

Ref: (a) MCO 10110.14N

Encl: (1) Cashier Duties

1. Per the instructions contained in reference (a), you are hereby appointed as mess hall cashier (Primary-Alternate) for mess hall # _____. Your effective date of this appointment is _____. You will relieve _____, whose appointment is revoked by this appointing Order, a copy of which will be provided to the individual relieved. Appointment to this position is under the supervision of the mess hall collection agent.

a. Duties. You are to collect all funds derived from the sale of meals. All signatures will be recorded legibly on the Form NAVMC 10298, Cash Meal Payment Sheet issued to you by the mess hall collection agent. Prior to performing the functions of cashier, you are directed to thoroughly familiarize yourself with the current instructions and procedures applicable to this position as contained in reference (a) DOD 1388 and enclosure (1) as may be given to you by the mess hall collection agent. In the execution of these duties, you will not engage yourself in any other duties while collecting funds derived from the sale of meals.

b. Safeguarding of Funds. You will be provided a safe for your exclusive use (for public funds) which will be accessible only to you. The combination of the safe will be known only to you and will not be communicated to or placed in the custody of anyone else. The public funds entrusted to you will not be intermingled with other funds, nor will classified material be stored in the safe provided for the safekeeping of public funds.

c. Limitations. You are authorized to have in your possession public funds for the sale of meals not in excess of \$____. Cash collections from the sale of meals will be turned in to the mess hall collection agent with supporting Cash Meal Payment Sheets on a regular basis. If adequate safekeeping facilities are not available, or the amount of collections exceed \$____, the mess hall collection agent should be notified immediately.

2. You will turn over all funds collected from the sale of meals with the supporting cash meal payment sheets, to the mess hall collection agent at least once each working day or whenever the collections exceed \$_____.

3. You will indicate, by endorsement hereto, your acceptance of this position and agree to hold yourself accountable to the Government of the United States for all public funds received. This appointment may be revoked at any time. Revocation will be in writing, addressed to you, and will show the effective date.

(Signature)

Figure 7-4.--Sample Cashier Appointment Letter

FIRST ENDORSEMENT on

(Date)

From: (Appointee)

To: (Commanding Officer Having Operational Control of the Mess hall)

Subj: MESS HALL CASHIER (PRIMARY/ALTERNATE); APPOINTMENT OF

1. I accept the appointment as Mess hall Cashier (Primary/Alternate) for Mess hall No. _____, and I agree to hold myself accountable to the United States for all public funds received. I have read and understand this appointment and all responsibilities contained therein.

(Signature)

Copy to:

Appointee (Original)

Individual Relieved

Mess Hall Collection Agent

File (Retained for 6 months) for 6 months after term of appointment.

Revocation of appointment will be in writing.

Figure 7-4.--Sample Cashier Appointment Letter (Continued)