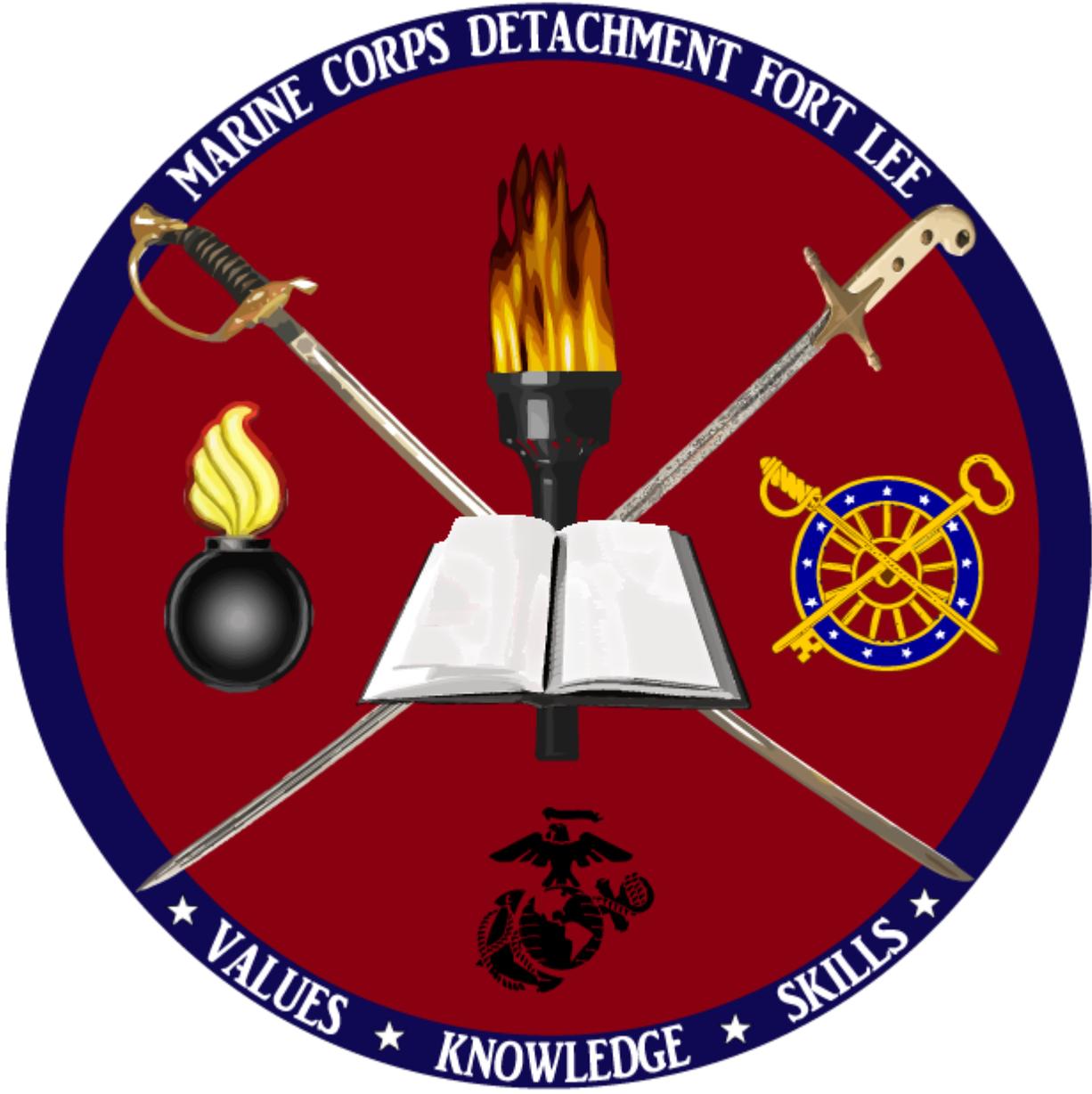


# WELCOME ABOARD



FOOD SERVICE SCHOOL  
MARINE CORPS DETACHMENT FORT LEE  
2001 31<sup>ST</sup> STREET  
FORT LEE, VIRGINIA 23801

[http://www.quartermaster.army.mil/marines/usmc\\_food.html](http://www.quartermaster.army.mil/marines/usmc_food.html)

CAREER LEVEL STUDENT SOP FOR FOOD SERVICE SCHOOL

PURPOSE: The purpose of this Standing Operating Procedure (SOP) is to publish the rules and regulations which all career level students are expected to follow. The purpose of these rules is to ensure professional conduct throughout the course, impressing upon the students principles of attention to detail and self-discipline. This SOP is not all-inclusive, but is a good general guide.

RESPONSIBILITY: It is the responsibility of each student to comply with the rules and regulations contained in this SOP, as well as pertinent orders and directives, including, but not limited to Marine Corps, Marine Corps Detachment Fort Lee , and Food Service School.

I. INTEGRITY

1. As career level Marines, your honesty and integrity are expected to be above reproach. As such, no violations of the special trust and confidence entrusted in each of you, as Non-Commissioned Officers, Staff Non-Commissioned Officers, and Officers will not be tolerated. Breaches of integrity (lying, cheating, stealing, false statements, etc.) are grounds for dismissal from the course.

II. SAFETY

1. It is often stated that “safety is paramount,” and it is. Professionalism and the professional accomplishment of the mission are paramount, and all training will be conducted in compliance with established safety procedures. Any Marine has the authority and responsibility to stop any training event if he/she observes a situation that is life threatening or has a high probability of causing serious bodily harm.
2. It is incumbent upon every Marine to immediately report any unsafe act or condition via the chain of command.
3. All injuries during any type of training will be reported via the chain of command. A mishap report will be submitted within 24 hours. Minor cuts, scratches, and bruises need not be reported.

III. AUTHORITY AND CHAIN OF COMMAND

1. The authority of the student assigned to class leader and platoon billets will be respected by fellow students.
2. With authority comes responsibility. Part of that responsibility is being accountable for personnel and equipment in the training area. At all times, the student billet holders must know the location of each student and equipment in the training area.
  - a. Students will keep their class leader informed of their whereabouts.
  - b. Students will not be dismissed from any training unless authorized by the Food Service School Staff. If the student has a scheduled medical/dental appointment then he/she must inform the Food Service School Staff prior to his/her departure.

- c. When leaving the area during training hours (with the exception of noon meal), students will inform the faculty advisor prior to departure.
3. Students will use both the student and staff chain of command, as appropriate.
  4. It is just as important to be a good follower as it is to be a good leader. Cooperate with the billet holders. Obey their orders. When it is your turn to lead they must extend the same professional courtesy to you.

#### IV. MILITARY COURTESY AND CONDUCT

1. During working hours, refer to fellow students by rank or rank and last name.
2. When sitting in an office space or enclosed room; you should stand when a senior officer enters or approaches. If a senior officer approaches your table while you are eating, stand until the officer permits you to sit.
3. Address officers of a senior grade as SIR or MA'AM. When acquainted with the officer it is appropriate to use both grade and last name. Do NOT use the term "Skipper."
4. Warrant Officers will be addressed as "Warrant Officer" or "Chief Warrant Officer." Actual Gunners may be addressed as "Gunner."
5. Address SNCO's and NCOs by the appropriate title (FIRST SERGEANT, MASTER SERGEANT, STAFF SERGEANT, CORPORAL). Master Sergeants and Master Gunnery Sergeants should not be addressed as "TOP".
6. When you are in uniform and covered, salute all recognized senior officers, whether they are in uniform, PT gear, or in civilian attire. If you are in civilian attire, provide an appropriate verbal greeting.
7. A verbal greeting is expected when saluting and an effort must be made to greet seniors whether indoors or out (i.e., Good Morning, Good Afternoon, Good Evening). An appropriate greeting will be used when departing seniors whether outdoors or indoors (i.e., Good Day, gentlemen). Salutes are not silent. When conducting morning colors at 0600 and evening colors at 1700 all Marine Corps customs and courtesies will apply (i.e. do not get out of vehicle).
8. While at the field site, do not salute the officers.
9. Students will not become argumentative with an instructor or staff member. If the student feels the evaluation or treatment is unfair, he/she may RESPECTFULLY request an explanation.
10. Students shall conduct themselves in a professional manner at all times. This includes not using vulgar or coarse language or telling off-color jokes.
11. The use of tobacco products is discouraged. Smoking is prohibited in all government buildings. Do not smoke, chew, or spit outdoors while in uniform. The use of smokeless tobacco products is prohibited in the classroom area and the field site.
12. If an instructor attempts to create an environment of informality so you can feel relaxed, DO NOT interpret this as being familiar; less formal does not mean less disciplined. Marines are known for the discipline in their ranks. Subordinates must initiate and maintain proper protocol when a senior officer creates a casual rapport. It is your responsibility to exercise respectful conduct at all times.

#### V. ATTIRE (Uniform and Civilian)

1. When arriving to or departing the training area, students will be in complete uniform or appropriate civilian attire.

2. Physical Training gear is only authorized for PT.
3. ONLY authorized military clothing will be worn.
  - a. Military green skivvy shirts will be worn with the camouflage uniform. White crew-neck skivvy shirts will be worn with all other uniforms.
4. A clean uniform (to include boots) or appropriate civilian attire is required to enter the dining area, club, or any service facility (Bank, Post Office, Exchange, or Cleaners). PT gear is authorized only as outlined in paragraph 2 above.
5. The camouflage uniform may be worn to and from work; however, Marines are NOT authorized to make stops between their residence and work.
6. Uniforms will be serviceable. Camouflage uniforms worn for field training do not have to be flawless; however, all tears, holes, and worn spots must be properly repaired.
7. The Gore-Tex jacket is the primary outer garment for wear in the training area during inclement weather. The Gore-Tex jacket may not be worn with the service uniform. When the Gore-Tex jacket is worn with the camouflage uniform, black gloves will also be worn or carried. Under no circumstances will the Gore-Tex jacket be worn for leave of liberty, nor will it be worn with civilian attire.
8. Civilian attire will reflect good judgment and taste. A student's appearance in civilian attire, though in some cases of a more relaxed nature, should still present a professional appearance consistent with the high standards of the corps. Common sense and a conservative philosophy should guide the dress code for officers at all times.
9. Shirts:
  - a. Male students will wear collared shirts. Female students will wear appropriate blouses or shirts.
  - b. The types of shirts listed below are **inappropriate**:
    - (1) Shirts designed as undergarments e.g. plain white tee-shirt.
    - (2) Athletic shirts except to and from PT.
    - (3) See-through shirts.
    - (4) Shirts with pictures, slogans, numbers or writing, except shirts with modest writing (monograms, "Hang Ten," etc.) obviously in good taste and designed for external casual wear.
    - (5) Sleeveless shirts such as "Tank Tops" or "Muscle" shirts (only exception will be for individual PT).
    - (6) Shirts designed to be tucked in or with uneven shirrtails must be tucked in.
10. Trousers.
  - a. Belts will be worn on trousers with belt loops.
  - b. Sweat pants or athletic shorts will not be worn except to and from PT.

11. Blue Jeans. Jeans are considered appropriate civilian attire. As with all other attire they must be in good condition and present a neat appearance. Frayed jeans or jeans with holes are NOT authorized for wear.
12. Footwear:
  - a. Sandals may be worn with the same limitations as Bermuda shorts. Shower shoes, thongs or flip-flops are not authorized. A strap around the heel is required for sandals to be considered acceptable.
  - b. Athletic shoes may be worn as civilian attire with shorts. However, they should not be dirty, frayed or worn out.
  - c. Black military dress shoes will NOT be worn with civilian clothes. You should possess a pair of civilian dress shoes appropriate for wear with a suit.
13. Additional Comments. The following information should serve as guidance for attire at functions and locations outside the MCD. Obviously, there is a time and place for recreational attire more casual than permitted in the Hanson or Hawkins Rooms. The following guidelines are offered:
  - a. Marines should always dress up. This is consistent with our ethos and the standards expected of Marines. While there are occasions when you may dress more casually, remember, you are a professional at all times; consider the occasion and set the right example.
  - b. Set the example in the Post Exchange, commissary, and other locations on or around the base.
  - c. Running suits are not considered appropriate civilian attire anytime or anywhere outside of PT.

## VI. PERSONAL APPEARANCE

1. Every student, in uniform or civilian attire, must ensure a neat personal appearance is presented at all times.
2. Male personnel shall shave daily and maintain a regulation haircut. (This will often require weekend haircuts due to the pace of training during the week).

## VII. CLASSROOM CONDUCT/RESPONSIBILITIES

1. Students who miss class are responsible for the material covered in class and should see their faculty advisor for handouts and notes. Students may make an appointment to see the instructor if necessary, utilizing their chain of command.
2. Students who must miss a period of instruction must get permission **AHEAD OF TIME** from the chain of command starting with the faculty advisor.
3. No smoking, tobacco chewing, gum chewing, or eating is allowed in any classroom during instruction. Beverages that can be closed are allowed. Snacks are authorized during breaks only.
4. Arrive early and be prepared to begin all classes as directed by the training schedule.
5. If it is necessary to enter class late, enter quietly and move to the back of the classroom. If it is necessary to depart class early, sit in the back of the classroom and exit using a side door.

6. Classroom courtesy also demands that students WILL NOT prepare to leave the classroom (close notebooks, put on Gore-Tex jackets, etc.) until dismissed by the instructor. Additionally, ensure alarms on your watch are cleared so they do not go off in the class.
7. Classes and training events, have priority. Make a maximum effort to schedule all administrative activities around training events.
8. If you, as a student, have a question, raise your hand; wait for the instructor to recognize the question; and then ask the question (while the question is being asked and answered, the rest of the students will remain silent).
9. Information taught in your Food Service Course is important. It is each student's responsibility to stay awake and alert, making maximum effort to concentrate. Sleeping in class is regarded as disrespectful to the instructor and will not be tolerated. If you are tired, stand and move to the side or rear of the classroom.
10. Ensure you have all equipment and materials for each training event. DO NOT come to class, either in the classroom or the field, without the required student outlines, advance sheets, handouts or manuals. If you are missing any of these materials, convey that information to your faculty advisor via the student chain of command at least 48 hours in advance of the particular class. All material for the class should be reviewed by students prior to the day of the class.
11. Electronic devices are not authorized to be used in class.

#### VIII. EQUIPMENT

1. During working hours, students will always carry the following items:
  - a. Pocket notebook
  - b. Pen/pencil
  - c. Identification tags
  - d. Identification card (also during non-working hours)

#### IX. PHYSICAL TRAINING

1. Scheduled PT will not adequately condition the student. Therefore, students must augment this physical training on their own. Use the buddy system at all times. Carry and drink additional water in respect to temperatures.
2. Running will be conducted AGAINST traffic unless running in formation.
3. When running along a hard surface road, stay at least three feet off the road, unless in formation.
4. Do NOT run with headphones aboard Fort Lee.
5. It is MANDATORY to wear a glow belt when PT'ing outdoors.
6. You can conduct PT on B Avenue and Shop road between the hours of 0500-0730, Monday through Friday.
7. Running after dark is extremely dangerous. Students will not run on hard surface roads between the hours of dusk and dawn. If students desire to run this after dark, a reflective vest must be worn. See your faculty advisor for rules on running and biking. Road guard reflective belts or vests must be worn at all times.
8. Any course off hard surface roads must be run with a battle buddy system. In case of injury, one student remains with the injured individual, the other goes for help.

9. Know and comply with acclimatization requirements. Check flag conditions prior to any physical activity. Check with faculty advisor for current conditions or call the following Fort Lee hotline 804-765-2679.
10. When under black flag condition, outdoor PT will NOT be conducted.
11. Upon reporting to MCD Fort Lee Va, you will be held to the Marine Corps standards of physical fitness and body composition. You can find these standards on the Internet in MCO P6100.12 by going to <http://www.usmc.mil> and then navigation to "Publications" then "Orders and Directives." The training at MCD Fort Lee will include physical fitness, but you are expected to arrive with a solid foundation from which to build. Students will need to pass a final PFT and be within Marine Corps Body Composition standards.

#### X. VEHICLES AND PARKING

1. All privately owned vehicles (POVs) must have in his/her possession the following items: (1) a valid and current vehicle registration, (2) proof of automobile liability insurance, (3) a valid driver's license, (4) a current safety inspection (if the vehicle is registered in Virginia), (5) proof of a driver's improvement course completion.
2. Traffic regulations aboard Fort Lee are placed in effect by orders from the Commanding General, and as such, are strictly enforced aboard base. **Speeding indicates an inability to abide by regulations.** Do not compromise yourself as a Marine by failing to obey the speed limits. Moving violations require mandatory attendance to the Federal Court in Richmond Va., and may result in loss of driving privileges as well as other possible disciplinary measures from the Commanding Officer. Traffic violations aboard Fort Lee are not on a point system. You will have to pay a monetary fine.

#### XI. LIBERTY

1. Liberty is a privilege and not a right.
2. When submitting for any liberty or out of bounds, you will use the internet via MOL for submission. The request shall include time of departure, mode of transportation, location, point of contact, phone number, time of return, and any other information considered pertinent.
3. Per MCBO 1050.1B, those on regular liberty or special liberty of 24 hours or less will not proceed beyond 80 miles. Those on liberty of more than 24 hours will not proceed beyond 300 miles. For exceptions to these limits an Out Of Bounds or Leave request can be made through the Chain of Command.

#### XII. ALCOHOL ABUSE

1. All Marine students, regardless of rank, are expected to conduct themselves as ladies or gentlemen at all times. This includes moderation in the consumption of alcoholic beverages. Alcohol abuse is inconsistent with our warrior ethos and is contrary to the effective performance of Marines and to the Marine Corps mission and will not be tolerated. Alcohol is in no way an excuse for un-Marine-like conduct.
2. Students must be fully aware of the Marine Corps policy regarding alcohol abuse and the associated consequences. By Marine Corps order, all incidents of alcohol abuse will be the subject of formal command. Additionally, for conviction of intoxicated driving- even first time incidents- and subsequent incidents of alcohol abuse, not necessarily related to driving require a fitness report entry making the report adverse. Intoxicated driving includes both driving under the influence and driving while impaired or intoxicated.

#### XIII. ADMINISTRATIVE NOTES

1. All DTS should be completed through parent command prior to arriving to MCD Fort Lee.

2. Upon completion of SNCO Adv Crs or Senior Course, MCD S-1, will provide you with reporting/detachment endorsements and statement of non-availability.

3. GTCC holders are encouraged to schedule partial payments via DTS IOT to pay down on the GTCC balance.

#### XIV. FORMATIONS

1. On deck time will be 15 minutes before the first class, unless otherwise directed. The Student Staff will pass the word prior to securing the night before. Students must be present and in the uniform of the day at this time.
2. Any formation, whether company or platoon, will be attended by all personnel in that unit, unless prior authorization to be absent was obtained.

#### XV. SICK CALL

1. Sick call will go only during prescribed sick call hours unless the illness or injury dictates otherwise.
2. If at all feasible, students will inform their faculty advisor before reporting to sick call.
3. Students who are recommended for a limited or no duty status will submit their medical chits to the faculty advisor. The Food Service SNCOIC or Director makes final decisions regarding student status.
4. Students will not make appointments on their own. All appointments will be made through the faculty advisor to ensure no scheduling conflicts exist.

#### XVI. FINANCIAL RESPONSIBILITY

1. A Marine always makes a concerted effort to ensure his or her financial dealings are beyond reproach. You must manage your accounts to avoid writing bad checks. It is critical that you not bounce a check for any reason. If a student issues a check with insufficient funds, he/she may be subject to disciplinary action and loss of check-cashing privileges aboard base.

#### XVII. INSTRUCTIONAL RATING FORMS

1. Instructional Rating Forms (IRFs) via survey monkey, for each day will be due at the conclusion of the training day and will be completed for every class unless otherwise instructed by the instructor.
2. Markings and comments should be made with the intent to improve the training at the Food Service School. Students are expected to utilize correct grammar, complete sentences, and proper spelling. All comments will be professional and respectful toward the instructor. Your comments will be reviewed by the School chain of command, and finally by the Commanding Officer, MCD Fort Lee.

#### XVIII. SECURITY

1. Security in the barracks aboard Fort Lee is each student's responsibility. Any thefts or break-ins must be reported through the faculty advisor during working hours, or through the Officer of the Day, after working hours. Instructions will be given on contacting the Military Police.
2. If a student loses a barracks room key, it must be immediately reported to the faculty advisor so that the maintenance personnel can change the lock to avoid the possibility of theft.

3. Valuables, such as cash or credit cards, must not be left adrift in unattended rooms. When a room is unoccupied, the doors and windows must be locked.

IXX. CORRESPONDENCE

1. Submit all administrative paperwork via the chain of command.
2. Use the Standard Letter Format in accordance with the Department of the Navy Correspondence Manual (SECNAVINST 5216.5D) for all written work.

XX. PURCHASE OF PERSONAL/ADDITIONAL GEAR

1. During the cold weather months, it is highly recommended that you possess cold weather gear such as, polypro socks, and glove inserts; however, these are optional items procured at the individual's expense.
2. With the exception of those items noted above, the use of non-issue gear which is visible when worn is not authorized. Questions about additional comfort items should be addressed to your faculty advisor prior to purchases.

XXI. ADDRESS AT FOOD SERVICE SCHOOL

Gunnery Sergeant / Warrant Officer \_\_\_\_\_  
 FOOD SERVICE SCHOOL  
 MARINE CORPS DETACHMENT FORT LEE  
 2001 31<sup>ST</sup> STREET  
 FORT LEE, VIRGINIA 23801

IMPORTANT PHONE NUMBERS

MCD Officer of the Day (OOD)  
 (804) 734-7945

Food Service School Director  
 (804) 734-3268

Food Service School SNCOIC  
 (804) 734-3270

Food Service School Operations  
 (804) 734-4656

Ambulance Emergency.....911  
 American Red Cross.....(804) 734-3371  
 Chaplin Office.....(804) 734-5169