

# PROGRAMED TEXT

MESS AND SANITATION

WD-58/OD-30



MARCH 1968

UNITED STATES ARMY  
PRIMARY HELICOPTER SCHOOL  
FORT WOLTERS, TEXAS

# PROGRAMMED TEXT

**PROGRAM TEXT****FILE NO:****PROGRAM TITLE**

Mess and Sanitation

**POI SCOPE:** An officer's orientation to the mess hall and mess procedures are to include: the duties and responsibilities of the mess personnel, mess records and reports, rations and their use, causes of food waste and the primary objective of the Food Service Program.

**INSTRUCTOR REFERENCES:**

Department of the Army Regulations  
15-230, 30-11, 30-30, 30-40,  
30-41, 30-46, and 31-200; and  
Training Manuals 10-401 and 10-405

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**DATE:**

April 1968

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May 1968

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Mess and Sanitation

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## PREFACE

The purpose of this program is to prepare you to be a unit mess officer or assistant mess officer. There is a very real possibility that you will be given one of these jobs as an additional duty in Southeast Asia, or other future assignments.

Start with frame 1 and work each frame in succession. Each frame will usually ask you a question. The correct answer is printed on the top of the next frame. If you were incorrect, turn back and restudy the information before continuing on to the next frame. When you have finished the text, complete the self evaluation exercise. Now begin by studying the performance objectives on page 1.

**PERFORMANCE OBJECTIVES  
MESS AND SANITATION**

Upon completion of this programed text, you will be able to:

1. Specify the primary objective of the Food Service Program.
2. Identify the duties and responsibilities of the mess officer and the mess personnel.
3. Identify the mess records maintained at unit level and the purpose of mess reports.
4. Select the types of rations and their uses.
5. Identify the causes of food waste.

DUTIES & RESPONSIBILITIES OF MESS PERSONNEL

The COMMANDER is responsible for achieving the objectives of the food service program.

The FOOD SERVICE ADVISOR is responsible for helping the commander achieve the objectives of the food service program. He plans and coordinates the food service program of the command. He exercises technical supervision over the food service activities of the command.

The MESS OFFICER is the commander's personal representative.

Some of his responsibilities include:

1. Obtaining the required subsistence, equipment, and supplies necessary for operating the mess and feeding of the troops.
2. Making frequent inspections.
3. Institute methods of food conservation.
4. Sample prepared foods frequently (should be sampled daily) for appearance and taste.
5. Finally, it is his duty to supervise all other aspects of the mess operation.

It is the mess officer's job to sample prepared foods at least

once/twice <sup>a</sup> day/meal/week

TURN TO PAGE 4 FOR FRAME 2.

DA FORM 1 MAY 65 2970

REPLACES DA FORM 10-103, 1 JAN 61, WHICH IS OBSOLETE.

ANSWERS: once  
day

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FRAME 2

The Mess Steward is the individual responsible for operation and control of the mess. He is the keyman in the mess operation. A few of his duties are:

1. Supervise actual preparation, cooking and serving of food.
2. Inspect mess personnel for cleanliness. Check everything (building, equipment, area, etc.) for sanitary conditions.
3. Establish operating and working procedures for the mess personnel under his command.
4. Inspect, check and supervise all possible aspects of the mess operation.
5. Take all necessary steps to insure proper use of food and the elimination of waste.

The Assistant Mess Steward's duties are the same as the mess steward's.

The Cook's primary job is to prepare the food. Some of his specific tasks are:

1. Study the cook's worksheet to insure timely preparation.
2. Follow the recipes exactly.
3. Prepare correct quantities of food; strive for an adequate amount for the meal without waste of leftovers.
4. Use leftovers properly to prevent waste.

The Kitchen Police's primary duty is to maintain sanitary conditions. Some of his specific duties are:

1. Clean and maintain storerooms.
2. Clean the dining room and kitchen.
3. Wash dishes or trays, plasticware and tableware, operate mechanical dishwasher if installed.
4. Wash pots, pans and all cooking utensils.
5. Collect and dispose of all waste material.

TURN TO PAGE 6 FOR FRAME 3.

The Master Menu (SB 10-260) is published for each month (but is prepared six months in advance) by the Departments of the Army and Air Force. It contains the items to be served for each meal, the method of preparation and a brief summary of all the foods necessary for the month.

1. It can be changed by the Post Menu Board ONLY. The Master Menu Board consists of the food service advisor, the post surgeon, the post commissary officer and the post veterinarian. The board meets monthly to discuss the menus for the next month.
2. The Revised Master Menu is the Master Menu as changed by the Post Master Menu Board.

FRAME 3

Match the job titles to the duties or responsibilities:

1. The commander's representative
2. Maintains sanitary conditions
3. Responsible for proper use of leftovers
4. Responsible for achieving goals of the food program
5. Plans and coordinates the food program of command
6. In general charge of the mess
7. Fulfills duty of mess steward on call

4 Commander

5 Food service advisor

1 Mess officer

6 Mess steward

7 Assistant mess steward

3 Cooks

2 Kitchen police

Which of the below listed forms is utilized at higher headquarters for planning purposes?

- a. DD Form 1544 - Cash Meal Payment Sheet
- b. DA Form 2970 - Subsistence Report and Field Ration Request
- c. DA Form 3034 - Cook Worksheet
- d. None of the above

ANSWERS: Matching: 1 - Mess officer, 2 - Kitchen police, 3 - Cooks, 4 - Commander, 5 - Food service advisor, 6 - Mess steward, 7 - Assistant mess steward.

FRAME 4

MESS RECORDS & REPORTS

Unit Mess Records

DA Form 3034 is used for breakfast.

DA Form 3034-1 is used for dinner.

DA Form 3034-2 is used for supper.

This record is used as the food preparation and service guide; it is furnished to the mess personnel by the mess steward.

It provides all pertinent data, i.e., what is to be prepared, by whom; number to prepare for, size of portions, recipe number, time to start cooking and what to do with leftovers.

COOKS' WORKSHEET SUPPER (AR 30-41)		ORGANIZATION Co. D 2nd Bn. 4th Bde.				Mess 1	DATE 1 July 1966	MEAL HOURS 1700-1745		
MENU (Including leftovers from previous meals to be served) a	PERSON ASSIGNED b	PORTIONS c		RECIPE (Or SOP Number) d	SPECIAL INSTRUCTIONS TO COOKS	COOKING TIME TO START e	LEFTOVERS f	TO BE USED g	TO BE DINE CARDED h	
		NUMBER TO PREPARE	PORTION SIZE							
Fried Halibut	Jones	275	1-each	B-10		1615		2 SV.		
Tartar sauce	Jones	275	2-0z	C-26				2 0Z.		
Franconia Potatoes	Smith	275	1-spoon	G-81		1600				
Corn on the cob	Smith	275	1-ear	G-43		1600				
Sliced cucumber and onion sal. Mac.	Mac.	140	S-S	H-65	Prep time	1600				
Assorted salads	Mac.	140	S-S	SOP-8 SOP-9	Prep time	1600				
Bread	Mac.	275	S-S							
Butter	Mac.	9 Lbs	S-S	SOP-7						
Ice cream	Mac.	275	1-pkg					2 QTs		
Oatmeal cookies	Allen	275	2-each	D-48		1800				
Fruit punch	Smith		S-S	R-25						
Milk	Smith	4/cns	S-S	SOP-10						
BOX LUNCHES		BOX LUNCHES ISSUED TO AND NUMBER ISSUED				REMARKS				
NUMBER TO PREPARE										
MADE UP BY										
MENU										
MEALS	NUMBER TO PREPARE i	NUMBER DRAWN n	NUMBER FED o	NUMBER OVER- DRAWN p	NUMBER UNDER- DRAWN q	CUMULATIVE				SIGNATURE AND GRADE OF MESS OFFICER r
						YESTERDAY		TODAY		
						OVER	UNDER	OVER	UNDER	
BREAKFAST	300	300	301		1	7		6		
DINNER	300	300	298	2			6		4	
SUPPER	275	275	289		14		5		19	

DA FORM 3034-2  
1 SEP 65

Class I. Rations.

RATION FIELD A



FRESH MEATS



BAKED BREAD



FRESH FRUITS



FRESH VEGETABLES

OPERATIONAL RATIONS

RATION OPERATIONAL B



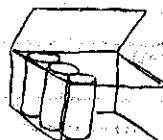
FIELD BREAD



CANNED MEATS

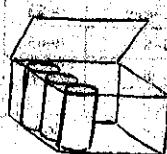


CANNED FRUITS

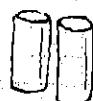


CANNED AND DRIED VEGETABLES

SMALL DETACHMENT (5-in-1) RATION



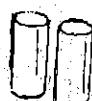
MEAL, COMBAT; INDIVIDUAL



MEAT UNIT



BREAD UNIT



FRUIT UNIT



ACCESSORY UNIT

INDIVIDUAL FRIGID TRAIL RATION



MEAT UNIT



BREAD UNIT



BEVERAGE UNIT

Types of Rations.

## FRAME 5

## The Cash Meal Payment Sheet (DD Form 1544)

This is used by a mess to account for individuals subsisted on field rations who are required to reimburse the government for meals. (Such as persons on separate rations eating in the mess hall.)

Cash Collection Sheets are numbered when issued to messes. If a sheet is lost a Report of Survey is necessary to determine liability. AR 30-41

CASH MEAL PAYMENT SHEET								SERIAL NO. 000 000 00							
To be completed when the Government is to be reimbursed for meals furnished								INCLUSIVE DATES COVERED							
ORGANIZATION OR DINING HALL				FROM 05 Nov 1965				THROUGH 06 Nov 1965							
HQ Co, U.S. Army Garrison, Ft Right, Ill.															
FOOD CHARGES				SURCHARGES (S/C)				PER DIEM SURCHARGE							
B		D		B		D		B		D					
.25		.45		.35		.15		.40		.20					
GRADE	NAME	DOLLAR VALUE				GRADE	NAME	DOLLAR VALUE							
		B	D	S	S/C			B	D	S	S/C				
BALANCE BROUGHT FORWARD								1.00 4.50 1.75 0.90							
capt	Richard Mott	.25				.25				.35					
sgt	David Seidel	.25				.25				.35					
cpl	Roy Davis	.25				.25				.35					
1st															
SGT	D. L. Farley	.25				.25				.35 .40					
PFC	William Jensen	.45				.25				.45 Nov 1965 - Jarred Cpl, Pfc					
Sgt	Robert Duncan	.45				.25				.45					
Sgt	James E. Smith	.45				.25				.45					
Sgt	Edward Taylor	.45				.25				.45					
Cpl	Joe Lefcrom	.45				.25				.45					
PVT	Charles Black	.45				.25				.45					
Cpl	Glenn Healy	.45				.25				.45					
Sgt	Arthur Brown	.45				.25				.45					
Sgt	Peter Klear	.45				.25				.45					
Cpl	John Hall	.45				.25				.45					
Sgt	Sam Bower	.45				.25				.45					
Cpl	Alfred Jones	.45				.25				.45					
Sgt	Michael Green	.45				.25				.45					
Cpl	Wayne Morris	.45				.25				.45					
Sgt	Peter Klear	.45				.25				.45					
TOTAL								1.00 4.50 1.75 0.90				TOTAL VALUE OF MEALS SOLD (B + D + S)			
SIGNATURE OF UNIT COMMANDER OR CONSOLIDATED MESS OFFICER								SIGNATURE OF LAST OR ONLY COLLECTOR							
Ivan M. Bross								Richard L. Ladd Jr-5							

FRAME 10

Rations and their use

A Ration is the allowance of food for the subsistence of one person for one day. A Ration in Kind is a ration issued in the form of food, either cooked or uncooked. A Field Ration is a ration in kind, i.e., actual food. The three main types of field rations are:

1. Field Ration "A" - is the basic field ration. It contains a maximum amount of perishable items and is issued whenever circumstances permit. The food eaten in a majority of garrison messes is Field Ration A.
2. Operational Ration "B" - is designed for use when it is not practical to provide perishable foods. "B-rations" require no refrigeration and includes such items as: powdered milk, dehydrated eggs, canned meats, etc., (normally eaten in the field).
3. Meal, Combat, Individual - consists of canned items and an individual accessory packet. The canned meat, bread and fruit items are preserved indefinitely to provide wholesome nutrition under the worst field conditions. The accessory pack includes: chewing gum, cigarettes, toilet paper and bare necessity, comfort and convenience items. It is commonly called "C-ration" for combat ration. Each individual box contains enough food for one man for one meal.

Operational ration B is (1) A and (2) C.

- a. <sup>(1)</sup> a field ration
- b. a garrison ration
- c. the replacement for "C-rations"
- d. a ration allowance

- a. contains a maximum amount of perishables
- b. is eaten in most garrison messes
- c. requires no refrigeration
- d. each box contains enough for one man for one meal

A field ration is a ration/ration in kind.

**Cash Collection Voucher (DD Form 1131)**

This form is used to turn in and account for all cash collected from the sale of meals.

This form may be used until completely filled out; it may be every other day, weekly, bi-weekly, monthly, etc. It is at the discretion of the mess steward and mess officer.

ANSWERS: (1) a. a field ration  
(2) c. requires no refrigeration  
ration in kind

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FRAME 11

PACKAGED RATIONS are for use at unusual times and under conditions when normal feeding is impossible. They are not to be considered a meal or any fraction of a meal.

Ration Supplement, Sundries Pack - This supplement provides such comfort items as toilet articles, tobacco and candy to persons subsisting on "B" or "C" type rations where normal post exchange facilities are not available.

The most widely used ration in the Army today is the \_\_\_\_\_.

- a. garrison ration
- b. field ration A
- c. operational ration B
- d. packaged rations

If you were with a unit (in Vietnam) that was stationed 50 miles from base camp and living in tents, which type of rations would you probably be eating?

- a. Field ration A
- b. Packaged rations and field ration A
- c. Operational ration B and meal, combat, individual
- d. Packaged rations and ration supplement, sundries pack

DD FORM 1 APR 57 1131

**REPLACES EDITION OF 1 APR 59 WHICH IS OBSOLETE.**  
**★ GPO: 1957-828-062**

Form approved by Comptroller General, U. S.  
24 January 1938

ANSWERS: b. field ration A  
c. Operational ration B and meal, combat, individual

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FRAME 12

FOOD WASTE

**Causes of Food Waste**

1. Failure to use leftovers properly or excessive leftovers
  - a. Improper preparation
  - b. Preparation of excessive amounts
2. Hoarding of supplies
3. Improper operation of equipment
4. Inefficient mess operation
5. Lack of individual responsibility

**Prevention of Waste**

1. Stop it at its starting place, i.e., the serving line, an instructional program to the troops, posters, leaflets, training classes and training films.
2. The mess steward should monitor closely the practices and procedures of the cooks and servers, to assist in the proper performance of their duties.

As a mess officer conducting an inspection, where would be the best place to prevent food waste?

- a. The garbage cans
- b. The serving line
- c. The cook's work place
- d. The mess steward's office

FRAME 7

MESS REPORTS

**Subsistence Report and Field Ration Request (DA Form 2970)**

This form is prepared by each unit to indicate the number of meals expected to be consumed on a particular date or dates. This data is based on the number of persons who have eaten in this mess hall. When reported to Department of the Army, it is used to prepare budget estimates, establish funding programs, and provide technical planning for feeding the Army; and is computed six (6) months in advance.

**STOP. RETURN TO PAGE 3 AND THEN CONTINUE TO PAGE 5.**

ANSWER: b - The serving line

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FRAME 13

The primary objective of the Food Service Program is to provide good quality food in order to maintain health, combat efficiency and high morale throughout the Army. This is accomplished by procuring nutritionally adequate food, prepared and served according to the highest standards attainable within reasonable cost.

CONTINUE TO SELF EVALUATION EXERCISE

MESS AND SANITATION  
SELF EVALUATION EXERCISE

Read all the responses. In some instances there may be more than one correct choice.

1. One of the mess officer's duties is to:

- a. make-up the Master Menu.
- b. make-out the Installation Food Service Report.
- c. supervise and inspect all phases of the mess operation.
- d. All of the above

2. Which of the below listed forms tell the unit how many extra rations to draw for persons subsisted on separate rations?

- a. DA Form 3034 - Cook's Worksheet
- b. DD Form 1544 - Cash Meal Payment Sheet
- c. DA Form 2970 - Subsistence Report & Field Ration Request
- d. DD Form 1131 - Cash Collection Voucher

3. A ration is the allowance of food for the subsistence of one \_\_\_\_\_.

- a. person for one meal
- b. unit for one day
- c. person for one day
- d. unit for one meal

4. Which of the following are causes of food waste?

- a. Failure to use leftovers
- b. Hoarding of supplies
- c. Improper operation of equipment
- d. Lack of individual responsibility

5. To make frequent inspections of the mess and to sample prepared foods frequently are two (2) of the responsibilities of the:

- a. food service advisor.
- b. mess steward.
- c. mess officer.
- d. kitchen police.

6. The person in charge of the general operations of the mess is the \_\_\_\_\_.

- a. mess steward
- b. mess officer
- c. kitchen police
- d. food service advisor

7. The primary duty of the kitchen police is to \_\_\_\_\_.

- a. learn to cook under the supervision of the first cook
- b. maintain sanitary conditions
- c. prepare the headcount sheet and be the headcount
- d. draw and store rations

8. The Master Menu can be changed by:

- a. the first cook as he sees fit.
- b. the mess officer only.
- c. the mess officer and the mess steward working together.
- d. the Post Menu Board only.

9. The Operational Ration "B" is:

- a. the basic field ration.
- b. a replacement for the old "C" ration.
- c. for use when not practical to provide perishable foods.
- d. provides comfort items.

10. To provide good quality food, within reasonable cost, in order to maintain health and combat efficiency is the objective of the \_\_\_\_\_.

- a. Mess Inspection Service
- b. Mess Hall Service Group
- c. Food Service Program
- d. Post Menu Board

11. The place to stop food waste is \_\_\_\_\_.

- a. at the serving line
- b. in the mess officer's office
- c. with the individual recipient
- d. a responsibility of cooks while in the kitchen

12. Which of the below listed forms does the unit prepare, to be utilized at higher headquarters as a planning aid?

- a. DA Form 3034 - Cook's Worksheet
- b. DD Form 1131 - Cash Collection Voucher
- c. DA Form 2970 - Subsistence Report & Field Ration Request
- d. DD Form 1544 - Cash Meal Payment Sheet

**INTENTIONALLY LEFT BLANK**

MESS AND SANITATION  
KEY TO SELF EVALUATION EXERCISE

1. c Supervise and inspect all phases of the mess operation.
2. b DD Form 1544 - Cash Meal Payment Sheet
3. c Person for one day
4. a failure to use leftovers  
b hoarding of supplies  
c improper operation of equipment  
d. *lack of individual responsibility*
5. c Mess officer
6. a Mess steward
7. b Maintain sanitary conditions
8. d The Post Menu Board only
9. c For use when not practical to provide perishable foods.
10. c Food Service Program
11. a At the serving line
12. c DA Form 2970 - Subsistence Report & Field Ration Request