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UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542-5001

BO 10110.12B
OH&PMS
6 JUL 1992

BASE ORDER 10110.12B

DISTRIBUTION MADE _____ BY _____
0745 15 Jul 92 (TIME & DATE)

From: Commanding General
To: Distribution List

Subj: REGULATIONS GOVERNING THE DELIVERY OF SUBSISTENCE ABOARD BASE BY CIVILIAN VENDORS

Ref: (a) MCO P10110.31G (NOTAL)
(b) BO 10110.2F
(c) BO 5370.4F
(d) AS(H)O 1740.1F (NOTAL)

Encl: (1) Sample Affidavit

1. Purpose. To establish sanitary requirements for civilian vendors delivering aboard Base, and to outline procedures for these vendors to obtain authorization to conduct such deliveries. The utilization of the word "Base," as used herein, also includes Marine Corps Air Station, New River.

2. Cancellation. BO 10110.12A.

3. Scope. Regulations governing the delivery of subsistence to appropriated and non-appropriated funded activities are established in references (a) and (b). The scope of this Order is limited to vendors making all other subsistence deliveries aboard Marine Corps Base, Camp Lejeune, including married and bachelor quarters. These vendors must have the approval of the Commanding General, Marine Corps Base or the Commanding Officer, Marine Corps Air Station as appropriate.

4. Policy

a. All vendors desiring approval to deliver aboard Base, must make a written application to the Commanding General, Marine Corps Base or Commanding Officer, Marine Corps Air Station, New River as appropriate. Letters of Authorization are issued by the Base Military Personnel Office/Air Station S-1 upon the approval of the Commander in each case. A Letter of Authorization will be issued by the Commander when a petitioning business firm has met the criteria established by this directive and has presented a sworn statement containing the required information shown in the enclosure.

b. Criteria. The following requirements must be met for this approval to be granted and be maintained for retention of that approval.

(1) The establishment in which the subsistence is prepared must maintain an "A" Sanitary Rating from the local health department. If an approved establishment should receive a "B" Sanitary Rating from the Public Health Inspector, a 30 day waiver of the "A" Sanitary Rating may be granted by the Commanding General, Marine Corps Base (Assistant Chief of Staff, Manpower), or Commanding Officer, Marine Corps Air Station, New River, as appropriate, upon written request. This 30 day waiver period will allow time for the establishment with a Sanitary Rating of "B" to be regraded. Waivers will not be granted for establishments with less that a "B" Sanitary Rating.

(2) Only subsistence prepared at the above establishment shall be delivered aboard Base.

(3) Vendors can only deliver to individual customers who have preplaced an order for the subsistence. Unordered mass delivery/sale is prohibited and will be cause for removal of authorization to deliver aboard the Base.

(4) All subsistence shall be obtained from approved sources and handled in a manner so as to be clean, wholesome, and free of adulteration.

RETURN TO CENTRAL FILES,
MCB WITHIN 48 HOURS

(5) All potentially hazardous food items, (i.e., pizza, chicken, dairy products, etc.) shall be maintained at proper holding temperatures (forty degrees F below for cold food items and 140 degrees F for hot foods is required).

(6) Employees shall be clean as to their person and food handling procedures. Clean outer clothing and hair restraints are required. No person who has a contagious or infectious disease shall be allowed to work in the preparation area, delivery vehicle, or in a capacity in which there is a likelihood of disease transmission.

(7) The delivery vehicle shall be kept clean and in a sanitary condition, free of insect and rodent pests.

(8) All delivery vehicles shall be clearly marked with signs readable at a distance of 20 feet with the name of the delivering establishment. Magnetic signs are acceptable. The vehicles are subject to inspection by Base Personnel.

c. Rules of Conduct. Rules outlined in reference (c) or (d), as appropriate, are applicable, except that no deliveries shall be made to "unaccompanied personnel housing" between the hours of 2400 to 0700.

d. Tenure of Letters of Authorization. All Letters of Authorization will be valid for one year and must be renewed if the persons concerned desire to continue to conduct business aboard this Base.

e. Violation. Failure to comply with paragraphs 3(b) and 3(c) will result in withdrawal of the Letter of Authorization.

f. Base Areas Requiring Additional Clearance. In addition to the Letter of Authorization described above, the following requirements exist for conducting business in certain areas aboard this base as indicated below:

2d Marine Division Area	Letter of Authorization issued by the 2d Marine Division Adjutant
2d FSSG Areas	Letter of Authorization issued by 2d FSSG Adjutant
Camp Geiger Area	Letter of Authorization issued by the Area Commander
Camp Johnson	Letter of Authorization issued by the Area Commander. Check in with the Administrative Assistant, Bldg M-131, during working hours; the Area Officer of the Day, Bldg M-401 after working hours.
Courthouse Bay Area	Letter of Authorization issued by the Area Commander. Check in with the Administrative Officer or Officer of the Day, Bldg BB-28. Also check in with Commanding Officer if 2d Assault Amphibian Battalion personnel are to be contacted.
Naval Hospital	Check in with the Head, Material Management Department during normal working hours and with the Officer of the Day after normal working hours. No additional letter required.
Industrial Area	Check in with individual's Commanding Officer during normal working hours. No additional letter is required.
Stone Bay Area	Check in with the Administrative Officer of Officer of the Day, Bldg RR-11. No additional letter required.

5. Action

a. The Base Military Personnel Officer/Station S-1 shall:

(1) Ensure that requests for Letters of Authorization are submitted in accordance with the provisions of this directive.

(2) Review the list of preapproved food service sources and refer those not listed to the Head, Veterinarian Service Department for authorization prior to issuing a Letter of Approval.

(3) Issue Letters of Authorization and provide a copy to the Head, Veterinarian Service Department.

(4) Ensure that each establishment issued a Letter of Authorization has been properly appraised of the limitations, restrictions, and rules of conduct as contained in paragraph 4 above and execute a signed statement to this effect. The Base Military Personnel Office/Station S-1 will retain this signed statement of file.

(5) Military Personnel Office/Station S-1 will provide the Provost Marshall a current listing of approved vendors issued Letters of Authorization to deliver.

b. Base Veterinarian shall:

(1) Provide a list of approved food service facilities monthly to the Base Military Personnel Officer/Station S-1.

(2) Maintain liaison with the local health department to remain aware of the sanitation rating. Report all instances where establishments with a Letter of Authorization fail to meet "A" standards to the Base Provost Marshall via the Assistant Chief of Staff, Manpower.

c. Provost Marshall shall ensure that no vendor is permitted aboard the facility that is not on the approved vendor list.

d. Unit Commanders shall:

(1) Post a copy of this order on all unit Bulletin Boards.

(2) Promulgate pertinent portions of this directive and reference (a) to members of their units throughout the year, as a subject to be covered in the Unit's Information Program.

e. Anyone discovering subsistence vendors in the act of transacting business without proper identification issued in accordance with paragraph 4 above, or otherwise violating these regulations, especially the rules of conduct, will immediately report the vendor's presence to the appropriate Provost Marshall's Office or the nearest military policeman. It will be helpful if individuals making this type of report are able to physically describe the person involved and provide information concerning the color, make, model, year, license plate number, etc., of the vehicle of the person involved.

6. Concurrence. This Order has been coordinated with and concurred in by the Commanding Generals 2d Marine Expeditionary Force, FMF; 2d Marine Division, FMF; 2d Force Service Support Group, FMF; and the Commanding Officers, Marine Corps Air Station, New River and 2d Surveillance, Reconnaissance and Intelligence Group, FMF.

JAMES A. CATHCART
Chief of Staff

DISTRIBUTION: A

SAMPLE AFFIDAVIT

STATE OF NORTH CAROLINA)

COUNTY OF NORTH CAROLINA)

I, Joseph E. Doe, being duly sworn, depose and state:

(1) That I am an officer of the XYZ Products, Inc., to wit, Vice President.

(2) That I reside at Dury Lane, New Vernon, NJ.

(3) That this affidavit is made for the purpose of complying with the Base regulations for conducting business/delivering subsistence to the area known as Marine Corps Base, Camp Lejeune, NC.

(4) That the following is an Authorized Representative:

Mr. Dow H. Jones
14 Lake Drive
Wilmington, NC

(5) That XYZ Products, Inc. agrees to assume responsibility with respect to business transactions performed by Mr. Dow H. Jones in connection with and arising directly out of the state of XYZ merchandise to customers residing on Marine Corps Base, Camp Lejeune, NC.

(6) That XYZ Products, Inc. will guarantee that, where merchandise is ordered by a customer holding a written receipt issued by an Authorized Representative, the merchandise so ordered shall be delivered to the customer.

(7) That if, for any reason whatsoever, an XYZ product is not found satisfactory, it will be cheerfully exchanged or the full purchase price refunded upon its return to us or our Authorized Representative.

(8) That XYZ Products, Inc. is duly licensed in the State of North Carolina.

(9) That XYZ Products, Inc. is incorporated under the laws of North Carolina or, in the alternative, has procured a Certificate of Authority to transact business within the State as a foreign corporation from the Secretary of the State of North Carolina. (Chapter 55, North Carolina General Statutes).

JOSEPH E. DOE
Vice President

(Appropriate Jurat for the state in which affidavit is made)

ENCLOSURE (1)