

## APPENDIX A

### FOOD SERVICE SYSTEM PROCEDURES (FSM)

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#### SECTION I: FOOD SERVICE DIVISION (SUP51)

##### RECOMMENDED FSM SYSTEM ACCESS

The FSM System has a resident security program built into the database. The use of other security programs may damage or impede the operation, and restoration of the FSM database. The use of other security programs is not authorized. Below is a listing of the screens in the FSM Security Module. The Display Module (7) and the Print Module (8) have no security access needed, since any user allowed access to FSM has unlimited access to the Display and Print Modules.

##### SYSTEM DIRECTORY MODULES

1. FILE MANAGEMENT MODULE
2. INVENTORY MODULE
3. MENU PRODUCTION MODULE
4. ACCOUNTING MODULE
5. SECURITY MODULE
6. AUTOMATED DATA TRANSFER MODULE
9. UTILITY MODULE

##### FILE MANAGEMENT MODULE ACCESS

FOOD ITEMS

SHIP/ACTIVITY CONSTANTS INFORMATION

RATION CREDIT FORMULA

SPECIAL DAILY FOOD ALLOWANCE STATUS

HEADCOUNTS AND CASH SALES

SURCHARGES

SUPPLIERS

UNSATISFACTORY MATERIAL REPORTS

MAINTAIN DOD STUDENT MEAL PERCENTAGE SETTINGS

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### **INVENTORY MODULE ACCESS**

REQUISITIONS/PURCHASES  
RECEIPTS  
EXPENDITURES  
NAVSUP FORM 1336  
RETURN OF PRIVATE MESS ISSUES  
PHYSICAL INVENTORY  
NAVSUP FORM 335  
BILLING REPORT  
CLOSE OUT

### **MENU PRODUCTION MODULE ACCESS**

BREAKOUTS  
RECIPES  
MENUS  
EDIBLE PORTION/AS PURCHASED WEIGHTS

### **ACCOUNTING MODULE ACCESS**

GENERAL MESS CONTROL RECORD (NAVSUP 338)  
RECAPITULATION OF MEAL RECORD (NAVSUP 1292)  
REQUISITION LOG (NAVSUP 1336)  
SPECIAL MEALS REPORT (NAVSUP 1340)  
RATION AND SALES REPORT (NAVSUP 1357)  
RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP 367)  
EXPENDITURE LOG (LOSS WITHOUT SURVEY) (NAVSUP 1334)  
GENERAL MESS OPERATING STATEMENT (NAVSUP 1358)  
DEPOSITS  
GENERAL MESS MEAL SALES (NAVSUP FORM 1046)

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### **SECURITY MODULE ACCESS**

SYSTEM ACCESS

### **AUTOMATED DATA TRANSFER MODULE ACCESS**

GENERATE AUTOMATED RETURNS DISKETTE

GENERATE SUPPLY ACTIVITY DISKETTE

GENERATE PRIME VENDOR ORDER DISKETTE

GENERATE INSITE TRANSACTION FILE

### **UTILITY MODULE ACCESS**

USERS' REFERENCE GUIDE

BACKUP/RESTORE PROCEDURES

HARDWARE CONFIGURATION

VALIDATION MAINTANANCE

PROCESS NAVSUP DISKETTE

RECIPE/FOOD ITEM INTEGRITY

PROCESS PRIME VENDOR CATALOG DISKETTE

PRIME VENDOR MAINTENANCE

RATION CREDIT FORMULA MAINTAINANCE

MAINTAIN DOD STUDENT MEAL PERCENTAGES

### **RECOMMENDED FSM SYSTEM ACCESS RIGHTS**

#### **Supply Officer / Food Service Officer**

The Food Service Officer or the Supply Officer where there is no FSO will have unrestricted access to all areas within the FSM System.

#### **Leading Mess Management Specialist & General Mess Records Keeper**

The Leading MS and General Mess Records Keeper should have unrestricted access to all areas within the FSM System with the exception of the System Access function inside of the Security Module and the Hardware Configuration function inside of the Utility Module.

#### **Cash Collection Agent & Backup Records Keeper**

The Cash Collection Agent should have access to the Deposits function inside of the Accounting Module only. The Backup Records Keeper or the Cash Collection Agent where they are the same people should have the same access rights as the General Mess Records Keeper listed above.

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NOTE: When the Cash Collection Agent and the backup Records Keeper are the same person Food Service Officers must monitor their records very closely due to the perceived conflict of interest.

### **General Mess Watch Captains, Jack of the Dust & all others**

The Watch Captains, Jack of the Dust and all others should have very restricted access to the FSM System. To allow them into the Display Module and Print Module only the FSO must allow them to have a User ID and Password. Once the User ID and Password are established in the FSM system do not give them any other System Access Rights.

The Food Service Officer will prepare an instruction to food service personnel covering the operation of the FSM computer and security. Due to unique operating and manning conditions at some activities, FSO's should adjust the degree of access, using good judgment, while maintaining their accountability. Under no circumstances will the FSO give anyone access to the "Security Module" in FSM.

The FSO will record his/her system access ID and password on paper and place it in a sealed envelope in the Supply Officer's safe for emergency conditions. If the FSO and Supply Officer are one and the same, the envelope will be secured in the Executive Officer's safe. If in any case where the FSO's system access ID and password are not documented properly or forgotten contact the TYCOM, NFMT or SPAWARSYSCEN for access.

SPAWARSYSCENS ID and password must be deleted upon successful activation of the Food Service Officer's ID and password.

## SECTION II: RETAINED HARD COPY RECORDS, ARCHIVING AND REQUIRED BACK-UPS FOR FSM USERS

### GENERAL

1. Space and Warfare System Center developed the Food Service Management System (FSM) which was certified by Naval Supply Systems Command (NAVSUP) for use by Navy general messes. FSM automates all record keeping functions and produces most forms required by this publication. Accuracy of records is significantly increased and mathematical errors are virtually eliminated. FSM does not negate the need for the Food Service Officer (FSO) and Mess Management Specialist to understand the concepts behind food service records and procedures. Implementation of the system afloat is managed and coordinated by SPAWARSYSCEN, and ashore by NAVSUP (SUP 51) and Navy Food Management Teams.
2. FSM is the only software authorized for use by Navy general messes. Development, funding or procurement of any new food service automation system must first be approved by NAVSUP.

### HARDCOPY RECORDS AND ARCHIVING

1. The following procedures will be followed for FSM record keeping activities to maintain as their accountability file. All procedures apply to afloat and ashore activities unless otherwise specified.
  - a. Pre-daily NAVSUP 1282's (Food-item Request/Issue Document) for the general mess may be discarded once the FSO ensures all data elements are correct and any discrepancies have been reconciled.
  - b. Post-daily NAVSUP 1282's (Food-item Request/Issue Document) require only the FSO's signature on the recapitulation sheet. Prior to signing, the FSO must verify that all required and authorized signatures appear on the pre-daily NAVSUP 1282's.
  - c. Post-daily NAVSUP 1282's (Food-item Request/Issue Document) will be retained for current and two previous quarters only. All others may be discarded.
  - d. TYCOM's have the authority to authorize deviations from a, b, and c above for the purpose of paper reduction using the procedures listed below.
    - (1) Once all data blocks on the Pre-daily NAVSUP 1282's have been completed, initialed and reviewed by the Leading Mess Management Specialist, the records keeper will post to the FSM computer.
    - (2) After posting the records keeper must generate the Post-daily 1282. **Do not print.** Print Breakout Document (1282) Recapitulation sheet and attach to the front of the Pre-daily 1282's.
    - (3) The FSO will verify the correct amounts were issued on the 1282 by displaying the Post-daily 1282 document on FSM. Once the FSO has verified the correct amounts were issued he/she will sign the Recapitulation sheet and retain the Pre-daily 1282 and Recapitulation sheet in the accountability file for the current and two previous quarters.

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e. Completed NAVSUP 1090's (Food Preparation Worksheet) will be retained for a minimum of six months. All others may be discarded.

f. The completed NAVSUP 1282's (Post-daily Food item Request/Issue Document) for issues to private messes will be approved by the FSO and filed with other accountable documents. After the FSO's review and reconciliation of the rough 1282's they will be returned to the private mess for disposition.

g. The NAVSUP Form 1334 (Expenditure Log Loss Without Survey) will be reviewed weekly by the FSO. Only one printout at the end of the quarter (accounting period for SSBN's) needs to be signed by the FSO. This must be retained for 1 year.

h. The NAVSUP Form 338 (General Mess Control Record) is required to be reviewed daily by the LMS and FSO (without logging on to FSM) and weekly (by logging on to the FSM program) by the FSO using his/her password. This must be printed and signed monthly and retained for 1 year.

i. The rough inventory may be discarded after all differences have been reconciled and the smooth inventory printed.

j. At the end of the month the NAVSUP 1357 will be extracted to diskette from screen F61000001 and sent to NAVSUP-51 via SALTS. At the end of the quarter the NAVSUP 1357, 1358 and 1059 Stores Consumed reports will be extracted from screen F61000001 and sent via SALTS to NAVSUP-51.

2. In order to ensure the financial accountability of the general mess, prior to quarter closeout all reports must be audited by the FSO and LMS. Originals of the following records will be signed and retained in the FSO's accountability file for 1 year. All other reports will be maintained in accordance with the paragraphs in this publication that apply.

- Expenditure Documents (DD 1348-1/1149) Transfers
- Sale of General Mess Meals (NS 1046)
- Monthly Recap of Meal Record (NS 1292) (Ashore)
- Financial Liability Investigation of Property Loss (DD 200)
- Report of Discrepancy (SF 364)(ROD)
- Unsatisfactory Material Report (Subsistence) (DD 1608) (UMR)
- Order for Supplies of Services/Request for Quotation (DD 1155) (Definite & Indefinite)
- Amendment of Solicitation/Modification of Contract (SF 30)
- Food Item Report (NS 1059/1282) Inventory QTY Adjustment
- Expenditure Log Loss Without Survey (NAVSUP Form 1334)
- General Mess Control Record (NAVSUP Form 338)
- 5% Difference of Total Expenditures Listing
- Smooth Inventory (NS 1059) (Physical)

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- Smooth Inventory (NS 1059) (Book)
- Issues to the General Mess (NS 1059) Stores Consumed
- Ration Sales Report (NS 1357)
- Record of Receipts and Expenditures (NS 367)
- General Mess Operating Statement (NS 1358)

3. To minimize the amount of hard copy paperwork retained, all other documents can be obtained from the quarterly SYSTEM back up, whenever needed. Procedures for all forms of back-ups are discussed in the following section.

### BACK-UP PROCEDURES

1. NAVSUP requires that each activity be on the most current version of FSM and that daily and system back-ups are taken on 3.5" DS/HD floppy diskettes. Back-ups must be made at the following intervals:

- |                 |   |
|-----------------|---|
| Daily:          | Perform daily back up of FSM FILES directory (DAYBACK) within the FSM program. Seven sets of floppy diskettes will be maintained and rotated through a quarterly cycle. A minimum of 13 weeks of Friday back-ups will be maintained in the FSO's accountability file.   |
| Wild Card:      | A separate set of diskettes should be maintained as a WILDCARD set. This set of diskettes will be used to do unplanned back-ups of the FSM FILES directory utilizing the normal DAYBACK function within the FSM program. This type of back up will work as a safety precaution when data in putting has taken place, but the full days processing is not yet complete.  |
| Inventory:      | Perform DAYBACK of the FSM FILES directory prior to posting any inventory. Conduct an additional DAYBACK after posting is completed (both within the FSM program).  |
| End of Quarter: | Two System backups of FSM and FSM FILES directories (SYSBACK) will be initiated during closeout processing within the FSM program. During closeout prior to applying NAVSUPNOTE 7330, a Dayback will be completed and it is suggested that after processing NAVSUPNOTE 7330 successfully that an additional Dayback be made.  |
| FSM Updates:    | A SYSBACK of FSM and FSM FILES directories will be performed before installing any update or change to the FSM software. In addition, a baseline SYSBACK will be performed immediately after software installation has been successfully completed. All updates, changes or revision software, including quarterly NAVSUPNOTE 7330 diskettes and system back-ups, (segregated by change) will be kept in the FSO's accountability file for a minimum of 1 year. |

2. Performing back-ups at specified intervals facilitates recovery of damaged files. The above guidelines are provided as a minimum requirement for adequate floppy disk back up. Having sufficient back-up media is required at all times with the FSM system. Use of tape back-up

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utilities are not authorized or supported by NAVSUP/SPAWARSCEN because of their questionable reliability and Streamlined Automated Logistics Transmission System (SALTS) incompatibility when troubleshooting. Because of their distinct advantages, 3.5" floppy disk back-ups are the only authorized magnetic media for FSM data storage and retrieval.

3. One of the key elements in being able to correct FSM system malfunctions is ensuring that all back-up diskettes are properly labeled. This ensures quick identification of diskettes required to perform successful restoration of FSM data.

a. Daily Back-up: Taken Monday through Sunday at the end of the day. A backup should be done after each posted day of work is completed. I.e., on Monday the recordskeeper posts Saturday's paperwork. Once all of Saturday's paperwork is posted a DAYBACK using Saturday's diskettes should be done. These back-ups consist of the data files in the FSM FILES directory. This shall include daily back-ups that are automatically taken on Fridays and are retained in the FSO's accountability file for the current quarter. These back-ups should be labeled as follows:

### FSM DAILY DATA BACK-UP

DAY \_\_\_\_\_(MON, TUES ETC.)

DATE \_\_\_\_\_

DISK NUMBER \_\_\_\_\_ OF \_\_\_\_\_

\* VERSION \_\_\_\_\_

\* Version of FSM. Example: 250-02.01.05

b. End of Quarter Back-up: At the end of the quarter two "SYSBACK's" will be initiated during closeout. The first will be for the FSO's accountability. This system back up will be labeled as follows:

FSM 250-02.01.05

Quarter Closeout System back up

\_\_\_\_\_ Quarter FY \_\_\_\_\_

Disk Number \_\_\_\_\_ of \_\_\_\_\_

I certify that the data contained in this  
back-up set is accurate and a true statement of  
the financial records of the (activity name)  
general mess for the period of (beginning date)  
to (ending date). (FSO signature)

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The second system back up will be for assist visits and inspections and will be labeled as follows:

FSM 250-02.01.05  
Quarter Closeout System back up  
\_\_\_\_\_ Quarter FY \_\_\_\_\_  
LMA/NEY EVALUATION/NFMT ASSIST VISIT  
Disk Number \_\_\_\_\_ of \_\_\_\_\_

Accountable back-ups of the FSM system will be maintained in the FSO's accountability file for one year.

c. Software Update back-ups:

A system back up must be done immediately after fully implementing FSM and when SPAWARSYSCEN, NAVSUP, or their representatives distribute updates to the existing FSM system. The disks should be labeled as follows:

FSM SYSTEM BACK-UP  
DATE \_\_\_\_\_  
VERSION \_\_\_\_\_  
DISK NUMBER \_\_\_\_\_ OF \_\_\_\_\_

NOTE: After implementation, update and revisions have been successfully applied a message will be sent to SPAWARSYSCEN. This will ensure that the activity remains on the distribution list for future updates and revisions.

#### 4. Miscellaneous Requirements

a. Activities will maintain at a minimum 75 megabytes of hard disk space for sole use of the FSM system.

b. It is mandatory for afloat activities to maintain at least one replacement 3.5" floppy disk drive on board. General messes utilizing laptop computers will maintain at least one external 3.5" floppy diskette drive as back up to the internal floppy drive. This will greatly reduce the probability of lost data or back-up capability due to hardware failure.

c. Tampering, changing, or modifying files contained in the FSM software is prohibited.

d. Once the FSM system is fully implemented, manual records are not required to be maintained.

e. It is mandatory that a current hard copy of the users manual be printed after software revisions are implemented through the Utility Module (option 9 from the system directory) and maintained by the recordskeeper for FSM system reference.

## SECTION III: AFLOAT FSM OPERATING PROCEDURES WITH SUBSISTENCE PRIME VENDOR

### STEP#1

#### Configuration of FSM for Subsistence Prime Vendor

1. When initially configuring or changing the current information within the Food Service Management (FSM) Program for Prime Vendor (PV), the following procedures must be followed.

- From screen F00000001 (System Directory), select option (9) (Utility Module).
- Select option (C) (Prime Vendor Maintenance)
- Select option (1) (Contract Maintenance)
- Press the F6 key and select the type of Prime Vendor interface that is utilized by your activity (SPVI+ or STORES). Press the <Enter> key.
- To add a new Prime Vendor contract, press the “F3” key, then enter the following information for the related subjects:
  - **RI:** Enter the routing identifier associated with the FISC location or the ashore activities Prime Vendor contract.
  - **Contract Number:** Enter the appropriate contract number. Only catalogs for which the Prime Vendor contract number has been recorded may be uploaded.
  - **Prime Vendor Name:** Enter the name of the Prime Vendor for the contract being added/modified. Press the “F1” key to update the FSM database, then press the “F7” key to exit.

2. Select option (2) from Screen F9C0000001 (Prime Vendor Maintenance Module).

3. **Mark-up Rate:** Enter the current FY markup rate in decimal format (I.E. 6% is .0600). Press the “F1” key, and then the “F7” key twice.

4. At screen F900000001 (Utility Module) place a 3 ½ inch floppy diskette with the Prime Vendor catalog into drive “A” or “B” and select option “B” (Process Prime Vendor Catalog). (The catalog may be obtained from SALTS or the FISC for Afloat activities, and from the SPVI/STORES for ashore activities)

5. Once the catalog is uploaded, you will be prompted with the option to print. Select “Y” or “N” and press enter.

NOTE: If the catalog is not printed at this time, it may be printed or displayed from screens F82000001 (Print Inventory) or F72000001 (Display Inventory). (option 11)

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6. FSM/Prime Vendor configuration is complete. Proceed to STEP#2 creating a Prime Vendor order.

### STEP#2

#### Creating an FSM/Prime Vendor Order

1. From the FSM system directory select option (2) Inventory Module and press the <Enter> key. Next proceed using the following steps:

- Next select option (1) Requisition/ Purchases. Press the <Enter> key.
- Select option (1) Requisitions. Press the <Enter> key.
- Select option (1) Rough. Press the <Enter> key.
- Select option (3) Create Requisitions. Press the <Enter> key.

2. At screen F21113001, enter the following information:

NOTE: A red warning may be displayed "Prime Vendor Catalog is more than 7 Days Old". This means that the catalog that was uploaded is more that 7 days old, and the prices contained within this catalog may have changed. If feasible obtain an updated catalog and reinstall in FSM, then follow the remaining steps.

- **Date-** Date of requisition (Usually the date you are placing the order). (I.E. Month/Day/Year)
- **Supply Source-** Enter the appropriate code (5=Prime Vendor). If this option is not available, ensure that the Prime Vendor Catalog has been uploaded into FSM.
- **Name of DOD Supply Source-** This will be loaded with the Prime Vendor source.
- **Food Code Category-** Enter the proper code pertaining to the type of food you wish to requisition.
- **Fund Code-** Enter Fund code to be charged. (i.e. PZ,VX,VW)
- **First FIC to be Requisitioned-** If you wish to select an item from the catalog then press the F6 key. This will display an options menu for looking up an item. If "Order by Nomenclature" is selected enter nomenclature (i.e. Chicken), then press <Enter>. This will display any item having chicken in it. The same process will occur if utilizing the "Order by Stock Number Option. After finding the item you wish to order highlight it by using the up and down keys.

After selection has been made, press the <Enter> key and then the <PGDN> key.

- **Document Identifier-** This remains the same (AOA). Press the <Enter> key.
- **Media and Status Code-** This remains the same (S). Press the <Enter> key.
- **Demand Code-** This remains the same (R). Press the <Enter> key.
- **Signal Code-** Ensure that the letter "B" is entered here.
- **Supplemental Address-** Enter the NAVSUP address, which is currently N32199.

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- **Distribution Code-** This remains the same (9M). Press the <Enter> key.
  - **Project Code-** This remains the same (EP5). Press the <Enter> key.
  - **Priority-** This remains the same (08). Press the <Enter> key.
  - **Required Delivery Date-** The date entered here must be at least 48 hours from the date of requisition. Any requisitions less than 48 hours should be avoided since this would be considered an emergency requisition.
  - **Advice Code-** Enter (2J) which is "Fill or "Kill".
3. Press <PGDN> key.
  4. When entering the next screen you will notice that the first FIC that you selected in step 2 is present. Enter the quantity requested, and press the <Enter> key.
  5. Press the "F3" key to add another FIC (If FIC is unknown, press the "F6" key and order via Nomenclature or NSN). Enter the quantity requested, and repeat this process until all items have been entered.
  6. When creating the rough requisition, do not exit until the requisition is complete, then select the "F2" key and press "F1" key to create the requisition.
  7. Forward rough requisition to the FSO for approval.
  8. Once the rough requisition is created, quantities or additions may be done by utilizing option (4) from the Rough Requisition module (Screen F21110001).
- \*\* NOTE \*\*** If any modifications are made ensure data on screen F21114002 is correct.
9. Once the requisition is approved by the FSO, smooth the requisition. From screen F21100001 (Requisitions) select option "4" (Smooth) and then option "1" (Approve Requisitions).
  10. From screen F21141001 (Approve Requisitions), highlight the requisition that you would like to approve by using the up and down arrow keys, and press the <Enter> key. This process will move the requisition to the bottom portion of the screen (Selected). Press the "F1" key to approve the requisition.
  11. Once the requisition is approved a prompt will appear for the option to print select "Yes" and the number of copies you wish to have.
  12. Press the "S" or "ESC" key to return to the System Directory.

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### STEP#3

#### Downloading Prime Vendor Order from FSM to Diskette

1. After the requisition has been approved by the FSO, it is then time to download the information to diskette. The following procedures are provided:
  - From the system directory screen F00000001, select option (6) (Automated Data Transfer), and press the <Enter> key.
  - Select option (3) (Generate Prime Vendor Order Diskette).
  - In screen F63000001 select the requisition you would like to approve. This is accomplished by highlighting the requisition (Ensuring it is a Prime Vendor Requisition) using the up and down arrow keys and pressing enter, the requisition that you select will be moved to the right side of the screen (Selected).
  - Insert a clean formatted diskette into the “A” or “B” drive to which the 3½-inch drive is resident.
  - Press the “F1” key, this will download a file to the diskette. After completion of download a screen will show you the file name (i.e. 60191705.21P) the 60191 represents the UIC, 705.2 represents the Julian date, 1 represents the 1<sup>st</sup> time this order has been downloaded and the P represents a purchase.
2. The order is now ready to be sent via SALTS to the local FISC for ordering through the SPVI/STORES computer.

### STEP#4

#### Receiving the Automated Prime Vendor Receipt

1. From screen F00000001, select option (2) (Inventory Module), and press the <Enter> key.
2. From screen F20000001, select option (2) (Receipts), press the <Enter> key.
3. From screen F22000001, select option (1) (Regular Receipts), press the <Enter> key.
4. Place the diskette with the prime vendor receipt file in drive “A” or “B” depending on which one is the 3½-inch drive. (This file will be sent to afloat activities via SALTS or may be obtained from the local FISC). This file should contain the same format as the example used above in Step#3, with the exception of the alphanumeric figure being “R” instead of “P” (i.e. 60191705.21R) which identifies it as a receipt.
5. Once diskette is ready, from screen F22100001 (Regular Receipts), select option (3) (Process SPVI Receipt Diskette).
6. Once FSM has completed its processing, the program will ask if you wish to print? Select “Yes” and the number of copies you request (2 each). This printout will obtain the information that was posted to the FSM system.
7. After posting is completed, verify that receipt quantities were correctly posted in FSM.

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8. Save the FSM generated receipt with the truck driver's invoice and the receipt that is in the print receipt function in FSM screen F82212001.

Ensure that all quantities have been posted. (If any items were NIS, these items must be posted manually to remove any items from your outstanding requisition file).

9. Verify NAVSUP 335's is correct (i.e. last receipt prices, quantity, dates, etc.).

NOTE: There will be a difference in the extended price between SPVI/STORES and FSM. This is due to the SPVI/STORES extended computation going out 2 decimals vice 4 decimals like the FSM system.

## SECTION IV: ASHORE FSM OPERATING PROCEDURES WITH SUBSISTENCE PRIME VENDOR

### STEP#1

#### CREATE ORDER IN FSM

*For configuring FSM for Prime Vendor refer to STEP #1 of Afloat procedures.*

1. From the FSM system directory select option (2) Inventory Module and press the "Enter" key. Proceed using the following steps:

- Select option (1) Requisition/ Purchases.

Press the "Enter" key.

- Select option (1) Requisitions

Press the "Enter" key.

- Select option (1) Rough

Press the "Enter" key.

- Select option (3) Create Requisitions

Press the "Enter" key.

2. At screen F21113001, Enter the following information:

NOTE: A red warning may be displayed "Prime Vendor Catalog is more than 7 Days Old". This means that the catalog that was uploaded is more that 7 days old, and the prices contained within this catalog may have changed. If feasible obtain an updated catalog and reinstall in FSM, then follow the remaining steps.

- **Date-** Date of requisition (Usually the date you are placing the order). (I.E. Month/Day/Year)
- **Supply Source-** Enter the appropriate code (5=Prime Vendor). If this option is not available, ensure that the Prime Vendor Catalog has been uploaded into FSM.
- **Name of DOD Supply Source-** This will be loaded with the Prime Vendor source.
- **Food Code Category-** Enter the proper code pertaining to the type of food you wish to requisition.
- **Fund Code-** Enter Fund Code to be charged. (ie. PZ, VX, VW).
- **First FIC to be Requisitioned-** If you wish to select an item from the catalog then press the F6 key. This will display an options menu for looking up an item. If "Order by Nomenclature" is selected enter nomenclature (i.e. Chicken) then press enter this will display any item having chicken in it. The same process will occur if utilizing the "Order by Stock Number Option. After finding the item you wish to order highlight it by using the up and down keys.

After selection has been made, press the "Enter" key and then the PGDN key.

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- **Document Identifier**- This remains the same (AOA). Press the Enter key.
- **Media and Status Code**- This remains the same (S). Press the Enter key.
- **Demand Code**- This remains the same (R). Press the Enter key.
- **Signal Code**- Ensure that the letter "B" is entered here.
- **Supplemental Address**- Enter the NAVSUP address, which is currently N32199.
- **Distribution Code**- This remains the same (9M). Press the Enter key.
- **Project Code**- This remains the same (EP5). Press the Enter key.
- **Priority**- This remains the same (08). Press the Enter key.
- **Required Delivery Date**- The date entered here must be at least 48 hours from the date of requisition. Any requisitions less than 48 hours should be avoided since most items may not be able to be obtained, and this would be considered an emergency requisition.
- **Advice Code**- Enter (2J) which is "Fill or "Kill".

3. Press PGDN key.

4. When entering the next screen you will notice that the first FIC that you selected in step 2 is present. Enter the quantity requested, and press the "Enter" key.

5. Press the "F3" key to add another FIC (If FIC is unknown, press the "F6" key and order via Nomenclature or NSN). Enter the quantity requested, and repeat this process until all items have been entered.

6. When creating the rough requisition, do not exit until the requisition is complete, then select the "F2" key and press "F1" key to create the requisition.

7. Forward rough requisition to the FSO for approval.

8. Once the rough requisition is created, quantities or additions may be done by utilizing option (4) from the Rough Requisition module (Screen F21110001).

\*\* NOTE \*\* If any modifications are made ensure data on screen F21114002 is correct.

9. Once the requisition is approved by the FSO, smooth the requisition. From screen F21100001 (Requisitions) select option "4" (Smooth) and then option "1" (Approve Requisitions).

10. From screen F21141001 (Approve Requisitions), by using the up and down arrow keys, highlight the requisition that you would like to approve and press the "Enter" key. This process will move the requisition to the bottom portion of the screen (Selected). Press the "F1" key to approve the requisition.

11. Once the requisition is approved a prompt will appear for the option to print select "Yes" and the number of copies you wish to have.

## NAVSUP P 486 Volume I - Food Service Management

12. Press the "S" or "ESC" key to return to the System Directory.

### STEP#2

#### DOWNLOADING PRIME VENDOR ORDER FROM FSM TO DISKETTE

1. After the requisition has been approved by the FSO, it is then time to download the information to diskette. The following procedures are provided:

- From the system directory screen F0000001, select option (6) (Automated Data Transfer), and press the "Enter" key.
- Select option (3) (Generate Prime Vendor Order Diskette).
- In screen F6300001 select the requisition in which you would like to approve. This is accomplished by highlighting the requisition (Ensuring it is a Prime Vendor Requisition) using the up and down arrow keys and pressing enter, the requisition that you select will be moved to the right side of the screen (Selected).
- Insert a clean formatted diskette into the "A" or "B" drive to which the 3-½ inch drive is resident.
- Press the "F1" key, this will download a file to the diskette. After completion of download a screen will show you the file name (i.e. 60191705.21P) the 60191 represents the UIC, 705.2 represents the Julian date, 1 represents the 1<sup>st</sup> time this order has been downloaded and the P represents a purchase.

2. The order is now ready to be ordered through the SPVI/STORES computer.

### STEP#3

#### SUBMIT ORDERS TO SPVI/STORES

1. Now go to SPVI/STORES.
2. Turn on CPU.
3. Turn on Monitor and verify time and date. Put disc into "A/B" drive.
4. For SPVI operators escape out to DOS. At DOS enter (FSMIF) then <ENTER> you are now at FSM Import, Export processing. This will convert Order file into SPVI. Press <ENTER> you are at C:\SPVI> Type in SPVI Press <ENTER>. STORES operators will do this from the Import order function inside of STORES.
5. Verify time and date, Press <ENTER> twice at CAF-Customer Access Facility-Press <ENTER>.
6. At ACCEPT ORDER FILE-Press <ENTER>. This will bring you to ACCEPT PURCHASE ORDER FILE. Arrow down through ACCEPT PURCHASE ORDER FILE-Press <ENTER>. You are now at Update Purchase Order File(Processing status) Press <ENTER>.
7. Automatic to ORDERS FILE-take out diskette.
8. Arrow over to print then down to print orders Press <ENTER> Enter DODAC N60191 will come down to PURCHASE ORDER NUMBER BLOCK leave blank -arrow down to next block (order date) enter the order date. Leave block for RDD blank, arrow down to enter status of

## NAVSUP P 486 Volume I - Food Service Management

order or all- space bar to all and enter three times. Printer will print, make 2 copies,(one JOD, one Records keeper).

**\*\*NOTE \*\*** Verify order quantities are correct. If not go to Enter and Maintain Orders and adjust accordingly.

9. Arrow Back to ORDERS-and arrow down to RELEASE ORDERS. Press <ENTER>,twice and orders will be released. Press <ENTER>.

10. Arrow over to EXIT-Press <ENTER>.

11. Press S to send orders. Sending process will begin.

12. After orders have been sent-Press <any key> to continue. Press any key to return Automatically to CAF. Arrow over to STX MAINTENANCE Press -<ENTER>.

13. Select option #5-Press <ENTER>.

14. Page down until you see the date and time you sent the order. Verify it by the NNNT on the right side of screen (NNNT means good functional acknowledgment).

15. Escape twice-exit STX? Press y for yes, escape to exit to DOS and turn off screen and then CPU.

16. Call vendor 45 minutes after sending transmission and verify that order has been received.

### **STEP#4**

#### **AFTER RECEIPT OF DELIVERY**

1. GO TO SPVI/STORES TERMINAL

2. Turn on CPU & Monitor

3. Verify time and date <Enter> twice.

4. CAF will come up Press <ENTER>.

5. Arrow over to Receipts then arrow down to change and review receipts; Press <ENTER>.

6. Arrow over to FWD Press <ENTER> until you reach the required delivery date of purchase order and when you hear a beep.

7. Arrow to edit Press <ENTER> you will be in the Receipt Maintenance.

8. Press <ENTER> for QTY Received on each line item: Press <ENTER> for each line item.

9. Check marks reflect QTY changed.

10. Press <ESC> then arrow to exit. Press <ENTER> arrow to exit Press Enter.

11. Arrow over to print; arrow down to Receipts; Press <ENTER>.

12. At SPECIFY Report Destination screen first line enter your DODAC ex.(N60191) arrow down to enter purchase order number and(leave blank). Arrow down to enter order date. Change order date to date of order. It will automatically go down to enter RDD (leave

## NAVSUP P 486 Volume I - Food Service Management

blank). Arrow down to enter status of Receipt. Push space bar to All Press <ENTER> three times. The SPVI/STORES will print one copy of the receipt report.

13. Make 2 copies of Receipt Report (one JOD, one Records keeper) and verify quantities.
14. Now arrow Back to Receipts then arrow down to release receipts for sending to DSCP. Press <ENTER>.
15. Once you are in Release Receipts file Press <ENTER> verify # of records processed (line items). Then Press <ENTER> again.
16. Arrow over to exit Press <ENTER> then push letter "S" to send. Once complete SPVI/STORES will automatically go back to CAF Press <any key>. Screen will note receipts have been sent. Press a key to return.
17. To verify order was sent to DSCP: arrow over to STX maintenance Press <ENTER> select # 5: Press <ENTER>: page down to transmission date (date of order) and time. ACK NNNT means good transmission. If transmission date does not show wait 45 min and call DSCP SPVI help deck 1-888-755-4756 and verify the Receipt was as received.
18. Press <ESC> twice exit STX? Press <y>. This will bring you back to STX maintenance. Press <ESC> to exit. You are now at DOS. Insert disk in "A/B" Drive. For SPVI operators type FSMIF space -e Press <ENTER>. For STORES operators this will be done from the Export Receipt function inside of the STORES system.
19. Verify DODAC ex.(N60191). Press <ENTER>.
20. Screen will come to enter date 2 push <ENTER>.
21. Look for receipt dates on or after will appear on the screen. Enter the receipt date of order. Press <ENTER>.
22. Select the Receipt Date you wish to process will appear on the screen. Verify receipt date and items received. Press <ENTER>. FSM Import/Export processing will appear on screen. Verify receipt file and writing record Example (A:\60191705.71R created), 60191 = UIC, 705.7 = Julian date of receipt, 1 = first time receipt was extracted and R = receipt file. Press <ENTER>.
23. You are now at C:\SPVI>. To verify information was transferred to diskette.
24. Type A/B: Press <ENTER> type DIR Press <ENTER> verify receipt file is on "A/B" drive. Then type C: Press <ENTER> you are now at C:\SPVI>.
25. Take Diskette out of SPVI/?STORES "A/B" drive.
26. "GO TO FSM TERMINAL" , insert diskette in "A/B" drive, go to screen F22130001, Press <ENTER>. Do you wish to Print ? Yes # of copies ? (2 Each)
27. Now verify Receipt QTY'S are posted correctly in FSM.
28. Save the FSM generated receipt with the truck driver's invoice and the receipt that is in the print receipt function in FSM screen F82212001.

Ensure that all quantities have been posted. (If any items were NIS, these items must be posted manually to remove any items from your outstanding requisition file.)

## NAVSUP P 486 Volume I - Food Service Management

29. Verify NAVSUP 335's is correct (i.e. last receipt prices, quantity, dates etc).

NOTE: There will be a difference in the extended price between SPVI/STORES and FSM. This is due to the SPVI/STORES extended computation going out 2 decimals vice 4 decimals like the FSM system.

### STEP #5

#### FIRST THING EVERY MONDAY MORNING EXTRACT CATALOG TO DISK

1. Turn on the CPU and screen.
2. Verify time and date. Press <ENTER> twice, you will be at the SPVI/STORES main menu (CAF).
3. Arrow over to send and receive and then down to receive and apply catalog update. Press <ENTER>. SPVI/STORES will call and receive updates.
4. Verify on the screen, after receiving updates if the catalog was received. Press a key to continue. Press <ENTER>.
5. Arrow over to the (CAF). Press <ENTER>.
6. Arrow over to print, then down to print catalog updates. Press <ENTER>.
7. You will be in (Specify report destination). Press <ENTER> twice. Printer will print report.
8. Insert diskette into "A/B" drive
9. Arrow over to catalog then down to extract catalog to file. Press <ENTER>.
10. Arrow down to catalog extract file location. Type "A:/B:" and delete the rest in space-arrow down one more time then press <ENTER>.
11. Processing Status (catalog extract file is complete) total records will show up. Press <ENTER> to continue you will come back out to (CAF) main menu.
12. Press <ESCAPE> to exit out to DOS.
13. 13.To verify that the catalog extract file is on the diskette Type "A:/B:" and press <ENTER>. Now type DIR then press <ENTER>. It will bring up catalog.txt showing 1 file on the diskette. Type C: press <ENTER>. You are now at C:\> SPVI or STORES.
14. Take out disk.
15. Type in SPVI or STORES, press <ENTER>.
16. You will come back out to verify time and date screen. Press <ENTER> twice, then press <ESCAPE> you will be out at DOS prompt. Turn off monitor then CPU.
17. Now go to the FSM computer and log on. Insert diskette
18. into the A or B drive whichever is applicable.
19. Press <9> Utility Module.
20. Press <B> Process Prime Vendor Catalog.

## **NAVSUP P 486 Volume I - Food Service Management**

21. Once catalog is uploaded, you will be prompted with the option to print. Select "Y" or "N" and press enter.

NOTE: If catalog is not printed at this time, catalog may be printed or displayed from screens F82000001 (Print Inventory) or F72000001 (Display Inventory). (option 11)

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## APPENDIX B

### LETTERS OF AUTHORITY/APPOINTMENT

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This appendix contains samples of the various letters of authority and appointment referred to in chapters 1 - 7. Electronic copies of the files can be created by cutting and pasting from the NLL version of P 486, or by contacting your servicing Navy Food Management Team.

The following is a list of the letters in the succeeding pages:

1. Appointment As Accountable Food Service Officer
2. Appointment As General Mess Cash Collection Agent Or Authorized Funds Custodian
3. Appointment As Food Service Recordskeeper
4. Appointment As Receipt Inspector For Subsistence Items In The Absence Of The Food Service Officer
5. Appointment As Cashier To Receive Payment For Meals Sold From The General Mess
6. Appointment Of Control Officer For The Handling And Security Of The Cash Meal Payment Book (DD Form 1544)
7. Appointment As Bulk Storeroom Custodian
8. Appointment For Supervising The Signing Of The Meal Signature Record (NAVSUP Form 1291)
9. Authorization For The Advancement Of A Change Fund For The General Mess
10. Custodial Authorization To Hold Group II Duplicate Master Key
11. Authority For The Cash Sale Of Meals From The General Mess
12. Authority For The Sale Of Meals From The General Mess On A Credit Basis (NAVSUP 1046)
13. Authority For The Sale Of Food Items To Afloat Private Messes
14. Authority For The Sale Of Food Items To Activities Other Than Afloat Private Messes
15. Authority To Requisition And Receipt For Subsistence Items From The General Mess To The Wardroom Mess
16. Authority To Maintain The NAVSUP Form 1046 (Wardroom Officer/Mess Treasurer's Letter Authorizing MS's to Maintain the NAVSUP Form 1046)

**NAVSUP P486 Volume I Food Service Management**

*(Letterhead)*

4061  
Ser  
*(date)*

From: *Commanding Officer, USS NEVERSAIL*

To: *Supply Officer, Name, Rank, Service, SSN#*

Subj: **APPOINTMENT AS ACCOUNTABLE FOOD SERVICE OFFICER**

Ref: (a) NAVSUP P-486, Vol I, paras 1103, 1113.2a

1. In accordance with reference (a), you are hereby appointed as the Accountable Food Service Officer.
2. You are charged with the responsibility to supervise the food service division and are responsible for ensuring that its organization and operation follow applicable portions of Navy Regulations, General Orders, Naval Supply Systems Command, Support Services Directorate, Food Service Division (SUP 51), Fleet, Force, Type, and station commander directives.

*(signed)*  
*Commanding Officer*

---

**FIRST ENDORSEMENT**

*(date)*

From: *Food Service Officer, Name, Rank, SSN#*

To: *Commanding Officer, USS Neversail*

1. Appointment as Accountable Food Service Officer. I have familiarized myself with the provisions of reference (a) concerning this appointment.

Very respectfully,  
*(signed)*  
*Food Service Officer*

Copy to:  
File

**NAVSUP P486 Volume I Food Service Management**

*(Letterhead)*

*(date)*

From: *Food Service Officer, USS NEVERSAIL*

To: *Name, rate, service, SSN#*

Subj: **APPOINTMENT AS GENERAL MESS CASH COLLECTION AGENT OR  
AUTHORIZED FUNDS CUSTODIAN**

Ref: (a) NAVSUP P-486, Vol I, paras 2202.2d, 1113.4c

(b) NAVCOMPTMAN, Vol 5, para 030404

1. In accordance with reference (a), you are hereby appointed to the position of Cash Collection Agent/Authorized Funds Custodian for the General Mess.
2. In this position of trust, you are required to account for all public moneys received, collected or otherwise placed in your possession and custody by producing evidence of transfer.
3. You are charged with the responsibility to become familiar with and comply with the procedures contained in reference (a) and (b).
  - a. You may be advanced \$\_\_\_\_\_ (minimum amount necessary) from the Disbursing Officer and at that time will sign a NAVCOMPT Form 2114 acknowledging receipt.
  - b. You will be assigned a three-tumbler combination safe and you will keep all public funds and supporting documents in that safe.
  - c. Except for weekends and holidays, you will transfer moneys received daily to the Disbursing Officer.
  - d. You will maintain a NAVSUP Form 470 recording all transfers of funds.
  - e. You will immediately notify the Food Service Officer if you have a shortage or overage in your accountability.

*(signed)*

*Food Service Officer*

---

**FIRST ENDORSEMENT**

*(date)*

From: *Name, rate, service, SSN#*

To: *Food Service Officer, USS NEVERSAIL*

1. Appointment as Collection Agent/Authorized Funds Custodian is accepted. I have familiarized myself with the provisions of reference (a) concerning this appointment. I agree to hold myself accountable to the United States Government for all public funds received.

Very respectfully,

Copy to:  
Supply Officer  
Disbursing Officer  
File

**NAVSUP P486 Volume I Food Service Management**

*(Letterhead)*

*(date)*

From: *Food Service Officer, USS NEVERSAIL*

To: *Name, rate, service, SSN#*

Subj: **APPOINTMENT AS FOOD SERVICE RECORDSKEEPER**

Ref: (a) NAVSUP P-486, Vol I, paras 1107.2, 1113.4f

1. In accordance with reference (a), you are hereby appointed to the position of Recordskeeper.
2. You are charged with the responsibility to become familiar with and comply with the procedures contained in reference (a).

*(signed)*  
*Food Service Officer*

---

**FIRST ENDORSEMENT**

*(date)*

From: *Name, rate, service, SSN#*

To: *Food Service Officer, USS NEVERSAIL*

1. Appointment as Food Service Recordskeeper is accepted. I have familiarized myself with the provisions of reference (a) concerning this appointment.

Very respectfully,

Copy to:  
Supply Officer  
Disbursing Officer  
File

**NAVSUP P486 Volume I Food Service Management**

*(Letterhead)*

*(date)*

From: *Food Service Officer, USS NEVERSAIL*

To: *Name, rate, service, SSN#*

Subj: **APPOINTMENT AS RECEIPT INSPECTOR FOR SUBSISTENCE ITEMS IN THE  
ABSENCE OF THE FOOD SERVICE OFFICER**

Ref: (a) NAVSUP P-486, Vol I, paras 5203, 1113.2b

1. In accordance with reference (a), you are hereby appointed as Receipt Inspector for subsistence items.
2. You will inspect to ascertain the exact quantity and quality of food items received and will sign the required documents to acknowledge the receipt.

*(signed)*

*Food Service Officer*

---

**FIRST ENDORSEMENT**

*(date)*

From: *MSC Fred M. Spent, USN, 123-45-6789*

To: *Food Service Officer*

1. Appointment as Receipt Inspector for subsistence items is accepted. I have familiarized myself with the provisions of reference (a) concerning this appointment.

Very respectfully,

*F. M. SPENT*

Copy to:  
Supply Officer  
Food Service Officer  
File

**NAVSUP P486 Volume I Food Service Management**

*(Letterhead)*

*(date)*

From: *Food Service Officer, USS NEVERSAIL*

To: *Name, rate, service, SSN#*

Subj: **APPOINTMENT AS CASHIER TO RECEIVE PAYMENT FOR MEALS SOLD FROM THE GENERAL MESS**

Ref: (a) NAVSUP P-486, Vol I, paras 2201.1, 1113.4d

1. In accordance with reference (a), you are hereby appointed to the position of Cashier to receive payment for meals sold in the General Mess.
2. In this position of trust, you are required to account for all public moneys received, collected or otherwise placed in your possession and custody by producing evidence of transfer.
3. You are charged with the responsibility to become familiar with and comply with the procedures contained in reference (a). In addition, the following procedures are mandatory:
  - a. You will receive cash payment for all meals sold.
  - b. You will provide a cash register receipt to all personnel paying cash.
  - c. You may be advanced \$ \_\_\_\_\_ (minimum amount necessary) from the General Mess Collection Agent and at that time will sign a NAVCOMPT Form 2114 acknowledging receipt.
  - d. You will be assigned a three-tumbler combination safe and you will keep all public funds and supporting documents in that safe.
  - e. Except for weekends and holidays, you will transfer moneys received daily to the General Mess Collection Agent.
  - f. You will immediately notify the Food Service Officer if you have a shortage or overage in your accountability.

*(signed)*

*Food Service Officer*

---

**FIRST ENDORSEMENT**

*(date)*

From: *Name, rate, service, SSN#*

To: *Food Service Officer, USS NEVERSAIL*

1. Appointment as Cashier is accepted. I have familiarized myself with the provisions of reference (a) concerning this appointment. I agree to hold myself accountable to the United States Government for all public funds received.

Very respectfully,

Copy to:  
Supply Officer  
Disbursing Officer  
File

**NAVSUP P486 Volume I Food Service Management**

*(Letterhead)*

4061  
Ser  
*(date)*

From: *Commanding Officer, USS NEVERSAIL*

To: *Food Service Officer, Name, Rank SSN#*

Subj: **APPOINTMENT OF CONTROL OFFICER FOR THE HANDLING AND SECURITY OF  
THE CASH MEAL PAYMENT BOOK (DD FORM 1544)**

Ref: (a) NAVSUP P-486, Vol I, paras 2201.1b(2), 1113.4a

1. In accordance with references (a) and (b), you are hereby appointed as Control Officer for the handling and security of the Cash Meal Payment Book (DD Form 1544).

2. You will conduct a review of the Cash Meal Payment Book at least weekly and will ensure that an audit is made when cash is collected.

*(signed)*  
*Commanding Officer*

---

**FIRST ENDORSEMENT**

*(date)*

From: *Food Service Officer, Name, Rank, SSN#*

To: *Commanding Officer, USS NEVERSAIL*

1. Appointment as Control Officer for the handling and security of the Cash Meal Payment Book (DD Form 1544) is accepted. I have familiarized myself with the provisions of reference (b) concerning this appointment.

Very respectfully,  
*(signed)*  
*Food Service Officer*

Copy to:  
Supply Officer  
File

**NAVSUP P486 Volume I Food Service Management**

*(Letterhead)*

*(date)*

From: *Food Service Officer, USS NEVERSAIL*

To: *Name, rate, service, SSN#*

Subj: **APPOINTMENT AS BULK STOREROOM CUSTODIAN**

Ref: (a) NAVSUP P-486, Vol I, paras 1107.3, 1113.4e, 1200

1. In accordance with reference (a), you are hereby appointed to the position of Bulk Storeroom Custodian.
2. You are charged with the responsibility to become familiar with and comply with the procedures contained in reference (a).

*(signed)*

*Food Service Officer*

---

**FIRST ENDORSEMENT**

*(date)*

From: *Name, rate, service, SSN#*

To: *Food Service Officer, USS NEVERSAIL*

1. Appointment as Bulk Storeroom Custodian is accepted. I have familiarized myself with the provisions of reference (a) concerning this appointment.

Very respectfully,

Copy to:  
Supply Officer  
Disbursing Officer  
File

**NAVSUP P486 Volume I Food Service Management**

*(Letterhead)*

*(date)*

From: *Food Service Officer, USS NEVERSAIL*  
To: *Name, rate, service, SSN#*

Subj: **APPOINTMENT FOR SUPERVISING THE SIGNING OF THE MEAL SIGNATURE RECORD (NAVSUP FORM 1291)**

Ref: NAVSUP P-486, Vol I, paras 2303.2b, 1113.4b

1. You are hereby appointed to the position of "Supervisor of the Signing of the Meal Signature Record". You will be positioned behind the signature counter which allows verifying meal passes and directing personnel to the correct signature sheet. You will determine the eligibility of personnel passing through the serving line to eat in the general mess and require each person to show a valid meal pass and military identification card. Signatures and meal pass numbers will be legible. The signature section of the NAVSUP Form 1291 will be filled out IAW reference (a).

*(signed)*  
*Food Service Officer*

---

**FIRST ENDORSEMENT**

*(date)*

From: *Name, rate, service, SSN#*  
To: *Food Service Officer, USS NEVERSAIL*

1. Appointment as "Supervisor for the Signing of the NAVSUP Form 1291" is accepted. I have familiarized myself with the provisions of reference (a) concerning this appointment.

Very respectfully,

Copy to:  
Supply Officer  
Food Service Officer  
File

**NAVSUP P486 Volume I Food Service Management**

*(Letterhead)*

4061  
Ser  
*(date)*

From: *Commanding Officer, USS NEVERSAIL*  
To: *Food Service Officer, Name, Rank, service, SSN#*

Subj: **AUTHORIZATION FOR THE ADVANCEMENT OF A CHANGE FUND FOR THE  
GENERAL MESS**

Ref: (a) NAVCOMPTMAN, Vol 5, para 030404  
(b) NAVSUP P-486, Vol I, paras 2202.4, 1113.3e

1. In accordance with references (a) and (b), you are hereby authorized to advance the General Mess a change fund in the minimum amount necessary for operations not to exceed \$250.00.
2. Procedures for the advance, verification and return of change funds will be in accordance with reference (b). When advancing a change fund to the responsible custodian, you will ensure that a receipt (NAVCOMPT Form 2114) is signed.

*(signed)*  
*Commanding Officer*

Copy to:  
Food Service Officer  
File

**NAVSUP P486 Volume I Food Service Management**

*(Letterhead)*

*(date)*

From: *Supply Officer, USS NEVERSAIL*

To: *Name, rate, service, SSN#*

Subj: **CUSTODIAL AUTHORIZATION TO HOLD GROUP II DUPLICATE MASTER KEY**

Ref: (a) NAVSUP P-486, Vol I, paras 1202.3, 1113.3f

1. In accordance with reference (a), you are hereby appointed as custodian of the Group II duplicate master key.

*(signed)*  
*Supply Officer*

---

**FIRST ENDORSEMENT**

*(date)*

From: *MSC Fred M. Spent, USN, 123-45-6789*

To: *Supply Officer*

1. Appointment as custodian of the Group II duplicate master key is accepted. I have familiarized myself with the provisions of reference (a) concerning this appointment.

Very respectfully,

*(signed)*  
*F. M. SPENT*

Copy to:  
Food Service Officer  
File

**NAVSUP P486 Volume I Food Service Management**

*(Letterhead)*

4061  
Ser  
*(date)*

From: *Commanding Officer, USS NEVERSAIL*

To: *Food Service Officer, name, rank, service, SSN#*

Subj: **AUTHORITY FOR THE CASH SALE OF MEALS FROM THE GENERAL MESS**

Ref: (a) NAVSUP P-486, Vol I, paras 2001.1, 1113.3a

1. In accordance with reference (a) you are hereby granted the authority to sell meals from the General Mess.
2. Applicable instructions contained in reference (a) are to be strictly adhered to.

*(signed)*  
*Commanding Officer*

Copy to:  
Supply Officer  
File

**NAVSUP P486 Volume I Food Service Management**

*(Letterhead)*

4061  
Ser  
*(date)*

From: *Commanding Officer, USS NEVERSAIL*

To: *Food Service Officer, name, rank, service, SSN#*

Subj: **AUTHORITY FOR THE SALE OF MEALS FROM THE GENERAL MESS ON A CREDIT BASIS (NAVSUP 1046)**

Ref: (a) NAVSUP P-486, Vol I, paras 2201.2, 1113.3b

1. In accordance with reference (a) you are hereby granted the authority to sell meals on a credit basis from the General Mess.

2. Applicable instructions contained in reference (a) are to be strictly adhered to.

*(signed)*  
*Commanding Officer*

Copy to:  
Supply Officer  
File

**NAVSUP P486 Volume I Food Service Management**

*(Letterhead)*

4061  
Ser  
*(date)*

From: *Commanding Officer, USS NEVERSAIL*  
To: *Food Service Officer, name, rank, service, SSN#*

Subj: **AUTHORITY FOR THE SALE OF FOOD ITEMS TO AFLOAT PRIVATE MESSES**

Ref: (a) NAVSUP P-486, Vol I, paras 6301, 1113.3d

1. In accordance with reference (a) you are hereby granted the authority to sell food items to afloat private messes.
2. Applicable instructions contained in reference (a) are to be strictly adhered to.

*(signed)*  
*Commanding Officer*

Copy to:  
Supply Officer  
File

**NAVSUP P486 Volume I Food Service Management**

*(Letterhead)*

4061  
Ser  
*(date)*

From: *Commanding Officer, USS NEVERSAIL*

To: *Food Service Officer, name, rank, service, SSN#*

Subj: **AUTHORITY FOR THE SALE OF FOOD ITEMS TO ACTIVITIES OTHER THAN  
AFLOAT PRIVATE MESSES**

Ref: (a) NAVSUP P-486, Vol I, paras 6300, 1113.3c, Appendix G

1. In accordance with references (a) and (b), you are hereby granted the authority to sell food items to activities other than afloat private messes.
2. Applicable instructions contained in references (a) and (b) are to be strictly adhered to.

*(signed)*  
*Commanding Officer*

Copy to:  
Supply Officer  
File

**NAVSUP P486 Volume I Food Service Management**

*(Letterhead)*

*(Date)*

MEMORANDUM

From: Wardroom Mess Treasurer  
To: Food Service Officer

Subj: **AUTHORITY TO REQUISITION AND RECEIPT FOR SUBSISTENCE ITEMS FROM  
THE GENERAL MESS TO THE WARDROOM MESS**

Ref: (a) NAVSUP P-486, Vol. I, paras 6302.1, 1113.2c

1. In accordance with reference (a), the following named individual is authorized to requisition and receipt for provisions and galley produced bakery products from the general mess to the wardroom mess.

---

*(typed name of authorized requisitioner)*

---

*(sample signature)*

*(signed)*  
*Wardroom Mess Treasurer*

Copy to:  
Supply Officer  
Authorized Requisitioner  
Wardroom Mess memo file

**NAVSUP P486 Volume I Food Service Management**

*(Letterhead)*

4061  
Ser  
*(date)*

From: *Wardroom officer/Mess Treasurer, USS NEVERSAIL*

To: *Mess Management Specialist\_\_\_\_\_*, rank, service, SSN#

Subj: **AUTHORITY TO MAINTAIN THE NAVSUP FORM 1046**

Ref: (a) NAVSUP P-486, Vol I, paras 2201.2b(1), 1113.3g

1. In accordance with reference (a) you are hereby granted the authority to maintain the NAVSUP Form 1046.
2. Applicable instructions contained in reference (a) are to be strictly adhered to.

*(signed)*

*Wardroom Officer/Mess Treasurer*

Copy to:  
Supply Officer  
File

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**APPENDIX C**  
**FOOD SERVICE FORMS**

---

NAVSUP FORM 335 (Subsistence Ledger) (Front and Back)  
NAVSUP FORM 338 (General Mess Control Record) (Front and Back)  
NAVSUP FORM 367 (Record of Receipts and Expenditures)  
NAVSUP FORM 470 (Cash Receipt Book)  
NAVSUP FORM 1046 (Sale of Enlisted Dining Facility Meals)  
NAVSUP FORM 1090 (Food Preparation Worksheet) (Front and Back)  
NAVSUP FORM 1105 (Meal Pass)  
NAVSUP FORM 1282 (Food Item Request/Issue Document)  
NAVSUP FORM 1291 (Meal Signature Record)  
NAVSUP FORM 1292 (Recapitulation of Meal Record)  
NAVSUP FORM 1334 (Expenditure Log – Loss Without Survey)  
NAVSUP FORM 1357 (Ration and Sales Report)  
NAVSUP FORM 1358 (General Mess Operating Statement)  
DD FORM 200 (Financial Liability Investigation of Property Loss) (Front and Back)  
DD FORM 1131 (Cash Collection Voucher)  
DD FORM 1149 (Requisition and Invoice/Shipping Document)  
DD FORM 1222 (Requests for Results of Tests)  
DD FORM 1348-1 (DOD Single Line Item Release/Receipt Document)  
DD FORM 1544 (Cash Meal Payment Book)  
DD FORM 1608 (Unsatisfactory Material Report-Subsistence) (Front and Back)  
NAVCOMPT 2114 (Cash Receipt Certificate)  
STANDARD FORM 30 (Amendment of Solicitation/Modification of Contract)  
STANDARD FORM 364 (Report of Discrepancy) (Front and Back)  
STANDARD FORM 1080 (Voucher for Transfers Between Appropriation and/or Funds)  
PPQ FORM 288 (Ship Inspection Report)



















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**MEAL PASS**—NAVSUP FORM 1105—WHT (REV. 7-80)

*(Use addressograph plate or type name of holder, serial number rate, and activity assignment.)*

PASS NO.		EDF NO.
SIGNATURE OF HOLDER		EXPIRATION DATE
PASS MUST BE PRESENTED AT EACH MEAL	This person is authorized to eat in the enlisted dining facility indicated. Use of this pass by another constitutes an offense punishable under the UCMJ. The issuing officer will be notified when this pass is lost-or found, and when authorized user is detached.	
ISSUING OFFICER <i>(Signature and title)</i>		



# NAVSUP P-486 Volume I – Food Service Management

**MEAL SIGNATURE RECORD (4061)**  
**NAVSUP FORM 1291 (REV. 2-72)**

DATE:

SHEET NO:

MESS LINE (1st, 2nd etc.)

CATEGORY OF PERSONNEL  
 (Check applicable block)

- |                                       |   |   |  |   |
|---------------------------------------|---|---|--|---|
| <input type="checkbox"/> NAVY REGULAR | <input type="checkbox"/> NAVY CADETS      | <input type="checkbox"/> ARMY REGULAR     | <input type="checkbox"/> COAST GUARD         | <input type="checkbox"/> AIR FORCE NATIONAL GUARD |
| <input type="checkbox"/> NAVY RESERVE | <input type="checkbox"/> MARCORPS REGULAR | <input type="checkbox"/> ARMY RESERVE     | <input type="checkbox"/> CIVILIAN APPLICANTS | <input type="checkbox"/> FOREIGN                  |
| <input type="checkbox"/> NAVY ROTC    | <input type="checkbox"/> MARCORPS RESERVE | <input type="checkbox"/> ARMY NAT'L GUARD | <input type="checkbox"/> AIR FORCE REGULAR   | <input type="checkbox"/> OTHER (Specify)          |

SIGNATURE (First initial and last name)	MEAL PASS NUMBER	COMMAND/UNIT	SIGNATURE (First initial and last name)	MEAL PASS NUMBER	COMMAND/UNIT
1			26		
2			27		
3			28		
4			29		
5			30		
6			31		
7			32		
8			33		
9			34		
10			35		
11			36		
12			37		
13			38		
14			39		
15			40		
16			41		
17			42		
18			43		
19			44		
20			45		
21			46		
22			47		
23			48		
24			49		
25			50		

S/N 0108-LF-504-6301

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## RECAPITULATION OF MEAL RECORD (4061)

NAVSUP FORM 1292 (REV. 3-75)

PERIOD OR DATE

CATEGORY OF PERSONNEL		BREAKFAST	LUNCH	DINNER	NIGHT/OTHER	
NAVY	REGULAR					
	RESERVE					
	ROTC					
	CADETS					
MARINE CORPS	REGULAR					
	RESERVE					
ARMY	REGULAR					
	RESERVE					
	NATIONAL GUARD					
COAST GUARD						
CIVILIAN APPLICANTS						
AIR FORCE	REGULAR					
	NATIONAL GUARD					
FOREIGN						
OTHER <i>(Specify)</i>						
1ST SUBTOTAL						
CASH SALES (INCLUDE CONTRACT PERSONNEL)						
2ND SUBTOTAL						
PERSONNEL NOT PASSING THROUGH SERVING LINE						
GRAND TOTAL						
CONVERSION FACTOR		20%	40%	40%	% APPLICABLE	
RATION CREDIT						
REMARKS					TOTAL CREDIT	

### STATION AUDIT BOARD

The undersigned certify the above to be, for the period specified, an accurate recapitulation of enlisted dining facility meals received for.

SIGNATURE AND RANK, RATE, OR GRADE

SIGNATURE AND RANK, RATE, OR GRADE

SIGNATURE AND RANK, RATE, OR GRADE



**RATION AND SALES REPORT (10110)**

ACTIVITY (Name and mailing address) \_\_\_\_\_ PERIOD \_\_\_\_\_ NAVSUP REPORT 7330-47 U.I.C. \_\_\_\_\_

RECEIPTS <sup>1/</sup> WITH CHARGE AMOUNT (Nearest dollar) \_\_\_\_\_ THRU \_\_\_\_\_ FACILITY OPERATED (No. of days) \_\_\_\_\_

**RATION BREAKDOWN**

TYPE OF PERSONNEL AND CODE	RATIONS FED	AMOUNT (Nearest dollar)
Navy Regular <sup>1/</sup>	1	
Other		
Rations sold for cash	2	
Reserve	3	
ROTC <sup>2/</sup>	4	
Midshipmen <sup>2/</sup> (Naval Academy)	5	
Regular	6	
Reserve	7	
Regular	8	
Reserve	9	
National Guard <sup>2/</sup>	10	
Regular	11	
National Guard <sup>2/</sup>	10	
Coast Guard <sup>2/</sup>	12	
Foreign <sup>2/</sup>	13	
<sup>2/</sup>	14	
TOTAL OTHER PERSONNEL <sup>1/</sup> (Codes 2 through 14)	15	
GRAND TOTAL <sup>1/</sup> (Codes 1 and 15)	16	

- Undeposited sales beginning of month/patrol cycle (Line 5 previous month brought forward) ..... \$
- Breakdown of sales \*
  - Sale of enlisted dining facility meals (Excluding surcharges) ..... \$
  - Sale of special meals (NAVSUP FORM 1340) .....
  - Sale of bulk food items .....
  - Total sales (Sum of a, b and c) ..... \$
  - Surcharges on enlisted dining facility meals .....
  - TOTAL (Sum of d and e) ..... \$

\*NOTE: Only sales/surcharges made within report period are applicable
- Cash deposited with disbursing officer .....
- Other sales of meals (Collection on STD FORM 1080, DD FORMS 114 & 113) .....
- Undeposited sales end of month/patrol cycle (1 + 2f - 3 - 4) .....

**CERTIFICATION:** I CERTIFY that I have received cash in the amount of \$ \_\_\_\_\_, representing deposits described above, which will be included in my statement of accountability for the period of: \_\_\_\_\_

DISBURSING OFFICER (Typed Name) \_\_\_\_\_ DATE \_\_\_\_\_ D.O. SYMBOL \_\_\_\_\_

SIGNATURE \_\_\_\_\_ (Rank) \_\_\_\_\_ COLLN VOUCHER NO. \_\_\_\_\_

COUNTRY CODE: INSERT LAST DIGIT OF CURRENT FY	APPROPRIATION	SUB-HEAD CLASS.	OBL. CLASS.	BUREAU CONT. NO.	ACCOUNTING CLASSIFICATION			AMOUNT		
					SUB-ALLOT.	AUTHN. ACTY	TRANS. TYPE			
SALES	17	1804	2270	7	00031	0	068732	3C	00	\$
SURCHARGES MPN	17	1453	2202	7				000022	3C	\$
SURCHARGES O & MIN	17	1804								\$

Surcharges O&MN citation must be obtained from Major Claimant/Type CDR or Comptroller

<sup>2/</sup> Prepare certification in accordance with Food Service Management, NAVSUP Publication 486, Chapter 2, Volume 1.

FOOD SERVICE OFFICER (Signature) \_\_\_\_\_ DATE \_\_\_\_\_

NAVSUP FORM 1357 (5PT) (Rev. 10-91) Previous editions are obsolete. S/N 0108-LF-012-3900

GENERAL MESS OPERATING STATEMENT (7330)		NAVSUP REPORT 7330-8			
ACTIVITY (Name and mailing address)	PERIOD	THRU	DAYS IN PORT	FACILITY OPERATED (No. of days)	U.I.C.
<b>NOTE: ROUND ALL VALUES TO NEAREST DOLLAR</b>					
<b>BALANCE SHEET</b>			<b>RATION STATEMENT</b>		
RECEIPTS	VALUE	TYPE OF PERSONNEL	RATIONS ALLOWED	RATIONS FED	
BALANCE BROUGHT FORWARD <sup>1/</sup>	\$	NAVY (Enlisted)		<u>2/</u>	
RECEIPTS WITH CHARGE <sup>2/</sup>		TOTAL OTHER PERSONNEL		<u>2/</u>	
RECEIPTS WITHOUT CHARGE		TOTAL RATIONS		<u>2/</u>	
TOTAL	\$	COMPUTATION OF ALLOWANCES/FINANCIAL STATEMENT			
EXPENDITURES	VALUE	TYPE	RATIONS	RATE	VALUE
STORES CONSUMED	\$	BASIC ALLOWANCE	<u>3/</u>	\$	\$
SPECIAL MEALS		SPECIAL/SUPPLEMENTAL ALLOWANCES			
SURVEY & LOSS WITHOUT SURVEY					
SALE OF BULK FOOD ITEMS <sup>2/</sup>					
TRANSFERS WITH REIMBURSEMENT					
TRANSFERS WITHOUT REIMBURSEMENT		SUBMARINES			
BALANCE ON HAND		TOTAL ALLOWANCES			\$
PRICE ADJUSTMENT		STORES CONSUMED (From "EXPENDITURES")			
TOTAL	\$	REVIEWED BY LEADING MS (SIGNATURE)		OVER/UNDER ISSUE	\$
<b>NOTES:</b> <sup>1/</sup> Balance on hand previous report. <sup>2/</sup> Equals the sum of the 3 monthly "Ration and Sales Reports." <sup>3/</sup> Post "TOTAL RATIONS" figure from the "RATIONS FED" column. Any remarks should be placed on the reverse side of this form.		The figures contained in the "RATIONS ALLOWED" column are correct to the best of my knowledge and belief.  I CERTIFY that the above information is correct to the best of my knowledge and belief.			
EXECUTIVE/PERSONNEL OFFICER (SIGNATURE) (DATE)		CERTIFIED BY (SIGNATURE) (RANK AND TITLE)		(DATE)	

NAVSUP FORM 1358 (REV. 10-86)

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<b>FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS</b>							
<b>PRIVACY ACT STATEMENT</b>							
<b>AUTHORITY:</b> 10 USC 136; 10 USC 2775; DoD Instruction 7200.10; EO 9397.				<b>ROUTINE USES:</b> None.			
<b>PRINCIPAL PURPOSE:</b> To officially report the facts and circumstances supporting the assessment of financial charges for the loss, damage, or destruction of DoD-controlled property. The purpose of soliciting the SSN is for positive identification.				<b>DISCLOSURE:</b> Voluntary; however, refusal to explain the circumstances under which the property was lost, damaged, or destroyed may be considered with other factors in determining if an individual will be held financially liable.			
<b>1. DATE INITIATED (YYMMDD)</b>		<b>2. INQUIRY / INVESTIGATION NUMBER</b>			<b>3. DATE LOSS DISCOVERED (YYMMDD)</b>		
<b>4. NATIONAL STOCK NO.</b>		<b>5. ITEM DESCRIPTION</b>			<b>6. QUANTITY</b>	<b>7. UNIT COST</b>	<b>8. TOTAL COST</b>
<b>9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one)</b> <i>(Attach additional pages as necessary)</i>					<input type="checkbox"/> LOST	<input type="checkbox"/> DAMAGED	<input type="checkbox"/> DESTROYED
<b>10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES</b> <i>(Attach additional pages as necessary)</i>							
<b>11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10</b>							
a. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i>				b. TYPED NAME <i>(Last, First, Middle Initial)</i>		c. AUTOVON / DSN NUMBER	
d. SIGNATURE				e. DATE SIGNED			
<b>12. (X one) RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS) REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS)</b>							
a. NEGLIGENCE OR ABUSE EVIDENT / SUSPECTED <i>(X one)</i>		b. COMMENTS / RECOMMENDATIONS					
(1) Yes <input type="checkbox"/> (2) No <input type="checkbox"/>							
c. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i>				d. TYPED NAME <i>(Last, First, Middle Initial)</i>		e. AUTOVON / DSN NUMBER	
f. SIGNATURE				g. DATE SIGNED			
<b>13. APPOINTING AUTHORITY</b>							
a. RECOMMENDATION <i>(X one)</i>		b. COMMENTS / RATIONALE				c. FINANCIAL LIABILITY OFFICER APPOINTED <i>(X one)</i>	
(1) Approve <input type="checkbox"/>						(1) Yes <input type="checkbox"/>	
(2) Disapprove <input type="checkbox"/>						(2) No <input type="checkbox"/>	
d. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i>				e. TYPED NAME <i>(Last, First, Middle Initial)</i>		f. AUTOVON / DSN NUMBER	
g. SIGNATURE				h. DATE SIGNED			
<b>14. APPROVING AUTHORITY</b>							
a. ACTION <i>(X one)</i>		b. COMMENTS / RATIONALE				c. LEGAL REVIEW COMPLETED IF REQUIRED <i>(X one)</i>	
(1) Approve <input type="checkbox"/>						(1) Yes <input type="checkbox"/>	
(2) Disapprove <input type="checkbox"/>						(2) No <input type="checkbox"/>	
d. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i>				e. TYPED NAME <i>(Last, First, Middle Initial)</i>		f. AUTOVON / DSN NUMBER	
g. SIGNATURE				h. DATE SIGNED			

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**15. FINANCIAL LIABILITY OFFICER**

a. FINDINGS AND RECOMMENDATIONS (Attach additional pages as necessary)

b. DOLLAR AMOUNT OF LOSS	c. MONTHLY BASIC PAY	d. RECOMMENDED FINANCIAL LIABILITY
e. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)	f. TYPED NAME (Last, First, Middle Initial)	g. AUTOVON / DSN NUMBER
	h. DATE REPORT SUBMITTED TO APPOINTING AUTHORITY (YYMMDD)	i. DATE APPOINTED (YYMMDD)
	j. SIGNATURE	k. DATE SIGNED

**16. INDIVIDUAL CHARGED**

a. I HAVE EXAMINED THE FINDINGS AND RECOMMENDATIONS OF THE FINANCIAL LIABILITY OFFICER AND (X one)

(1) Submit the attached statement of objection.  (2) Do not intend to make such a statement.

b. I HAVE BEEN INFORMED OF MY RIGHT TO LEGAL ADVICE. MY SIGNATURE IS NOT AN ADMISSION OF LIABILITY.

c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)	d. TYPED NAME (Last, First, Middle Initial)	e. SOCIAL SECURITY NUMBER
f. AUTOVON / DSN NUMBER	g. SIGNATURE	h. DATE SIGNED

**17. ACCOUNTABLE OFFICER**

a. DOCUMENT NUMBER(S) USED TO ADJUST PROPERTY RECORD

b. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)	c. TYPED NAME (Last, First, Middle Initial)	d. AUTOVON / DSN NUMBER
	e. SIGNATURE	f. DATE SIGNED

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<b>CASH COLLECTION VOUCHER</b>		DISBURSING OFFICE COLLECTION VOUCHER NO.		
		RECEIVING OFFICE COLLECTION VOUCHER NO.		
RECEIVING OFFICE	ACTIVITY (Name and location) (Include ZIP Code)			
	RECEIVED AND FORWARDED BY (Printed name, title and signature)			DATE
DISBURSING OFFICE	ACTIVITY (Name and location) (Include ZIP Code)			
	DISBURSING OFFICER (Printed name, title and signature)		DISBURSING STATION SYMBOL NO.	DATE RECEIVED SUBJECT TO COLLECTION
PERIOD: FROM TO				
DATE REC'D	NAME OF REMITTER DESCRIPTION OF REMITTANCE	DETAILED DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIVED	AMOUNT	ACCOUNTING CLASSIFICATION
<b>TOTAL</b>				

DD FORM 1131, APR 57

REPLACES EDITION OF 1 APR 56 WHICH IS OBSOLETE.

USAPPC V3.10

★ U.S. GOVERNMENT PRINTING OFFICE: 1982-507-810

SHIPPING CONTAINER TALLY → 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

REQUISITION AND INVOICE/SHIPPING DOCUMENT

1. FROM:		7. DATE MATERIAL REQUIRED		8. PRIORITY		6. REQUISITION DATE		6. REQUISITION NUMBER		
2. TO:		9. AUTHORITY OR PURPOSE		11a. VOUCHER NUMBER AND DATE		10. SIGNATURE		b.		
3. SHIP TO - MARK FOR		12. DATE SHIPPED		13. MODE OF SHIPMENT		14. BILL OF LADING NUMBER		15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.		
4. APPROPRIATION AND SUBHEAD		OBJ. CL.	BUR. CONT. NO.	SUBAL-LOT	AUTHORIZATION ACCTG ACTIVITY	TRANS. TYPE	PROPERTY ACCTG ACTIVITY	COUN-TRY	COST CODE	AMOUNT
ITEM NO. (a)	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES (b)				UNIT OF ISSUE (c)	QUANTITY REQUESTED (d)	DATE CON. TAINER (e)	DATE CON. TAINER (f)	UNIT PRICE (h)	TOTAL COST (i)
16. TRANSPORTATION VIA MATS OR MATS CHARGEABLE TO										
ISSUED BY		TOTAL CONTAINER	TYPE CON-TAINER	DESCRIPTION	TOTAL WEIGHT	TOTAL CUBE	17. SPECIAL HANDLING		DATE	BY
CHECKED BY							19. RECEIPT		CONSIGNEES RECEIVERS NOTE	SHEET TOTAL
PACKED BY							20. RECEIVER'S VOUCHER NO.		DATE	BY
				TOTAL			POSTED		DATE	BY

DD FORM 1 MAR 59 1149 (9.-PT) 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

ORIGINAL

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REQUEST FOR AND RESULTS OF TESTS				PAGE NO.	NO. OF PAGES
<b>SECTION A - REQUEST FOR TEST</b>					
1. TO: <i>(Include ZIP Code)</i>			2. FROM: <i>(Include ZIP Code)</i>		
3. PRIME CONTRACTOR AND ADDRESS <i>(Include ZIP Code)</i>			4. MANUFACTURING PLANT NAME AND ADDRESS <i>(Include ZIP Code)</i>		
CONTRACT NUMBER			P.O. NUMBER		
5. END ITEM AND/OR PROJECT		6. SAMPLE NUMBER	7. LOT NO.	8. REASON FOR SUBMITTAL	9. DATE SUBMITTED
10. MATERIAL TO BE TESTED	10a. QUANTITY SUBMITTED	11. QUANTITY REPRESENTED		12. SPEC. & AMEND AND/OR DRAWING NO. & REV. FOR SAMPLE & DATE	
13. PURCHASED FROM OR SOURCE		14. SHIPMENT METHOD		15. DATE SAMPLED AND SUBMITTED BY	
16. REMARKS AND/OR SPECIAL INSTRUCTIONS AND/OR WAIVERS.					
17. SEND REPORT OF TEST TO					
<b>SECTION B - RESULTS OF TEST</b> <i>(Continue on plain white paper if more space is required)</i>					
1. DATE SAMPLE RECEIVED		2. DATE RESULTS REPORTED		3. LAB REPORT NUMBER	
4. TEST PERFORMED	RESULTS OF TEST	SAMPLE RESULT	REQUIREMENTS		
DATE	TYPED NAME AND TITLE OF PERSON CONDUCTING TEST		SIGNATURE		

DD FORM 1222, FEB 62 (EF)

REPLACES DD FORM 1222, 1 JUL 58, WHICH IS OBSOLETE.





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<b>UNSATISFACTORY MATERIAL REPORT (Subsistence)</b> <i>(See Instructions on reverse before completion.)</i>				1. DATE PREPARED (YYMMDD)		Form Approved OMB No. 0704-0188		
Public reporting burden for this collection of information is estimated to average 11 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.								
2. RECEIVING ACTIVITY				3. ORIGINATING ACTIVITY				
a. NAME				a. NAME				
b. ADDRESS (Street, City, State and Zip Code)				b. ADDRESS (Street, City, State and Zip Code)				
4. a. ITEM NOMENCLATURE						b. AFCLSC EVALUATION		
						YES	NO	
5. NATIONAL STOCK NUMBER				6. SPECIFICATION NUMBER/IMPS NUMBER				
7. CONTRACTOR				8. SOURCE OF SHIPMENT (Depot, Distribution Point, Direct Vendor Delivery, etc.)				
a. NAME								
b. PLANT ADDRESS (Street, City, State and Zip Code)								
9. CONTRACT NUMBER		10. CONTRACTOR LOT NUMBER		11. PRODUCT CODE		12. DATE OF PACK (YYMMDD)		
13. REQUISITION NUMBER		14. DATE SUPPLIES RECEIVED (YYMMDD)		15. SIZE OF LOT/SHIPMENT		16. QUANTITY ON HAND		
				a. CASES		b. UNITS		
<b>FOR ALL USERS (Food Service, Commissary, Veterinary, Troop Issue Subsistence, etc.)</b>								
17. NARRATIVE DESCRIPTION OF UNSATISFACTORY QUALITY AND IDENTIFICATION OF DEFECTS								
18. RECOMMENDATIONS								
19. VERIFYING OFFICIAL								
a. TYPED NAME (Last, First, Middle Initial)				b. TITLE		c. GRADE		
d. TELEPHONE NUMBER (A - Autovan; C - Comm)				e. SIGNATURE		f. DATE SIGNED (YYMMDD)		
20. INSPECTION RESULTS (When appropriate, report can be forwarded by users without this section being completed.)								
a. TYPE OF EXAMINATION	b. INSPECTION LEVEL	c. ACCEPTANCE QUALITY LEVEL	d. CLASS OF DEFECT	e. ACCEPTANCE NUMBER	f. REJECTION NUMBER	g. SAMPLE SIZE	h. NUMBER OF DEFECTS OR DEFECTIVES	i. SAMPLE UNIT
21. AUTHORIZED INDIVIDUAL PERFORMING INSPECTION								
a. TYPED NAME (Last, First, Middle Initial)				b. TITLE		c. GRADE		
d. TELEPHONE NUMBER (A - Autovan; C - Comm)				e. SIGNATURE		f. DATE SIGNED (YYMMDD)		

# NAVSUP P-486 Volume I – Food Service Management

## INSTRUCTIONS

**GENERAL.** This form should be used to report all unsatisfactory conditions on all subsistence items procured by the Defense Personnel Support Center and is not limited to those in nonconformance with specification requirements. Timely reporting is essential so that action, if appropriate, may be started prior to expiration of the warranty period. When unsatisfactory conditions are not related to specification requirements, special attention should be given to Item 17. Photographs are an excellent method for illustrating the exact nature of many discrepancies. Inspection and testing records should be forwarded with the UMR, when appropriate. Use additional sheets as necessary and identify with related item number.

**ITEM 3.** State complete name and address in the clear.

**ITEM 4a.** State nomenclature in sufficient detail to insure identity including as necessary type, grade, class, etc. (See *Federal Supply Catalog C8900-SI* or *Master Item Identification List*)

**ITEM 4b.** AFCLSAC (*Armed Forces Consumer Level Subsistence Appraisal Committee*) Evaluation. Self-explanatory.

**ITEM 6.** Specification number or Institutional Meat Purchase Specification (IMPS) number from shipping container. If Brand Name Contract, indicate "BNC".

**ITEM 7.** To be obtained from shipping container.

**ITEM 8.** To be obtained from service supply activity. State the name of the DLA depot or distribution point or the vendor's name.

**ITEMS 9 and 10.** To be obtained from shipping container.

**ITEM 11.** List the manufacturer's product code (*usually shown as a series of numerals and letters printed or embossed on bottles, cartons, and cans*) found on primary containers. These codes may also be found printed or stenciled on shipping container.

**ITEM 12.** To be obtained from shipping container.

**ITEMS 13, 14, 15 and 16.** To be obtained from service supply activity records. Enter complete requisition number.

**ITEM 17.** Include a narrative description of the unsatisfactory condition which makes the item unsuitable for intended use or affects consumer satisfaction or acceptance. List storage conditions or other factors which may relate to the unsatisfactory condition of the product. Indicate current status of product, i.e., on hold, normal issue, or expedited issue.

**ITEM 18.** State recommendations regarding disposition of supplies, revision of specification requirements, revision of purchase requirements as to size of units and quantities. List all other discrepancy forms reporting this same discrepancy and item.

**ITEM 19.** Self-explanatory.

**ITEM 20c.** Acceptable Quality Level is the maximum percent defective (*or the maximum number of defects per hundred units*) that, for the purpose of sampling inspection can be considered satisfactory as a process average (MIL-STD-109).

**ITEM 21.** Self-explanatory.

### DISTRIBUTION

a. Originator will prepare original and three copies of report, retain one copy and forward remainder to following appropriate service office.

Commander  
US Army Troop Support Agency  
ATTN: DALO-TAF-S  
Fort Lee, VA 23801-6020

Commanding Officer  
Navy Food Service Systems Office  
ATTN: Code SV  
Washington, DC 20374-1662

Air Force  
(*Troop Issue / Specification Items Only*)  
HQ, AFESC-DEHF  
Tyndall AFB, FL 32403-6001

Air Force  
(*Brand Name Resale Items Only*)  
HQ, AFCOMS / SGPM  
Kelly Air Force Base, TX 78241-6290

Commandant of the Marine Corps  
Code LFS-4  
Headquarters US Marine Corps  
Washington, DC 20380-001

b. Service Office will review reports for completeness and validity and, if valid and complete, forward original for action to:

Commander  
Defense Personnel Support Center  
ATTN: DPSC-HQS (CDCFP)  
and forward information to  
Pentagon, PA 19101-8419

Commander  
US Army Research, Development &  
Engineering Center  
ATTN: STRNC-W  
Natick, MA 01760-5000

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CASH RECEIPT CERTIFICATE

RECEIVED FROM

THE SUM OF

(Amount in figures)

DOLLARS

\$

for which I hold myself accountable to The United States of America

PURPOSE (State reason for receipt of funds)

SIGNATURE

NUMBER

DATE

NAVCOMPT FORM 2114 (REV. 1-70)  
S/N 0104-LF-703-9602

A-18088

# NAVSUP P-486 Volume I – Food Service Management

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>				1. CONTRACT ID CODE	PAGE OF PAGES
2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. <i>(If applicable)</i>		
6. ISSUED BY CODE _____		7. ADMINISTERED BY <i>(If other than Item 6)</i> CODE _____			
8. NAME AND ADDRESS OF CONTRACTOR <i>(No., street, country, State and ZIP Code)</i>				<input checked="" type="checkbox"/> 9A. AMENDMENT OF SOLICITATION NO.	
				9B. DATED <i>(SEE ITEM 11)</i>	
				10A. MODIFICATION OF CONTRACT/ORDER NO.	
				10B. DATED <i>(SEE ITEM 13)</i>	
CODE _____		FACILITY CODE _____			

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers  is extended.  is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:  
 (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

**12. ACCOUNTING AND APPROPRIATION DATA *(If required)***

**13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

<input checked="" type="checkbox"/>	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: <i>(Specify authority)</i> THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES <i>(such as changes in paying office, appropriation date, etc.)</i> SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103 (b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER <i>(Specify type of modification and authority)</i>

E. IMPORTANT: Contractor  is not,  is required to sign this document and return \_\_\_\_\_ copies to the issuing office.

**14. DESCRIPTION OF AMENDMENT/MODIFICATION *(Organized by UCF section headings, including solicitation/contract subject matter where feasible.)***

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER <i>(Type or print)</i>		16A. NAME AND TITLE OF CONTRACTING OFFICER <i>(Type or print)</i>	
15B. CONTRACTOR/OFFEROR  _____ <i>(Signature of person authorized to sign)</i>	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY _____ <i>(Signature of Contracting Officer)</i>	16C. DATE SIGNED

NSN 7540-01-152-8070  
PREVIOUS EDITION UNUSABLE

30-105

**STANDARD FORM 30 (REV. 10-83)**  
Prescribed by GSA  
FAR (48 CFR) 53.243

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<b>REPORT OF DISCREPANCY (ROD)</b>				1. DATE OF PREPARATION		2. REPORT NUMBER			
<input type="checkbox"/> SHIPPING <input type="checkbox"/> PACKAGING									
3. TO (Name and address, include Zip Code)				4. FROM (Name and address, include Zip Code)					
5a. SHIPPER'S NAME				5b. NUMBER AND DATE OF INVOICE		6. TRANSPORTATION DOCUMENT NUMBER (GBL, Waybill, TCN, etc.)			
7a. SHIPPER'S NUMBER (Purchase Order/Shipment, Contract, etc.)			7b. OFFICE ADMINISTERING CONTRACT			8. REQUISITIONER'S NUMBER (Requisition, Purchase Request, etc.)			
9. SHIPPING, BILLING, AND RECEIPT DATA				10. DISCREPANCY DATA				11. AC- <sup>2</sup> TION CODE	
NSN/PART NUMBER AND NOMENCLATURE (a)		UNIT OF ISSUE (b)	QUANTITY SHIPPED/ BILLED (c)	QUANTITY RECEIVED (d)	QUAN- TITY (a)	UNIT PRICE (b)	TOTAL COST (c)	CODE (d)	AC- <sup>2</sup> TION CODE
12. REMARKS (Continue on separate sheet of paper if necessary)									

1 DISCREPANCY CODES	2 ACTION CODES	
<p><b>CONDITION OF MATERIAL</b>                      C1 - In condition other than that indicated on release/receipt document                      C2 - Expired shelf life                      C3 - Damaged parcel post shipment</p> <p><b>SUPPLY DOCUMENTATION</b>                      D1 - Not received                      D2 - Illegible or mutilated                      D3 - Incomplete improper or without authority (Only when receipt cannot be properly processed)</p> <p><b>MISDIRECTED MATERIAL</b>                      M1 - Addressed to wrong activity</p> <p><b>OVERAGE/DUPLICATE SHIPMENTS</b>                      O1 - Quantity in excess of that receipt document                      O2 - Quantity in excess of that requested (Other than unit of issue pack)                      O3 - Quantity duplicates shipment</p> <p><b>PACKING DISCREPANCY</b>                      P1 - Improper preservation                      P2 - Improper packing                      P3 - Improper marking                      P4 - Improper unitization</p>	<p><b>PRODUCT QUALITY DEFICIENCIES</b>                      Q1 - Deficient material (Applicable to Grant Aid and FMS shipments only)</p> <p><b>SHORTAGE OF MATERIAL</b>                      S1 - Quantity less than that on receipt document                      S2 - Quantity less than that requested (Other than unit of issue pack)                      S3 - Non receipt of parcel post shipments</p> <p><b>ITEM TECHNICAL DATA MARKINGS (i.e., Name Plates, Log Books, Operating Handbooks, Special Instructions, etc.)</b>                      T1 - Missing                      T2 - Illegible or mutilated                      T3 - Precautionary operational markings missing                      T4 - Inspection data missing or incomplete                      T5 - Serviceability operating data missing or incomplete                      T6 - Warranty data missing</p> <p><b>WRONG ITEM (Identify requested item as a separate copy in Item 9 above)</b>                      W1 - Incorrect item received                      W2 - Unacceptable substitute</p> <p><b>OTHER DISCREPANCIES</b>                      Z1 - See remarks</p>	<p>1A - Disposition instructions requested (Reply on reverse)</p> <p>1B - Material being retained (See remarks)</p> <p>1C - Supporting supply documentation requested</p> <p>1D - Material still required expedite shipment (Not applicable to FMS)</p> <p>1E - Local purchase material to be returned at supplier's expense unless disposition instructions to the contrary are received within 15 days (Reply on reverse) (Not applicable to FMS)</p> <p>1F - Replacement shipment requested (Not applicable to FMS)</p> <p>1G - Reshipment not required. Item to be re-requisitioned.</p> <p>1H - No action required. Information only</p> <p>1Z - Other action requested (See remarks)</p>

13. FUNDING AND ACCOUNTING DATA	
14a. TYPED OR PRINTED NAME, TITLE, AND PHONE NUMBER OF PREPARING OFFICIAL	14b. SIGNATURE
15. DISTRIBUTION ADDRESSEES FOR COPIES	

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16. FROM:	17. DISTRIBUTION ADDRESSEES FOR COPIES
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18. TO:	<p>Use window envelope to mail this document. Insert name and address, including Zip Code, starting one typing space below the left dot. Each address line must NOT extend beyond right dot. Address must not exceed four single space typing lines.</p>
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**19. IN ACCORDANCE WITH NOTICE OF DISCREPANCY ON FACE OF THIS FORM:**

a. MATERIAL <input type="checkbox"/> HAS BEEN <input type="checkbox"/> WILL BE SHIPPED c. <input type="checkbox"/> AN ADJUSTMENT IN BILLING HAS BEEN/WILL BE PROCESSED AS A: <input type="checkbox"/> CREDIT <input type="checkbox"/> DEBIT	DOCUMENT NUMBER	b. <input type="checkbox"/> NO RECORD OF SHIPMENT. RESUBMIT REPORT TO PROPER OFFICE UNDER APPROPRIATE REGULATION. d. <input type="checkbox"/> INVOICE/BILL ATTACHED e. <input type="checkbox"/> PROOF OF DELIVERY (Parcel Post Shipments) OR EVIDENCE OF SHIPMENT ENCLOSED.
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→  
Fold here

f. <input type="checkbox"/> AN ADJUSTMENT IN BILLING FOR THE REPORTED DISCREPANCY WILL NOT BE PROCESSED FOR THE FOLLOWING REASON WHICH IS CITED IN THE INDICATED REGULATION.	
(1) REASON FOR NOT PROCESSING	(2) PRESCRIBING REGULATION
(a) DISCREPANCY WAS NOT REPORTED WITHIN THE TIME FRAMES ALLOWED AND/OR	(a) CHAPTER 5 OF THE GSA HANDBOOK, DISCREPANCIES OR DEFICIENCIES IN GSA OR DOD SHIPMENTS, MATERIAL, OR BILLINGS (FPMR 101-26.8)
(b) DOLLAR VALUE DOES NOT MEET THE CRITERIA PRESCRIBED IN THE REGULATION OR AGREEMENT INDICATED IN 19(2)	(b) CHAP. 2 AND/OR 7 OF DOD 4000 25-7-M, MILITARY STANDARD BILLING SYSTEM (MILSBILLS) AND/OR DD 1513, U.S. DOD OFFER AND ACCEPTANCE, AS APPLICABLE.

**20. THE FOLLOWING DISPOSITION IS TO BE MADE OF THE REFERENCED MATERIAL**

→  
Fold here

a. <input type="checkbox"/> PROCESS FOR DISPOSAL IN ACCORDANCE WITH SERVICE/AGENCY DIRECTIVES.	b. <input type="checkbox"/> REPRESENTATIVE WILL CALL FOR DISCUSSION CONCERNING DISPOSITION IN:	DAYS
c. <input type="checkbox"/> RETAIN MATERIAL AT NO CHARGE.	d. <input type="checkbox"/> MATERIAL WILL BE PICKED UP IN:	DAYS
e. <input type="checkbox"/> SHIP MATERIAL (Specify Location): (1) <input type="checkbox"/> GBL APPROPRIATION CHARGEABLE: (2) <input type="checkbox"/> CHARGES COLLECT-VIA: <input type="checkbox"/> FREIGHT <input type="checkbox"/> EXPRESS <input type="checkbox"/> PARCEL POST (\$ _____ postage advanced herewith. NOTE: Please enclose postage. Material cannot be returned Parcel Post collect.) (3) <input type="checkbox"/> PARCEL POST LABEL ATTACHED (4) <input type="checkbox"/> FREIGHT PREPAID		

f. <input type="checkbox"/> OTHER (Specify)
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21. <input type="checkbox"/> IF MATERIAL IS STILL REQUIRED, SUBMIT NEW REQUISITION	22. <input type="checkbox"/> REPLACEMENT WITH SATISFACTORY MATERIAL WILL BE MADE ON OR BEFORE:	DATE
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23. REMARKS (Continue on separate sheet of paper if necessary)

24a. TYPED OR PRINTED NAME AND PHONE NUMBER OF PREPARING OFFICIAL	24b. SIGNATURE	24c. DATE
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# NAVSUP P-486 Volume I – Food Service Management

☆ U.S. GOVERNMENT PRINTING OFFICE 1978-708-318

Standard Form 1080 Revised May 1970 2 Treasury FRM 2500 1080-108-03 S/N 0104-LF-800-0180	<b>VOUCHER FOR TRANSFERS                  BETWEEN APPROPRIATIONS AND/OR FUNDS</b>	EXCEPTION TO SF 1080 APPROVED BY NARS 6-76	VOUCHER NO.  SCHEDULE NO.				
Department, establishment, bureau, or office billing		BILL NO.					
Department, establishment, bureau, or office billed		<b>PAID BY</b>					
<b>ORDER NO.</b>	<b>DATE OF DELIVERY</b>	<b>ARTICLES OR SERVICES</b>	<b>QUAN- TITY</b>	<b>UNIT PRICE</b>	<b>AMOUNT</b>		
				<b>COST PER</b>	<b>DOLLARS AND CENTS</b>		
			<b>TOTAL</b>				
Remittance in payment hereof should be sent to:							
<b>ACCOUNTING CLASSIFICATION – Billing Office</b>							
<b>Appropriation Symbol and Subhead</b>	<b>Object Class</b>	<b>Bureau Cont. and Suballot. No.</b>	<b>Auth. Acctg. Activity</b>	<b>T y p e</b>	<b>Property Acctg. Activity</b>	<b>Cost Code</b>	<b>Amount</b>
<b>CERTIFICATE OF OFFICE BILLED</b>							
I certify that the above articles were received and accepted or the services performed as stated and should be charged to the appropriation(s) and or fund(s) as indicated below; or that the advance payment requested is approved and should be paid as indicated.							
_____ (Date)				_____ (Authorized administrative or certifying officer)			
_____ (Title)							
<b>ACCOUNTING CLASSIFICATION – Office Billed</b>							
_____ _____ _____							
Paid by Check No.							

VCH



## APPENDIX D

### SUBSISTENCE ENDURANCE BASE REQUIREMENTS DETERMINATION

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1. AFLOAT GENERAL MESSES. Ships' underway subsistence replenishments are normally based on the individual ship's usage data. However, ships' usage data cannot be directly applied to plans for subsistence endurance levels because food consumption during normally replenished operations is different from that experienced when resupply occurs less frequently. A greater quantity of perishable and bulky items, for example, spareribs, pizza crusts, and ice cream, is carried in normal operating stock levels than is essential or feasible to maintain in basic endurance loads. Few ships' subsistence storage spaces are large enough to hold set endurance levels composed of food quantities and variety stocked for normally replenished operations. Recognizing this limitation, a basic endurance load is developed which is more severe than normal operating stocks, yet capable of supporting highly satisfactory feeding when interruptions occur in scheduled replenishment. Such a basic endurance load of the most essential food items, along with accurately planned and properly maintained operating levels, add up to prescribed fleet endurance levels. The table provided in Addendum 1 is a guide for managers in selecting a list of hard core basic food items to be carried in a basic endurance load. Both the item listing and quantities in this subsistence endurance table should be carefully reviewed and adjusted to reflect crew preferences and storage capacity. The Subsistence Endurance Base (SEB) list for 45 days (100 persons) requires approximately 101 cubic feet (net) of freeze space, 7 cubic feet (net) chill space and 379 cubic feet (net) dry storage space. Net volume factors are for requirements of foods in their packaging. No volume allowances for shelving, battens, air circulation and accessibility are provided. Meal summary tables are provided in Addendum 2 as aids in reviewing the table and developing a sound, basic endurance load. The following example illustrates steps performed to determine a given ship's high and low limits for the basic endurance load items. Note that a 45 day basic endurance load is suggested for ships having a prescribed endurance of 60 days or more, and a 30 day basic endurance load is suggested for ships having a prescribed endurance of less than 60 days.

Example of Computation of Low Limit, High Limit, and Requisitioning Objective for Precooked Bacon (for Stockage in Basic Endurance Load):

Prescribed Endurance Level (PEL): 75 days (varies, PEL established by fleet and type commanders.)

Basic Endurance Level (BEL): 45 days (suggested BEL 30-45 days. Determined by prescribed total endurance and ship's stowage capacity.)

Low Limit (LL) for BEL items: 45 days (see above note on BEL. For basic endurance loaded items. LL is the same as BEL.)

Operating level (OL): 30 days (i.e., 75 days PEL minus 45-day BEL. Quantity to support a specific ship's menu during time lapse between replenishments. Reflects ship's normal consumption.)

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Order and Shipping Time (O&ST): 21 days (Time lapse between submission of requisition and receipt of item. Expected issues during O&ST must be added to HL for RO computation below.)

High Limit (HL): 75 days (45 day LL + 30 day OL. Same as PEL.)

Requisitioning Objective (RO): 96 days (75 day + 21 day O&ST) Level to which requisitions must bring stocks to support PEL, plus expected issues between submission of requisitions and receipt of item.

Number of personnel supported by BEL: 320 (Normal use of BEL item (precooked bacon) under normal replenishment: 120 lbs/month)

### Low Limit Computation (for above Planning Factors)

45 day LL, Precooked Bacon for 100 persons: = 93 lbs  
(45 day SEB level from Addendum 1)

Working factor times 45 day SEB level from Addendum 1  
(320/100= 3.2)

93 lbs ( 45 day LL/100 persons)  
x 3.2 (working factor)  
298 lbs

### High Limit Computation (for above Planning Factors)

75-day HL, Precooked Bacon for 320 persons: = 418 lbs  
298 lbs (45 day LL)  
+ 120 lbs (30 day OL)  
418 lbs

### Requisitioning Objective Computation (for above Planning Factors)

96-day RO, Precooked Bacon for 320 persons: = 502 lbs  
21 day O&ST = 21/30x120 (normal usage/month)  
418 lbs (75 day HL)  
+ 85 lbs (21 day O&ST)  
502 lbs

2. MENUS FOR EXTENDED ENDURANCE. The meal summaries in Addendum 2 show how many times each menu item can be served using the 45 day endurance base stocks. Refer to these meal summaries when adapting the 45 day subsistence endurance base on board stowage capabilities, and local acceptance, and as a basis for planning a “readiness menu” for implementation during extended operations or when replenishments are delayed.

3. DETERMINING HIGH AND LOW LIMITS FOR ITEMS NOT IN SEB. Subsistence readiness is assured by maintaining accurate low limits and high limits of all items carried in the hard core basic endurance load along with balanced operating levels of normally replenished stocks. As discussed in para. 2, it is neither necessary nor feasible to designate and maintain all

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perishable and bulky items, such as spareribs and ice cream cones as hard core basic endurance load items. These are, nevertheless desirable items to stock when operations permit regularly scheduled replenishments. Low limits for these desirable items which are not designated as hard core basic endurance load items should represent a particular ship's normal usage between replenishment, i.e., 14 day levels for twice monthly replenishment, 30 day levels for monthly replenishment, and so forth. High limits (requisitioning objectives) for these items which are not designated as hard core items must reflect operating levels, that is, usage between replenishments, plus requirements to cover the time lapse between ordering and receipt of replenishment stocks. Order and shipping times vary with ship's changing schedules and supply sources. For this reason, frequent review and revision of high and low limits are necessary (monthly reviews are recommended).

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APPENDIX D - ADDENDUM 1

45 DAY SUBSISTENCE ENDURANCE BASE  
(REQUIREMENT FOR 100 PERSONS)

<u>Description</u>	<u>Storage type</u>	<u>Unit of issue</u>	<u>Quantity</u>
<b><u>MEAT, POULTRY, AND FISH</u></b>			
Bacon, sliced, precooked	Dry	lb	93
Beef, boneless, frozen, grill steaks*	Freeze	lb	220
Beef, braising steak, Swiss	Freeze	lb	150
Beef chunks, canned, w/natural gravy	Dry	29-oz can	90
Beef, corned, frozen	Freeze	lb	40
Beef, liver, frozen, sliced	Freeze	lb	50
Beef, oven roast, frozen	Freeze	lb	240
Beef, pattie mix, (bulk), frozen or ground	Freeze	lb	188
Beef, patties, frozen	Freeze	lb	413
Beef, pot roast, frozen	Freeze	lb	80
Beef, roast, frozen, oven cooked	Freeze	lb	18
Beef for stewing, frozen	Freeze	lb	90
Bologna, frozen, beef and pork	Freeze	lb	48
Chicken, canned, boned	Dry	29-oz can	40
Chicken, frozen, broiler-fryer, cut-up	Freeze	lb	200
Fish portions, frozen, batter dipped	Freeze	lb	113
*Top sirloin butt, ribeye roll, strip loin			
Frankfurters, frozen	Freeze	lb	60
Ham, cooked, pullman-style	Chill	lb	290
Ham, cooked, frozen, boneless	Freeze	lb	90
Pork, diced, frozen	Freeze	lb	32
Pork, loin, boned	Freeze	lb	64
Pork, chops, frozen, boned	Freeze	lb	160
Pork sausage, frozen	Freeze	lb	120
Salami, frozen, cooked	Freeze	lb	52
Salmon, canned	Dry	No. 1 tall can	40
Shrimp, dehydrated, cooked, canned	Dry	No. 10 can	12
Turkey, boneless, frozen, raw	Freeze	lb	140
Veal steaks, breaded, frozen	Freeze	lb	35
<b><u>DAIRY FOODS AND EGGS</u></b>			
Butter, patties, ready-to-serve	Freeze	lb	168
Butter, prints	Freeze	lb	110
Cheese, American, processed, sliced	Chill	lb	101
Cheese, cottage, dehydrated	Dry	15 ½-oz can	10
Cheese, grated, Parmesan and Romano	Dry	3-oz co	5
Cheese, pizza blend	Freeze	No. 10 can	4
Cheese, pizza blend	Freeze	No. 10 can	4
Eggs, whole, frozen, table type	Freeze	lb	120
Egg mix, dehydrated	Dry	No. 3 cyl can	62
Ice milk, milk shake mix, dehydrated	Dry	5-lb can	19
Milk, nonfat, dry, instantized	Dry	3-lb can	95
Milk, nonfat, dry (for general purpose use)	Dry	4-lb can	25
<b><u>FRUITS AND VEGETABLES</u></b>			
Applesauce, instant	Dry	No. 2 ½ can	32
Asparagus	Dry	No. 300 can	70

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<u>Description</u>	<u>Storage type</u>	<u>Unit of issue</u>	<u>Quantity</u>
Beans, green, dehydrated, compressed	Dry	No 2 ½ can	18
Beans, kidney, canned	Dry	No. 10 can	15
Beans, wax, canned	Dry	No. 10 can	2
Beans, white, dry	Dry	lb	74
Bean sprouts, canned	Dry	No. 10 can	2
Beets, canned	Dry	No. 10 can	40
Broccoli, frozen	Freeze	lb	60
Cabbage, dehydrated, compressed	Dry	No. 2 ½ can	16
Carrots, canned	Dry	No. 10 can	27
Corn, canned, cream style	Dry	No. 10 can	16
Corn, canned, whole grain	Dry	No. 10 can	21
Cranberry sauce, canned, jellied	Dry	No. 10 can	7
Fruit cocktail, canned	Dry	No. 10 can	24
Grapefruit, canned	Dry	No. 303 can	100
Juice, apple, canned	Dry	No. 3 cyl can	33
Juice, grapefruit, instant	Dry	15 ½-oz can	16
Juice, orange, instant	Dry	15 ½-oz can	28
Juice, pineapple, canned	Dry	No. 3 cyl can	33
Juice, tomato, concentrate, canned, 3 + 1	Dry	36-oz can	32
Mushrooms, canned	Dry	Jumbo can (16-oz DW)	20
Onions, dehydrated, chopped, compressed	Dry	No. 2 ½ can	30
Peaches, canned, quarters or slices	Dry	No. 10 can	42
Pears, canned	Dry	No. 10 can	49
Peas, dehydrated, compressed	Dry	No. 2 ½ can	32
Peppers, green, dehydrated	Dry	No. 2 ½ can	30
Pimientos, canned	Dry	No. 2 ½ can	8
Potatoes, sweet, canned	Dry	No. 3 vac can	80
Potatoes, white, dehydrated, slices	Dry	lb	238
Potatoes, white, instant	Dry	No. 10 can	18
Potato,mix, dehydrated	Dry	No. 10 can	26
Prunes, whole, canned	Dry	No. 10 can	12
Sauerkraut, canned	Dry	No. 10 can	8
Spinach, canned	Dry	No. 10 can	8
Tomatoes, canned	Dry	No. 10 can	82
Vegetables, mixed, dehydrated, compressed	Dry	No. 2 ½ can	30
<b><u>BAKERY AND CEREAL PRODUCTS</u></b>			
Biscuit mix	Dry	No. 10 can	62
Brownie mix, chocolate	Dry	No. 10 can	12
Cake mix, devil's food	Dry	No. 10 can	14
Cake mix, white	Dry	No. 10 can	14
Cake mix, yellow	Dry	No. 10 can	28
Cereal, prepared, package assortment	Dry	70 unit box	14
Cereal, rolled oats	Dry	No. 2 ½ can	45
Cereal, wheat, farina	Dry	28-oz box	23
Cookie mix, oatmeal	Dry	No. 10 can	10
Cookie mix, sugar	Dry	No. 10 can	15
Cornbread mix	Dry	No. 10 can	28
Crackers, soda, salted	Dry	lb	40
Doughnut mix	Dry	No. 10 can	28
Flour, wheat, bread	Dry	10-lb bag	126
Flour, wheat, general purpose	Dry	10-lb bag	21
Noodles, egg	Dry	lb	8
Pancake mix	Dry	No. 10 can	18
Rice, long grain	Dry	lb	60
Spaghetti	Dry	lb	68

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<u>Description</u>	<u>Storage type</u>	<u>Unit of issue</u>	<u>Quantity</u>
Starch, corn, edible	Dry	lb	7
Wheat base	Dry	5-lb bag	2
<b><u>SUGAR, CONFECTIONARY AND NUTS</u></b>			
Coconut, prepared, sweetened	Dry	No. 3 cyl can	4
Icing mix, chocolate	Dry	No. 10 can	14
Icing mix, vanilla	Dry	No. 10 can	14
Molasses	Dry	No. 2 ½ can	5
Sugar, brown	Dry	2-lb bag	15
Sugar, refined, granulated	Dry	10-lb bag	35
Sugar, refined, powdered	Dry	2-lb bag	6
Syrup, imitation, maple	Dry	No. 10 can	12
Walnuts	Dry	lb	4
<b><u>JAM, JELLIES, AND PRESERVES</u></b>			
Jam, assorted flavors	Dry	No. 2 ½ can	8
Jelly, assorted flavors	Dry	No. 2 ½ can	6
Peanut butter	Dry	No. 2 ½ can	19
<b><u>SOUPS</u></b>			
Soup, dehydrated, beef noodle w/vegetables	Dry	No. 2 ½ can	43
Soup, dehydrated, chicken flavor w/noodles	Dry	No. 2 ½ can	43
Soup, dehydrated, onion	Dry	No. 2 ½ can	14
Soup, dehydrated, tomato vegetable w/noodles	Dry	No. 2 ½ can	43
Soup and gravy base, instant, beef	Dry	No. 2 ½ can	14
Soup and gravy base, instant, chicken	Dry	No. 2 ½ can	14
Soup and gravy base, instant, ham	Dry	No. 2 ½ can	3
<b><u>FOOD SPECIALTY PREPARATIONS</u></b>			
Chili con carne, canned, w/o beans	Dry	6.75-lb can	10
Creamer, non dairy, dry	Dry	50/100 pg intermed. box	6300 pg
Dessert powder, gelatin (all flavors)	Dry	No. 2 ½ can	12
Dessert powder, pudding, instant, chocolate	Dry	No. 10 can	6
Dessert powder, pudding, instant, vanilla	Dry	No. 10 can	8
Pie filling, prepared, apple	Dry	No. 10 can	24
Pie filling, prepared, cherry	Dry	No. 10 can	12
Pizza sauce	Dry	No. 10 can	5
Sauce mix, tomato, basic	Dry	No. 2 ½ can	30
Topping, dessert and bakery products, dehydrated	Dry	1-lb can	12
<b><u>FOOD OILS AND FATS</u></b>			
Salad oil	Dry	1-gal can	7
Shortening compound, general purpose	Dry	3-lb can	90
Shortening compound, deep fry	Dry	5-qt can	10
<b><u>CONDIMENTS AND RELATED PRODUCTS</u></b>			
Baking powder	Dry	1-lb can	5
Catsup, tomato	Dry	No. 10 can	18
Mustard, prepared	Dry	No. 2 ½ can	20
Olives, green	Dry	1-qt jar	28
Olives, ripe	Dry	No. 300 can	21
Pepper, black, ground	Dry	1-lb can	3

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<u>Description</u>	<u>Storage type</u>	<u>Unit of issue</u>	<u>Quantity</u>
Pickles, cucumber, dill	Dry	No. 10 can	3
Pickles, cucumber, sweet	Dry	No. 10 can	3
Pickles, mixed, sweet	Dry	No. 10 can	4
Relish, pickle, sweet	Dry	No. 10 can	2
Salad dressing	Dry	No. 2 ½ can	40
Salt, table	Dry	5-lb bag	20
Vinegar, dry, synthetic	Dry	pg	32
Yeast, active, dry	Dry	2-lb bag	12
Yeast food	Dry	lb	5
<b><u>COFFEE, TEA, AND COCOA</u></b>			
Cocoa, beverage, powder	Dry	2-lb bag	56
Coffee, roasted, ground	Dry	lb	338
Tea, black, individual bags	Dry	100 bag box	45
<b><u>BEVERAGES, OTHER</u></b>			
Beverage base, assortment, powder imitation base, unsweetened	Dry	pg	25

APPENDIX D - ADDENDUM 2

MEAL SUMMARY FOR  
45-DAY SUBSISTENCE ENDURANCE BASE (SEB)

<u>Menu item</u>	Net requirement per 100 portions (breakout per meal)		Number of meals available in <u>45-day SEB</u>
	Unit	Quantity	
<b>BREAKFAST</b>			
Fruit, canned			
Fruit cocktail	No. 10 can	4	3
Grapefruit	No. 303 can	25	4
Peaches, quarters and slices	No. 10 can	4	4
Pears	No. 10 can	4	3
Prunes, whole, canned	No. 10 can	4	3
Fruit, dehydrated			
Applesauce, instant	No. 2 ½ can	4	3
Fruit juice, canned			
Apple	No. 3 cyl can	11	3
Pineapple	No. 3 cyl can	11	3
Fruit juice, concentrated			
Tomato, canned	36-oz can	4	7
Fruit juice, instant			
Grapefruit	15 ½ oz can	4	4
Orange	15 ½ oz can	4	7
<b>Total meals of fruit</b>		<b>45</b>	
Cereals			
Assorted, ready-to-eat	70/72 unit box	1	15
Farina	28-oz box	4	10
Rolled oats	No 2 ½ can	4	20
<b>Total meals of cereal</b>		<b>45</b>	
Egg mix, dehydrated	No. 3 cyl can	5	10
Eggs, frozen, table-type	lb	12	10
<b>Total meals of eggs</b>		<b>20</b>	
Meats			
Bacon, sliced, precooked	lb	7	12
Beef, minced	lb	30	3
Corned beef (frozen) hash	lb	20	2
Ham, canned, pullman-style	lb	20	9
Pork, sausage patties	lb	12	10
Pork chops, frozen	lb	32	2
Roast beef hash (beef chunks, canned)	29-oz can	32	2
<b>Total meals of meat</b>		<b>40</b>	
Boston baked beans	lb	8	4
Potatoes, dehydrated, slices			

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<u>Menu item</u>	Net requirement per 100 portions <u>(breakout per meal)</u>		Number of meals available in <u>45-day SEB</u>
	Unit	Quantity	
Hashed browned	lb	8	5
Lyonnaise	lb	8	5
O'Brien	lb	8	5
<b>Total meals of potatoes and beans</b>			<b>19</b>
<b>Breads and rolls</b>			
Biscuits (mix)	No 10 can	4	4
Corn bread (mix)	No 10 can	3	3
Dougnuts (mix)	No 10 can	4	7
French toast			6
Pancakes (mix)	No 10 can	3	6
Sweet rolls			4
Toast (galley-baked bread)			12
Quick coffee cake (biscuit mix)	No 10 can	2	3
<b>Total meals of bread and rolls</b>			<b>45</b>
<b>Syrups and spreads</b>			
Jams, assorted flavors	No. 2 ½ can	1	8
Jelly, assorted flavors	No. 2 ½ can	1	6
Peanut Butter	No. 2 ½ can	1	5
Syrup, maple, imitation	No. 10 can	1	12
<b>Total meals of syrup and spreads</b>			<b>31</b>
<b>LUNCH AND DINNER</b>			
Butter/margarine patties and beverages:	See end of table		
<b>Soup</b>			
Dehydrated			
Beef noodle w/vegetables	No. 2 ½ can	4	9
Chicken flavored w/noodles	No. 2 ½ can	4	10
Onion	No. 2 ½ can	2	7
Tomato-vegetable w/noodles	No. 2 ½ can	4	8
Galley prepared			
Bean			2
Cream of tomato			4
Vegetable			5
<b>Total meals of soup</b>			<b>45</b>
<b>Soup accompaniments</b>			
Crackers, soda, salted	lb	2	20
Croutons and/or toast sticks			25
<b>Meat, fish, and poultry</b>			
Beef, boneless			
Dry heat steaks			
Grilled steaks	lb	44	5

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<u>Menu item</u>	Net requirement per 100 portions <u>(breakout per meal)</u>		Number of meals available in <u>45-day SEB</u>
	Unit	Quantity	
Dry heat roasts			
Oven roast of beef	lb	40	6
Precooked oven roast			
Italian pepper beef sandwich	lb	18	1
Moist heat, beef for swissing			
Swiss steak w/tomato sauce	lb	38	4
Moist heat pot roast			
Pot roast of beef	lb	40	2
Beef for stewing			
Braised beef cubes	lb	30	2
Braised beef and noodles	lb	30	1
Ground			
Meat Loaf	lb	30	3
Pizza (ground beef)	lb	8	3
Preformed beef patties	lb	38	11
Spaghetti w/meat sauce	lb	30	3
Beef liver, sliced, frozen	lb	25	2
Beef, canned			
Beef pie w/biscuit topping	29 oz can	16	2
Sloppy Joe (beef chunks w/natural juices)	29-oz can	16	2
Chili con carne	6 ¾ lb can	4	2
Frankfurters, grilled (frozen)	lb	20	3
Pork, cured			
Ham, cold, sliced (canned, pullman-style)	lb	25	2
Ham, grilled, sliced (canned, pullman-style)	lb	30	2
Ham, hot, baked (cooked, boneless, frozen)	lb	30	3
Pork			
Braised pork chops	lb	33	3
Pork chop suey (pork, boneless, diced)	lb	32	1
Roast, pork loin (pork loin boneless)	lb	32	2
Sausage platter with cheese			
Bologna	lb		12
Processed American cheese, sliced	lb	8	4
Salami	lb	13	
Poultry			
Chicken			

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<u>Menu item</u>	Net requirement per 100 portions <u>(breakout per meal)</u>		Number of meals available in <u>45-day SEB</u>
	Unit	Quantity	
tetrazzini (canned)	29-oz can	10	4
Fried chicken	lb	65	3
Grilled chicken fillet (boneless, cooked)	lb	19	1
Roast turkey (boneless, raw)	lb	40	4
Fish, canned			
Baked salmon loaf	15 ½-oz can	20	2
Fish, dehydrated			
Shrimp, cooked	No. 10 can	4	3
Fish, frozen			
Baked fillets	lb	25	3
Veal steaks, breaded	lb	38	1
<b>Total meals of meat, fish, and poultry</b>		<b>90</b>	
Gravies and sauces			
Brown gravy			24
Horseradish cocktail sauce			3
Tartar sauce (Salad Dressing)	No 2 ½ can	4	3
<b>Total meals of gravies and sauces</b>		<b>30</b>	
Potatoes and potato substitutes			
Potatoes, dehydrated			
Golden potato balls dehydrated, instant)	No. 10 can	1	4
Mashed (dehydrated instant)	No. 10 can	1	14
Hash browned (dehydrated slices)	lb	8	8
Lyonnaise (dehydrated slices)	lb	8	6
Potatoes, sweet, canned candied	No. 3 vac can	20	4
Potato mix, dehydrated	lb	8	8
Potato substitutes			
Boston baked beans	lb	8	3
Bread dressing			4
Spaghetti	lb	12	3
Steamed rice	lb	10	6
<b>Total meals of potatoes and potato substitutes</b>		<b>60</b>	
Vegetables, canned			
Asparagus	No 300 can	35	2
Beets, harvard	No. 10 can	4	5
Carrots, lyonnaise	No. 10 can	4	6
Corn, cream style	No. 10 can	4	4
Corn, whole, simmered	No. 10 can	4	3
Spinach, simmered	No. 10 can	4	2
Sauerkraut, simmered	No. 10 can	4	2

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<u>Menu item</u>	Net requirement per 100 portions <u>(breakout per meal)</u>		Number of meals available in <u>45-day SEB</u>
	Unit	Quantity	
Tomatoes, simmered	No. 10 can	4	5
Vegetables, dehydrated compressed			
Beans, green, creole	No. 2 ½ can	2	8
Onions, smothered	No. 2 ½ can	6	6
Mixed, vegetables, simmered	No. 2 ½ can	3	6
Peas, hot	No. 2 ½ can	4	8
Vegetables, frozen			
Broccoli with cheese sauce	lb	20	3
<b>Total meals of vegetables</b>		<b>60</b>	
Salads and relishes			
Cheese Cottage (dehydrated) and peach	No. 10 can	2	5
Fruit Salads			
Pear and grated cheese	No. 10 can	3	7
Vegetable salads			
Cabbage and pepper salad (dehydrated, compressed cabbage)	No 2 ½ can	3	2
Cole slaw (dehydrated, compressed cabbage)	No. 2 ½ can	3	4
Cooked vegetable (dehydrated, compressed mixed vegetables)	No 2 ½ can	3	4
Kidney beans (canned)	No 10 can	3	3
Pickled beets	No. 10 can	4	5
Pickled green beans (dehydrated, compressed, green beans)	No 2 ½ can	2	1
Three bean (green, kidney, wax)	No. 10 can	1	2
Tomatoes (canned), chilled, w/Parmesan cheese	No. 10 can	3	3
Relishes			
Corn relish (galley prepared)			3
Cranberry sauce (canned)	No. 10 can	1	7
Olives, assorted	1-qt jar	4	
	No. 300 can	3	7
Pickles, assorted	No. 10 can	1	7
<b>Total meals of salads and relishes</b>		<b>60</b>	
Salad dressings			
Salad dressing (canned)	No. 2 ½ can	2	14
Galley prepared			8
<b>Total meals of salad dressing</b>		<b>22</b>	
Breads and rolls			

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<u>Menu item</u>	Net requirement per 100 portions <u>(breakout per meal)</u>		Number of meals available in <u>45-day SEB</u>
	Unit	Quantity	
Biscuits (mix)	No 10 can	4	12
Bread, whole wheat			8
Bread, white			42
Corn bread (mix)			8
Rolls, pan			20
<b>Total meals of breads and rolls</b>			<b>90</b>
Desserts, baked			
Cakes (mix)			
Devil's food	No. 10 can	2	7
White	No. 10 can	2	7
Yellow	No. 10 can	2	14
Cake icings			
Icing, chocolate (mix)	No. 10 can	1	14
Icing, vanilla (mix)	No. 10 can	1	14
Cookies			
Brownies, chocolate (mix)	No. 10 can	3	4
Oatmeal (mix)	No. 10 can	2	4
Peanut butter (sugar cookie mix)	No. 10 can	2	4
Sugar (mix)	No. 10 can	2	4
Pies			
Apple (dehydrated pie filling with American cheese)	No. 10 can	3	6
Cherry (pie filling, prepared)	No. 10 can	4	3
Chocolate with whipped topping (dessert powder, instant)	No. 10 can	2	2
Coconut cream (dessert powder, instant)	No. 10 can	2	3
Desserts, other			
Fruit, canned			
Fruit cocktail	No. 10 can	4	3
Peaches, quarters and slices	No. 10 can	4	3
Pears	No. 10 can	4	4
Fruit, dehydrated			
Applesauce, instant	No. 2 ½ can	4	4
Gelatin desserts with whipped topping			
No. 2 ½ can		3	4
Soft serve ice cream (dehydrated mix)			
Chocolate	No. 10 can	2	5
Vanilla	No. 10 can	2	5
Ice cream toppings			
Fudge	No. 10 can	1	3
Strawberry	No. 10 can	1	2
Puddings (dessert powders,			

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<u>Menu item</u>	Net requirement per 100 portions <u>(breakout per meal)</u>		Number of meals available in <u>45-day SEB</u>
	Unit	Quantity	
instant)	No 10 can	1	2
Chocolate	No. 10 can	1	2
Vanilla			
<b>Total meals of desserts</b>			<b>90</b>
Beverages			
Beverage base, drinks	Env	1	16
Coffee, roasted, ground	lb	2.5	135
Milk, nonfat, dry, instantized	3-lb can	2	45
Tea, individual bags	Box	1	45
Cocoa, beverage	2-lb bag	3	18
Butter			
Patties, ready-to-serve	lb		68
Prints	lb		45
Margarine Patties, ready-to-serve	lb		67

APPENDIX D –ADDENDUM 3

ESTIMATED SIX-MONTH REQUIREMENTS FOR SPICES  
AND OTHER LOW-USE STAPLE ITEMS

<u>Item</u>	<u>Unit of Issue</u>	<u>Net quantity for six month for 100 personnel</u>
Baking soda	1-lb box	3
Bay leaves	2-oz jr	1
Celery seed	3 to 4-oz jr	4
Chili powder	1-lb can	3
Chili sauce	10 to 12-oz bt	60
Cinnamon, ground	3 to 4-oz bt	5
Cloves, ground	1 to 2-oz jr	3
Cloves, whole	1 to 2-oz jr	10
Flavoring, imitation, maple	8-oz bt	3
Flavoring, imitation, vanilla	8-oz bt	36
Flavoring, lemon	8-oz bt	3
Garlic, dehydrated	12-oz jr	1
Horseradish, dehydrated	2 ½ oz bt	7
Mace, ground	1 to 2-oz jr	8
Mustard, flour	3 to 4-oz jr	18
Nutmeg, ground	1 to 2-oz jr	17
Oregano, ground	1 to 2-oz jr	5
Paprika, ground	4-oz jr	9
Pepper, red, ground	2-oz jr	2
Poultry seasoning, ground	3 to 4-oz jr	1
Sesame seed	3 to 4-oz jr	2
Soy Sauce	4 to 10-oz bt	12
Thyme, ground	2-oz jr	3
Worcestershire sauce	5 to 10-oz bt	10

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## APPENDIX E

### SUBSTITUTION FACTORS FOR CUSTOM FOODS

The following table lists substitution factors. Column E factors will be used to compute the quantities of conventional foods required to replace known quantities of custom foods. The factors listed in Column F will be used to compute the quantities of custom foods required to replace the known quantities of conventional foods. The factors listed in columns E and F permit direct conversions to standard units of issue.

#### EXAMPLE

**Quantity of egg mix, dehydrated x Factor (column E) = Equivalent quantity of shell eggs**

$$55 \text{ No. 3 cyl cn} \times 3.33 = 183.15 \text{ dz}$$

#### SUBSTITUTION FACTORS FOR CUSTOM FOODS

Custom Foods	Unit of Issue	Conventional Foods	Unit of Issue	Substitution Factors	
				Custom to Conventional to Custom (BxE=D)	(DxF=B)
A	B	C	D	E	F
Apples, dehy, pie style	10 can	Apples, sliced, canned	#2 cn	12.00	.083
Apples, dehy, pie style	#10 cn	Apples, sliced, canned	#10 cn	1.500	.667
Applesauce, instant	#2 ½ cn	Applesauce, canned	#303 cn	6.250	.160
Applesauce, instant	#2 ½ cn	Applesauce, canned	#10 cn	1.000	1.000
Bacon, sliced, precooked, cn	#10 cn	Bacon, sliced, fzn	lb	4.00	.25
Beans, green, dehy, compressed	#2 ½ cn	Beans, green, canned	#303 cn	14.00	.071
Beans, green, dehy, compressed	#2 ½ cn	Beans, green, canned	#10 cn	2.000	.500
Beans, green, dehy, compressed	#2 ½ cn	Beans, green, fzn	lb	8.000	.125
Beans, kidney, dry	lb	Beans, kidney, canned	#303 cn	3.202	.312
Beans, kidney, dry	lb	Beans, kidney, canned	#10 cn	.457	2.19
Beans, lima, dry	lb	Beans, lima, canned	#10 cn	.500	2.000
Beans, lima, dry	lb	Beans, lima, canned	#303 cn	3.5	.285
Beans, pinto, dry	co	Beans, pinto, canned	#303 cn	3.5	.285
Beef, chunks, w/nat juices	29 oz cn	Beef, diced, fzn	lb	1.875	.533
Beef, oven roast, precooked, fzn	lb	Beef, oven roast roast boneless	lb	1.415	.706
Beef, ribeye roll, boneless	lb	Beef, rib, fzn	lb	1.153	.866
Beef w/barbecue sauce	#10 cn	Beef, barbecue, (sloppy joe) prepared	100 por. bat.	.33	3.00
Beverage base, liquid (for use w/carbonated disp)	gl	Beverage, carbonated	12 oz cn	74.00	.0136
Beverage base powder, unsw	pg	Beverage base, non-carbon, liquid	gl	5.00	.20
Cabbage, dehy, compressed	#2 ½ cn	Cabbage, fresh	lb	6.66	.15
Cake mix, (asst flavors)	#10 cn	Cake, sheet (galley prep)	100 por. bat.	50	2.00
Cheese, cottage, dehy	#10 cn	Cheese, cottage, fresh	lb	6.00	.167
Cheese, Amer., dehy	#10 cn	Cheese, American., processed	lb	8.00	.125
Chicken, boned, canned	29 oz cn	Chicken, whole, RTC, fzn	lb	5.00	.20
Chicken, cut-up, fzn	lb	Chicken, whole, RTC, fzn	lb	1.26	.792
Coffee, fzn-dried, instant	802 pg	Coffee, roasted, ground, 20#	lb	2.125	.47
Cookie, mix, 5 lb	#10 cn	Cookies, galley, prepared	100 por. bat.	.50	2.00
Doughnut mix	#10 cn	Doughnuts, galley, prepared	100 por. bat.	.500	2.000
Egg mix, dehy	3 cyl cn	Eggs, fresh, in shell	Dz	3.33	.330
Eggs, whole, fzn, bakery/table type	lb	Eggs, fresh, in shell	dz	.83	1.20

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Custom Foods	Unit of Issue	Conventional Foods	Unit of Issue	Substitution Factors	
				Custom to Conventional (BxE=D)	Conventional to Custom (DxF=B)
A	B	C	D	E	F
Garlic, dehy	12 oz jr	Garlic, dry	lb	2.625	.38
Ham, canned, chunks	29 oz cn	Ham, boneless, cn or fzn	lb	.909	1.1
Horseradish, dehy	2 ½ oz bt	Horseradish, prepared	qt	3.00	.33
Ice milk, milk shake mix, dehy	#10	Ice milk, liq., chilled	ql	1.75	.57
Juice, grape, instant	#2 ½	Juice, grape, canned	3 cyl cn	.357	2.8
Juice, grape, instant	#2 ½ cn	Juice, grape, fzn (3 + 1)	32 oz cn	1.00	1.00
Juices, grapefruit & orange instant	15 ½ oz cn	Juices, grapefruit & orange, canned 3 cyl cn	2.8	.357	
Juices, grapefruit & orange, instant	15 ½ oz cn	Juices, grapefruit & orange, fzn (3 + 1)	32 oz cn	1.00	1.00
Juice, tomato, concentrate	36 oz cn	Juice, tomato, canned	3 cyl cn	2.91	.342
Lemon pie filling mix	5 lb cn	Lemon pie filling, prepared	#10 cn	2.83	.35
Milk, dry, nonfat, instantized	1 lb cn	Milk, whole, fresh	gl	1.00	1.00
Milk, dry, nonfat, instantized	3 lb cn	Milk, whole, fresh	gl	.33	3.00
Milk, dry, nonfat	5 lb cn	Milk, whole, fresh	gl	.20	5.00
Mixed, vegetables, compressed	# 2 ½ cn	Mixed vegetables, fzn	lb	6.000	.167
Onions, dehy, chopped, compressed	#2 ½ cn	Onions, dry	lb	25.00	.04
Parsley, dehy	1 ½ oz cn	Parsley, fresh	lb	1.00	1.00
Peas, green, dehy, compressed	#2 ½ cn	Peas, green, fzn	lb	4.500	.222
Peas, green, dehy, compressed	#2 ½ cn	Peas, green, canned	#303 cn	7.000	.143
Peas, green, dehy, compressed	#2 ½ cn	Peas, green, canned	#10 cn	1.000	1.000
Peppers, green, dehy	#2 ½ cn	Peppers, sweet, fresh	lb	1.59	.628
Pizza sauce	#10 cn	Pizza sauce (galley prepared)	100 por. bat.	1.333	.752
Pork chops, boneless, fzn	lb	Pork loin, bladeless, fzn	Lb	1.48	.673
Pork chops, dehy	#10 cn	Pork loin, bladeless, fzn	lb	5.2	.192
Pork, diced, fzn	lb	Pork butt, fzn	lb	1.09	.914
Pork loin, boneless, fzn	lb	Pork loin, bladeless, fzn	lb	1.56	.655
Potatoes, white, dehy, sliced	5 lb bg	Potatoes, white, fresh	lb	5.712	.175
Potatoes, white, instant	#10 cn	Potatoes, white, fresh	lb	43.063	.023
Potatoes, white, french fries, fzn	lb	Potatoes, white, fresh	lb	1.582	.632
Potato mix, (for french fries)	#10 cn	Potatoes, fzn	lb	17.30	.057
Sauce mix, tomato	#2 ½ cn	Spaghetti sauce (galley prep)	100 por. bat.	.133	7.5
Shrimp, cooked, dehy	#10 cn	Shrimp, peeled, fzn	Lb	7.04	.0142
Shrimp, cooked, dehy	#10 cn	Shrimp, unpeeled, fzn	lb	8.803	.352
Soup, beef noodle, dehy	#2 ½ cn	Soup, beef noodle ( galley prep)	100 por. bat.	3.00	.33
Soup, chicken flavor w/noodles, dehy	#2 ½ cn	Soup, chicken noodle (galley prep)	100 por. bat.	4.000	.250
Soup, onion, dehy	1 ½ oz cn	Soup, onion, (galley prep)	100 por. bat.	2.000	.500
Soup, tomato veg w/noodle, dehy	#2 ½ cn	Soup, vegetable, (galley prep)	100 por. bat.	4.000	.250

## APPENDIX F

### CHILL, FREEZER, AND DRY STORAGE OF PERISHABLE SUBSISTENCE

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(ALL PARTS EXTRACTED FROM DOD 4145, 19-R-1, 15 SEPTEMBER 1979)

### PERISHABLE SUBSISTENCE COMPATABILITY GROUPS

#### Group 1

Temperature: 32° to 34°F (0° to 1°C).

Relative humidity: 90 to 95 percent.

Atmosphere: Normally used on berries and cherries only - 10 to 20 percent carbon dioxide (CO<sub>2</sub>).

Ice: Never in contact with commodity.

Note: Most members of this group not compatible with Group 6a or 6b because ethylene production by Group 1 can be high, and thus harmful to members of Group 6a or 6b.

Apples (except those varieties listed in Group 3)

Apricots

Berries (except cranberries)

Cherries

Figs (not with apples, danger of odor transfer to figs; also see Group 6a)

Grapes (not fumigated with sulfur dioxide (SO<sub>2</sub>) in vehicle and no chemicals that release SO<sub>2</sub> should

be included in packages.)

Peaches

Pears

Persimmons, Plums and Pomegranates

Quinces

#### Group 2

Temperature: 55° to 65°F (13° to 18°C)

Relative humidity: 85 to 95 percent.

Ice: Never in contact with commodity.

Avocados

Bananas

Eggplant (also see Group 5)

Grapefruit<sup>1</sup>

Guava

Limes

Mangoes

Muskmelons, other than cantaloupes

Casaba

Crenshaw

Honey Dew

Persian

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Olive, fresh  
Papayas  
Pineapples (not with avocados, danger of avocados' odor absorption)  
Tomatoes, green  
Tomatoes, pink (also see Group 4)  
Watermelons (also see Groups 4 and 5)

### Group 3

Temperature: 36° to 41°F (2° to 5°C).  
Relative humidity: 90 to 95 percent; cantaloupes about 95 percent.  
Ice: In contact only with cantaloupes.  
Apples (Grimes Golden and Jonathan (both, certain areas), Yellow Newton (California) and McIntosh  
Cantaloupes  
Cranberries  
Lemons<sup>1</sup> (use 50° to 55°F (10° to 13°C) for more than a month)  
Lychees (also see Group 4)  
Oranges<sup>1</sup> (Florida or Texas)  
Tangerines

### Group 4

Temperature: 40° to 45°F (4° to 7°C); beans 38° to 42°F (3° to 6°C).  
Relative humidity: About 95 percent.  
Ice: Never in contact with commodity  
Beans snap  
Lychees (also see Group 3)  
Okra  
Oranges<sup>1</sup> (California or Arizona)  
Peppers, green (not with beans)  
Peppers, red (if with green peppers, temperature adjusted toward top of range)  
Squash, summer  
Tomatoes, pink (also see Group 2)  
Watermelons (also see Groups 2 and 5)

### Group 5

Temperature: 50° to 55°F (10° to 13°C); ginger not below 55°F.  
Relative humidity: 85 to 90 percent.  
Ice: Never in contact with commodity.  
Cucumbers  
Eggplant (also see Group 2)  
Ginger (not with eggplant, also see Group 7)  
Potatoes (late crop)  
Pumpkin and Squashes, winter  
Watermelon (temperature adjusted for other members of the group; also see Groups 2 and 4).

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### Group 6a

This group, except for figs, grapes and mushrooms, is compatible with Group 6b

Temperature: 32° to 34°F (0° to 1°C).

Relative humidity: 95 to 100 percent.

Ice: Never in contact with asparagus, figs, grapes, and mushrooms.

Artichokes

Asparagus

Beets, red

Endive and escarole

Figs (also see Group 1)

Grapes (not furnished with sulfur dioxide (SO<sub>2</sub>) in vehicle and no chemicals that release SO<sub>2</sub> should be included in packages)

Greens

Leek (not with figs or grapes)

Lettuce

Mushrooms

Parsley

Parsnips

Peas

Rhubarb

Salsify

Spinach

Sweet Corn

Watercress

### Group 6b

This group is compatible with Group 6a, except for figs, grapes, and mushrooms.

Temperature: 32° to 34°F (0° to 1°C).

Relative humidity: 95 to 100 percent.

Ice: Contact acceptable for all.

Broccoli

Brussels sprouts

Cabbage

Cauliflower

Celeriac

Celery

Horseradish

Kohlrabi

Onions, green (not with rhubarb, figs, or grapes; probably not with mushrooms or sweet corn)

Radishes

Rutabagas

Turnips

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### Group 7

Temperature: 55° to 65°F (13° to 18°C)

Relative humidity: 85 to 90 percent.

Ice: never in contact with commodity.

Ginger (also see Group 5)

Potatoes, early crop (temperatures adjusted for others)

Sweet Potatoes

### Group 8

Temperature: 32° to 34°F (0° to 1°C)

Relative humidity: 65 to 70 percent.

Ice: never in contact with commodity.

Garlic

Onions, dry

<sup>1</sup>Citrus Fruits – Biphenyl fungicide may impart off odors to other commodities.

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### CHILL STORAGE OF PERISHABLE SUBSISTENCE

Item	Average Freezing Point	Accepted Storage Temperature	Preferred Relative Humidity %	Approximate Storage Life (Days)
Apples <sup>1</sup> Red delicious, Washington (other varieties - see at end of chill table)	30	32-35	90	See Note 1 See Note 1
Apricots	30	32-35	90	7-21
Asparagus, fresh	31	32	95	10
Avocados Lula, both varieties, usually rough skinned	31	40-45	85-90	14-30
West Indian varieties, usually smooth skinned	31	40-45	85-90	12-14
Bacon <sup>5</sup> slab		32-35	85-90	60
sliced		32-35	85-90	14
Banana: green	30	56-58	90-95	7-10
ripe	30	56-58	85	3-4
Beans: green or waxed	31	45-50	95	7-10
lima	31	32	95	7-14
Beets, bunched	31	32-35	95-100	10-14
Beets, topped <sup>7</sup>	30	32-35	95-100	120-180
Berries, black, rasp, logan, young dew	31	32-35	90-95	2-3
Berries, strawberry	31	32-35	90-95	5-7
Blueberries	30	32-35	90-95	7-15
Bologna <sup>5</sup> Lebanon		32-35	89-90	60
50 percent beef		32-35	85-90	30
Broccoli	31	32-35	95+	14-21
Brussels sprouts	30	32-35	90-95	21-35
Butter, prints and patties		32-35	Less than 55	60
Cabbage: red	32	32-35	90-95	21-42
summer types	31	32-35	90-95	21-42
winter types	31	32-35	90-95	90-120
Chinese, table ready, shredded	31	32-35		7-10
Cantaloupe: hard ripe <sup>2</sup>	30	35-45	90-95	7-14
fullslip	30	32-35	90-95	5-14

See Notes at end of chill storage table on page 12

## NAVSUP P-486 Volume I - Food Service Management

Item	Average Freezing Point	Accepted Storage Temperature	Preferred Relative Humidity %	Approximate Storage Life (Days)
Carrots: <sup>7, 12</sup>				
table ready, sliced	30	32-35		10-14
mature, topped	30	32-35	98-100	120-150
immature, topped	31	32-35	98-100	28-43
bunched	30	32-35	95-98	10-14
Casaba melon	30	45-55	90-95	28-42
Catsup:				
boat, envelopes <sup>10</sup>		35-45	80-90	180
cup, foil pouch <sup>10</sup>		35-45		365
Cauliflower	31	32-35	95+	14-28
Celery:				
northern grown <sup>7</sup>	31	32	95	35-60
California or Florida	31	32	95	34-42
Cherries, sweet <sup>11</sup>	29	32	90-95	14-21
Cheese:				
blue veined, natural		32-35	70	90-180
cheddar, natural	25	35-45	70	365
cottage	30	32-35	70	10-15
cream		35-45	70	120
mozzarella, natural		35-45	70	30
process American, pimento or Swiss loaf	25	35-45	70	180
sliced		35-45	70	180
Parmesan, natural		35-45	70	300
pizza blend		35-45	70	180
provolone, natural		35-45	70	90
Romano, natural		35-45	70	300
Swiss, natural	25	35-45	70	240
Chocolate drink	29	32-35		7
Clams, shucked		32-35		4
Cookie dough		32-35	60-90	14
Corn on the cob, top-iced	31	32-35	95	4-8
Cranberry:				
fresh	30	36-40	90-95	60-120
sauce, cup <sup>10</sup>		50		180
Cream:				
half and half, including filled	31	32-35		10
sour, cultured	31	32-35		20
table, including filled	31	32-35		10
whipping	31	32-35		10
whipping, ultra-pasteurized (UP) <sup>14</sup>	31	35-40		28
Crenshaw melon	30	45-55	90-95	14
Cucumbers	31	45-55	90-95	10-14
Currants	30	31-32	90-95	7-14

*See Notes at end of chill storage table on page 12*

## NAVSUP P-486 Volume I - Food Service Management

Item	Average Freezing Point	Accepted Storage Temperature	Preferred Relative Humidity %	Approximate Storage Life (Days)
Eggnog	28	32-35		14-21
Eggnog (UP) <sup>14</sup>	28	32-35		28-35
Eggs, shelled				
fresh	27	29-31	80-85	30
oil processed	27	29-31	70-80	60
Eggplant <sup>2</sup>	31	45-50	90-95	7-14
Figs, fresh	27	32-35	85-90	7-10
Frankfurters,				
cartons		32-35	85-90	15
flexible package		32-35	85-90	30
French dressing, cup, boat or envelope	31	45-55	50-60	90
Fruitcake, fresh		32-35	50-60	360
Fruits, dried	22-26	45-55	50-60	180
Garlic, dry	31	32	65-70	180-210
Grapefruit <sup>9</sup>	30	50	85-90	28-42
Grapes:				
American, types	30	32	85	21-56
European, types	28	30	90-95	60-180
Greens:				
endives, escarole <sup>7</sup>	32	32	95+	14-21
collars, kale, beet, mustard, turnip, chicory	31	32	95	10-14
Ham: <sup>5</sup>				
cured, canned		32-35	60-65	270
boneless, cooked		32-35	85-90	30
smoked <sup>6</sup>		32-35	85-90	30
Honeyball/Honeydew melon	31	45-55	90-95	14-21
Horseradish, prepared	30	32-35		90
Jams, jellies, preserves:				
boat, envelope <sup>10</sup>		35-45	80-90	180
cup, foil pouch <sup>10</sup>		35-45		365
Lettuce, iceberg, individually wrapped in polyester film	31	32-35	95-100	21-42
Lettuce, unwrapped	31	32-35	95-100	14-21
Lettuce, leaf, romaine	31	32-35	95-100	5-8
Lobster, live in water		32-50		check daily
Lemons	28	45-55	85-90	14-21
Lemon juice, reconstituted, ind. Serving, pkg.	30	45-55		125
Limes	29	45-55	85-90	42-56

See Notes at end of chill storage table on page 12

## NAVSUP P-486 Volume I - Food Service Management

Item	Average Freezing Point	Accepted Storage Temperature	Preferred Relative Humidity %	Approximate Storage Life (Days)
Luncheon loaf		32-35	85-90	14
Mangoes	30	50-55	85-90	14-21
Margarine, prints and patties		32-35	40-60	90
Milk:				
buttermilk	31	32-35		14
chocolate flavored	29	32-35		10
chocolate flavored (UP) <sup>14</sup>	29	35-45		28-35
fluid, pasteurized, all types	30	32-35		7-10
fluid, homogenized <sup>14</sup> (UP)	31	35-45		28
Ice milk, mix, fresh, liquid	31	32-35		10
shake, mix, fresh, liquid	31	32-35		10
Mushrooms	30	32-35	90-95	3-5
Mustard:				
boat, envelope <sup>10</sup>	30	45-55	80-90	90
cup, foil pouch <sup>10</sup>	30	45-55		270
Nectarines	30	32-35	90	14-30
Onions:				
Bermuda	30	32-35	65-70	30-60
globe, dry	30	32-35	65-70	180-240
green, top-iced	30	32-35	95	10-28
Spanish	30	32-35	65-70	90-180
peeled or green, table ready	31	32-35	65-70	5-7
Oranges:				
California <sup>13</sup>	30	35-45	85-90	21-56
Florida, Texas	30	32-35	85-90	56-84
Temple, Tangelos	30	35-45	85-90	14-28
Orange juice	30	32-35		21
Papaya	30	45-55	85-90	7-12
Parsley	30	32-35	95	30-60
Parsnips	30	32-35	98-100	60-180
Peaches	30	32-35	90-95	14-30
Peanut Butter:				
boat, envelope		45-55	50	90
cup, foil pouch		45-55	50	180
Pears <sup>3,4</sup>	29	29-31	90-95	See note 4
Peppers, sweet	31	45-55	92-95	14-21
Peppers, dry, chili		32-35	60-70	180
Pepperoni, dry <sup>5</sup>		32-35	75-80	45
Persian melons	31	45-55	90-95	14

See Notes at end of chill storage table on page 12

## NAVSUP P-486 Volume I - Food Service Management

Item	Average Freezing Point	Accepted Storage Temperature	Preferred Relative Humidity %	Approximate Storage Life (Days)
Pies:				
fruit, fresh		32-35	80-85	3
fried, fresh		32-35	80-90	5
Pineapple:				
mature, green <sup>2</sup>	30	45-55	85-90	14-28
ripe	30	45-55	85-90	14
Plums	30	32-35	90-95	21-35
Pork, wholesale cuts <sup>5</sup>		32-35	85-90	5
Poultry, all forms	27	32-35	95-100	5
Potatoes, sweet (cured at 85°F) <sup>2</sup>	30	55-60	85-90	90-120
Potatoes, white:				
early crop, uncured	31	45-55	95	60-90
early crop, cured before storage	31	35-45	95	120-150
late crop	31	35-45	95	150-240
peeled, table ready	31	32-35	95	5-9
Radishes:				
spring, topped, poly bag	31	32-35	95+	21-30
spring, table ready	31	32-35	95+	10-12
winter, topped	28	32-35	90-120	90-120
Rhubarb	30	32-35	95	14-30
Rolls, brown and serve		32-35	80-85	21
Rutabagas, topped	30	32-35	98-100	120-180
Salad dressing, cup, boat envelope <sup>10</sup>		45-55	80-90	90
Salami: <sup>5,6</sup>				
dry		32-35	75-80	45
cooked		32-35	85-90	15
Sausage: <sup>5</sup>				
Liver		32-35	85-90	14
New England style		32-35	85-90	10
pork links		32-35	85-90	14
pork bulk		32-35	85-90	14
Scallops		32-35	85-90	4
Shallots	32	32-35	95	10-28
Shortening compound, carton		32-35	55	180
Syrup, imitation, boat or envelope <sup>10</sup>		50	80-90	365
Spinach	31	32	95	10-14
Squash, fall and winter,				
Hubbard	30	45-55	70-75	180
acorn	31	45-55	70-75	35-56
butternut	30	45-55	50	60-90
summer	31	32-35	90-95	4-5

See Notes at end of chill storage table on page 12

## NAVSUP P-486 Volume I - Food Service Management

Item	Average Freezing Point	Accepted Storage Temperature	Preferred Relative Humidity %	Approximate Storage Life (Days)
Tangerines	30	32-35	85-90	14-28
Tomatoes				
mature, green <sup>2</sup>	31	55-60	85-90	14-21
pink	31	45-55	85-90	7-10
firm, ripe	31	45-55	85-90	4-7
full color development	31	32-35	85-98	21 after dev of full color
Turnips	30	32-35	95	120-150
Watermelon	31	32-35	85-90	14-21
Yeast, bakers:				
active dry		32-35	60-70	365
Yogurt, plain or fruit flavored	30	32-35		30

*See Notes at end of chill storage table on page 12*

## NAVSUP P-486 Volume I - Food Service Management

Variety of Apples	Storage period (months) Normal	Maximum	Variety of Apples	Storage period (months) Normal	Maximum
Baldwin	4 to 6	7	Northern Spy	4 to 5	8
Cortland	3 to 4	5	Rhode Island		
Delicious	4 to 5	8	Greening	3 to 4	6
Golden Delicious	4 to 6	8	Rome Beauty	4 to 5	7
Gravenstein	0 to 2	3	Stayman, Winesap	4 to 5	6
Grimes Golden (some areas 34-36°F)	2 to 3	4	Wealthy	0 to 2	3
			Winesap	5 to 7	8
			Yellow Newton (Calif. 38-48°F)	5 to 6	8
Jonathan (some areas 35-36°F)	2 to 3	4	York Imperial	4 to 5	6
McIntosh (some areas 38°F)	2 to 4	5			

The length of time apples can be held successfully in cold storage at 32°F, unless otherwise specified, will vary with the variety, with the district where grown, as well as with their condition when harvested. Controlled atmosphere can extend storage life an additional 2 to 4 months.

\*Stored in polyethylene bag liners (unsealed)

	Length of Storage Period (months)
Storage of Pear varieties at 30 to 31°F	
Stored immediately after harvest at 30 to 31°F	
Anjou	4 to 6*
Bartlett, Comice, Hardy, and Kieffer	2 to 3
Bose and Seckel	3 to 4*
Packam	5 to 6
Winter Nelis	6 to 7

For best ripening, pears should be held 65°F, for 2 to 3 days prior to serving.

Pears-Length of sale storage for certain varieties of pears.

\*The storage life of Anjou, Bartlett, Bose and Comice pears may be extended for an additional 1-2 months by packaging in polyethylene liners.

## NAVSUP P-486 Volume I - Food Service Management

### Notes

<sup>1</sup> See page F-11.

<sup>2</sup> Damage will result if item is stored at a lower temperature than indicated.

<sup>3</sup> See page F-11.

<sup>4</sup> See page F-11.

<sup>5</sup> Carcasses and cuts: Quarters and cuts of beef, lamb and veal should be hung or placed on racks when in chill space. If such items are in a solid frozen condition when received, stow as compactly as possible in the freezer space. Frozen boneless beef should be stacked compactly. Veal carcasses or cuts, particularly of the lighter weights and lower grades, are subject to rapid deterioration. Holding time of such items in the chill space should be held to a minimum. Fresh chilled pork cuts should be treated as highly perishable.

Variety meats and sausage: Such items are highly perishable. Hold storage time to a minimum.

Cured and smoked meat: The keeping qualities of cured and smoked meats depend upon the type of cure, the length of smoking period, and the method of packaging. The storage life of such items is further influenced by the condition of the storeroom with regard to humidity, temperature and sanitation.

Growth of mold and development of rancidity in hams and bacon can be retarded by stowing such items in the chill space for current consumption and in freezer space for seasonal stocks. Since the growth of mold on cured and smoked meats is favored by the presence of condensed water, excessive humidity should be avoided. If the relative humidity is higher than recommended, it is essential that good air circulation be maintained.

Hams and bacon that has been individually wrapped in one or more layers of paper have a tendency to retain upon the surface of the meat any moisture, which may have come from the product after wrapping. This moisture in a measure, stimulates mold and bacterial growth. If hams so wrapped are held at temperatures of 45°F or above for a considerable length of time, mold and slime will form on the surface of the meat. Surface slime and mold make the ham unattractive and unpleasant to handle, but do not necessarily indicate spoilage. Accordingly, such products should be carefully inspected to determine how far the mold has penetrated.

<sup>6</sup> Very susceptible to mold growth on surface. Inspect and wipe often.

<sup>7</sup> This item keeps better unwashed.

<sup>8</sup> This commodity should not be stored with items such as apples and grapefruit since they will acquire an onion taste. Compartments should be kept dark.

<sup>9</sup> The refrigerated storage of Florida grapefruit is not recommended for more than a limited period and then only if the fruit is inspected at intervals. Grapefruit is very susceptible to rind pitting and aging at comparatively low temperatures, especially 38°F, (as compared with 32°F). At higher temperatures, such as 50°F the rapid development of decay is uncontrolled.

<sup>10</sup> Keeping time in uncontrolled storage (dry space) is less than 3 months because of desiccation and because of swelling due to microbial activity.

<sup>11</sup> Sweet cherries packed in sealed polyethylene bag liners can be stored for up to 21 days.

<sup>12</sup> Carrots may become bitter if stored with fruits which give off ethylene gas, such as apples and pears. If carrots are bitter, they should be stored at room temperature several days before use.

<sup>13</sup> California and Arizona varieties are more susceptible to low temperature rind disorders.

<sup>14</sup> Imperfect seals will reduce shelf life.

## NAVSUP P-486 Volume I - Food Service Management

### STORAGE LIFE FROZEN SUBSISTENCE

#### Storage Life of Frozen Subsistence at 0°F or below

Item	Approx Storage Life (Months)
Apple juice, concentrated	30
Asparagus	12
Bacon: <sup>2,3</sup>	
slab, vacuum packed	12
sliced, nonvacuum packed	2
sliced, vacuum packed	6
Canadian	9
Beans:	
green	12
lima	14
wax	12
Beef: <sup>2</sup>	
Boneless	12
carcass, wholesale cuts	12
corned	12
cutlets, boneless	9
diced	12
dried, sliced	9
ground, bulk	12
ground, patties	9
liver, whole or portion cut	6
Blackberries	18
Blueberries	18
Bologna <sup>2,3</sup>	3-4
Boysenberries, dewberries, loganberries, youngberries	8
Bread dough <sup>2</sup>	6
Bread, yeast raised (and rolls, fresh) <sup>2</sup>	6
Broccoli	14
Brussels sprouts	12
Burritos	9
Butter prints and patties <sup>2</sup>	48
Cakes, coffee, layer, loaf, cheese	12
Carrots	12
Cauliflower	14
Cervelat: <sup>2,3</sup>	
dry	12
soft (thuringer)	6
Cheese, pizza blend, shredded	12

See Notes at end of frozen storage table on page 17.

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Item	Approx Storage Life (Months)
Chicken: <sup>2</sup>	
Gizzards	12
parts, cut up, ready to cook	12
whole, ready to cook	12
Chitterlings:	3
raw	
Clams, shucked: <sup>2</sup>	9
Corn	24
Corn on the cob	9
Crabs	9
Cranberry juice cocktail	24
Crawfish tail (spiney lobster tail)	9
Duck <sup>2</sup>	12
Egg roll (Chinese or Filipino style)	6
Eggs:	
whole (including table grade) <sup>2</sup>	12
whites <sup>2</sup>	12
Yolks, sugared or salt added	12
Enchiladas	9
Fish:	
fish fillets. Steaks <sup>2</sup>	
Fatty (mackerel, salmon)	3
moderately fatty (halibut, perch, rockfish)	6
lean (cod, haddock, flounder)	9
fish sticks, portions and nuggets	12
Frankfurters: <sup>2,3</sup>	
carton	3
flexible package	9
Grape juice, concentrated	24
Grapefruit juice, concentrated	24
Grapefruit-orange juice, concentrated	24
Greens, leafy	14
Hams: <sup>2</sup>	
boneless, cooked	12
Ice cream, sherberts or ices	6
Ice cream, novelties	9
Lamb: <sup>2</sup>	
Boneless	12
Lemon juice, concentrated	24

*See Notes at end of frozen storage table on page 17.*

## NAVSUP P-486 Volume I - Food Service Management

Item	Approx Storage Life (Months)
Lemonade, concentrated	24
Lime juice, single strength	24
Lobster, whole <sup>2</sup>	9
Luncheon loaf <sup>2,3</sup>	6
Manicotti	6
Margarine, prints and patties <sup>2,4</sup>	48
Meal, precooked (TV dinners, pot pies, etc.) <sup>1,6</sup>	6
Okra	18
Onion rings, french fried and raw	14
Orange juice, concentrated	24
Oysters <sup>2</sup>	12
Pastrami	12
Peaches	18
Peas, green	14
Peas and carrots	14
Pepperoni	12
Peppers	14
Pies, fruit, baked and unbaked: <sup>2</sup>	
cream filled	6
fruit filled	12
Pizza, prepared	6
Pizza shells <sup>2</sup>	6
Pork: <sup>2</sup>	
barbecued	12
cutlets, boneless	9
diced	9
hocks, fresh	12
hocks, smoked	12
loin, boneless	12
slices, chops	12
Potatoes;	
white, french fries, precooked rounds	12
white, hash brown	12
Rabbit: <sup>2</sup>	
ready-to-cook, cut up	12
Raspberries	18
Rhubarb	18

See Notes at end of frozen storage table on page 17.

## NAVSUP P-486 Volume I - Food Service Management

Item	Approx Storage Life (Months)
Ravioli	6
Salami: <sup>2,3</sup>	
cooked	6
dry	6
Sausage: <sup>2,3</sup>	
liver	9
New England style	6
pork, bulk style	6
pork, links and patties	3-4
pork, precooked, Polish, Italian	9
pork and beef, precooked	9
Scallops <sup>2</sup>	9
Scrapple	6
Shrimp: <sup>2,7</sup>	
raw, peeled/unpeeled	9
breaded	9
Soups <sup>5</sup>	12
Spinach	12
Spinach, chopped	10
Squash, summer and fall, cooked	12
Strawberries	18
Succotash	12
Sweet goods, yeast raised	6
Tamales	9
Topping, dessert	24
Tortillas, corn or wheat	12
Turkey: <sup>2</sup>	
boneless, raw	6
whole, ready-to-cook	9
gizzards	12
Veal: <sup>2</sup>	
cutlets, boneless, breaded	9
boneless, fabricated	12
Vegetables, mixed	12
Waffles	12

*See Notes at end of frozen storage table on page 17.*

## NAVSUP P-486 Volume I - Food Service Management

### Notes:

- <sup>1</sup> Any evidence that meals have been thawed is reason for discarding.
- <sup>2</sup> Many of the products listed herein are also storable under chill conditions (above 32 degrees fahrenheit).
- <sup>3</sup> These products suffer deteriorative changes as a result of freezing. If frozen storage is necessary, storage times indicated will tend to minimize rancidity development.
- <sup>4</sup> Storage life above zero degrees fahrenheit is 4 months.
- <sup>5</sup> Cream style soups which have broken down during freezing will be satisfactory when heated.
- <sup>6</sup> These meals may be used for their intended purpose up to 9 months after date of pack provided surveillance inspections performed at least every 30 days subsequent to the 6 months period result in the product being accepted for consumption.
- <sup>7</sup> The quality of frozen shrimp will deteriorate within 30 days if held between 14 and 18 degrees fahrenheit.

## NAVSUP P-486 Volume I - Food Service Management

### DRY STORAGE OF SEMIPERISHABLE SUBSISTENCE

<u>Item</u>	Packaging	<u>Keeping time in months (approx)</u>		
		40°F	70°F	90°F
Apple:				
Regular pack	Can	48	24	12
Butter	Can/Jar	36	18	9
Sauce	Can	48	24	12
Dehydrated (instant)	Can	48	24	12
Juice				
Dehydrated <sup>11</sup>	Can	72	36	18
Single strength	Can	36	18	9
Spiced, rings	Can	36	18	9
Apricots:				
Regular pack	Can	48	24	12
Dried	Carton	24	3	1
Apricot nectar:				
Regular pack	Can	48	24	12
Asparagus				
	Can	36	18	9
Bacon:				
Sliced, prefried	Can/Flexible package	48	24	12
Bakery mixes, extended shelf life except biscuit, cheese cake, cookie, corn bread or pie crust mix, see specific item				
	Can	72	36	9
Bakery mixes, commercial				
	Bag/Carton	12	6	3
Baking powder				
	Can	24	12	6
Baking soda				
	Carton	indef	indef	indef
Barley, pearl				
	Bag/Carton	60	48	24
Beans:				
Dry <sup>12</sup>	Bag/Carton	24	12	9
Green, regular	Can (plain body)	36	18	9
	Can (enameled)	48	24	12
Green, dehydrated, compressed	Can	84	60	24
Kidney	Can	72	36	18
Lima	Can	72	36	18
Pinto	Can	72	36	18
Sprouts	Can	48	24	12
Wax	Can (plain body)	36	18	9
	Can (enameled)	48	24	12
White with pork in tomato sauce	Can	48	24	12
Bean, refried	Can)	72	36	18
Beef:				
Chunks with natural juices	Can	60	36	18
Diced, raw, dehydrated	Can	72	36	18
Patties, dehydrated	Can	60	36	18
Spiced sauce (barbecue)	Can	60	24	18
Beef, steak, raw, dehydrated				
	Can	60	36	18

See Notes at end of dry storage table on page 28.

## NAVSUP P-486 Volume I - Food Service Management

Item	Packaging	Keeping time in months (approx)		
		40°F	70°F	90°F
Beets:				
Regular pack,	Can	36	19	9
Gulf states except Gulf states	Can	48	24	12
Berries; black, etc.	Can	36	18	9
Beverage base:				
Cocoa, powder	Can	72	36	24
Imitation, liquid	Bottle	24	12	6
Powder	Envelope	48	24	12
Beverage, base, liquid for post mix:				
cola, pepper,	Can	2	1	1/2
fruit punch, lemon-lime, orange, root- beer, gingerale, grape	Can	18	8	3
Biscuit mix	Can	36	18	6
Blueberries	Can	36	18	9
Bouillon, dried, cubes, beef or chicken	Can	48	24	12
Bread crumbs	Bag	8	4	2
Brownie mix	Can	56	28	8
Cabbage:				
Red, sweet, sour	Can	48	24	12
Raw, dehydrated, compressed	Can	60	24	12
Cake, fresh:				
Layer, coffee			(2 days)	
Loaf			(4 days)	
Candy:				
Caramel	Box	12	9	4
Coated (bridge mix)	Box	24	12	4
	Can	72	36	18
Hard	Can	72	36	18
Starch jelly	Box	24	12	6
Carrots:				
Regular pack	Can	60	30	15
Catsup:				
Regular pack	Bottle	48	24	12
	Can	36	18	9
Cereal:				
Quick cooking	Carton	24	12	6
	Can	48	24	12
Ready to eat, rolled oats	Pkg	24	12	6
Sugar, coated	Pkg	24	12	6
Chalupa shells, corn	Container	12	6	3

See Notes at end of dry storage table on page 28.

## NAVSUP P-486 Volume I - Food Service Management

Item	Packaging	Keeping time in months (approx)		
		40°F	70°F	90°F
<b>Cheese:</b>				
Cottage cheese, dehydrated	Can	24	12	6
Grated	Container	18	6	3
Processed, American, dehydrated	Can	36	18	9
Cheese cake mix	Bag	12	6	3
<b>Cherries:</b>				
Maraschino	Jar	36	18	9
RTP (Red, tart, pitted)	Can	36	18	9
Sweet, dark	Can	36	18	9
Sweet, light	Can	36	18	9
Chewing gum	Carton	9	4	2
<b>Chicken:</b>				
Dehydrated	Can	60	36	18
Regular pack	Can	60	36	18
<b>Chili con carne:</b>				
w/o beans	Can	48	30	15
Dehydrated, w/beans	Can	72	36	12
Chili sauce	Bottle	48	24	12
Chives, dehydrated	Can	24	12	6
<b>Chocolate, cooking:</b>				
Semi-sweet chips <sup>16</sup>	Pkg	36	18	6
Unsweetened <sup>16</sup>	Carton	48	24	12
Chocolate syrup, beverage	Can	72	36	18
Chutney Sauce	Jar	48	24	12
Clams	Can	72	36	18
Cocoa, natural	Carton	36	18	9
	Can	72	36	18
<b>Coconut, prepared:</b>				
Sweetened	Can	36	18	6
	Container	24	6	1
Unsweetened	Bag	24	6	1
<b>Coffee:</b>				
Instant	Envelope	36	18	9
	Jar	72	36	18
Roasted and ground	Pouch	9	2	1
	Can	18	12	5
Cookie mix, chocolate & sugar	Can	36	18	9
Cookies	Carton	6	4	2
Corn bread mix	Can	24	12	3
Corn, cream, and whole grain styles	Can	72	36	18

See Notes at end of dry storage table on page 28.

## NAVSUP P-486 Volume I - Food Service Management

Item	Packaging	Keeping time in months (approx)		
		40°F	70°F	90°F
Corn, chips	Pkg	1	112	114
Corn flake crumbs	Carton	24	12	6
Corn meal	Pkg	24	12	6
Crabapples, spiced	Can	36	18	9
Crab	Can	72	36	18
Crackers:				
Graham	Carton	4	2	1
Other than graham	Carton	12	6	3
Crumbs	Bag	12	6	3
Cranberry sauce	Can	36	18	9
Cranberry juice cocktail	Can	30	12	9
Cream:				
Coffee type, aseptically processed and packaged <sup>19</sup>	Bottle	60	3	3
	Can	12	1	1
Whipping, aseptically processed and packaged <sup>7,19</sup>	Can	6	1	1
Substitute	Can/Envelope	24	12	12
Cream of tartar	Container	indef	indef	indef
Cup, ice cream, edible	Box	24	12	6
Currants, dried	Carton	24	12	6
Dessert powder:				
Gelatin, base, all flavors <sup>14</sup>	Can	72	36	18
	Container/Pkg	36	18	9
Starch, base, all flavors <sup>14</sup>	Can	48	24	12
	Container/Pkg	36	18	9
Instant, all flavors <sup>14</sup>	Can	48	24	12
	Carton	36	18	9
Doughnuts:				
Cake	Pkg		(3 days)	
Yeast	Pkg		(1 day)	
Eggnog (APP) <sup>19</sup>	Can	12	6	1
Egg mix, dehydrated	Can	60	36	18
Emulsifier, bread and rolls	Bag/can	24	12	6
Enchiladas	Can	48	24	12
Figs	Can	48	24	12
Fish, dehydrated:				
Squares	Can	60	36	18

See Notes at end of dry storage table on page 28.

## NAVSUP P-486 Volume I - Food Service Management

Item	Packaging	Keeping time in months (approx)		
		40°F	70°F	90°F
Flavoring:				
Imitation maple or vanilla	Bottle	indef	indef	indef
Nonalcoholic, all flavors not listed	Bottle	24	18	6
Rye	Fiber drum	12	6	3
Tablet, imitation maple or vanilla	Bottle	indef	indef	indef
Flour:				
Rye <sup>18</sup>	Bag	24	12	6
Wheat, bread or general purpose	Can	36	18	9
	Bag	24	12	6
Food coloring, liquid	Bottle	indef	indef	indef
Food coloring, paste	Jar	48	24	12
Food packet:				
Survival, abandon ship	Carton	84	84	72
Survival, aircraft, liferaft	Can	84	84	72
Survival, general purpose	Carton	60	48	24
Fruitcake	Box	12	6	1
Fruit, candied	Jar	12	6	3
Fruit cocktail	Can	48	24	12
Fry mix, breading	Bag	36	18	9
Garlic:				
Dehydrated	Jar	48	24	12
Dry	Box	5	4	3
Gelatin, plain, edible	Container	72	36	18
Grape juice:				
Dehydrated (instant) <sup>11</sup>	Can	72	36	18
Single strength	Can	24	12	6
Grapefruit:				
Regular pack	Can	48	24	12
Juice, dehydrated (instant) <sup>11</sup>	Can	72	36	18
Juice, single strength	Can	48	24	12
Grapefruit-orange juice blend, single strength	Can	48	24	12
Grapefruit-pineapple juice blend, single strength	Can	48	24	12
Ham chunks	Can	48	36	18
Hash, corned beef or roast beef	Can	48	36	18
Hominy:				
Grits	Container	24	12	6
Whole	Can	72	36	18
Honey, extracted	Jar	48	24	12
Horseradish, dehydrated	Bottle	48	24	12

See Notes at end of dry storage table on page 28.

## NAVSUP P-486 Volume I - Food Service Management

Item	Packaging	Keeping time in months (approx)		
		40°F	70°F	90°F
Ice milk/milk shake mix	Can	36	18	6
Icing mix	Can	72	36	18
Inhibitor, mold, bread and rolls <sup>14</sup>	Bag	18	9	5
Jam, fruit	Can/Jar Pkg	36 24	18 12	9 6
Jelly, fruit	Can/Jar Pkg	36 24	18 12	9 6
Luncheon meat	Can	60	36	18
Macaroni <sup>14</sup>	Carton	72	36	18
Marmalade	Jar	36	18	9
Marshmallows	Container	12	9	1
Mayonnaise	Can/Jar	12	6	6
Meal, ready to eat, individual	Box	(See information at end of table)		
Meat spread	Can	36	18	9
Meringue powder	Can	48	24	1
Milk:				
Dry, non-fat	Can Drum/bag/ carton	32 24	16 12	8 3
Ultra high temperature, aseptically processed and packaged	Carton	9	6	1
Mincemeat	Can	48	24	12
Molasses	Can	48	24	12
Mushrooms	Can	48	24	12
Mustard, prepared	Can/Jar	36	18	9
Noodles:				
Chow mein	Can	8	4	2
Egg <sup>14</sup>	Carton	72	36	18
Nuts:				
Shelled, roasted	Can	60	24	12
Unshelled	Bag	24	12	6
Okra	Can	48	24	12
Olives:				
Green	Jar	48	24	12
Ripe	Can	48	24	12
Olive oil	Can	18	6	4
Onions, dehydrated and dehydrated compressed	Can	48	24	12

*See Notes at end of dry storage table on page 28.*

## NAVSUP P-486 Volume I - Food Service Management

Item	Packaging	Keeping time in months (approx)		
		40°F	70°F	90°F
Onions, whole	Can	36	18	9
Orange juice:				
Dehydrated (instant) <sup>11</sup>	Can	72	36	18
Single strength	Can	48	24	12
Parsley, dehydrated	Can	30	24	12
Peaches:		48	24	12
Regular pack	Can			
Peanut butter	Can/jar	36	18	9
Pears:				
Regular pack	Can	36	18	9
Peas:				
Blackeye	Can	72	36	18
Dehydrated, compressed	Can	60	24	12
Dry <sup>12</sup>	Bag/Carton	24	12	9
Green	Can	72	36	18
Peas and carrots	Can	60	30	15
Peppers, green, dehydrated	Can	60	24	12
Peppers, pickled, cherry	Jar	36	18	9
Peppers, jalapeno	Can	24	12	6
Pickles:				
Cucumber, cured	Jar	48	24	12
	Can	24	12	6
Cucumber, fresh pack	Jar	36	18	9
	Can	18	9	4
Mixed	Jar	48	24	12
	Can	24	12	6
Relish	Jar	48	24	12
	Can	24	12	6
Pie crust mix	Can	36	18	6
Pie filling, prepared fruit, apple, blueberry, cherry, peach, lemon <sup>15</sup>	Can	24	12	6
Pie shell, graham cracker	Container	8	4	2
Pimientos	Can	48	24	12
Pineapple				
Regular pack	Can	48	24	12
Juice	Can	48	24	12
Plums:				
Regular pack, red	Can	36	18	9

See Notes at end of dry storage table on page 28.

## NAVSUP P-486 Volume I - Food Service Management

Item	Packaging	Keeping time in months (approx)		
		40°F	70°F	90°F
Popcorn, unpopped	Can	72	36	18
	Carton	2	1/4	1/8
	Cello bag	24	3	1
Pork chops, raw, dehydrated	Can	60	36	18
Potato:				
Chips	Pkg	1	1/2	114
	Can, air	4	2	1
	Can, nitrogen	24	12	6
	Can, vacuum	12	6	3
	Can	48	24	12
Sticks	Can	48	24	12
Sweet	Can	60	30	15
White	Can	24	12	6
White, dehydrated, granules-8% moisture	Can	60	36	18
White, dehydrated, granules-6% moisture	Poly bag	24	18	6
White, dehydrated slices	Kraft bag	12	6	3
White, dehydrated slices-8% moisture	Bag	12	6	3
Mix, dehydrated for french fries	Can	18	9	5
Prunes:				
Dried	Carton	18	9	5
Dried, soaked	Can	36	18	9
Pumpkin	Can	48	24	12
Raisins	Can	36	18	9
	Carton	18	9	5
Ration, cold weather	Box	84	48	24
Ravioli w/meat sauce	Can	48	24	12
Rice:				
Instant <sup>14</sup>	Carton	36	18	9
Parboiled <sup>14</sup>	Container/Bag	30	20	10
Rolls, fresh:				
Bagel	Pkg		(1 day)	
Sweet or finger	Pkg		(2 days)	
English muffin	Pkg		(7 days)	
Salad dressing, spoonable <sup>4</sup>	Can/Jar	8	5	2
Salad dressing, pourable <sup>4</sup>	Bottle	7	5	2
Salad oil <sup>9</sup>	Can	24	12	6
Salmon	Can	72	36	18
Salt:				
Table <sup>5</sup>	Bag/Envelope	indef	indef	indef
Sauces, Hot, Kitchen, Meat, Soy, or Worcestershire	Bottle	60	30	15
Sauerkraut	Can	36	18	9
Sardines	Can	72	36	18

See Notes at end of dry storage table on page 28.

## NAVSUP P-486 Volume I - Food Service Management

Item	Packaging	Keeping time in months (approx)		
		40°F	70°F	90°F
Sauce mix, brown gravy, spaghetti, taco seasoning	Can	36	18	9
Shortening compound: <sup>10</sup>				
deep fry, cooking type, fluid	Can	48	24	12
General purpose, regular	Can/Cube	48	24	12
Shrimp	Can	72	36	18
Shrimp, dehydrated	Can	60	36	18
Syrup:				
Blended	Can	72	36	18
Maple syrup, imitation	Bottle/Can	72	36	18
Soup:				
Beef, instant, dehydrated	Pkg	24	12	6
Beef, noodle, dehydrated	Pkg	24	12	6
Beef, vegetable, noodle, dehydrated	Can	36	18	9
Chicken, noodle, dehydrated	Can	60	30	15
	Pkg	24	12	6
Condensed <sup>13</sup>	Can	72	36	18
Cream of potato, instant, dehydrated	Pkg	24	12	6
	Can	60	30	12
Onion, dehydrated	Pkg	24	12	6
	Pkg	24	12	6
Onion, instant, dehydrated	Can	48	24	12
Ready to serve	Can	48	24	9
Tomato-vegetable w/noodles, dehydrated	Pkg	24	12	6
Vegetable, dehydrated				
Soup and gravy base:				
Beef flavored	Can/Jar	60	30	15
	Envelope	24	12	6
Chicken flavored	Can/Jar	60	30	15
	Envelope	24	12	6
Ham flavored	Can/Jar	60	30	15
	Envelope	24	12	6
Sour cream sauce mix	Can	24	12	4
Spaghetti <sup>14</sup>	Carton	72	36	18
Spices, seasoning, herbs <sup>6</sup>	Can	48	24	12
	Bottle	36	18	9
Spinach:				
Regular pack	Can	48	24	12
Starch:				
Corn, edible	Carton	96	48	24
Pregelatinized, edible <sup>14</sup>	Can/Bag	96	48	24
Sugar:				
Brown <sup>17</sup>	Carton/Bag	36	18	4
Confectioners <sup>17</sup>	Carton/Bag	36	18	6
Refined, granulated	Bag/Can, Envelope	indef	indef	indef

See Notes at end of dry storage table on page 28.

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Item	Packaging	Keeping time in months (approx)		
		40°F	70°F	90°F
Sugar, substitute	Envelope	indef	indef	indef
Tamales	Can	48	24	12
Tapioca <sup>14</sup>	Carton	96	48	24
Taco shells, corn	Container	12	6	3
Tea:				
Black, bag, or loose	Carton	36	18	9
Instant	Envelope	36	18	9
Tomato:				
Juice, concentrated, 3 + 1	Can	36	18	9
Juice, single strength	Can (plain body)	36	18	9
	Can (enameled)	48	24	12
Paste, regular pack	Can	36	18	9
Regular pack	Can	48	24	12
Topping, dessert:				
Prepared, ice cream, non acid syrup	Can	72	36	18
Prepared, ice cream, fruit acid syrup	Can	36	18	9
Dehydrated	Can	36	24	6
Tortillas, corn	Can	36	18	9
Tuna:				
Oil pack	Can	72	36	18
Water	Can	72	36	18
Vegetable:				
Juice, single strength	Can	36	18	9
Mixed, dehydrated, compressed	Can	36	18	6
Vinegar:				
Liquid	Bottle	60	30	15
Wheat base <sup>2,14</sup>	Bag	48	36	12
Yeast, bakers, active dry	Can	6	1	1/4
Yeast food	Bag	48	24	12

See Notes at end of dry storage table on page 28.

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### Notes

- <sup>1</sup> In general, relative humidity 50-55 percent. Metal cans are susceptible to rust and most boxed and bagged food to mustiness or molding above R.H. 60 percent.
- <sup>2</sup> Flour should be stored under cool, dry conditions. The major problem is protection against dampness, insects and rodents. Low temperatures, 32-40 degrees Fahrenheit, protect against insects, relative humidity greater than 70 percent leads to mustiness. Best storage conditions are at temperatures below 50 degrees Fahrenheit.
- <sup>3</sup> Designed to be edible after one month at 140 degrees Fahrenheit.
- <sup>4</sup> Separates at high temperatures or after freezing.
- <sup>5</sup> Humidity above 90 percent will cause caking. "Caked" salt is usable.
- <sup>6</sup> Above 100 degrees Fahrenheit there is complete loss of flavor in less than 6 months. "Whole" spices keep longer than "ground" spices.
- <sup>7</sup> Guaranteed to whip only if stored below 50 degrees Fahrenheit.
- <sup>8</sup> Cases should be turned every 30 to 60 days to prevent separation of butterfat. Separated or grainy milk can be used for cooking.
- <sup>9</sup> When held below 32 degrees Fahrenheit may show solid material which will disappear on warming.
- <sup>10</sup> If held above 90 degrees Fahrenheit changes may occur in texture unfavorable to normal creaming properties.
- <sup>11</sup> Store at cool temperatures below 75 degrees Fahrenheit during the first 3 months.
- <sup>12</sup> High temperatures harden, high humidity causes molding.
- <sup>13</sup> Cream style soups break down on freezing, but are not spoiled.
- <sup>14</sup> Highly susceptible to damage by moisture.
- <sup>15</sup> Freezing alters appearance of starch thickening. Baking restores desirable appearance.
- <sup>16</sup> Do not store near other material capable of imparting odor to chocolate.
- <sup>17</sup> Keeping time based on relative humidity not more than 60 percent. For storage longer than 1 month, sugar should be covered with tarpaulins and not stored on damp or concrete floors or near cold walls.
- <sup>18</sup> Rye flour loses its delicate flavor after 2 months at 40 degrees Fahrenheit, 1 month at 70 degrees Fahrenheit, or 1 week at 90 degrees Fahrenheit. After this time further flavor change is very slow.
- <sup>19</sup> These items should be stored at temperatures below 72 degrees Fahrenheit. For long holding, chill storage is recommended. Do not freeze.

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### ESTIMATED SERVICEABLE (MAXIMUM) STORAGE LIFE FOR MEAL, READY-TO-EAT (MRE)

Persons using this table as an aid in planning storage facility use must be aware that using average environmental temperatures to enter the table will often result in inaccurate and misleading guidance. The use of maximum temperatures encountered will generally provide more useful guidance. Few non-refrigerated storage facilities offer moderate and non-fluctuating temperatures; therefore, controlled temperature storage of MRE stocks is generally recommended. In order to optimize quality of stocks shipped to using agencies, wholesale stocks should be stored at not more than 40°F.

<u>SUSTAINED STORAGE TEMPERATURE (°F)</u>	<u>ESTIMATED SERVICEABLE LIFE MONTHS</u>
120	3
110	5
100	18
90	30
80	48
70	66
60	84
50 or below (above 30)	96

When using this table, it must be remembered that the effects of time and temperature are cumulative. For example, if rations are received 9 months after their Date of Pack (DOP), and you determine that they have been held in a hot environment, say 100°F, you can estimate that one-half of their serviceable life is gone ( $9/18 = 0.5$ ). If they are to be stored at 70°F in your facility, you could expect a remaining serviceable shelf life of 33 months, not 66 months ( $66 \times 0.5 = 33$ ).

Fluctuating temperatures around the freezing point of foods (approximately 25 to 30°F) should be avoided due to the potential for reduced product quality from repeated freezing and thawing. Frozen storage below 0°F is not recommended as rough handling of frozen MREs will result in packaging failures.

This table is contained in Army Regulation, AR 30-7, Operational Rations and Health and Comfort Items, and represents the latest estimates developed by U.S. Army Natick Research, Development and Engineering Center, Natick, MA, using statistical and judgmental data from a five-year storage study and from actual field experience with stored MREs.

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**APPENDIX G**

**AUTHORIZED SALES OF FOOD ITEMS EXCLUDING AUTHORIZED MESSES**

Category	Approving Authority	Administrative Charge	Accessorial Charge	Remarks
Components of DoD, including Reserve Activities and Coast Guard	Commanding Officer	No	No	
American National Red Cross at naval activities in Alaska and Hawaii and outside the United States	Naval district commandant or overseas area commander	NAVCOMPT Manual, Vol. 3	NAVCOMPT Manual, Vol.3	Items may be used only for food service in local Red Cross canteens and will not be transferred nor resold.
Authorized contract messes	Commander, Naval Supply Systems Command	NAVCOMPT Manual, Vol. 3	NAVCOMPT Manual, Vol. 3	
Civilian cafeterias at military installations	In Alaska and Hawaii outside the United States: Naval district commandant or overseas area commander	NAVCOMPT Manual, Vol. 3	NAVCOMPT Manual, Vol. 3	Authorized only when commercial activities sources are not available or when it is impracticable for the cafeteria to procure items from commercial sources without impairing the efficient operation of the military activity.
	Inside the United States except Alaska and Hawaii: Naval Supply Systems Command	NAVCOMPT Manual, Vol. 3	NAVCOMPT Manual, Vol. 3	
Foreign naval vessels and foreign military aircraft	Commanding Officer	No	NAVCOMPT Manual, Vol. 3	
Ashore installations of foreign governments	SecNav	No		Application of administrative/accessorial charges will be determined in accordance with NAVCOMPT Manual, paras. 035963 and 036964.

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Category	Approving Authority	Administrative Charge	Accessorial Charge	Remarks
Navy and Marine Corps exchanges	Commandant of a naval district, Chief of Naval Air Training, Commander Amphibious Training Command or the overseas area commander, when items are not available conveniently from commercial Sources	No	No	Items may be used for food service in Navy and Marine Corps exchanges and for resale in exchanges authorized to operate grocery sections.
Other government departments officer (e.g. embassies)	Commanding Officer	No	NAVCOMPT Manual, Vol. 3 para.035961	
Individuals who are authorized patrons of resale activities	In Alaska and Hawaii outside the United states: Naval district commandant or overseas area commander	NAVCOMPT Manual, Vol. 3	No	Granted only when commissary store facilities are not available within a reasonable distance. A copy of each authorization will be furnished to the Navy Fleet Material Support Office.
	Inside the United States except Alaska and Hawaii: Naval Supply Systems Command	NAVCOMPT Manual, Vol. 3	No	Requests will be forwarded via the normal military chain of command. Sales will not be made to individuals at Navy activities having commissary stores.
Ship personnel tasked with MWR function	Commanding Officer Navy and Marine Corps	No	No	Granted only when OCONUS and exchange food service is not available
Distressed ships and aircraft of the United States and of foreign states at peace with the United States	Senior officer present	NAVCOMPT Manual, Vol. 3	NAVCOMPT Manual, Vol. 3	Sales may be made to ships and aircraft in distress or needing supplies and having no other immediate source.

Appendix G - continued

## APPENDIX H

### NAVY FOOD MANAGEMENT TEAM ASSISTANCE

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1. FUNCTION. Assistance in the form of on-the-job training is provided by the Navy Food Management Teams (NFMT) in the following functional areas:

a. proper food service techniques, including management, production, service of food, sanitation, food safety, training and accounting, menu planning and nutrition;

b. management awareness in progressive cookery, proper serving techniques, food service safety precautions, operating procedures, fire prevention, sanitation, and personal hygiene;

c. use of facilities, equipment, personnel, and other food service resources;

d. automated food service records Food Service Management (FSM), financial returns, and organization and operating procedures;

e. DOD, Navy and command food service policy and procedures;

f. food service education programs;

g. new developments in food service operations and food items;

h. Prime Vendor and automated ordering procedures;

i. providing written guidance and recommendations for follow-up action by the command;

j. conducting evaluations for the Ney Memorial Awards program; and

k. classroom and specialized training.

2. LOCATION AND AREAS OF RESPONSIBILITY. The Navy Food Management Team's are based in fleet concentrated areas servicing afloat and ashore activities within the areas of responsibility as indicated in Figure H-1.

3. ASSISTANCE VISITS

a. Requests for Assistance. Activities desiring food service training assistance should send letter of request (Figure H-2) three to six months before the desired visit dates to:

Commander, Naval Supply Systems Command  
Support Services Directorate  
Food Service Division (SUP 51)  
5450 Carlisle Pike  
P.O. Box 2050  
Mechanicsburg, PA 17055-0791

A copy of the letter should be sent to the appropriate Navy Food Management Team. It is recommended that afloat activities request a visit every 24 months and ashore activities every 30 months.

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b. Length of Visit. Standard team visits can be requested for three to five days. Longer visits may be arranged if necessary due to operating schedules or if specific problem areas need to be covered. Commands may request a two day follow up visit within 90 days of the initial visit.

c. Time Periods for Visit. Requests should indicate two or more convenient periods for the assistance visit. Assist visits may be requested for short underway periods when Navy Food Management Team members can arrive and depart the ship at the same homeport. Ships should request assist visits prior to deployment to avoid unnecessary expenditures of travel funds. Ships requesting assist visits during a deployment may be requested to fund the travel costs.

Advance written or telephone contact with the Officer in Charge of the Navy Food Management Team within the designated area of responsibility is encouraged. The following information should be provided to the team before the visit:

- (1) location of ship during the requested dates;
- (2) information on the Supply Officer, Food Service Officer, and Leading Mess Management Specialist, such as name, rank/rate;
- (3) particular problem areas requiring special attention;
- (4) availability of government berthing if the visit is outside the team's homeport.
- (5) Date of last/next Logistic Management Assessment (LMA).

d. Exclusions from Assist Visits. A Navy Food Management Team assist visit will not be made to a general mess after it has been nominated by the cognizant Fleet Commander/Major Claimant for Ney Awards competition. This exclusion will apply even if a visit had been previously scheduled and will remain in effect as long as the general mess is in competition. If an assist visit is in progress when a general mess is nominated by the cognizant commander, the visit will be completed. General messes affected by this provision should take action to reschedule a Navy Food Management Team assist visit based on evaluation results announced in accordance with NAVSUPINST 5061.2 series. Team visits will not be requested during yard overhaul, or prior to shakedown periods of newly commissioned ships.

e. Report of Visit. At the end of each visit, the Officer in Charge of the Navy Food Management Team or the designated representative will informally discuss the overall operation of the general mess with the commanding officer or designated representative, the Supply Officer, the Food Service Officer, and key food service personnel. The Officer in Charge of the team will submit a summary of each assist visit to the Food Service Fleet Support Branch Division (SUP 512), Naval Supply Systems Command, for statistical data collection and trend analysis.

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### NAVY FOOD MANAGEMENT TEAM LOCATIONS AND AREAS OF RESPONSIBILITY

NFMT	ADDRESSES AND PHONE NUMBERS	GEOGRAPHIC AREA OF RESPONSIBILITY
Norfolk	Officer in Charge Navy Food Management Team, Norfolk 1955 Morris Street, Norfolk, VA 23511-3497 Commercial: (757) 444-4937/2290 DSN: 564-4937 Fax: (757) 444-2082 E-Mail: NFMT-NORFOLK@FMSO.NAVY.MIL	Virginia; West Virginia; Illinois: North Carolina; Maryland; NAVDISTWASH; Keflavik; Guantanamo Bay, Cuba; and European areas as far east as the eastern border of Turkey.
New London Det	Officer in Charge Navy Food Management Team New London Detachment Naval Submarine Base, New London Supply Department, Box 500, Groton, CT 06349 Commercial: (860) 694-4938/4939 DSN: 694-4938 Fax: (860) 694-4939	Pennsylvania; New York; New Jersey; Connecticut; Rhode Island; Massachusetts; and Maine.
Mayport	Officer in Charge Navy Food Management Team, Mayport Detachment Naval Station, Box 280021 Mayport, FL 32228-0021 Commercial: (904) 270-5544 DSN: 960-5544 Fax: (904) 270-7099 E-Mail: NFMT-MAYPORT@NAVSUP.NAVY.MIL	Florida; Louisiana; Bahamas; West Indies; Gulfport & Pascagoula, MS; Kings Bay, Georgia; Texas; South Carolina; Tennessee; Puerto Rico; and Panama Canal Zone.
San Diego	Officer in Charge Navy Food Management Team, San Diego 3985 Cummings Road, Suite #6 Naval Station San Diego San Diego, CA 92136-5206 Commercial: (619) 556-5651/5652 DSN: 526-5651 Fax: (619) 556-5653	California; Nevada; Oregon; Washington; and Alaska
Bremerton Det	Officer in Charge Navy Food Management Team, Bremerton Detachment Fleet and Industrial Supply Center 467 W. Street, Bremerton, WA 98314-5100 Commercial: (360) 476-7415/7437 DSN: 439-7415/7437 Fax: (360) 476-7392 E-Mail: NFMT-FISCPS@PUGET.FISC.NAVY.MIL	Washington; Oregon; and Alaska;
Pearl Harbor	Officer in Charge Navy Food Management Team, Pearl Harbor BLDG 482, 1950 Utah Street Pearl Harbor, HI 96860-4533 Commercial: (808) 471-9871 DSN: 474-7700 Fax: (808) 474-3763	Hawaii; Diego Garcia
Yokosuka Det	Officer in Charge Navy Food Management Team, Yokosuka Detachment Attn: Code 105-FM Fleet and Industrial Supply Center PSC 473, Box 11 FPO AP 96349-1500 Commercial: (822) 234-7324      DSN: 234-7324	Guam; Japan; Okinawa; and Korea

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**SAMPLE LETTER REQUESTING NAVY FOOD MANAGEMENT TEAM  
ASSISTANCE VISIT**

*Letterhead*

IN REPLY REFER TO  
1500  
Ser  
(DATE)

From: Commanding Officer \_\_\_\_\_  
To: Commander, Naval Supply Systems Command, Food Service Division (SUP 512)  
Subj: **REQUEST FOR NAVY FOOD MANAGEMENT TEAM ASSISTANCE VISIT**  
Ref: (a) NAVSUP Pub 486, Vol. 1, Appendix H  
(b) Phone call to NAVSUP requesting visit (if desired)

1. In accordance with reference (a) and as discussed during reference (b), a Navy Food Management Team assistance visit is requested during the period (*inclusive dates*). Alternate dates are (*inclusive dates*).

*(signed)*  
*Commanding Officer*

Copy to:  
TYCOM/Major Claimant  
OIC, Navy Food Management Team \_\_\_\_\_

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**APPENDIX I**  
**PART I: FOOD SERVICE EVALUATION/  
 TRAINING/INSPECTION CHECKLIST**

AREAS:

**I. FOOD**

- a. Menu Planning
- b. Preparation/Acceptability/ Conservation
- c. Serving Techniques
- AREA I TOTAL:

MAX PTS	ASSIGNED PTS
175	
170	
50	
395	

**II. ADMINISTRATION**

- a. Financial Records and Returns
- b. Procurement/Receipt/Storage
- c. Food Service Management (FSM)  
Automated System
- AREA II TOTAL:

290	
30	
45	
365	

**III. MANAGEMENT**

- a. General
- b. Command Relations
- c. Letters of Authority
- d. Security
- AREA III TOTAL:

95	
20	
20	
25	
160	

**IV. FACILITIES, EQUIPMENT, AND UTENSILS**

AREA IV TOTAL:

60	
----	--

**V. SAFETY**

AREA V TOTAL:

210	
-----	--

**VI. TRAINING**

AREA VI TOTAL:

65	
----	--

**VII. SANITATION**

- a. Food Storage and Food Protection
- b. Food Service Spaces, Equipment, and Utensils
- c. Personal
- d. Water and Ice Sanitation
- e. Sewage and Plumbing
- f. Sanitary Facilities, Refuse Disposal, and Pest  
Control
- g. Facility Structure and Housekeeping
- h. Ashore general messes only
- AREA VII TOTAL:

115	
80	
30	
15	
20	
25	
50	
30	
365	

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**VIII. SHIPBOARD SOLID AND PLASTICS WASTE MANAGEMENT (WRAPS/PRIME)**

AREA VIII TOTAL:

MAX PTS	ASSIGNED PTS
40	

**IX. ARMY VETERINARY FOOD SAFETY NCO ASSISTANCE CHECKLIST**

- a. Receipt Inspection Responsibilities
- b. Food Inspection Responsibilities After receipt
- c. Storage

AREA IX TOTAL

75	
15	
15	
105	

GRAND TOTAL:

1765	
------	--

SCORE COMPUTATION:

$$\frac{(\text{MAX PTS ASSIGNED})}{(\text{MAX PTS APPLICABLE})} \quad \underline{\hspace{2cm}} = \underline{\hspace{2cm}} \times 100 = \underline{\hspace{2cm}} \text{ Total points}$$

<b>(SAMPLE)</b>		
$\frac{(\text{MAX PTS ASSIGNED})}{(\text{MAX PTS APPLICABLE})}$	1620	= <u>.92</u> X 100 = <u>92</u> Total points
	1765	

**NAVSUP P486 Volume I Food Service Management**

**AREA I: FOOD**

**A. MENU PLANNING  
GENERAL**

	<b>MAX PTS</b>	<b>ASSIGNED PTS</b>
1. A copy of the current General Mess Menu or a menu board was posted at the beginning of each serving line, and reflected actual items being served. (NAVSUP P-486, Vol. I, 3201.1a)	5	
2. A Menu Planning/Menu Review Board was established, and effectively used as a management tool to reflect the crew's preferences. (NAVSUP P-421, 5104.5)	5	
3. Menu reflects efficient use of manpower and equipment. (NAVSUP P-421, 5102.1e)	5	
4. Menu planned using Armed Forces Recipe Service and/or locally approved recipes. (NAVSUP P-486, Vol. I, 3002)	5	
5. Complete set of Armed Forces Recipe Cards with changes is current and on-hand. (NAVSUP P-486, VOL.1, 3002)	5	
6. Meat block and frequency chart(s) were developed and used as the basis for planning each cycle menu. (NAVSUP P-421, 5104.4, 5105.2)	5	
7. Cycle menus are developed which saves time and allows an easier and more thorough analysis. (NAVSUP P-486, Vol. I, 3006)	5	

**NAVSUP FORM 1080  
MEETING NUTRITIONAL STANDARDS AND CNO  
GOALS (CONSIDERATION IS GIVEN TO FAT,  
SATURATED FAT, AND CHOLESTEROL)**

8. Fish and poultry are integrated throughout the menu cycle. (NAVSUP P-486, Vol. 1, 3005.4c(1)(2))	5	
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**NAVSUP P-486 Volume I - Food Service Management**

	<b>MAX PTS</b>	<b>ASSIGNED PTS</b>
9. Speedline includes variety, when possible. (NAVSUP P-421, 5110)	5	

**HEALTHY FOOD OPTIONS/WEIGHT CONTROL**

10. Foods from each of the pyramid food groups are Represented in each day's menu. (NAVSUP P-486, Vol. I, 3005.4)	10	
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11. Weight control information is accurate and up to date. (NAVSUP P-486, Vol. 1, 3005.4b)	10	
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12. Each meal offers a Healthy Navy entrée, vegetable starch and dessert. Healthy menu options are available a. A Healthy Navy entrée will be offered as an alternate, when deep fat fried entrée or entrée containing >15g fat is offered	2	
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b. A hot vegetable prepared without added fat is offered at lunch and dinner	2	
--	---	--

c. Fat free/low fat salad dressings are available	2	
---	---	--

d. Low fat/low calorie dessert options (such as fruit) are available at lunch and dinner	2	
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e. At breakfast, reduced cholesterol eggs and whole eggs are prepared without additional fat are available	2	
--	---	--

f. A starch prepared without added fat is offered at lunch and dinner	2	
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g. Salad bar includes a tossed green salad	2	
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h. Whole grain breads are offered every meal	2	
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i. Fruit is offered every meal	2	
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j. At breakfast assorted lower fat breads and muffins are offered as an alternate to pastries. (NAVSUP P-486, Vol. I, 3005.4)	2	
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**NAVSUP P486 Volume I Food Service Management**

	<b>MAX PTS</b>	<b>ASSIGNED PTS</b>
13. Menu avoids reliance on snack food (e.g., potato chips) as starch item. (NAVSUP P-486, Vol. 1, 3005.3n)	5	
14. When serving a high sodium item, a lower sodium alternate is available. (NAVSUP P-486, Vol. 1, 3005.4.i.(3))	5	
15. Breakfast includes a good source of Vitamin C. (NAVSUP P-486, Vol. 1, 3005.4i)	5	
16. Seasonal fruits and vegetables are incorporated when practical. (NAVSUP P-421, 5105.5) (NAVSUP P-486, Vol. I, 3005.4f)	5	
17. Maximum use is made of the salad bar. (NAVSUP P-421, 5105.5)	5	
<b><u>FOOD COMBINATIONS/SCHEDULING/ VARIETY/INNOVATION</u></b>		
18. Combinations are acceptable to most people. (NAVSUP P-421, 5104.5) (NAVSUP P-486, Vol. 1, 3005.3)	5	
19. Menu items are not over scheduled. (NAVSUP P-421, 5104.4) (NAVSUP P-486m Vol. 1, 3005.3)	5	
20. Effective use is made of the variety available in the AFRS. (NAVSUP P-486, Vol. I, 3002) (NAVSUP P-421, 5102.2)	10	
21. Theme meals/special meals/monotony breakers are scheduled. (NAVSUP P-421, 5104.7) (NAVSUP P-486, Vol.1, 3005.3(k))	10	
22. The following characteristics were considered: Color, Texture, Flavor, and Shape (NAVSUP P-486, Vol. I, 3005.3)	10	

**NAVSUP P-486 Volume I - Food Service Management**

	<b>MAX PTS</b>	<b>ASSIGNED PTS</b>
23. Soup ingredients differ from other menu selections (i.e., tomato sauce - tomato soup). (NAVSUP P-486, Vol. I, 3005.3i)	10	

**MENU TERMS/PUNCTUATION/LEGIBILITY**

24. The menu is legible with correct punctuation and spelling. (NAVSUP P-421, 5106)	10	
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25. Brand names are not used. (NAVSUP P-486, Vol. I, 3005.5a)	5	
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AREA I, SECTION A, SUBTOTAL	175	
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**B. PREPARATION/ACCEPTABILITY/CONSERVATION**

26. General Messes having more than (1) MS assigned are properly utilizing the NS 1090. NAVSUP P-486, Vol. 1, 3101.1)	10	
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27. 1090's are retained for a minimum of 6 months afloat and ashore. (NAVSUP P-486, Vol. I, Appendix A, Section II.1e)	10	
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28. Food Preparation Worksheet (NAVSUP Form 1090) is being effectively used as a management tool. (Use NS 1090 worksheet Attachment A) and matrix (Attachment B) to determine numerical grade.) NAVSUP P-486, Vol. I, 3101)	10	
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29. All local recipes are properly developed and approved by the Food Service Officer. (NAVSUP P-486, Vol. 1, 3100)	10	
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30. Meal acceptabilities are computed daily on the food preparation worksheet. (NAVSUP P-486, Vol. 1, 3101.1)	5	
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31. Appropriate food preparation thermometers are on Hand, accurate, and used effectively in food preparation. (NAVSUP P-421, 5118)	10	
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**NAVSUP P486 Volume I Food Service Management**

	<b>MAX PTS</b>	<b>ASSIGNED PTS</b>
32. Progressive cooking principles are practiced. (NAVSUP P-421, 5010.2.f)	5	
33. Standard volume measuring devices and scales are on hand, accurate, and used effectively in food preparation. (NAVSUP P-421, 5117.1)	10	
34. All food items prepared are being sampled during preparation and prior to serving. (NAVSUP P-486, Vol. 1, 1106.2j)	10	
35. Substitute food items served to "finish" the line, equaled or exceeded the acceptability of the items replaced. (NAVSUP P-486, Vol. 1, 1106.2k)	10	
36. Portion control programs are in effect to eliminate food waste. (NAVSUP P-486, Vol. I, 3400-3401)	10	
37. Number of personnel to be fed is accurately estimated. (NAVSUP P-486, Vol. I, 3101.1)	10	
38. Garnishing techniques support conservation Objectives. (NAVSUP P-421, 7003.2)	10	
39. A conservation education program is in effect (NAVSUP P-486, Vol. I, 3401.1)	10	
40. Customer surveys are taken periodically to Determine preferences. (NAVSUP P-421, 5103.3)	10	
41. Suggestion box is available and effectively used. (NAVSUP P-486, Vol. I, 3202)	10	
42. A designated meal sampler as assigned by the Commanding Officer samples each meal served in the General Mess. (NAVSUP P-486, Vol. I, 1100.1)	10	
43. Menu sampling. (Use menu sampling worksheet (Attachment C-1 Lunch/Dinner or Attachment C-2 Breakfast) to determine numerical grade). (NAVSUP P-486, Vol. 1, Appendix I, Attachment C-1 or C-2)	10	

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	<b>MAX PTS</b>	<b>ASSIGNED PTS</b>
AREA I, SECTION B, SUBTOTAL:	170	

**SERVING TECHNIQUES**

44. During meal service, serving lines and salad bars are promptly cleaned. (NAVSUP P-421, 7003.5)	10	
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45. All food placed on the serving line was kept covered until served to prevent shriveling and drying. (NAVSUP P-421, 7001.1)	10	
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46. Food items are attractively and properly displayed on the serving line. (NAVSUP P-421, 7003)	10	
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47. Proper serving temperatures are maintained for hot and cold foods. (NAVMED P-5010, article 1-39)	10	
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48. Food is served using properly sized and configured trays, pans, plates, utensils, etc. (NAVSUP P-421, 7001)	10	
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AREA I, SECTION C, SUBTOTAL	50	
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AREA I, TOTAL:	395	
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**AREA II: ADMINISTRATION**

**A. FINANCIAL RECORDS AND RETURNS  
DD FORM 200**

1. DD 200 was prepared in all cases per the criteria in (NAVSUP P-486, Vol. I, 6000.2)	2	
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2. DD 200 was properly prepared and distributed. (NAVSUP P-486, Vol. I, 6001)	2	
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3. Copy of DD 200 was sent to cognizant type commander for losses in excess of \$500. (NAVSUP P-486, Vol. I, 6000.8f)	2	
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	<b>MAX PTS</b>	<b>ASSIGNED PTS</b>
4. Certificate by veterinary/medical representative to be unfit for human consumption (if appropriate) was attached to DD 200. (NAVSUP P-486, Vol. I, 6001.4c)	2	
5. A document number is entered upon approval of the Approving Official consisting of the service designator, UIC, 4 digit Julian date and expenditure number. (NAVSUP P-486, Vol. I, 6001.7a.17)	2	
6. Surveyed material was disposed of as indicated in block 15. (NAVSUP P-486, Vol. I, 6001.7a.15)	2	
7. Block number 9 on the DD200 answers the questions who, what, where, when and how. (NAVSUP P-486, Vol. I , 6001.7a.9)	2	
8. Corrective actions and measures to prevent future occurrences were indicated on the DD 200. (NAVSUP P-486, Vol. I, 6001.7a.10)	2	

**DD FORM 1149**

9. DD 1149 used for Turn in to Store (transfers with reimbursement) are properly prepared and distributed. (NAVSUP P-486, Vol. I, 6201 and 6203)	2	
10. DD 1149 properly prepared and distributed in all cases. (NAVSUP P-486, Vol. I, 4201)	2	
11. DD 1149 used for requesting sales from the general mess by other activities authorized to purchase subsistence items in accordance with appendix G. (NAVSUP P-486, Vol. 1, 6306)	2	
12. DD 1149 will be used to transfer the money value only of inventories between blue and gold crews are properly prepared and distributed. (NAVSUP P-486, Vol. I, 7103.3)	2	

**DD FORM 1155**

13. DD 1155 used for definite delivery and indefinite delivery contracts are properly prepared and distributed. (NAVSUP P-486, Vol. I, 4202.1)	2	
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	<b>MAX PTS</b>	<b>ASSIGNED PTS</b>
14. Upon completion of processing dealer's bill for payment, copies of DD 1155s were placed in the completed purchase order file and have been annotated per NAVSUP P-486, Vol. I, 5601.1c)	2	
15. Medical Representative signed DD 1155 certifying that food items received from commercial vendors were fit for human consumption over stamped or typewritten name and rank/rate. When receipt inspection was performed at central inspection point by military veterinary service or PMU personnel, and proof of inspection was on vendor's invoice, the name of the inspection unit was entered instead of the signature. (NAVSUP P-486 Vol. I, 5202)	2	
16. Bulk Storeroom Custodian records and circles exact quantities received and signs/dates the responsibility statement that was entered on the DD 1155. (NAVSUP P-486, Vol. I, 5206.2)	2	
<b><u>DD FORM 1608</u></b>		
17. DD Form 1608 (UMR) is prepared when receiving unsatisfactory food items that do not conform to specifications and are received from Naval and other government sources. Copy of UMR sent to cognizant TYCOM as they occur. (NAVSUP P-486, Vol. 1, 5300.2c)	2	
<b><u>DD FORM 1544</u></b>		
18. DD 1544s were used in the prescribed manner for meals sold for cash from the general mess. (NAVSUP P-486, Vol. I, 2201)	2	
19. Correct basic meal charges and surcharges are published in the quarterly NAVSUPNOTE 7330 and Naval Message from COMNAVSUP Code 511. (NAVSUP P-486, Vol. I, 2200) (NAVSUPNOTE 7330, Encl (4))	2	
20. Food Service Officer reviewed the DD 1544s at least weekly and ensured an audit was made when cash was collected. (NAVSUP P-486, Vol. I, 2201.b(4) (c) )	2	

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	<b>MAX PTS</b>	<b>ASSIGNED PTS</b>
21. Overages/shortages in cash received from the sale of general mess meals were recorded on DD 1544 by the cashier. The collection agent verified the differences in excess of \$1.00 or .05% (whichever was larger) per cashier for the week and took appropriate action to prevent reoccurrence. (NAVSUP P-486, VOL. I, 2201.b.(5))	2	
<b><u>DD FORM 1149</u></b>		
22. DD 1149 used for expending combat meals are properly prepared and distributed (NAVSUP P-486, Vol. 1, 2605.5c)	2	
<b><u>NAVSUP FORM 335</u></b>		
23. Accurate nomenclature, stock numbers, units of issues, high/low limit, fixed price and receipt price were recorded on all NS 335 ledgers. (NAVSUP P-486, Vol. I, 5402.1)	2	
24. High and low limits were updated quarterly to reflect current usage ( For manual records this information may be recorded in pencil with date of update). (NAVSUP P-486, Vol. I, 4003.1)	2	
25. Receipts are properly posted to all NS 335s. (NAVSUP P-486, Vol. I, 5402.2)	2	
26. Surveys are properly posted to all NS 335s as each survey occurs. (NAVSUP P-486, Vol. I, 6001.9)	2	
27. General Mess issues properly posted to all NS 335s daily. (NAVSUP P-486, Vol. I, 6102)	2	
28. Transfers with or without charge are properly posted, by quantity, to all NS 335's to the expenditure column as the transaction occur. (NAVSUP P-486, Vol. I, 6206)	2	
29. Sales of subsistence, by quantity, are properly posted to all NS 335s as the transactions occur. (NAVSUP P-486, Vol. I, 6307)	2	

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**MAX  
PTS**

**ASSIGNED  
PTS**

30. All inventory adjustments greater than 5% of total expenditures were investigated and initialed by the Food Service Officer.  
(NAVSUP P-486, Vol. I, 7103.1.c(1))

2	
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**NAVSUP FORM 338**

31. Food Service Officer logs onto FSM and reviews the NS 338 weekly to ensure proper financial control of the mess and that the operation is within the established monetary allowance.  
(NAVSUP P-486, Vol. I, 6103.3a(1)-(3))

2	
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32. NS 338 was properly prepared and posted on a daily basis.  
(NAVSUP P-486, Vol. I, 6102, 6103.1)

2	
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33. A comparison between the total food cost in column (17) of the NS 338 with the actual stores consumed figure on the NS 1358 does not exceed 2%.  
(NAVSUP P-486, Vol. 1, 6103.3a(3))

2	
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34. Actual over/under issue values of up to 2% of the total food allowances of the current quarter was carried forward to the next quarter as a negative/positive value on the NS 338 except at the end of the fiscal year.  
(NAVSUP P-486, Vol. I, 7211.2)

2	
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35. NS 338 was submitted to NAVSUP 51 along with returns for all over issue accounting periods of greater than 2% of total allowances and any over issue at the end of the fiscal year.  
(NAVSUP P-486, Vol. I, 7211.2(1))

2	
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**NAVSUP FORM 367**

36. Money value of "Inventory Brought Forward" on the first day of the quarter is correct and agrees with the "Inventory on Hand" on the last day of the previous quarter. (NAVSUP P-486, Vol. I, 5403)

2	
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**NAVSUP P486 Volume I Food Service Management**

	<b>MAX PTS</b>	<b>ASSIGNED PTS</b>
37. Money value of receipts with/without charge were properly posted to the NS 367 as they occur to include proper document numbers. (Indefinite delivery type contracts may be posted as a single total entry on the last day of the month). These values agree with receipt documents in the accountability file. (NAVSUP P-486, Vol. I, 5403)	2	
38. Money value and document number of each transfer was properly posted as they occur. These values agree with transfer documents in the accountability file. (NAVSUP P-486, Vol. I, 6207)	2	
39. Total money value of each survey (DD 200) was properly posted as they occur. These values agree with survey documents in the accountability file. (NAVSUP P-486, Vol. I, 6001)	2	
40. Total value and document number of the Expenditure Log NS 1334 was properly posted to the NS 367 at the end of the accounting period. (NAVSUP P-486, Vol. I, 6002.2)	2	
41. Total money value of sales to private messes were properly posted at the end of each month. These values agree with sales documents in the accountability file. (NAVSUP P-486, Vol. I, 6305)	2	
42. Total money value of issues to the general mess (less all galley produced bakery products) was properly posted at the end of the accounting period as summarized on the NS 1059) (FPL). (NAVSUP P-486, Vol. I, 7203.3)	2	
43. Total money value of ending inventory (extended at last receipt price) was properly posted at the end of the accounting period. (NAVSUP P-486, Vol. I, 7203.4)	2	
<b><u>NAVSUP FORM 470</u></b>		
44. All transfers of funds between cashier(s), collection agents and disbursing officers was accounted for on a NS 470 showing collection date, amount collected both in figures and words and signed by the individual authorized to deliver cash and the individual authorized to receive cash. (NAVSUP P-486, Vol. I, 2202)	2	

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	<b>MAX PTS</b>	<b>ASSIGNED PTS</b>
45. DD 1544 serial and sheet numbers were inserted next to the cashier's signature on the NS 470. (NAVSUP P-486, Vol. I, 2202.2)	2	
46. All cash collected from sales were deposited with the disbursing officer: a. on or before the last day of each month, b. on relief of the food service officer, and c. on relief of the commanding officer aboard ships without Supply Corps officers. d. daily or at least twice weekly (NAVSUP P-486, Vol. I, 2202.3)	2	
47. The deposit number of the Deposit Ticket OCR (SF215) obtained from the disbursing officer was recorded in the NS 470 in the space provided for the signature of the disbursing officer in all cases when cash was deposited with a United States Government general depository for credit to the account of the disbursing officer. (NAVSUP P-486, Vol. I, 2202.3)	2	
<b><u>NAVSUP FORM 1046</u></b>		
48. NS 1046 is properly maintained for the credit of meals from the general mess. (NAVSUP P-486, Vol. I, 2201.2)	2	
49. Payment for all meals sold on a credit basis was collected prior to the 15th day following the month in which the meals were provided or prior to detachment of Individual to whom the meals were provided. (NAVSUP P-486, Vol. I, 2201.2c)	2	
<b><u>NAVSUP FORM 1059 USED FOR INVENTORY</u></b>		
50. An inventory of 40 food items showed a stock validity of 95% or better (use Inventory Validity Worksheet Attachment D). (NAVSUP P-486, Vol. I, 7101)	30	

**NAVSUP P486 Volume I Food Service Management**

	<b>MAX PTS</b>	<b>ASSIGNED PTS</b>
51. Inventories were taken as required: a. upon relief of the accountable food service officer b. upon relief of the responsible bulk storeroom custodian at the FSO discretion. c. quarterly (December, March, June, September). d. for FBM submarines, at the end of each patrol cycle. (NAVSUP P-486, Vol. I, 7100.3)	2	
52. Spot Inventories: A weekly minimum of 5% of the subsistence in the bulk storeroom was inventoried by the food service officer, concentrating on fast moving, high value items. (NAVSUP P-486, Vol. I, 7101.1a)	2	
53. Each food item listed on the NS 1282 has the subsistence item code listed in food item code sequence. (NAVSUP P-486, Vol. I, 6101.1)	2	
<b><u>NAVSUP FORM 1282</u></b>		
54. Food Service Officer has procedures in place to control each issue document. All serial numbered originals are accounted for (i.e.: manual 1282's used to issue to private messes). (NAVSUP P-486, Vol. I, 6101.1)	2	
55. Appropriate signatures were annotated on all NS 1282s. (NAVSUP P-486, Vol. I, 6101.1)	2	
56. A smooth NS 1059 was accurately prepared, day of extended at last receipt price and totaled as of the last the quarter. The Food Service Officer signed and dated the bottom of the page certifying correctness. (NAVSUP P-486, Vol. I, 7103.2)	2	
57. Post daily issue documents are kept in the accountability file for the current, plus two previous quarters. (NAVSUP P-486, Vol. I, 6101.6)	2	

**NAVSUP P-486 Volume I - Food Service Management**

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**GENERAL MESS ISSUES**

58. All items on the issue documents were required to prepare the menu.  
(NAVSUP P-486, Vol. I, 6101.5)

2	
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59. Quantities that were issued were not in excess of requirements.  
(NAVSUP P-486, Vol. I, 6101.5)

2	
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60. Unprepared food items left over at the end of the day (intended for use that day) are returned to the storeroom on the same day.  
(NAVSUP P-486, Vol. I, 6101.3)

2	
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**PRIVATE MESS SALES**

61. Separate documents are prepared for galley bakery products.  
(NAVSUP P-486, Vol. I, 6304)

2	
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62. Sales documents are price extended at last receipt price.  
(NAVSUP P-486, Vol. I, 6302.4)

2	
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63. A mess bill for the sale of food items was provided to each mess on or before the 5th of the month following the sale.  
(NAVSUP P-486, Vol. I, 6305.1)

2	
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64. Private Mess paid the Food Service Officer within 15 days following the month in which the food items were sold.  
(NAVSUP P-486, Vol. I, 6305.2)

2	
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**NAVSUP FORM 1291**

65. NS 1291s are serialized and the headings completed prior to each meal.  
(NAVSUP P-486, Vol. I, 2303.2a)

2	
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66. Separate forms are prepared for each category of personnel.  
(NAVSUP P-486, Vol. I, 2303.2a)

2	
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**NAVSUP FORM 1292**

67. The NS 1292 is properly filled out with all appropriate signatures and initials.  
(NAVSUP P-486, Vol. I, 2304)

2	
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68. A monthly or quarterly audit (based on command procedures was conducted on the monthly records and supporting documents.)  
(NAVSUP P-486, Vol. I, 2305)

2	
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**NAVSUP FORM 1334**

69. NS 1334 was prepared in all cases where:  
 a. material was short or lost in shipment, and the value of the loss was less than \$50 per line item  
 b. food items were lost as a result of physical deterioration, veterinary sampling, damage in handling, fire, water, or similar circumstances, and the value of the loss was \$500 or less per line item (\$1,000 for LHD/CV/CVN). When the loss of several items for the same reason exceeded \$500 per line item (\$1,000 for LHD/CV/CVN) a DD Form 200 was prepared.  
(NAVSUP P-486, Vol. I, 6000.3a.6)

2	
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70. NS 1334 was properly prepared and distributed.  
(NAVSUP P-486, Vol. I, 6002)

2	
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71. Food Service Officer is reviewing the NAVSUP 1334 on each a weekly basis. (NAVSUP P-486, Vol. 1, 6002.1a)

2	
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72. NS 1334 was properly closed out at the end of the accounting period (or upon relief of the FSO) to include totaling money value and assignment of a document number.  
(NAVSUP P-486, Vol. I, 6002)

2	
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**NAVSUP FORM 1357**

73. The monthly Ration and Sales Report (NAVSUP Form 1357) was properly prepared. (Use the NS 1357 worksheet (Attachment E) to determine adjective grade (NAVSUP P-486, Vol. I, 7010 and 7011)

50	
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**NAVSUP P-486 Volume I - Food Service Management**

	<b>MAX PTS</b>	<b>ASSIGNED PTS</b>
74. All cash deposited was reported as collected and credited to the fiscal year in which the sale took place. (NAVSUPNOTE 7300)	2	
75. The NS 1357 is electronically transmitted to SUP 51 by the 5th day of the month following the end of the reporting period. (NAVSUP P-486, Vol. I, 7010.2)	2	
76. Correct procedures were used for submitting corrected NS 1357s. (NAVSUP P-486, Vol. I, 7015)	2	
77. The NS 1357 is prepared in an original and one copy and distributed as follows: a. Original retained by the FSO. b. Copy provided to the disbursing officer. (NAVSUP P-486, Vol. I, 7012)	2	
78. Messages are forwarded to SUP 51 indicating receipts with charge when the NS 1357 was unable to be submitted on time due to operational necessity. (NAVSUP P-486, Vol. I, 7010.2a)	2	
<b><u>NAVSUP FORM 1358</u></b>		
79. The NS 1358 is prepared and electronically transmitted. Original retained by FSO. (NAVSUP P-486, Vol. I, 7210, 7322, 7300)	2	
80. The quarterly General Mess Operating statement (NAVSUP Form 1358) was properly prepared. (Use the NS 1358 worksheet(attachment F) to determine grade). (NAVSUP P-486, Vol. I, 7211)	50	
81. The NS 1358 is electronically transmitted to SUP 51. by the 10th day following the end of the accounting period. (NAVSUP P-486, Vol. I, 7300)	2	
82. A Naval message is forwarded to SUP 51 when returns could not be submitted on or before the date they were required explaining the reason for the delay and anticipated submission date. (NAVSUP P-486, VOL. 1, 7302)	2	

**NAVSUP P486 Volume I Food Service Management**

	<b>MAX PTS</b>	<b>ASSIGNED PTS</b>
AREA II, SECTION A, SUBTOTAL:	260	
<b><u>B. PROCUREMENT/RECEIPT/STORAGE</u></b>		
<b><u>PROCUREMENT</u></b>		
83. Food items procured from sources other than subsistence Prime Vendor are IAW NAVSUP P-486, Vol. I, 4101. (NAVSUP P-486, Vol. I, 4101)	10	
84. Subsistence items purchased from a foreign source were not excessive in quantity and completely consumed or properly disposed of prior to entering a U.S. port. (NAVSUP P-486, Vol. I, 4102.2d)	5	
85. Operational Rations (MREs), when carried onboard, must have major claimant/TYCOM approval. (NAVSUP P-486, Vol. I, 2605.1c(1))	5	
<b><u>RECEIPTS</u></b>		
86. Receipt inspector circled quantity actually received and signed all receipt documents. (NAVSUP P-486, Vol. I, 5204.3)	5	
87. Receipt invoices and delivery documents storeroom custodian accepted responsibility for the custody of the subsistence items received. (NAVSUP P-486, Vol. I, 5206)	5	
AREA II, SECTION B, SUBTOTAL:	30	
<b><u>C. FOOD SERVICE MANAGEMENT (FSM) AUTOMATED SYSTEM</u></b>		
88. The most current system back-up is maintained In the Food Service Officer's Accountability File. (NAVSUP P-486, Vol. I, Appendix A)	5	
89. SPAWARSYSCEN's ID number and password have been deleted from the Access Log. (NAVSUP-P 486, Vol. 1, Appendix A)	5	

**NAVSUP P-486 Volume I - Food Service Management**

	<b>MAX PTS</b>	<b>ASSIGNED PTS</b>
90. FSM users other than the Food Service Officer do not have access to the security module and hardware configuration function. (NAVSUP P-486, Vol. I, Appendix A, Section I)	5	
91. Restricted FSM user control program is followed (NAVSUP P-486, Vol. I, 1302)	5	
92. An instruction was prepared by the Food Service Officer to food service personnel covering the operation of the FSM computer and security. (NAVSUP P-486, Vol. 1, Appendix A, Section I)	5	
93. Daily back-up tapes are properly performed including Friday daybacks held for the current quarter. (NAVSUP P-486, Vol. I, Appendix A, Section II)	5	
94. FSM monthly and quarterly back-up disks created and maintained for the previous four quarters. (NAVSUP P-486, Vol. I, Appendix A, Section II)	5	
95. FSM hardware is properly supported by command PMS (Local governing regulations).	5	
96. FSO has a sealed envelope in the supply officers safe with the log on ID and password for emergencies (NAVSUP P-486, Vol. I, Appendix A)	5	
AREA II, SECTION C, SUBTOTAL:	45	
AREA II, TOTAL:	365	

**AREA III: MANAGEMENT**

**A. GENERAL**

1. All levels of supervisory management thoroughly understand all phases of food service operations for which they are responsible. (NAVSUP P-486, Vol. I, Chapter 1)	15	
2. Applicable NAVSUP directives are followed. (Navy Food Service P-476)	10	

**NAVSUP P486 Volume I Food Service Management**

	<b>MAX PTS</b>	<b>ASSIGNED PTS</b>
3. Efforts are continuously made to improve the appearance and general working conditions of facilities and equipment (NAVSUP P-486, Vol. I, Chapter 1)	10	
4. A current "Pledge of Service" is signed and appropriately displayed. (NAVSUP P-486, Vol. I, 1106.2s)	10	
5. All Mess Management Specialists have read Navy Food Service publication P-476. (NAVSUP P-486, Vol. 1, 3003.2)	10	
6. Professionalism of personnel indicates pride in their work. (NAVSUP P-486, Vol. 1, 3200, 3201)	10	
7. Contingencies are established to facilitate meeting commitments during unique operational periods. (NAVSUP P-486, Vol. I, 3300, 3301)	10	
8. Required food service publications and notices are current and up-to-date. (NAVSUP P-476)	10	
9. A Contracting Officer's Representative (COR) has been assigned to the galley and is monitoring the performance of the contractors. (NAVSUPINST 4061.8D)	5	
10. Contractor personnel under mess attendant contracts are not performing issue and receiving functions, nor act as a cook or cook's helper (unless SUP 51 authorization is on hand). (NAVSUPINST 4061.8D)	5	
AREA III, SECTION A, SUBTOTAL:	95	

**B. COMMAND RELATIONS**

11. An effective relationship exists throughout the command (positive response to request for funds, maintenance of equipment, allocations of manpower, and coordination of special requirements).	10	
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**NAVSUP P-486 Volume I - Food Service Management**

	<b>MAX PTS</b>	<b>ASSIGNED PTS</b>
12. Command/Food Service Division program is in effect to recognize outstanding personnel. (NAVSUP P-486, Vol. I, 1104.4f)	10	
AREA III, SECTION B, SUBTOTAL	20	

**C.LETTERS OF AUTHORITY**

13. Commanding Officer letter of authority for the sale of meals from the general mess is on file. (NAVSUP P-486, Vol. I, 1113, 2001.1)	2	
14. Food Service Officer has authority from the Commanding Officer to make menu changes; statement of authority is signed by the CO and included on each menu posted. (NAVSUP P-486, Vol. I, 1113.2a, 2000.1)	2	
15. Commanding Officer has designated a control officer for the handling and security of the DD 1544 (NAVSUP P-486, Vol. I, 1113, 2201.1)	2	
16. Food Service Officer has designated in writing a cashier(s) to receive payment for meals sold. (NAVSUP P-486, Vol. I, 2201.1)	2	
17. Food Service Officer has designated in writing an individual to be a collection agent or an authorized custodian. (NAVSUP P-486, Vol. I, 2202.2d)	2	
18. A letter of authorization from the Commanding Officer for the sale of food items is on hand. (NAVSUP P-486, Vol. I, 6301.1)	2	
19. Food Service Officer has written authority for persons other than the mess manager or treasurer to sign requisitions. (NAVSUP P-486, Vol. I, 6302.1)	2	
20. Commanding Officer letter of authorization for a change fund was on file. (NAVSUP P-486, Vol. I, 2202.4)	2	
21. Commanding Officer has assigned the Food Service Officer financial accountability for general mess functions. (NAVSUP P-486, Vol. I, 1103, 1113)	2	

**NAVSUP P486 Volume I Food Service Management**

	<b>MAX PTS</b>	<b>ASSIGNED PTS</b>
22. Commanding Officer's letter of authority is on hand appointing an individual to receive subsistence items in the absence of the FSO or his/her assistant. (NAVSUP P-486, Vol. I, 5203, 1113.2b)	2	

AREA III, SECTION C, SUBTOTAL	20	
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**D. SECURITY**

23. The grand master, master, duplicate master, and original keys are properly maintained. (NAVSUP P-486, Vol. I, 1201.1)	5	
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24. Command and/or department instruction is in effect providing the location of a special duplicate key locker, control access to the locker, and limits on the use of duplicate keys. (NAVSUP P-486, Vol. I, 1201.1)	5	
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25. All padlocks used to secure food service spaces are of a key type and contain dead bolts with pin tumblers of either brass or bronze (NAVSUP P-486, Vol. I, 1201.1h)	5	
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26. All storage spaces are identified to indicate function and contents. The person responsible for the space is listed as well as a contact in an emergency. (NAVSUP P-486, Vol. I, 1200.1)	5	
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27. A secured safe with a three tumbler combination lock or a locked container within a safe of this type is being used for the safekeeping of funds. (NAVSUP P-486, Vol. I, 2202.2b)	5	
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AREA III, SECTION D, TOTAL:	25	
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AREA III, TOTAL:	160	
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**AREA IV: FACILITIES, EQUIPMENT, AND UTENSILS**

1. A preventive maintenance program for food service equipment is active, effective, and monitored by food service personnel. (OPNAVINST 4790.4 series)	15	
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**NAVSUP P-486 Volume I - Food Service Management**

	<b>MAX PTS</b>	<b>ASSIGNED PTS</b>
2. Food service equipment was COSAL supported (OPNAVINST 4790.4 series)	10	
3. Thermostats are calibrated for fryers, ovens and grills. (OPNAVINST 4790.4 series; PMS 6532/A-1R)	10	
4. All food service equipment was operative or identified as Out of Commission (OOC) on the Supply Department 8 o'clock reports for afloat units. (Local governing regulations)	5	
5. A phased replacement program was in effect to replace aged food service equipment. (Local governing regulations)	5	
6. Mess gear inventory was conducted on a weekly basis to ensure adequate quantities are available. (NAVSUP P-520, 5009)	5	
7. A three compartment deep sink exists where adequate mechanical washing machines are not installed. Accessory equipment for the sanitizing sink include a booster heater, thermometer, and drip/drain basket. (NAVMED P-5010, Chapter I, Article 1-9)	10	
<b>AREA IV, TOTAL:</b>	<b>60</b>	

**AREA V: SAFETY**

1. Safety devices including interlock switches, shielded toggle switches, temperature/pressure gauges, steam relief valves and machinery guards are in place and in proper operating condition. (NAVSUP P-421, Chapter 3)	10	
2. Support stanchions, toggle pins or safety support chains are in place. (Gen Specs 622, 624B)	10	
3. Preventive maintenance on fire safety equipment (CO2/PKP bottles) was in periodicity. (OPNAVINST 4790.4 series/NSTM 555)	10	

**NAVSUP P486 Volume I Food Service Management**

	<b>MAX PTS</b>	<b>ASSIGNED PTS</b>
4. Personnel are aware of and educated in the proper emergency procedures and use of emergency/safety devices. (NAVSUP P-421, Chapter 3)	10	
5. Safety hazards such as slippery floors, hot pipes, live steam, etc., do not exist. (NAVSUP P-421, Chapter 3)	10	
6. All operating instructions, safety, sanitation, fire precautions, and smoking placards are posted appropriately. (OPNAV 5100.19C, Section C-1902D) (NAVSUP P-421, Chapter 3, P-5010, Article 1-55)	10	
7. Heat Stress Program is in effect with appropriate instructions, logs, forms, and reports being maintained and adhered to. (OPNAVINST 5100.19C, section B-2)	10	
8. Personnel display sufficient caution when handling and operating all utensils and equipment. (NAVSUP P-421, Chapter 3)	10	
9. Integral electrical wiring on all equipment is mounted and secured properly. There is no evidence of electrical shock hazards in any food service space. (OPNAVINST 5100.19C, Section C-9)	10	
10. Emergency lighting (provided by relay operated lanterns) for exits and above the inside door of the general mess spaces, refrigerated and dry provisions storerooms were installed and in good order. (Gen Specs Section 332, paragraph 25)	10	
11. Chill and freeze storerooms are configured with the capability for emergency escape and emergency escape procedures are posted inside. (Gen Specs 638E, para 50/NFPA Regs)	10	
12. A fixed fire extinguishing system is provided over deep fat fryers and continuous doughnut fryers with a 3" travel on fusible links. (Gen Specs 555f/NFPA Regs/ S9555-AR-MMO-010)	10	

**NAVSUP P-486 Volume I - Food Service Management**

	<b>MAX PTS</b>	<b>ASSIGNED PTS</b>
13. A remote activating station for installed fire fighting system is clearly labeled and is located at the exit to the door away from equipment. (Gen Specs 555F, para 60/ NSTM 555)	10	
14. The deep fat fryer is not operated unattended or without a thermometer inserted. (NAVSUP P-421, 3004.8, 5118.a) ( OPNAVINST 5100.19C, Section C-19)	10	
15. Guards were installed over the drive shafts/clutch plate of the scullery dishwashing machine. (Gen spec 651B, para 35)	10	
16. Grease trap pans are provided with latch to prevent slipping out during heavy seas. (MIL-G-2338L)	10	
17. Shunt trip relay that de-energizes the electrical source to the deep fat fryer when the temperature reaches 430° - 460°F is properly working. (Afloat PMS 6539/1R1Q, R2Q/Ashore Tech Manual/Gen Specs 320)	10	
18. Hydrostatic testing of steam jacketed kettles and high compression steam cookers are completed in accordance with maintenance schedule. (NAVSEA Tech, Man. 340.62 OPNAVINST 11010.16 series; PMS 6520/001 A-1)	10	
19. Pull chains on the steam-jacketed kettles were readily accessible without the risk of being burned from the steam relief valve and steam pipe lagging. (Gen spec 651B, para 35)	10	
20. Food service personnel are provided with protective clothing (i.e. rubber gloves and aprons, face shields, and chemical safety goggles) for the performance of their duties. (OPNAV 5100.19C, Section C-19)	10	
21. Knives and cutlery shall be stored and secured in provided knife racks. (GSFS 651)	10	
<b>AREA V, TOTAL:</b>	<b>210</b>	

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**AREA VI: TRAINING**

1. A long and short range training program is established and promulgated.  
(OPNAVINST 3120.32 series)  
(NAVSUP P-421, 8005.2, 8005.3)
  
2. Mess Management PQS program is established and effective. (OPNAVINST 3500.34D)
  
3. Constructive food service training is conducted on a regular schedule utilizing ship/station and outside resources. (NAVSUP P-421, Chapter 8)
  
4. Mess Management Specialist training curriculum (Lesson Plans) is being effectively utilized.  
(NAVSUP P-421, 8005.1)
  
5. All food service personnel have received a minimum of 6 hours initial and 6 hours annual refresher food sanitation training. Food Service Training Certificates are current for all food service personnel.  
(NAVMED P-5010, Chapter 1, Article 1-55)
  
6. A Job rotation plan is established and carried out effectively (NAVSUP P-421, 8006)
  
7. Individual training records are maintained for all personnel in food service division and consist of:
  - a. Record of physical exam
  - b. Food handlers training certificate
  - c. PARS form
  - d. Job rotation log
  - e. Record of training accomplished
  - f. Profile sheets of exams completed
  - g. PQS for general mess operations
  - h. PQS for BQ operations
  - i. All other information considered pertinent by the respective FSO
 (NAVSUP P-421, 8005.5)  
(NAVMED P-5010, Article 1-55)
  
8. Standards of Conduct training is held annually.  
(SECNAVINST 5370.2H)

5	
10	
5	
5	
10	
10	
10	
10	

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AREA VI TOTAL:

MAX PTS	ASSIGNED PTS
65	

**AREA VII: SANITATION**

*All articles listed as references come from the NAVMED P-5010, Chapter 1*

**A. FOOD STORAGE AND FOOD PROTECTION**

1. Food and milk are wholesome, procured from approved sources and properly inspected upon receipt. (Articles 1-5, 1-19, 1-24)

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2. Food containers (cans, boxes, bags) are not dented, torn or crushed and are labeled. The integrity of food products are maintained. (Articles 1-28, 1-29)

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3. All milk and milk products are stored at temperatures of 40°F or below until served. Temperature of milk dispenser cabinet is between 32°F to 40°F. The service tubes are cut with a sanitized cutting instrument at a point 1/4" below the termination of the dispensing mechanism. (Article 1-21)

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4. All refrigerated storage spaces (including milk dispensers, refrigerated display cases and salad bars, galley pantry reach-in reefers, bulk reefers, and freezers) are maintained at the following temperatures and have a relative humidity from 85 to 90 percent:

- a. Freezers - 0°F or lower
- b. Dairy Products Box - 32°-34°F
- c. Chilled Bulk Storage - 33°-36°F
- d. Thaw Box - 36°-38°F
- e. Reach-in Reefer - 34°-40°F

(Article 1-34)

10	
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5. Fresh and frozen foods are protected from the influence of decayed foods, contamination, and spoilage and correctly loaded to allow for adequate circulation. Food items which have been removed from their original containers and stored in refrigerated spaces are covered with suitable nonabsorbent material with labels indicating contents. frozen foods are correctly thawed and not refrozen. (Articles 1-21, 1-34, 1-39)

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**NAVSUP P486 Volume I Food Service Management**

	<b>MAX PTS</b>	<b>ASSIGNED PTS</b>
6. Semiperishable foods are adequately protected from spoilage due to improper storage practices including excessive temperatures and moisture, lack of adequate ventilation, and insufficient stock rotation. (Article 1-32)	10	
7. Prepackaged foods such as salads and Class, I, II, and III sandwiches are made from approved ingredients, properly prepared, labeled, and dispensed. (Article 1-39)	10	
8. Potentially hazardous foods and beverages are Protected from contamination and meet time and temperature requirements as follows: (Article 1-39)		
a. Food items are labeled with time and date prepared and the discard date.	5	
b. Elapsed time in which food is held between 40°F and 140°F does not exceed 4 hours.	5	
c. Food served cold or saved as leftovers are placed in shallow pans (food depth not more than 3") and cooled to 40°F within 4 hours.	5	
d. Leftover foods are not being retained over 36 hours when properly chilled at 40°F or below or 5 hours when maintained hot 140°F or higher.	5	
e. Unsliced bulk meat items prepared within the facility that have been covered and placed directly from cooking into refrigeration are served or disposed of within 60 hours of preparation.	5	
f. Commercially prepared luncheon meat loaves and high moisture cheese are served or disposed of within 120 hours of first being removed from the original container and cut.	5	
g. Dry or semi-dry sausage and hard natural cheeses are visually inspected prior to serving and discarded at the first sign of deterioration.	5	
h. Leftovers are not being frozen.	5	
AREA VII, SECTION A, SUBTOTAL:	115	

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**B. FOOD SERVICE SPACES, EQUIPMENT AND UTENSILS**

9. Refrigerated storage spaces are properly constructed, installed, and cleaned. Frost or glaze ice was not allowed to accumulate more than 1/4" in thickness on the interior surfaces or on the refrigeration coils. (Article 1-34)

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10. Temperatures of all bulk cold storage spaces are logged at least twice daily. (Article 1-34)

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11. Food service equipment is installed with adequate ( 6" ashore, 8" afloat) clearance between floor and equipment. If no part of the floor under the floor mounted equipment is more than 6" from cleaning access, the clearance space may be only 4". (Article 1-8)

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12. Only food items are stored in food storage space (storerooms, refrigerators, food lockers, etc.) (Article 1-34)

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13. Thermometers or air measuring devices are readily observable, easily readable, numerically scaled, and accurate to  $\pm 3^{\circ}\text{F}$  at the critical range in all refrigerated spaces. (Article 1-34)

5	
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14. All surfaces of equipment or utensils which come in direct contact with food are impervious, corrosion resistant, of smooth construction and are kept clean and properly sanitized. Cracks/crevices and open seams are sealed to prevent food particles and foreign matter from accumulating (Articles 1-8, 1-15)

5	
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15. All serving lines and food/salad bars and soup pots (set up on a self -service basis) are equipped with a functional sneeze-shield. (Article 1-40)

5	
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16. Cutting boards, knives, peelers, and slicers have smooth surfaces and is free of crevices and nicks. (Article 1-15)

5	
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**NAVSUP P486 Volume I Food Service Management**

	<b>MAX PTS</b>	<b>ASSIGNED PTS</b>
17. Food service equipment and utensils are properly maintained, serviced, cleaned, and sanitized. (Articles 1-8, 1-15)	5	
18. All sponges and cleaning cloths used for cleaning galley utensils and equipment are washed and Sanitized after each meal period. (Article 1-15)	5	
19.. Automatic dishwashing machines meet NSF Standards or equivalent, and are properly cleaned, Maintained, and operated at proper temperatures with approved dishwashing and sanitizing agents. a. Wash temperature: 150°-160°F b. Rinse temperature: 160°-180°F c. Final rinse, temperature: 180°-195°F (Articles 1-8, 1-9)	10	
20. Manual dishwashing is accomplished in Accordance with correct procedures and in Properly designated three compartment sinks. a. Wash temperature: 95°-125°F b. Rinse temperature: 120°-140°F c. Sanitizing temperature: 170° for over 30 seconds or 1 minute in approved sanitizing solution. (Article 1-9)	10	
21. Equipment and utensils are properly air dried, Handled and stored after being washed. (Article 1-9)	5	
22. No unauthorized supplies are present or in use such as unauthorized soap or steel wool. (Articles 1-10, 1-15)	5	
AREA VII, SECTION B, SUBTOTAL:	80	
<b>C. <u>PERSONNEL</u></b>		
23. Personnel performing food service duties are free from communicable diseases and open lesions on the exposed portions of their bodies. (Article 1-53)	5	
24. Food service personnel are physically clean, Wearing clean garments and practicing good personal hygiene and proper food handling procedures. (Article 1-53)	5	

**NAVSUP P-486 Volume I - Food Service Management**

	<b>MAX PTS</b>	<b>ASSIGNED PTS</b>
25. Caps, hairnets or other effective hair restraints are worn to prevent hair from falling into food. Beards are Completely covered with a "snood" or beard bag at all times while preparing, handling, and serving food or while cleaning and sanitizing food contact surfaces. (Article 1-55)	5	
26. Food service personnel do not use tobacco in any form in areas where food is prepared, served, or stored or where dishes and utensils are washed. "NO SMOKING" signs are posted in these areas. (Article 1-55)	5	
27. Clothing and personal effects of food service Personnel are not kept in food preparation and Serving areas; nor are personnel using these areas for changing their clothes. (Article 1-55)	5	
28. Physical examinations for food service personnel (military, civilian, and contract) are current. (Article 1-53)	5	
AREA VII, SECTION C, SUBTOTAL:	30	
<b>D. <u>WATER AND ICE SANITATION</u></b>		
29. Sufficient potable water is supplied from Approved sources, protected against contamination and meets current water quality. (Article 1-61)	5	
30. Ice is procured from approved sources, and/or Manufactured from potable water from ice making Machines or ice flakers that are located, installed, Operated, and maintained in a sanitary manner. Ice from approximately 1/4 of the ice machines are Bacteriologically sampled weekly. (Articles 1-61, 1-36)	5	
31. Ice scoops are stored handle up in a freely draining metal bracket outside the ice storage compartment or in) a metal bracket installed with the machine. (Article 1-36)	5	
AREA VII, SECTION D, SUBTOTAL:	15	

**NAVSUP P486 Volume I Food Service Management**

**MAX  
PTS**

**ASSIGNED  
PTS**

**E. SEWAGE AND PLUMBING**

32. Sewage is disposed into a public sewer system or approved sewage disposal system. (Article 1-61)

5	
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33. Plumbing, fixtures, and equipment is properly installed to preclude backflow into the potable water supply system. (Article 1-61)

5	
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34. Other outlets are protected by an air gap twice the effective opening of the potable water outlet diameter. (If the outlet is a distance less than three times the effective opening away from a wall or similar vertical surface, the air gap is three times the effective opening of the outlet). In no case was there an air gap less than 1". (Article 1-57)

5	
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35. Deck drains which are flushed with water for cleaning or which receive discharges from equipment are properly trapped and free of debris and sludge build-up. (Article 1-57)

5	
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AREA VII, SECTION E, SUBTOTAL:

20	
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**F. SANITARY FACILITIES, REFUSE DISPOSAL, AND PEST CONTROL**

36. Toilet, handwashing sinks and locker rooms are conveniently located and properly equipped. They are maintained in good working order and supplied with soap, proper hand drying equipment such as disposable paper towels and hot hand dryers and toilet tissue. (Articles 1-59, 1-62)

5	
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37. Heads and locker rooms are clean, neat, free of malodors and in good repair. Head facilities do not open directly into food preparation areas. (Articles 1-59, 1-60, 1-62)

5	
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38. Garbage and refuse are properly collected in clean, covered, leak- proof containers and stored in a manner which precludes nuisance Conditions or accessibility to insects and rodents. (Article 1-63)

5	
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**NAVSUP P-486 Volume I - Food Service Management**

	<b>MAX PTS</b>	<b>ASSIGNED PTS</b>
39. Food service facility is adequately protected against the entry and harborage of insects, rodents, birds, and other pests. An effective pest control program is being carried out under the supervision of trained and certified pest control personnel. (Articles 1-34, 1-64, P-5010 Chapter 8)	5	
40. Conspicuously posted signs in food service and toilet areas instructing personnel to wash their hands with soap and potable water prior to engaging in any food service operation and always after visiting toilet facilities. (Article 1-55)	5	
AREA VII, SECTION F, SUBTOTAL:	25	
<b><u>G. FACILITY STRUCTURE AND HOUSEKEEPING</u></b>		
41. Floors, walls, ceiling, and attached equipment are properly constructed, well maintained, and free of accumulated dirt, dust, and food residues. (Articles 1-57, 1-60)	5	
42. The entire facility and surrounding premises used in connection with food service operations are kept neat, clean, and free of litter, refuse, and garbage. (Articles 1-58, 1-63)	5	
43. Adequately shielded light fixtures, vent covers and fans are maintained in good condition and are easily cleanable. (Articles 1-57, 1-58)	5	
44. Food service spaces adequately ventilated and maintained at comfortable temperatures. (Article 1-58)	5	
45. Ventilation hoods and grease filters cleaned of dirt and grease as often as necessary (no less than weekly) to avoid danger of fire. Filters which cannot be adequately cleaned are replaced. (Article 1-58)	10	
46. Interior of ventilation ducting is cleaned at least quarterly. Access plates are provided to gain cleaning access to duct work. (Article 1-58)	10	

**NAVSUP P486 Volume I Food Service Management**

	<b>MAX PTS</b>	<b>ASSIGNED PTS</b>
47. Food service facilities are inspected twice monthly by a Medical Department Representative and findings recorded on NAVMED 6204/1 and retained copies of completed forms maintained by food service management personnel. Sanitation inspections may be performed on a quarterly basis if authorized by the cognizant PMO authority in writing. (Articles 1-65, 1-66)	5	
48. Cleaning gear (swabs, brushes, etc.) and cleaning supplies (detergents, disinfectants, and other toxic materials) are properly stored. (Article 1-60)	5	
AREA VII, SECTION G, SUBTOTAL:	50	
<b>H. <u>ASHORE GENERAL MESSES ONLY</u></b>		
49. Dining areas neat and clean(clean from dirt, dust and food residues). (NAVSUP P-486, Vol. 1, 3701.c)	5	
50. Patron service areas are organized and well stocked. (NAVSUP P-486, Vol. 1, 3701.b)	5	
51. Flooring, ceiling and walls are in good repair (no marks, chips or discoloration). (NAVSUP P-486, Vol. 1, 3701.c)	5	
52. Dining areas contain sufficient lighting. (NAVSUP P-486, Vol. 1, 3701.c)	5	
53. The color scheme of the dining area includes subtle complementing colors. (NAVSUP P-486, Vol. 1, 3701.c)	5	
54. The overall atmosphere is conducive to providing a pleasurable dining experience. (NAVSUP P-486, Vol. 1, 3701.a)	5	
AREA VII, SECTION H, SUBTOTAL:	30	
AREA VII, TOTAL:	365	

**NAVSUP P-486 Volume I - Food Service Management**

**MAX  
PTS**

**ASSIGNED  
PTS**

**AREA VIII: SHIPBOARD SOLID AND PLASTICS  
WASTE MANAGEMENT (WRAPS/PRIME)**

1. An internal instruction is in place that outlines policy, procedures and responsibilities for solid waste management. (NAVSUP P-486, Vol. 1, 3602) (OPNAVINST 5090.1)

10	
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2. Food Service personnel recognize the differences between and understand the requirements for handling of food-contaminated and nonfood-contaminated plastic waste. Adequate storage spaces are allocated for the different waste types. (NAVSUP P-486, Vol. 1, 3601)

10	
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3. Procedures and receptacles (for plastics, pulpables, metal and glass) are in place to promote source separation of wastes in galley, mess and scullery areas. (NAVSUP P-486, Vol. 1, 3602)

10	
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4. A training program is in place to educate Food Service personnel about the Navy's solid waste reduction program. (NAVSUP P-486, Vol. 1, 3604)

10	
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AREA VIII, TOTAL:

40	
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**IX. ARMY VETERINARY FOOD SAFETY NCO  
ASSISTANCE CHECKLIST**

**A. RECEIPT INSPECTION RESPONSIBILITES**

1. Personnel appointed in the absence of the Food Service Officer to accept or receive food items. (NAVSUP P-486, Vol. 1, 5203)

5	
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2. Food Service Officer or designated representative are thoroughly familiar with requirements set forth in the Subsistence Prime Vendor contract and solicitation. (NAVSUP P-486, Vol. 1 5103.1)

5	
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3. Receiving personnel determine and record temperatures of food products at delivery. (NAVSUP P-486, Vol. I, 5103.4)

5	
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**NAVSUP P486 Volume I Food Service Management**

	<b>MAX PTS</b>	<b>ASSIGNED PTS</b>
4. Corrective action taken on products delivered that do not meet specified temperature requirements. (NAVSUP P-486, Vol. I, 5105)	5	
5. Receiving personnel have correct information, e.g. buy sheets, available to check against vendor's invoice. (NAVSUP P-486, Vol. I, 5103)	5	
6. Less than satisfactory products accepted at time of delivery. (NAVSUP P-486, Vol. I, 5107)	5	
7. Substitute products offered at delivery without prior approval of the FSO. (NAVSUP P-486, Vol. I, 5103.1)	5	
8. If yes to either 6 or 7 above, was mission requirements or necessity the reason. (NAVSUP P-486, Vol. 1, 5103)	5	
9. Receipt personnel able to identify products from sanitarily approved sources. (NAVSUP P-486, Vol. I, 5103.4)	5	
10. Products inspected for shelf life and marking requirements at the time of delivery. (NAVSUP P-486, Vol. I, 5103.2)	5	
11. Veterinary Assistance will be requested, in advance for all load outs/deployments. (NAVSUP P-486, Vol. I, 5101.1)	5	
12. Receiving personnel advise the accountable officer of discrepancies/nonconformances found at the time of delivery. (NAVSUP P-486, Vol. I, 5103)	5	
13. FSO/Leading MS contacted the Prime Vendor (ASHORE FACILITIES) or FISC customer service (AFLOAT GALLEYS) of less than satisfactory deliveries. (NAVSUP P-486, Vol. I, 5105.1)	5	
14. Less than satisfactory products replaced in a timely manner, as required by the Prime Vendor contract. (NAVSUP P-486, Vol. I, 5105.1)	5	

**NAVSUP P-486 Volume I - Food Service Management**

	<b>MAX PTS</b>	<b>ASSIGNED PTS</b>
15. Food Service Officers will contact the US Army Veterinary Service for advice on any suspected wholesomeness issues. (NAVSUP P-486, Vol. I, 5101.1)	5	

AREA IV, SECTION A, SUBTOTAL:	75	
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**B. FOOD INSPECTION RESPONSIBILITIES AFTER RECEIPT**

16. FSO/Leading MS contacted the Prime Vendor (ASHORE FACILITIES) or FISC customer service (AFLOAT GALLEYS) when discrepancies (latent defects) are detected. (NAVSUP P-486, Vol. I, 5107.2)	5	
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17. Food service personnel submit a SF 364 (Report of Discrepancy) to DSCP for action via FISC and TYCOM for afloat commands. (NAVSUP P-486, Vol. I, 5108.1)	5	
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18. All food ordered/received meet customers needs and expectations. What products did not? (NAVSUP P-486, Vol. 1, 5103)	5	
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AREA IV, SECTION B, SUBTOTAL:	15	
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**C. STORAGE**

19. Care is taken to keep food items away from areas where asphalt, fuel, creosote, or lubricating oils are present. (NAVSUP P-486, Vol. 1, 5700.1)	5	
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20. Proper stock rotation being adhered to. (NAVSUP P-486, Vol. I, 5700.3)	5	
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21. Hazardous food items are being surveyed and disposed of. (NAVSUP P-486, Vol. I, 5107.2c)	5	
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AREA IV, SECTION C, SUBTOTAL:	15	
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AREA IV, TOTAL:	95	
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**NAVSUP P486 Volume I Food Service Management**

Annotate Last Routine Or Special Product  
Compliance

Evaluation Date:

Product(s) Evaluated:

Comments:

NAVSUP P-486 Volume I - Food Service Management

**FOOD PREPARATION WORKSHEET**  
**ACTUAL PORTIONS PREPARED VALIDITY CHECK**

	DATE	AFRS	MENU/ITEM	UI/HD	1282	CONV	1090
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							

ATTACHMENT A

**NAVSUP P486 Volume I Food Service Management**

**NAVSUP 1090 GRADE MATRIX**

	A	B	C	D	E	F	G	H	I
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
23									
24									
25									
Tot									

A - Actual prepared based on breakout

B - All required signed blocks were signed

C - Cooking times and instructions were used effectively

D - Recipe numbers were indicated for all items served

E - "Ran-out" items were annotated with time and actual headcount

F - Portions to prepare, actual prepared, and left-overs were documented for all items

G - Leftovers (cooked and uncooked) were properly accounted for all items.

H - Acceptability factors were properly computed

I - Allowed and actual fed blocks were properly filled out

Multiply total points by .178 to obtain numerical grade

\_\_\_\_\_ X .178 = \_\_\_\_\_

Insert numerical grade in element #34 under assigned points

\_\_\_\_\_ Total Points

**ATTACHMENT B**

**NAVSUP P-486 Volume I - Food Service Management**

**MENU SAMPLING  
(Lunch/Dinner)**

MENU ITEM	APPEARANCE (0-5)	FLAVOR (0-5)	TEXTURE (0-5)	TEMPERATURE (0-5)	TOTAL (0-20)
Soup					
Salad					
Entree					
Vegetable					
Starch					
Dessert					
Bread					
Total					

(The maximum points for each menu item under each section is 5 points. If more than one item per category is served, score each item separately and calculate the average.)

Add total points and multiply by  
.107 to obtain numerical grade

\_\_\_\_\_ x .107 = \_\_\_\_\_

Insert numerical grade in area IB element  
#49 under assigned points

**ATTACHMENT C(1)**

NAVSUP P486 Volume I Food Service Management

**MENU SAMPLING**  
**(Breakfast)**

MENU ITEM	APPEARANCE (0-5)	FLAVOR (0-5)	TEXTURE (0-5)	TEMPERATURE (0-5)	TOTAL (0-20)
Meat					
Eggs					
Starch					
Cereals					
Pastry					
Juices/Milk					
Fruit					
Total					

(The maximum points for each menu item under each section is 5 points. If more than one item per category is served, score each item separately and calculate the average.)

Add total points and multiply by  
.107 to obtain numerical grade

$$\underline{\hspace{2cm}} \times .107 = \underline{\hspace{2cm}}$$

Insert numerical grade in area IB element  
#49 under assigned points

**ATTACHMENT C(2)**



**NAVSUP P486 Volume I Food Service Management**

**NAVSUP FORM 1357 WORKSHEET**

Evaluate the most recent two quarters worth of NAVSUP Form 1357s. Each element for each monthly NAVSUP 1357 is worth 2 points for a total of 216 points.

	1	2	3	4	5	6	TOT
a. Total receipts with charge during the reporting period agrees with the total on the NS 367 (NAVSUP P-486, Vol. I, 7011)							
b. Ration credits designated by a numerical symbol 2 are supported by a Certification of Rations Issued form. (NAVSUP P-486, Vol. I, 7011)							
c. Undeposited sales at the beginning of the month/patrol cycle (line 1) equals the entry on line (5) of the previous NS 1357. (NAVSUP P-486, Vol. I, 7011)							
d. The Sale of GM Meals (excluding surcharge) (line 2a) equals the sum of the value of the meals sold caption on the DD 1544 and NS 1046. (NAVSUP P-486, Vol. I, 7011)							
e. The Sale of Special Meals (line 2b) is left blank and not used. (NAVSUP P-486, Vol. I, 7011)							
f. The Sale of Bulk Food Items (line 2c) equals the sum of all sales of food items from the general mess. (NAVSUP P-486, Vol. I, 7011)							
g. The Cash Deposited with the Disbursing Officer (line 3) equals the total value of all deposits made with the Disbursing Officer during the month as recorded in the NS 470 and agrees with the value contained in the "Certification" block of the NS 1357. (NAVSUP P-486, Vol. I, 7011)							

**NAVSUP P-486 Volume I - Food Service Management**

	1	2	3	4	5	6	TOT
h. Certification block included the disbursing Officer Symbol and CV number. (NAVSUP P-486, Vol. I, 7011)							
i. Cash overages and shortages (including thefts) of \$5 or less generated during the month is explained by a memo on the reverse side of the NS 1357. (NAVSUP P-486, Vol. I, 7011)							
j. Undeposited Sales end of Month/Patrol Cycle (line 5) equals the total dollar value of all cash on hand that is undeposited and uncollected and/or vouchers representing cash in the FSO's accountability. (NAVSUP P-486, Vol. I, 7011)							
k. Disposition of surcharges for meals sold from the general mess was properly accounted for. (NAVSUP P-486, Vol. I, 7011, Notes 1 through 6)							
l. The total dollar amount reported on the "Sales" and "Surcharges, OMN" lines agree with the amount reported in the "Certification" section. (NAVSUP P-486, Vol. I, 7011)							
m. The country code is inserted after the "Country Code" caption of the left side of the line bearing the "Accounting Classification" caption. (NAVSUP P-486, Vol. I, 7011)							

Add total points and multiply by  
.231 to obtain numerical grade

\_\_\_\_\_ x .320 = \_\_\_\_\_

Insert numerical grade in area IIA element  
#73 under assigned points

**NAVSUP P486 Volume I Food Service Management**

**NAVSUP FORM 1358 WORKSHEET**

Evaluate the most recent two quarters worth of NAVSUP Form 1358s. Each element for each monthly NAVSUP 1358 is worth 4 points for a total of 184 points.

	1	2	Total
a. Balance Brought Forward caption on the receipts section of the Balance Sheet equals the "Balance on Hand" caption on the NS 1358 submitted for the previous period. (NAVSUP P-486, Vol. I, 7211)			
b. Receipts with Charge caption on the receipts section of the Balance Sheet equals the amount reported on the three monthly NS 1357s. (NAVSUP P-486, Vol. I, 7211)			
c. Stores Consumed caption on the expenditure section of the Balance Sheet as posted from the summary of issues to the GM equals issues to the "GM" entry on the NS 367 rounded to the nearest dollar and does not include the value of galley produced bakery products sold. (NAVSUP P-486, Vol. I, 7211)			
d. Survey and Loss Without Survey caption on the expenditure section of the Balance Sheet and NS 367 agrees with the total value of all DD 200s and NS 1334 except for rounding. (NAVSUP P-486, Vol. I, 7211)			
e. Sale of Bulk Food Items caption on the expenditure section of the Balance Sheet equals the total value of line 2c on the three monthly NS 1357s. (NAVSUP P-486, Vol. I, 7210 and 7211)			
f. Transfers with Reimbursement caption on the expenditure section of the Balance Sheet equals the value of food items - turned into stock points and stores ships and transfers to ships stores as reported on the "Expenditure" section of the NS 367. (NAVSUP P-486, Vol. I, 7210 and 7211)			
g. Transfers without Reimbursement caption on the expenditure section of the Balance Sheet equals the value of food items transferred to other GMs as reported on the "Expenditure" section of the NS 367 rounded to the nearest dollar. (NAVSUP P-486, Vol. I, 7210 and 7211)			

**ATTACHMENT F**

**NAVSUP P-486 Volume I - Food Service Management**

	1	2	Total
h. Rations fed caption data is summarized and equals the three monthly NS 1357s. (NAVSUP P-486, Vol. I, 7210 and 7211)			
i. Balance on Hand caption on the expenditure section of the Balance Sheet agrees with the "Inventory" entry on the "Expenditure" section of the NS 367 rounded to the nearest dollar. (NAVSUP P-486, Vol. I, 7210 and 7211)			
j. Price Adjustment caption on the expenditure section of the Balance Sheet (+ or -) makes the total expenditure equal to the total receipts. Value is explained on the reverse side of the NS 1358 if in excess of 10% of total stores consumed. (NAVSUP P-486, Vol. I, 7210 and 7211)			
k. Total caption on the expenditure section of the Balance Sheet equals the caption on the receipts section of the Balance Sheet and agrees with the final total of the "Expenditure" section of the NS 367 as modified by rounding. (NAVSUP P-486, Vol. I, 7210 and 7211)			
l. Rations Fed caption does not exceed Rations Allowed caption. (NAVSUP P-486, Vol. I, 7210 and 7211)			
m. Current Basic, Special and Supplemental Allowances as listed in NAVSUPNOTE 7330 series are entered in the appropriate allowance sections. (NAVSUP P-486, Vol. I, 7211)			
n. Over/Under issue carried forward value of up to 2% of the total food allowance of the previous quarter is entered in the allowance section of the current NS 1358. (NAVSUP P-486, Vol. I, 7210 and 7211)			
o. Total allowances caption equals the sum of all allowances and the previous over/under issue carried forward value from the previous quarter. (NAVSUP P-486, Vol. I, 7210 and 7211)			
p. Stores Consumed caption equals the "Stores Consumed" caption in the "Expenditure" section of the "Balance Sheet". (NAVSUP P-486, Vol. I, 7210 and 7211)			

**NAVSUP P486 Volume I Food Service Management**

q. Returns are submitted to SUP 51 via the administrative/area/type commander with a letter of explanation when over issue in excess of 2% occurs. Maximum over/under issues carried forward to the next quarter does not exceed 2% of total allowances. (NAVSUP P-486, Vol. I, 7210 and 7211)

1	2	Total

r. The following signatures were entered on the NS 1358:  
 - XO/Personnel Officer certifying rations allowed figure  
 - Leading MS  
 - FSO  
 (NAVSUP P-486, Vol. I, 7210 and 7211)

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s. NS 1358 with required substantiating documents are properly assembled. (NAVSUP P-486, Vol. I, 7210 and 7211)

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Add total points and multiply by  
 .329 to obtain numerical grade

\_\_\_\_\_ x .329 = \_\_\_\_\_

Insert numerical grade in area IIA element  
 #80 under assigned points

## APPENDIX I

### PART II: REVIEW OF ENLISTED FOOD SERVICE OPERATIONS ASHORE

Part II provides check-off lists to (1) guide station audit boards in reviewing ration credit procedures and validating signature head counts, and (2) assist Food Service Officers in preventing or correcting discrepancies frequently surfaced during the inspection of food service operations.

Station audit boards will use Section 1 of Part II, Appendix I as a guide in performing the monthly/quarterly audits required by NAVSUP P-486, Vol. I. When conducting audits, the station audit board will obtain reports of previous audits, inspections and surveys since the last internal audit. These findings will be reviewed to determine actions taken to implement recommendations and to evaluate the adequacy of corrective actions. Summary reports of audit findings will be submitted to Commanding Officers. In situations where problems of a continuing nature are encountered, a copy of the audit report will be furnished to the Navy Supply System Command (SUP 51).

Food Service Officers will use Section 1 as a general guide for review and management control of food service operations regarding signature head count, meal pass controls, collection and deposit of cash resulting from the sale of meals, issuance of flight meals, and physical security of subsistence stocks. As a general rule, Section 1 will be completed in its entirety, or appropriately annotated when respective audit steps are considered inappropriate. In addition, working papers prepared in support of audits will be retained for one year.

Section 2 contains optional, detailed procedures for use by the Food Service Officer and audit board when verifying data reported on NAVSUP Form 1357.

All concerned are encouraged to modify these check-off lists in order to more adequately suit individual food service operations.

**SECTION 1: CHECK-OFF LIST FOR AUDITING AND REVIEWING  
FOOD SERVICE OPERATIONS**

	NAVSUP Pub Pub 486, Vol. 1 Reference	W/P Reference	Comments
<b><u>HEAD COUNT PROCEDURES</u></b>			
<b>1. Head count procedures will be reviewed to ensure that:</b>	2303		
a. NAVSUP Form 1291 is serialized and the heading completed prior to meal time to maintain control and prevent loss or misuse of forms.	2303.2		
b. NAVSUP Form 1291 contains the first initial, surname, and meal pass number of each meal recipient, except in the case of transient personnel who also must furnish their command or unit name.	2303.2		
c. All signatures contained on NAVSUP Form 1291 are in ink.	2303		
d. Signatures, legible meal pass numbers, and legible activity designator where applicable are obtained on NAVSUP Form 1291. Signatures are obtained on DD Form 1544 for cash sales of meals.	2303.2b 2306.2d		
e. Physical layout of signature stands/tables are located at strategic points to enable the MAA (Master at Arms) too properly verify that all meal patrons are eligible to pass through the serving line. <i>*MAA authorized in writing by FSO will supervise.</i>	2303.2b		

**NAVSUP P-486 Volume I - Food Service Management**

**SECTION 1: CHECK-OFF LIST FOR AUDITING AND REVIEWING  
FOOD SERVICE OPERATIONS**

	NAVSUP Pub Pub 486, Vol. 1 Reference	W/P Reference	Comments
f. All personnel exhibit both a valid meal pass and identification card.	2306.2b		
g. Immediately after securing the serving line, the Mess Deck Master at Arms (MDMAA) assembles the NAVSUP Forms 1291 and draws an ink line below the last name on each form. The MAA determines the total number of signatures for each category and prepares a NAVSUP Form 1292 in an original and one copy. The MAA will sign the first signature line on NAVSUP Form 1292, and when there is more than one MAA on duty at different meal periods, each will initial the appropriate column (Breakfast, Lunch and Dinner) applicable and each will sign the first signature line.	2304.2a		
h. When groups are fed under mass feeding conditions, the MAA will verify that the number of persons within the group agrees with the number contained on the NAVSUP Form 1292 (ensure MAA actually is verifying by counting personnel in mass feeding groups).	2306.2e		
i. NAVSUP Form 1292 entries for on-duty food service personnel do not include personnel receiving commuted rations.	2306.3c		

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	NAVSUP Pub Pub 486, Vol. 1 Reference	W/P Reference	Comments
j. NAVSUP Form 1292 entries for contract food service personnel do not contain a number exceeding the actual number of personnel on duty during a meal period.	2306.3e		
k. NAVSUP Form 1292 entries for both meals sold for cash and meals sold on a credit basis (contract personnel). Duty cashier signs the second signature line certifying the cash sales.	2304.2b		
l. NAVSUP Form 1292 grand totals and ration credits for each meal are properly computed by the recordskeeper and signed by the recordskeeper on the third signature line certifying the totals.	2304.2c		
m. At the end of each month, a monthly NAVSUP Form 1292 is prepared from the accumulated daily NAVSUP Forms 1291, 1292 and DD Forms 1544.	2304.2b		
n. Monthly or quarterly, at local option, the Food Service Officer submits the monthly NAVSUP Form 1292 and DD Forms 1544, along with the daily NAVSUP Forms 1292 with supporting NAVSUP Forms 1291 to the station audit board	2305.3		
o. Only personnel entitled to rations-in-kind are permitted to eat at government expense.	2000		

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	NAVSUP Pub Pub 486, Vol. 1 Reference	W/P Reference	Comments
p. Only personnel authorized to purchase meals for cash or on a credit basis (contract personnel) are purchasing meals.	2001		
q. Meals furnished to contract food service personnel are properly accounted.	2303.3		
r. Proper certifications for rations issued are acquired when applicable.	2003.1		
s. Certifications are prepared in the proper format.	2003.2		
t. The Food Service Officer is properly advised by the Executive/Personnel Officer of the expected number of rations allowed for all categories of personnel.	2302.2a (1)(2)		
u. Personnel Support Detachment (PERSUPPDET) or command performing personnel and administrative functions is responsible for issue and control of Meal Passes. (NAVSUP Form 1105).	2302.1a		
v. Meal Passes (NAVSUP Form 1105) are preserialized.	2302.1		
w. Issue procedures for NAVSUP Form 1105 are adequate. (Special attention to Reserve and BAS Personnel).	2302.1		
x. Recall and loss procedures for NAVSUP Form 1105 are adequate.	2302.1c		

**SECTION 1: CHECK-OFF LIST FOR AUDITING AND REVIEWING  
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	NAVSUP Pub Pub 486, Vol. 1 Reference	W/P Reference	Comments
y. Meal count conversion factors used to determine ration credits agree with the applicable conversion factors contained in NAVSUPNOTE 7300.	2500.1		
<b><u>MONETARY CONTROL PROCEDURES</u></b>			
<b>1. Cash collection and handling procedures will be reviewed to ensure that:</b>			
a. On-hand cash funds are current. (Count cash in the presence of the collection agent using the cash verification sheet contained at the end of Part II, Section 1, Appendix I and determine whether the count is in agreement with general mess cash records and the change fund advanced by the Disbursing Officer.)	2202.3,4		
b. Cashiers and collection agents have adequate safekeeping facilities for funds, and they are properly safeguarded.	2202.2b-d		
c. Funds are being deposited properly and deposit records properly certified.	2202.3		
d. Proper signatures are in the Cash receipt Book (NAVSUP Form 470).	2202.2e		
e. Collections for the sale of food items are received in a timely manner.	2202.2b 2202.1		

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	NAVSUP Pub Pub 486, Vol. 1 Reference	W/P Reference	Comments
f. Collections for the sale of meals on a credit basis are received in a timely manner. A detailed breakdown of all undeposited sales from the last monthly 1357 with age of accounts should be provided.	2201.2c		
g. Daily records are maintained on the sale of meals.	2201.1b (2)-(6)		
h. Overages and shortages in cash are properly administered.	2201.1b(5)		
i. Overages and shortages are investigated and corrective actions taken to prevent reoccurrence.	2201.1b(5)		
j. The change fund is properly administered.	2202.4		
k. Funds are verified and audited at least once each month on different dates and at unannounced times.	2202.4		
<b>2. Review sales procedures to ensure that:</b>			
a. The authority for the sale of food items is properly documented.	6300.1		
b. The authority for sale of meals is properly documented.	6300.2		
c. The Cash Meal Payment Book (DD Form 1544) is being used to document cash sales of meals.	2201.1b (2)-(5)		

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	NAVSUP Pub Pub 486, Vol. 1 Reference	W/P Reference	Comments
d. The sale of meals on a credit basis is authorized and NAVSUP Form 1046 is properly maintained.	2201.2(b)		
e. Basic charges and surcharges for meals purchased from the general mess are at the rates issued in a Naval message from SUP 511.	2200.1		
f. Sale prices on food items are properly administered.	6304.1		
g. Sales of meals to civilian contract food service personnel are properly documented and the contractor properly reimburses these sales.	2303.3		
h. The sale of meals to on-duty food service personnel receiving commuted rations are properly accounted for at each meal,(non consumption log) ensuring that these personnel are not eating meals at government expense.	2201		
<b><u>SECURITY/ CONTROL OF SUBSISTENCE INVENTORIES</u></b>			
<b>1. Review and evaluate procedures for receiving and storing subsistence items giving special attention to:</b>			
a. The quality of receipt check-in and/or inspection.	5101- 5103		

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**SECTION 1: CHECK-OFF LIST FOR AUDITING AND REVIEWING  
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	NAVSUP Pub Pub 486, Vol. 1 Reference	W/P Reference	Comments
b. The storage and safekeeping of subsistence, particularly evaluating controls over limited storage life items whose use beyond the recommended storage periods may involve hazard to health.	5704.4,5		
c. The processing of required paperwork to ensure prompt and proper recording of quantities received and unit prices.	5400-5404		
d. The identification and disposal of unsatisfactory food items and their prescribed reporting by use of the Unsatisfactory Material Report (Subsistence) (DD Form 1608). Evaluate the effectiveness of the action taken to preclude future receipt of such unsatisfactory items.	5205 5300-5301		
<b>2. Review and evaluate key handling procedures for food service spaces.</b>			
a. The grand master key for food service spaces is in the custody of the supply officer.	1202.3		
b. The master and duplicate keys are maintained in accordance with existing requirements.	1202.3		
c. Original keys to food service spaces are handled in accordance with existing requirements.	1202.3		

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	NAVSUP Pub Pub 486, Vol. 1 Reference	W/P Reference	Comments
<b><u>INTERNAL MANAGEMENT CONTROL</u></b>			
1. Review and evaluate internal management control procedures for issue of food items from storeroom to galley and disposition of prepared and unprepared leftovers.			
a. The NAVSUP Form 1282 is being used for issue and turn-in.	6101		
b. Document number control log is used and breakout documents are preserialized.	6101.1		
c. Senior mess management specialist on duty prior to issue approves breakout documents.	6101.2		
d. Responsible personnel sign NAVSUP Form 1282 at time of issue or turn-in.	6101.3		
e. Unprepared (unopened) food items returned to storeroom for credit.	6101.3		
f. Food Preparation Worksheet (NAVSUP Form 1090) is properly prepared and document number assigned.	3101,		
g. NAVSUP Form 1090 is reviewed by Food Service Officer, and original retained in accountability file.	3101.4,5		

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**CASH VERIFICATION WORKSHEET**

In the possession of: \_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title) (Location)

Denomination	No.	Amount	Denomination	No.	Amount
--------------	-----	--------	--------------	-----	--------

Bills:	\$100	\$	Coins:	\$1.00	\$
	50			.50	
	20			.25	
	10			.10	
	5			.05	
	2			.01	
	1			Total Value of Coins \$	

Total Value of Bills \$ \_\_\_\_\_ Other: \$ \_\_\_\_\_

**TOTAL CASH COUNT \$** \_\_\_\_\_

I certify that cash in the amount of \$ \_\_\_\_\_, as listed above, was returned to me intact on this date by \_\_\_\_\_ representing the Station Audit Board at

\_\_\_\_\_  
 (Activity)

\_\_\_\_\_  
 (Collection Agent)

\_\_\_\_\_  
 (Date)

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### SECTION 2: PROCEDURES FOR VERIFICATION OF ENTRIES ON THE NAVSUP FORM 1357

1. Verify that the grand total of rations, line 16 on NAVSUP Form 1357, is the same as total ration credit on the monthly NAVSUP Form 1292.
2. Verify that each of the categories under "Ration Breakdown" on the NAVSUP Form 1357 can be traced to the monthly NAVSUP Form 1292. I
3. Verify that under "Ration Breakdown" on NAVSUP Form 1357, the total of lines (2) through 14 equals line 15.
4. Verify that under "Cash Statement" section of Form 1357, line 1 represents the value of line (5) on the preceding month's NAVSUP Form 1357.
5. Verify that under the "Cash Statement" section of NAVSUP Form 1357, line 4 includes a total of overage/shortages with a memo on reverse side stating cause.
6. Verify that on NAVSUP Form 1357, except for rounding off, line 3 on "Cash Statement" section equals cash received by disbursing officer under "Certification" section.
7. Verify the amounts reflected on the three Lines of "Accounting Classification" section equal the total cash received by the Disbursing Officer under the "Certification" section. NOTE: The third line of the "Accounting Classification" section replaces DD Form 1131 for surcharge deposits to O&MN appropriation.
8. Verify that on NAVSUP Form 1357, the time period shown in the "Certification" section agrees with the time period shown on the top line of the report.
9. Verify that an audit of cash has been conducted by the Food Service Officer in accordance with para. 2201.1 b(4)(c) of NAVSUP Pub 486, Volume I.
10. Verify that a copy of the monthly cash audit conducted by the Food Service Officer is filed with the monthly NAVSUP Form 1357.

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TO  
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