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FOOD SERVICE MANAGEMENT GENERAL MESSSES



NAVSUP Publication 486
Volume I

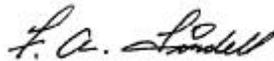
Revision of November 1998

NAVSUP P-486 Volume 1 - Food Service Management

NAVY DEPARTMENT
NAVAL SUPPLY SYSTEMS COMMAND
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This publication is issued for the information and guidance of all food service management personnel. This publication supercedes change 1 to Revision 3 of 15 May 1995.

NAVSUP issues its policies to general messes through this publication, which defines in detail the actions of general mess personnel in preparing meals, professional guidance on nutrition, automated financial management, managing inventory, maintaining accountability for stock and money, monitoring use and consumption, and preparing reports for headquarters. This publication provides ways to perform key functions.



F. A. LINDELL
CDR, SC, USN
Food Service Director
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NAVSUP P-486 Volume I – Food Service Management

CHANGES IN PROCEDURES

This is a complete publication revision. All sections should be reviewed for familiarity with new procedures. There are no distinctive markings to highlight changes to procedures.

NAVSUP P-486 Volume I – Food Service Management

INTRODUCTION TO FOOD SERVICE MANAGEMENT – GENERAL MESSES

PURPOSE

The procedures contained in this publication establish policy for the operation and management of Navy general messes afloat and ashore. The procedures are designed to assist food service personnel in the proper performance of their assigned duties and to aid them in understanding and fulfilling the responsibilities of their individual task associated with general mess operations.

The procedures in this publication are the minimum essential to good food service management and are mandatory unless specifically stated as being optional. However, these procedures are not limiting when conditions warrant additional controls, and heads of supply departments, commanding officers, or higher authority may supplement procedures not in conflict with this publication when it is considered necessary.

A companion publication, Food Services Management – Officers Quarters and Messes Afloat and Chief Petty Officer Messes Afloat, has been issued as Volume II.

AUTHORIZATION

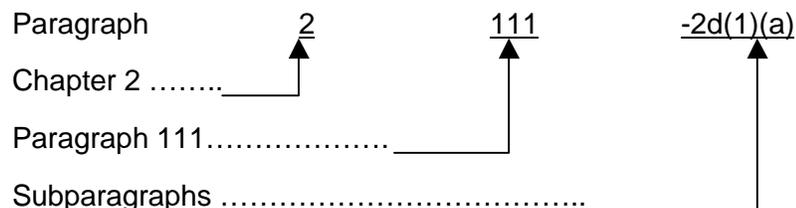
This publication is issued for the information and guidance of all persons in the Naval Establishment under the authority of Article 1202, Naval Regulations. The Commander, Naval Supply Systems Command may authorize in writing, deviations from the instructions contained in the publication, provided the matter concerned is entirely under the cognizance of the Naval Supply Systems Command.

ARRANGEMENT OF SUBJECTS

The chapters of the publication are organized so the topics are in order as they occur under working conditions. An attempt also has been made to place all topics of a similar nature in the same chapter. Since there is much overlapping in the subjects discussed, complete separation of complimentary topics would not always be desirable. The present subject order sequence is designated to make it possible for the reader to pursue all aspects of a particular topic of interest with only a limited need for cross reference to other sections of the publication.

PARAGRAPH NUMBERING SYSTEM

The four digit paragraph number and its subparagraph designations may be broken down as follows:



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Reference to Food Service Management -- General Messes in correspondence, messages, etc., will be shown in the following manner:

NAVSUP Publication 486 Volume I, par. 2111
NAVSUP Publication 486 Volume I, par. 2111- 2d(l)
NAVSUP Publication 486 Volume I, paras. 2111-2114

Paragraphs and subparagraphs may contain itemizations in which case reference to a specific item may be made as follows:

NAVSUP Publication 486 Volume I, par. 2111- 2d(l)(a) item 2

PAGE IDENTIFICATION

PAGE NUMBERS

The pages of this publication are numbered in a separate series for each chapter. The pages of a chapter are numbered in sequence with arabic numerals from 1. Each page number is preceded by the number of the chapter. For example, the fifth page of Chapter 1 is numbered 1-5.

RUNNING HEADS

To facilitate finding paragraphs in this publication, each page is identified with a running head. The number in the upper left corner of the left page indicates the number of the first paragraph to begin on that page. The number in the upper right corner of the right page indicates the number of the last paragraph to begin on that page. If no paragraph begins on a page, the paragraph number appearing in the upper corner of the page is the last paragraph to begin on preceding pages.

ILLUSTRATIONS

The purpose of the illustrations in this publication is to show by means of charts or filled in forms the principles and procedures explained in the text. The illustrations do not necessarily show current names, dates and figures. These details are included so that the principles outlined in the written instructions may be delineated.

TABLE OF CONTENTS AND INDEX

The organization of this publication makes it possible to locate desired information easily by referring to the table of contents in the front of the publication to determine general location, and to the table of contents at the beginning of each chapter for specific location.

It is suggested that the reader follow the organization of the table of contents in locating desired information. Such information as does not logically lend itself to location by this method may be located by reference to the index at the end of the publication.

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CHAPTER 1

ORGANIZATION, ADMINISTRATION AND SECURITY

PART A: ORGANIZATION

1000 PURPOSE

The purpose of the general mess is to provide Navy enlisted members with wholesome nutritional rations-in-kind. The general mess fulfills this purpose through proper preparation and service of the daily food allowances authorized by law and the Department of Defense Food Cost Index.

1001 AUTHORITY

General mess activities are organized under the operational control of the Commanding Officer or commander of the vessel or shore activity who provides staffing and funding for that operation. Establishment, disestablishment, management, control and inspection for compliance are all operational line functions. However, the Naval Supply Systems Command (NAVSUP) is responsible for issuing Navy policies and methods for safeguarding naval material and providing technical guidance and direction to naval activities concerning execution of supply policies and methods.

1002 NAVAL SUPPLY SYSTEMS COMMAND

The Deputy Commander for Support Services (SUP 05) is responsible for administering the Navy food service program under authority delegated by the Commander, Naval Supply Systems Command. The mission of SUP 05 includes technical direction and financial control of Navy general messes and responsibility for administrative and technical guidance for officers' quarters and messes afloat and chief petty officers' messes afloat. The Deputy Commander for Support Services provides subsistence funding and policies that enable operational commands to serve meals high in quality and nutrition, adequate in quantity, in an appealing and sanitary manner. Within the NAVSUP directorate for support services responsibility for the food service program is assigned to the Food Services Division (SUP-51).

1003 NAVY FOOD MANAGEMENT TEAMS AND DETACHMENTS

The Navy Food Management Teams (NFMT) and detachments are field activities of SUP 51. The mission of the Navy Food Management Team is to assist ships and ashore activities in raising the quality and standards of food service. They provide training and assistance in a variety of functional areas. Details of their services and means of requesting training are provided in Appendix H.

1004 AUTHORIZATION AND ESTABLISHMENT - AFLOAT

The Commanding Officer, the Prospective Commanding Officer, or the Officer in Charge of a ship may establish a general mess. A general mess is established when food service personnel and equipment have been provided. The ship must notify SUP 51 by letter 30 days

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before establishing a general mess so that operating instructions and information can be forwarded. Information in the notification letter will include the target date for starting operations, the anticipated number to be fed, telephone, fax numbers, email address, Food Service Officer's name, the ship's UIC, and the ship's assigned home port.

1005 AUTHORIZATION AND ESTABLISHMENT - ASHORE

1. GENERAL. Correspondence concerning the establishment, consolidation, permanent closing, or any other actions affecting efficient use and operation of general messes ashore must be staffed through the normal chain of command. After approval of any change SUP 51 must be notified before implementation.

2. REGULAR MESS. The Commanding Officer, Prospective Commanding Officer, or Officer in Charge of any shore activity may initiate a request to establish a general mess. The request is forwarded to the major claimant through the chain of command and will contain the following information:

- a. location of the nearest military service appropriated fund general mess;
- b. anticipated number of personnel to be fed;
- c. how and where personnel are currently fed;
- d. explanation why current feeding situation cannot continue;
- e. statement that adequate food service personnel and equipment will be available for efficient general mess operation;
- f. telephone, fax numbers, and email address;
- g. Food Service Officer's name; and anticipated start date of General Mess Operations.

Upon approval, the activity will forward the request to SUP 51 at least 90 days in advance of the proposed starting date of operation. SUP 51 will forward operating information and instructions.

3. BRANCH GENERAL MESS. Requests submitted to the major claimant for establishing a branch mess must include justification based on necessity. This request will include:

- a. justification for establishment (that is, when food service operations are continually required at a remote location from the established general mess); and
- b. anticipated benefits (for example, consolidated returns, central administrative control, and reduced administrative workload).

The activity will provide SUP 51 a copy of the justification and approval. The officer responsible for the parent (established) general mess will also be responsible for the operation and administration of the branch mess. The branch mess returns will be consolidated with the parent general mess before submission.

4. CONSOLIDATION, MODIFICATION, OR PERMANENT CLOSING. The major claimant must review any request to consolidate, modify, or permanently close a general mess ashore. After receipt of approval, the activity will provide the following information to SUP 51 for informational purposes:

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- a. justification for proposed action,
- b. anticipated cost savings,
- c. plans for feeding personnel, and
- d. planned use of food service personnel.

This information is not required if the entire activity has been disestablished unless there are remaining personnel in the area that are affected.

5. ASSISTANCE. If requested, SUP 51 will provide assistance in reviewing general mess operations being considered for establishment, modification or closure.

1006 GENERAL MESS ORGANIZATION CHART

1. GENERAL. Figure 1-1 shown below displays a typical organizational chart for a Navy general mess. The Commanding Officer may authorize changes in area of responsibility assignments.

2. ORGANIZATION OF THE GENERAL MESS.

- a. Records Branch:
 - (1) requisitions food items,
 - (2) maintains stock records, and ensures sufficient food stocks,
 - (3) maintains general mess records, and
 - (4) prepares inventories, submits reports and maintains financial returns.
- b. Food Preparation Branch:
 - (1) prepares watch bills for food production,
 - (2) prepares menus and recipe breakdowns,
 - (3) prepares food, and
 - (4) trains and supervises food handlers in sanitation and serving techniques.
- c. Subsistence Branch:
 - (1) receives, stores and issues subsistence, and
 - (2) completes appropriate documentation.
- d. Mess Services Branch:
 - (1) controls general mess access/identifies authorized patrons,
 - (2) maintains cleanliness of messing areas,
 - (3) maintains beverage service,

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(4) conducts scullery operations, and

(5) details Food Service Attendants to other branches as needed.

3. SUPPORTING ESTABLISHMENT. Figure 1-2 represents the organization of the supporting establishment for general messes afloat and ashore.

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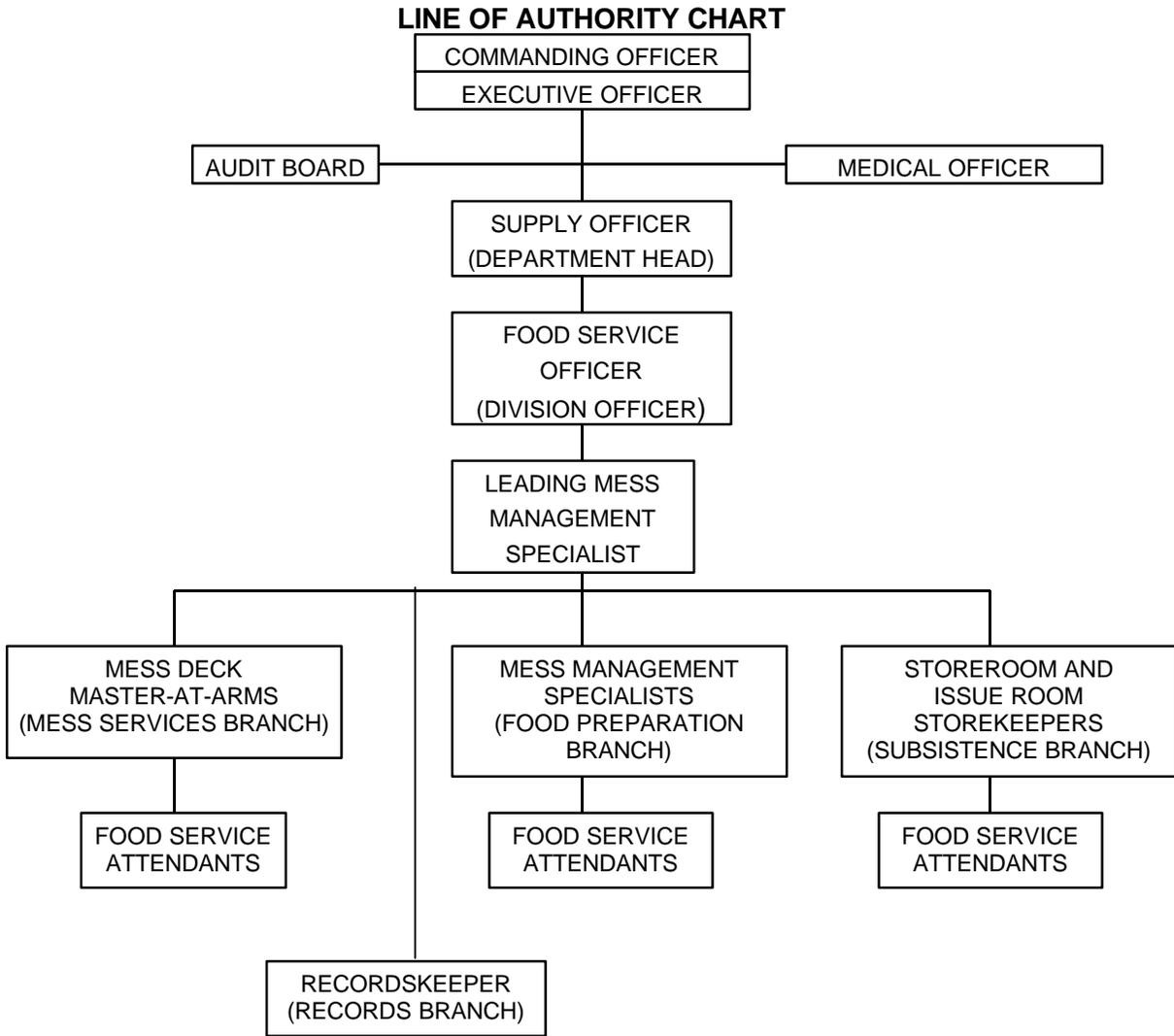


Figure 1-1

THE SUPPORTING ESTABLISHMENT

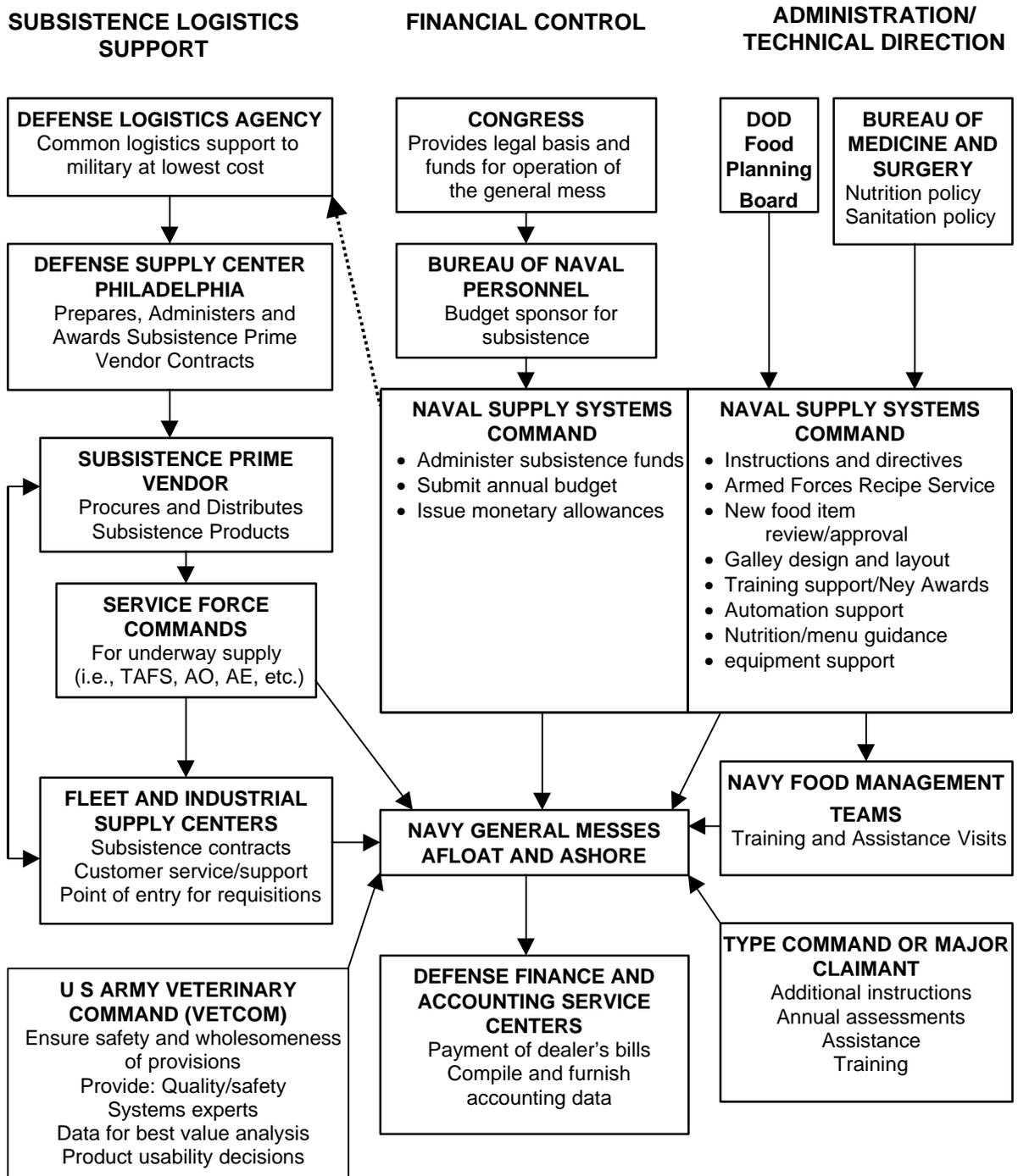


Figure 1-2

PART B: ADMINISTRATION - DUTIES AND RESPONSIBILITIES

1100 THE COMMANDING OFFICER

1. GENERAL. The Commanding Officer bears overall responsibility for administration of the general mess. According to U.S. Navy Regulations, the Commanding Officer shall require that records prescribed by current instructions be maintained properly and that personnel under his or her command maintain a satisfactory state of health. These two requirements are the basis of the Commanding Officer's responsibility for the general mess. Navy regulations further require that the Commanding Officer detail an officer or senior enlisted to sample meals served in the general mess on a regular basis. Should the designated meal sampler or any member of the mess object to the quality or quantity of the food, the Commanding Officer shall be notified and shall take appropriate action.

2. SPECIFIC REQUIREMENTS. The Commanding Officer shall approve in writing the following:

a. any relief of the Supply Officer by an assistant to assume the responsibilities of accountable Food Service Officer duties;

b. any authority for the general mess to serve meals to other than those individuals entitled to rations in kind, authority to sell meals for cash or credit, or authority to sell bulk food items;

c. the appointment of a control officer (or responsible enlisted) for cash sales of meals from the general mess;

d. the menu or changes thereto;

e. meal hours; and

f. the signing of the "Pledge of Service to our Patrons".

1101 THE EXECUTIVE OFFICER

1. GENERAL. The Executive Officer or, if delegated, the Personnel Officer is responsible for the following:

a. advising the Food Service Officer of any known significant changes in the estimated number of personnel to be fed for the following three days;

b. providing the information necessary to determine the category of visitors using the general mess;

c. recording and certifying on the quarterly General Mess Operating Statement the cumulative total number of "in-kind" rations that were allowed for the period as described in BUPERS Manual article 2640140-6;

d. assigning personnel to the supply department for temporary duty when manning documents or food service contracts do not provide permanent support for the following:

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(1) Mess Decks Master-at-Arms personnel shall be assigned as necessary for supervision of good order and maintenance of mess gear and spaces with a recommended tour length of at least 120 days;

(2) The Executive Officer will also establish circumstances and procedures under which the Food Service Officer may be required to furnish or preserve rations outside of normal meal hours for personnel on working parties or special details.

1102 THE DESIGNATED MEDICAL REPRESENTATIVE

The designated medical representative performs fitness-for-human-consumption inspections of subsistence at receipt and exercises constant surveillance concerning sanitary aspects of food preparation and service. The medical representative inspects food items when any doubt exists concerning fitness for human consumption. Items found unfit for use or possibly harmful to health will require reports as described in paras. 5300 and 5301. Hazardous material will be disposed of immediately except for samples required for analysis. The medical representative will assist the Food Service Officer in establishing and maintaining a food handler's training program. The medical representative inspects food service spaces in accordance with NAVMED P5010-1.

1103 THE SUPPLY OFFICER

1. **ASSIGNMENT.** The officer assigned to duty as the head of the supply department is the Supply Officer and will usually be an officer of the Supply Corps. The Supply Officer performs both supply and food service duties unless the Commanding Officer designates in writing an assistant to the Supply Officer as the Food Service Officer. (See sample letter in appendix B.)

2. **DUTIES AND RESPONSIBILITIES.** The Supply Officer's duties and responsibilities include:

- a. general supervision of food service operations;
- b. issuing instructions which set food service safety, precautions, sanitary regulations, and equipment operating instructions; and
- c. Navy Working Capital Fund accounting at activities carrying food in the Navy Working Capital Account.

1104 THE FOOD SERVICE OFFICER

1. **GENERAL.** Use of the title "Food Service Officer" in this manual indicates the individual accountable for general mess operations. The term "accountable officer" may include Supply Corps Officers, line officers or Chief Warrant Officers. If a qualified officer is not available to perform this duty, a request may be forwarded to SUP 51, via the Type Commander, to designate a senior enlisted member (E-7 through E-9) as the Food Service Officer for a six-month period, or until a qualified officer is available (whichever is less). SUP 51 will evaluate the requests on a case-by-case basis. The request must state why a qualified officer is not available to perform the duty, and when a qualified officer will be available. Only in extremely unusual circumstances that are fully documented, and for the absolute minimum period of time, will a request be considered for the designation of a senior enlisted member as the Food Service Officer for afloat activities. The selection, or non-selection, of a senior enlisted

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member to perform the duties of the Food Service Officer will not be used as the sole criteria for career advancement or future assignments. The Food Service Officer signs the general mess returns and is financially accountable and responsible for all general mess operations and is under the authority of the Supply Officer for the proper and efficient operation of the general mess. The Food Service Officer supervises the food service division and is responsible for ensuring that its organization and operation follow applicable portions of Navy Regulations, General Orders, and Naval Supply Systems Command, Support Services Directorate, Food Service Division (SUP 51), Fleet, Force, Type, and station commander directives.

2. **ACCOUNTABILITY AND CONTROL.** All food entrusted to the Food Service Officer actually belongs to the subsistence account for which the Support Services Directorate, Food Service Division (SUP 51) is held personally and legally responsible under Title 31 U.S. Code Section 1517, as the operating budget holder. Therefore all general mess food stocks should be issued and served in fulfillment of the ration entitlement or otherwise properly disposed. Similarly, money collected from the sale of bulk subsistence items or individual meals belongs to the subsistence account. The Food Service Officer is accountable under the authority of Support Services Directorate, Food Service Division (SUP 51) to the U.S. Navy for all food stocks and cash from food sales held as a part of the subsistence account. Accountable Food Service Officers shall take all prudent and necessary actions to protect the food and cash entrusted to their care.

3. **INSTRUCTIONS FOR FOOD SERVICE PERSONNEL.** The Food Service Officer will prepare safety, sanitary and operating instructions for equipment use, food preparation, and maintenance of spaces. All sanitary instructions must be concurred in by the supporting medical department. All instructions must have the approval of the Supply Officer and be made known and accessible to responsible food service personnel. These instructions may be approved individually, be part of a division, department or ships organizational manual or may be preapproved if in the form of placards obtained as cognizance symbol "I" material issued from responsible bureaus, offices or systems commands. All instructions concerning safety, operation of equipment and sanitation will be prominently posted near the equipment or function to which they pertain.

4. **PERSONNEL MANAGEMENT.** The Food Service Officer assigns duties to personnel based on their rate, ability, training, and aptitude. In no case will the bulk storeroom storekeeper (jack-of-the-dust) or the stores receiving inspector also be assigned as the general mess recordskeeper or have direct access to general mess records. Other personnel duties of the Food Service Officer include:

- a. obtaining and assigning strikers for the food service division;
- b. recommending advancements in rating;
- c. assigning evaluation marks;
- d. maintaining an on-the-job training program for all food service personnel;
- e. maintain a comprehensive Personal Qualification Standards (PQS) program, and
- f. ensure command programs to recognize outstanding food service personnel are established.

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5. **SANITATION AND ORDERLINESS.** Responsibility for food borne illness resulting from improper or careless preparation, serving or storage of food rests with the Food Service Officer. The Food Service Officer will require that all food service personnel receive initial and refresher courses in sanitation following current Secretary of the Navy instructions. Rules and regulations for general cleanliness, equipment and utensil sanitation, clean working uniforms, properly storing material, and sanitary procedures for preparing and serving food will be strictly enforced. The Food Service Officer will make thorough weekly inspections of all food service personnel and spaces. These inspections will ensure compliance with all food service rules and procedures as outlined in Food Service Operations (NAVSUP Pub 421) and NAVMED P-5010-1.
6. **PREPARATION AND SERVICE OF FOOD.** The Food Service Officer will review the menu to ensure that meals are nutritionally well balanced and variety is suited to crew preferences. The Food Service Officer will ensure all food is prepared following Armed Forces Recipe Cards or locally approved recipes and instructions on the Food Preparation Worksheet (NAVSUP Form 1090).
7. **MAINTENANCE OF SPACES AND EQUIPMENT.** The Food Service Officer's responsibility includes proper maintenance of all spaces and equipment in the food service division's assigned areas. Repairs or alterations to food service equipment and spaces require written notification to the Public Works Officer or Engineering Officer.
8. **REPORTS AND RETURNS.** The responsibility for maintaining required letters of authority/appointment, records and forms and for submitting required reports and general mess returns on time rests with the Food Service Officer. Appendices B and C list these letters of authority/appointment, forms and records. The Food Service Officer may use additional local forms and reports to operate the general mess and prepare returns.

1105 FOOD SERVICE PERSONNEL

Article 1158-2 of Navy Regulations prohibits any person employed by a general mess to receive money or other gifts from patrons of the facility. The Food Service Officer will ensure that food service personnel and food service attendants comply with this regulation.

1106 LEADING MESS MANAGEMENT SPECIALIST

1. **GENERAL.** The Leading Mess Management Specialist is the senior enlisted assigned to the food service division and is responsible to the Food Service Officer for the proper functioning of the division. The Leading Mess Management Specialist will be directly responsible for ensuring a high level of cleanliness in the general mess and for the proper sanitary preparation of rations in sufficient quantity, while remaining within prescribed monetary food allowances. Whenever possible, the duties of the Leading Mess Management Specialist will be performed by military personnel. If military personnel are not available, the duties may be assigned to government or contractor employees, subject to Type Commander approval.
2. **DUTIES.** Duties of the Leading Mess Management Specialist will include, but not be limited to supervision of the galley, bakery, and other assigned food service spaces. Among other duties that may be assigned the Leading Mess Management Specialist will:

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- a. ensure required records and forms are prepared, submitted, and maintained in accordance with NAVSUP directives;
- b. directly supervise all galley and related food service spaces;
- c. maintain all equipment, fittings, and cooking utensils at maximum efficiency;
- d. report needed corrective actions, repairs, or alterations to the Food Service Officer;
- e. supervise all personnel assigned to the galley and associated spaces;
- f. make food service watch assignments for Mess Management Specialists;
- g. muster assigned personnel, conduct personnel inspections for clothing, sanitation, and individual cleanliness, and report inspection findings and absentees to the Food Service Officer each morning;
- h. supervise food issue and preparation, instruct food service personnel in preparing food in the most economical, attractive, and appetizing manner possible within the Naval ration allowance (Preparation of food will be by use of the Armed Forces Recipe Service or locally approved recipes.);
- i. ensure that food is prepared or cooked to be ready as near the serving time as possible;
- j. ensure supervisors sample each item during preparation to ensure quality. This should be done early enough to take any corrective action considered necessary;
- k. ensure substitute items are equal to or exceed the acceptability factor of the item replaced (e.g., beef with beef, fish with fish);
- l. take every precaution to prevent food contamination, and ensure careful inspection of all food before preparation or serving;
- m. report any doubt concerning the quality of food to the Food Service Officer;
- n. enforce all ship and station regulations and food service watch section orders in the spaces;
- o. prepare the general mess menu for the Food Service Officer;
- p. ensure that perishable food items (especially fresh produce and dairy products) are monitored and used or transferred to preclude loss;
- q. Preparation Worksheet (NAVSUP Form 1090);
- r. perform other duties as may be prescribed by the Food Service Officer;
- s. monitor timely completion of Preventive Maintenance Systems (PMS) on all food service and damage control equipment;
- t. perform duties as Contracting Officer's Technical Representative (COTR) for Food Service Attendants contracts when assigned; and
- u. ensure the "Pledge of Service to our Patrons" is signed and appropriately displayed.

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3. EXCEPTIONS. In order to maintain a prudent separation of authority of accountability, no person other than the Food Service Officer and the assigned recordskeeper will have direct unrestricted access to accountable food service records. This restriction includes the Leading Mess Management Specialist. However, on ships and crafts with no officer of the Supply Corps assigned and on submarines or small vessels where Mess Management Specialist personnel levels are greatly restricted, the Food Service Officer may assign the Leading Mess Management Specialist to be the recordskeeper and to prepare accountable returns. In any case, the Leading Mess Management Specialist should be permitted controlled access to such general mess records as are required for proper menu and meal planning, for timely use of perishable food stocks and for ensuring endurance stocking of food. The Leading Mess Management Specialist shall likewise not be prohibited from providing advice and guidance on recordskeeping matters.

1107 MESS MANAGEMENT SPECIALIST DUTIES

1. WATCH CAPTAIN. The watch captain carries out the daily routine of work in the galley. The Mess Management Specialist assigned duties as the watch captain takes charge and directs all personnel in the galley watch section. The watch captain may also be assigned the responsibility for food production in the vegetable preparation room, the bakery and if established, the meat preparation room and flight galley during the watch period. The watch captain will ensure that all instructions of the Leading Mess Management Specialist including those on the Food Preparation Worksheet are carried out and that all food is wholesome and prepared in accordance with the Armed Forces Recipe Service and Food Service Officer approved local recipes. The watch captain will sample all food during production and again before the serving line is opened and will ensure the proper service of food. The safety and quality of food prepared, served and saved as leftovers during the assigned watch is the direct responsibility of the watch captain. Whenever possible the duties of the watch captain will be performed by military personnel. If military personnel are not available, the duties may be assigned to government or contractor employees, subject to Type Commander approval.

2. RECORDSKEEPER. The recordskeeper must be designated in writing by the Food Service Officer (see appendix B for example). The recordskeeper will report directly to the Leading Mess Management Specialist on all matters related to the financial management of the general mess and issues of accountability. Questionable circumstances will be referred to the Food Service Officer for resolution.

3. BULK STOREROOM CUSTODIAN. The bulk storeroom custodian must be designated in writing by the Food Service Officer (see appendix B for example). The bulk storeroom custodian duties will include:

- a. responsibility for all bulk subsistence storerooms in which dry, chilled and frozen provisions are maintained as well as the subsistence issue room if one is used;
- b. maintaining security and inventory accuracy of all accountable food and preserve its condition until issue or proper expenditure;
- c. reporting any compromise to accountability immediately to the Food Service Officer;
- d. reporting any potential loss of food stock as a result of storeroom conditions, such as flooding, fire or high temperature;
- e. monitors and records temperatures of chill and freeze storage areas;

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- f. maintains material condition of all storerooms; and
 - g. may act as receipt inspector when receiving subsistence items.
4. **COLLECTION AGENT.** A responsible Mess Management Specialist will be assigned as collection agent.
5. **CASHIER.** All general messes authorized to sell meals or bulk food items will appoint sufficient cashiers to ensure proper handling of funds. Any Mess Management Specialist assigned to the general mess may be a cashier. General messes with few cash sales may assign cashier duties to the watch captain or recordskeeper. Cashier duties may also be assigned to government employees, contractor personnel or the Master-at-Arms. Cashiers may not be assigned as the cash collection agent.

1108 MESS DECK MASTER-AT-ARMS

1. **GENERAL.** The Executive Officer will detail the Mess Deck Master-at-Arms to the food service division when the activity's billet structure does not specifically provide a permanent Mess Management Specialist for the job. Collateral duties or watches which interfere with the primary duties of a master-at-arms, except in unusual circumstances will not be assigned. Whenever possible, the duties of the Mess Deck Master-at-Arms will be performed by military personnel. If military personnel are not available, the duties may be assigned to government or contractor employees, subject to Type Commander approval.

The Mess Deck Master-at-Arms reports directly to the Leading Mess Management Specialist.

2. **DUTIES.** When assigned afloat, the duties of the Mess Deck Master-at-Arms are to:
- a. maintain all spaces and equipment in the serving line, scullery, and food waste handling areas except the areas under the cognizance of the watch captain;
 - b. coordinate food service attendant assignments with the Leading Mess Management Specialist for serving food, maintaining and cleaning of spaces and equipment, scullery operations, waste disposal, vegetable preparation and storeroom maintenance;
 - c. muster food service attendants daily, and inspect personnel thoroughly for neatness and cleanliness;
 - d. supervise cleaning of mess decks and gear, serving line, and scullery;
 - e. ensure scullery operation follows current instructions;
 - f. inventory and maintain adequate general mess gear to ensure sufficient quantities are available for serving periods;
 - g. administer a training and Personal Qualification Standards (PQS) program for food service attendants, that covers approved sessions on sanitation, scullery operations, and food handling;
 - h. maintain order and discipline in assigned areas; and
 - i. monitor headcount by using an appropriate hand-held counter.

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3. DUTIES ASHORE. When assigned ashore, additional duties of the mess decks master-at-arms will include:

- a. supervision of contract Food Service Attendants, if appropriate
- b. supervise the signing and control of the Meal Signature Record (NAVSUP Form 1291) and the Cash Meal Payment Book (DD Form 1544) to ensure proper procedures are followed;
- c. prepare the Recapitulation of the Meal Record (NAVSUP Form 1292).

1109 FOOD SERVICE ATTENDANTS

1. DUTIES. Food service attendants assigned to the general mess may be directed to perform any of the following duties:

- a. serve on the serving line;
- b. maintain cleanliness and sanitation of spaces and equipment;
- c. operate the scullery;
- d. handle and dispose of food wastes;
- e. load and unload supplies for the general mess;
- f. work in the vegetable preparation room; and
- g. wash cooking and baking gear in the galley and bakery.

2. ASSIGNMENT OF ENLISTED MEMBERS. Petty officers and noncommissioned officers will not be assigned as food service attendants unless nonrated personnel are not available as per Article 1064-1 of Navy Regulations.

3. NUMBER OF FOOD SERVICE ATTENDANTS. The number of food service attendants assigned will be sufficient to maintain a high standard of Navy food service and sanitation.

a. AFLOAT. The Ship's Manpower Document (OPNAV 1000/2) provides the allowances for food service attendants aboard all afloat units and is broken down by assignments to the general mess and the wardroom mess. Embarked Navy and Marine Corps Airwings' unit manning documents (e.g. Squadron Manpower Document) have an allowance for food service manning support. As a guide, it is recommended that the number of food service attendants provided to the mess decks will equal four percent of ships company and embarked tenant commands enlisted complements. The number of CPO attendants furnished will be on a one to fifteen ratio, and the number of rotational pool wardroom members assigned will equal twelve percent of its officer population.

b. ASHORE. Food Service Attendant support will be provided by contract.

4. STRIKERS FOR MESS MANAGEMENT SPECIALIST. Assigning various types of food service duties to Mess Management Specialist strikers will maximize training. Strikers receive valuable on-the-job training by helping rated Mess Management Specialists in performing skilled types of work. The same rules of conduct, cleanliness, and performance of duty for Mess Management Specialists will apply for strikers.

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1110 CLOTHING FOR PERSONNEL

Basic mandatory requirements for food service clothing include cleanliness and sanitation. A traditional preference for white clothing items exists because the white color presents a sanitary appearance. It is not the responsibility of the individual to purchase “organizational” clothing when serving as galley staff. If the command deems it necessary to have nonstandard issue clothing items worn by galley staff, then the command must purchase those items using operation and maintenance allotment funds. Clothing for civilian personnel employed as general mess attendants will be issued as required by contract and hiring specifications.

1111 ACCOUNTABILITY

1. GENERAL. The degrees of accountability to the United States cannot be set forth in detail because of the many fine distinctions contained in rulings of the courts, in opinions of the Attorney General, in decisions of the Comptroller General, etc. A final conclusion on any question of accountability generally depends upon the facts involved in that particular case; the rule expressed, although of general interest, may not be for general application. The definitions in subparas. a, b, and c describe the accountability relationships involved in handling stock and moneys.

a. Accountable Officer. The term "accountable officer" will be construed to mean an individual detailed to duty involving financial responsibility for public funds and property in his/her custody.

b. Accountable Officer Submitting Returns. For the personal accountability of subsistence returns, the term "accountability" is defined as the obligation to render an accounting of property and funds imposed upon an individual. This individual is charged by law, lawful order, or regulation with the responsibility for keeping accurate records of public funds or property and assumes a public trust that such funds or property will be utilized for purposes authorized by law or regulations. The property or funds may or may not be in the physical possession of the accountable officer.

c. Accountable Person Not Submitting Returns. An accountable person not submitting returns is a person who, in the performance of the primary duties of their official position, designation, or assignment, and within the limits of the authority vested in them, is required to receipt for and to assume jurisdiction and continuous security over public funds or public property which may come into their physical possession because of their position, designation or assignment. In addition, the accountable person is required to exercise immediate personal supervision of the stowage, the storage spaces, the maintenance of required records, and the proper disposition of the funds or property.

2. ACCOUNTABLE POSITIONS. Under the above definitions accountable positions in the general mess are those of the Food Service Officer, the bulk storeroom custodian, the cashiers and collection agents (if any are appointed).

3. ABSENCE OR INCAPACITY OF AN ACCOUNTABLE PERSON. When a person who is accountable for public property in connection with supply functions, or who is accountable for public funds representing the proceeds of sales of food items or meals sold from the general mess, becomes physically incapacitated to perform their duties or commences a period of authorized absence, such as leave or temporary additional duty, the Commanding Officer may permit that the duties of the accountable persons be performed, with the consent of that

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person, by another person qualified to perform for that person the accountable duties involved. If, in the opinion of the Commanding Officer, the best interests of the Government will not be served by this procedure the Commanding Officer will follow the procedures for providing a relief as prescribed in NAVSUP Publication 485 or other applicable regulations.

1112 FINANCIAL LOSSES AND ACCOUNTABILITY

1. GENERAL. The member designated as the Food Service Officer becomes financially accountable for funds collected from sales of meals and food items, and for subsistence stocks supporting general mess operations. As the accountable officer, the Food Service Officer is required to reimburse the Government for all losses of property or funds resulting from thefts, uncollected payments for credit sales of meals, etc. If circumstances warrant, the Food Service Officer may request relief from financial accountability, using the guidelines specified in subpara. 3. JAGINST 5800.7C, Change 2, paragraph 0249, defines "major loss of funds" as those losses of \$750.00 or more or any physical loss where there is evidence of fraud within the accounting function. A JAG investigation is required for every major loss of funds.

2. LOSSES OF \$5.00 OR LESS. Losses due to cumulative cash differences during any single month amounting to \$5.00 or less will be reported on line 4 of Ration and Sales (NAVSUP Form 1357) in accordance with para. 7011-3 and no further action is required.

3. REQUESTS FOR RELIEF OF FINANCIAL ACCOUNTABILITY

a. Losses less than \$750. If the loss is less than \$750 and no theft, embezzlement, fraud, fault, or negligence of the accountable officer is involved, a letter requesting relief from financial accountability should be submitted by the Food Service Officer via the chain of command to the Support Services Directorate, Food Service Division (SUP 51). If JAG or NISO investigations have been conducted, copies of the reports must be forwarded with the Commanding Officer's endorsement. The Commanding Officer's endorsement must include, as a minimum, information covering the items listed below:

- (1) specific duty assignment of the individual requesting relief at the time of loss;
- (2) experience of individual, or lack thereof;
- (3) when, how, and by whom loss was discovered;
- (4) actions taken to verify loss and determine how loss occurred;
- (5) when last cash count was made and balanced, prior to discovery of shortage;
- (6) prevailing circumstances at time of loss (such as special/physical conditions, security, storage conditions, regulations established/enforced);
- (7) procedures in use to reduce possibility of losses or shortages;
- (8) statement that pertinent regulations, instructions were followed/not followed;
- (9) past involvement of individual, if any, in other losses;
- (10) statement as to whether or not theft or criminal actions were involved;
- (11) manner in which loss is currently being carried in activity records; and

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(12) an opinion as to whether or not the loss or deficiency was caused by the individual's fault or negligence.

b. Losses of \$750 or More. If the loss is \$750 or more, or theft, embezzlement, fraud, or fault/negligence of the accountable officer is involved, and relief from financial accountability is being requested, a letter from the Food Service Officer to the Commander, Naval Supply Systems Command via the chain of command with SUP 51 as the last via addressee, will be initiated. The Commanding Officer's endorsement should include coverage of all of the items listed in subpara. 3a. A JAG investigation is required and, if applicable, a NISO investigation will also be conducted. Copies of all investigations must be forwarded with the Commanding Officer's endorsement.

1113 LETTERS OF AUTHORITY, AUTHORIZATION, AND APPOINTMENT

1. GENERAL. Letters of authority designate personnel to act on behalf of another person or persons of higher authority. Letters of authorization permit certain functions or actions. Letters of appointment assign responsibility and authority to designated personnel to administer a specific function. The Food Service Officer is required to maintain a current file of all such letters pertinent to the operations of the Food Service Division. (Sample letters of authority, authorization and appointment are in Appendix B.)

2. LETTERS OF AUTHORITY. Letters of authority which may be required in the food service division are:

a. Commanding officer's letter designating an assistant to the Supply Officer as the Food Service Officer. (See para. 1100)

b. Food Service Officer's letter designating the person authorized to receipt for food items in their absence. (See para. 5203).

c. Mess treasurer's letter designating a person to requisition food items for a private mess. (See para. 6302-1)

3. LETTERS OF AUTHORIZATION. Letters of authorization which may be required in the food service division are:

a. Commanding officer's letter authorizing the cash sale of meals from the general mess. (See para. 2001-1).

b. Commanding officer's letter authorizing the sale of meals from the general mess on a credit basis. (See para. 2201-2).

c. Commanding officer's letter authorizing sale of food items to activities other than afloat private messes. (See para. 6300-1).

d. Commanding officer's letter authorizing sale of food items to afloat private messes. (See para. 6301).

e. Commanding officer's letter authorizing a change fund for the general mess. (See para. 2202-4)).

f. Supply Officer's letter authorizing an individual to hold the Group II master key. (See para. 1202-3).

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g. Wardroom Officer/Mess Treasurer's letter authorizing an Mess Management Specialist to maintain the NAVSUP Form 1046. (See para 2201-2b(1))

4. LETTERS OF APPOINTMENT. Letters of appointment that may be required in the food service division are:

a. Commanding officer's letter appointing a control officer for the handling and security of the Cash Meal Payment Book, DD Form 1544. (See para. 2201-1b(2)).

b. Food service officer's letter appointing an individual to supervise the signing of the Meal Signature Record, NAVSUP Form 1291. (See para. 2303-2b).

c. Food service officer's letter appointing an individual to be a collection agent or authorized funds custodian. (See para. 2202-2d).

d. Food service officer's letter designating a cashier to receive payment for meals sold from the general mess. (See para. 2201-1a).

e. Food Service Officer letter designating the Bulk Storeroom Custodian (See para. 1107-f.)

f. Food Service Officer letter designating the recordskeeper (See para.1107-2).

1114 FOOD SERVICE EVALUATION/TRAINING/ASSESSMENT CHECKLIST

1. GENERAL. NAVSUP P-486, Vol. I, are the minimum standards and requirements for all general messes unless otherwise directed by the type commander, major claimant, Commanding Officer, Supply Officer or Food Service Officer. General messes should review type commander/major claimant instructions governing any rules or regulations on increased standards over and above those outlined in this manual.

2. EVALUATIONS, ASSISTANCE TRAINING AND ASSESSMENTS. Various methods are used in maintaining and improving the quality of food service operations for general messes. They are through Food Management Team assist visits, Logistics Material Assessments/Supply Management Assessments (LMA/SMAs) and Ney Memorial Awards Evaluations. A consolidated, standardized checklist is provided as Appendix I and will be used for all evaluations, training assist visits and assessments. This checklist details all the minimum standard requirements as outlined throughout NAVSUP P-486, Vol. I. As outlined in subpara. 1, each activity must review Type Commander/Major Claimant instructions that provide additional or increased standards as those outlined in the checklist.

3. USAGE. Appendix I was developed to encompass all situations regardless of how a general mess operates, i.e., subsisting private messes out of the general mess, having a flight galley, being an ashore or afloat general mess, etc. To determine grade, divide total points assigned by total points applicable.

PART C: FOOD SERVICE SPACES AND SECURITY

1200 STOREROOMS AND COMPARTMENTS

1. GENERAL. Food service spaces include both accountable and non-accountable areas. Storerooms contain food items that are desirable, highly pilferable and easily convertible to personal use. The galley and other food production areas contain equipment that can be dangerous or damaged if improperly used. Therefore all food service spaces except for common access areas such as the mess deck and passageways should be locked when not attended and only authorized personnel should be allowed in those spaces. All food service spaces will be identified to indicate functions, contents, the person responsible for the space and personnel to contact in case of an emergency. Utilize the standard Navy placard (NSN 0118-LF-020-3200).

2. ACCOUNTABLE SPACES. All bulk subsistence storerooms, including refrigerated storerooms for keeping chilled and frozen food are accountable spaces. The subsistence issue room, if used, is also an accountable space. All food in these spaces is to be recorded on the inventory cards maintained by the recordskeeper. All subsistence in these spaces is in the custody of the bulk storeroom custodian who is responsible to the accountable Food Service Officer for its safekeeping. Storage spaces will be maintained in a neat and orderly fashion and food items stored in accordance with applicable regulations and as outlined in Appendix G of this manual and Chapter One of the Manual of Naval Preventive Medicine (NAVMED P-5010-1). Temperatures of bulk refrigerated spaces will be taken from thermometers inside the spaces at least twice daily and recorded in a log maintained by the bulk storeroom custodian. The engineering department is required to maintain a separate log with temperatures taken from remote sensors. Temperature problems will be immediately reported to the Food Service Officer. Access to these spaces will be strictly controlled by the bulk storeroom custodian.

3. NONACCOUNTABLE SPACES. Access to all food preparation and holding spaces and the scullery should be restricted to prevent injury to personnel, damage to equipment or contamination of food and mess gear. Common use areas should normally only be secured long enough to complete cleaning and during periods of setting up for meals.

1201 SECURITY OF FOOD SERVICE SPACES

1. GENERAL. The following general security rules will apply to food service spaces:

- a. Accountable food items will always be kept under lock and key.
- b. Food service spaces will be kept locked when not attended by authorized personnel.
- c. Responsibility for the security of spaces will rest with the individual in charge of each space.
- d. Permission for entry of persons ordinarily not authorized to have access will be obtained from the Supply Officer, the Food Service Officer, or a delegated assistant.
- e. No space will be secured in such a manner that access by use of ordinary damage control equipment is impeded in an emergency.
- f. Keys to food service spaces will not be taken from the ship or shore activity.

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g. A key log will be maintained to identify the holders of keys removed from lockers.

h. All padlocks will be of a key type because combination style is a greater risk. The keylocks will contain dead bolts with pin tumbler types and consist of either brass or bronze. The recommended type of padlock can be obtained from the Afloat Shopping Guide, Federal Class 5340.

i. All offices are to be kept locked when not open for business. Distribution of office keys will be at the discretion of the Supply Officer.

j. Local procedures will be established to govern issuance of keys to accountable spaces after normal working hours.

2. LOCK GROUPINGS AFLOAT. Aboard ship, the locks of the food service division will be integrated with those of the rest of the supply department. Locks and keys for individual spaces are grouped by functional area as follows:

a. Group I. Group I spaces consist of all supply department general stores spaces, including storerooms, special lockers, and related spaces.

b. Group II. Group II spaces consist of food service spaces including the galley, bake shop, bread room, vegetable preparation area, food service issue room, meat preparation area, refrigerated spaces, and food service storerooms.

c. Group III and IV. Group III spaces consist of the ships retail and clothing stores, the fountain, vending machines, and related bulk storerooms. Group IV spaces consist of the ships service activities, such as the barber shop, tailor shop, dry cleaning shop, and laundry.

Each lock will be opened by an original and a duplicate key different from the keys to any other space. Additionally, each group will have a master and one duplicate master key capable of opening every lock in the group. There will also be a grand master and one duplicate grand master capable of opening every lock in every group. Note: Group III are special keyless padlocks which are excepted.

3. LOCKS ASHORE. At ashore general messes the locks of the food service division may or may not be integrated with other locks of the supply department. In either case, the Food Service Officer must be knowledgeable of the existence and controls over any master and duplicate master keys that can open food service spaces.

4. INADEQUATE STORAGE SPACE AFLOAT

Accountable food items will always be kept under lock and key except, afloat when the bulk of such material required for a mandated endurance load makes stowage under lock and key impractical. Stowage of accountable food outside of locked and controlled storerooms will not be done without the knowledge and concurrence of the Supply Officer.

Physical inability to store all items under lock and key may mitigate, but does not relieve the Food Service Officer of his/her responsibility for accountability.

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1202 CUSTODY AND HANDLING OF KEYS

1. KEYS TO FOOD SERVICE SPACES. No two spaces will have locks that can be opened with the same original and duplicate key except master and grand master keys. The person in charge of the space will get the original key from the general key locker at the beginning of the day. This person will keep possession of the original key during working hours. At the end of the working day the original key will be placed in the general key locker. The general key locker, located in the supply office provides, centralized key control.

a. The keys to the galley, bake shop, bread room, and vegetable preparation room may pass between watch captains as they relieve each other, but may not leave the ship or activity. Keys for accountable storerooms, chill boxes, reefer will be turned in to the general key locker at the end of each working day.

b. Duplicate keys will be kept in a duplicate key locker in the supply office or in the Supply Officer's safe. The Supply Officer may authorize a special duplicate key locker when procedures require recurring use of duplicate keys.

2. SPECIAL CIRCUMSTANCES. If the above procedures do not satisfy local circumstances, the Supply Officer may prescribe in writing alternate procedures to ensure proper control of keys and access to spaces.

3. MASTER AND GRAND MASTER KEYS. The Supply Officer will maintain custody of a grand master key to all supply department spaces. The Supply Officer may authorize the use of a duplicate grand master key as a turnover item among duty Supply Officers. Using a duplicate grand master key requires providing strict accountability for possession of the key between duty Supply Officers. The master key, which will open all locks in Group II, but different from the master key to Groups I and IV, will also be in the custody of the Supply Officer. In addition, a duplicate Group II master key may be placed in the custody of an officer (usually the Food Service Officer) or Leading Mess Management Specialist designated in writing by the Supply Officer.

4. EQUIPMENT AND LOCKER KEYS. The keys to cabinets and small non-accountable gear storage lockers located in the common messing areas will be controlled as directed by the Food Service Officer. These areas are often under the responsibility of the Mess Deck Master-at-Arms and may use a separate padlock series set or non series locks.

1203 ACCOUNTABILITY AND RIGHT OF ACCESS

As department head, the Supply Officer has overall accountability and right of access to all food service spaces. As division officer, the Food Service Officer also has overall accountability and right of access to all food service spaces. This right of access does not compromise accountability.

1204 MAINTENANCE OF FOOD SERVICE EQUIPMENT

1. GENERAL. The optimum situation is to have dedicated personnel, permanently assigned to the supply department to keep food service equipment and machinery at the highest efficiency. However, dedicated personnel may not be possible or equipment or machinery repair may require services from a commercial company. The activity's operations and maintenance allotment or the ship's operating target funds will pay for the parts supplied and repair service from a commercial company. Only qualified maintenance personnel will make

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repairs. It is the Food Service Officer and Leading Mess Management Specialist responsibility to know the Preventive Maintenance System requirements for food service equipment and monitor timely performance of Preventive Maintenance System checks by government or commercial personnel.

a. Ashore. If the option is available to choose between Public Works or commercial contractor repairs, evaluate which method provides the best service for the cost.

b. Afloat. Use dedicated engineering department personnel where they are capable of performing repairs. When deployed ensure engineering department personnel have been properly trained to perform maintenance on equipment serviced by commercial companies when in homeport. And ensure an adequate supply of spare parts is ordered prior to deployment.

2. **INSPECTION.** Personnel who operate food service machinery and equipment will conduct a thorough cleanliness and material inspection each morning. The material inspection locates loose nuts, bolts, parts, connections, and similar problems before starting equipment operation. Continuous ship vibrations may affect machinery that makes inspections on afloat units very important. Machinery on afloat units will be thoroughly inspected after guns are fired and structural tests are completed.

3. **SAFETY OF EQUIPMENT.** No food service machinery will be modified from original manufacturer specifications under any circumstances. Food service equipment will be operated in accordance with the manufacturer's technical specifications.

4. **SUBSISTENCE PRIME VENDOR SUPPORT.** Subsistence Prime Vendor is responsible for maintaining equipment that they provide. Ensure adequate spare parts and maintenance instructions are available for Subsistence Prime Vendor owned and maintained equipment. Endurance load additional levels of spare parts should be acquired prior to deploying.

PART D: FOOD SERVICE MANAGEMENT (FSM) SYSTEM

1300 FOOD SERVICE MANAGEMENT

The Food Service Management (FSM) System is the automation system for both afloat and ashore general messes that has been certified by the Naval Supply Systems Command and approved by SUP 51. The system replaces the manual method of recordskeeping and is designed to run on a 486 Pentium 100MHZ, with 16MB RAM, 14" Color Monitor, 1 GB Video Card, 1 high density 3.5" floppy drive, a Mouse, a Modem and MICROSOFT WINDOWS. The system provides Food Service Officers and personnel with an automated method of menu production, receipt, inventory, issue and accounting processing and other functions associated with the operation of a general mess. The actual software was developed by the Space and Warfare Systems Center (SPAWARSYSCEN) as part of the SNAP I/II Program with technical guidance provided by SUP 51. Recommendations for changes to the software should be forwarded via the chain of command to SUP 513.

1301 SYSTEM APPROVAL

1. GENERAL. The use of various types of computers afloat and ashore necessitates the need to control and manage the systems being used by general messes to perform required accounting functions.
2. ASHORE REQUESTS. Ashore activities desiring to computerize their food service records will submit a formal request to the Support Services Directorate, Food Service Division (SUP 513). The following information will be included in the letter request:
 - a. type of computer (manufacturer, model number) to be used,
 - b. auxiliary equipment (type and number of printers, disk drives, backup units, etc.),
 - c. name(s) of software packages to be used,
 - d. planned date of implementation of the system, and
 - e. whether implementation has been scheduled with the local Navy Food Management Team.
3. AFLOAT REQUESTS. Afloat activities desiring to computerize their food service records will submit requests to their Type Commander via the chain of command.
4. APPROVAL. The only systems that normally will be approved for use will be those which use software programs certified by the Naval Supply Systems Command and managed by SPAWARSCEN. An authorization letter from SUP 51 will be held on file by the Food Service Officer for non-certified systems. Any changes to authorized software programs not provided by SPAWARSCEN must have prior approval in writing from SUP 513. No other NAVSUP 51 authorized software programs should be added to the same disk drive as the Food Service Management program unless the computer is using the Windows 95 operating system or an even newer version.

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1302 FOOD SERVICE MANAGEMENT ACCESS

1. GENERAL. An access control program has been integrated into the software of the Food Service Management system to provide control and security. The Food Service Officer has the overall responsibility of determining who should have access to each module and program in the Food Service Management. The Food Service Officer will not allow anyone else to have access to the Security Module in Food Service Management since this is part of the program which controls access to the rest of Food Service Management. Under no circumstances will a “community” user ID and password be created to allow multiple personnel access under a single user ID. Appendix A is provided as a general guideline for Food Service Officers to assist in determining which personnel should have access to specific parts of Food Service Management.
2. IDENTIFICATION NUMBER. The identification number (ID Number) used in Food Service Management can be any series of alpha or numeric characters unique to a specific individual.
3. PASSWORD. The password can contain up to 6 alphanumeric lower and/or uppercase characters. Users should not use obvious words; for example, nickname, license plate, phone number, street address, hometown, date of birth, or relative’s name/nickname. It is recommended that the character combination be at least 6 characters in length. Passwords will be changed at least every 6 months or upon personnel changes.
4. SECURITY . The Food Service Officer will record his 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 Food Service Officer and Supply Officer are one and the same, the envelope will be secured in the Executive Officer’s safe.

1303 FOOD SERVICE MANAGEMENT SYSTEM AND PROCEDURES

1. It is mandatory that a current hard copy of the users manual is printed after software revisions are implemented through the Utility Module (option 9 from the system directory) and maintained by the recordskeeper for Food Service Management system reference.
2. Once the Food Service Management system is fully implemented, manual records are not required to be maintained.
3. Tampering, changing, or modifying files contained in the Food Service Management software is prohibited.
4. Implementation and backup procedures for Food Service Management are explained in appendix A.

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CHAPTER 2

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CHAPTER 2 RATION SYSTEM

PART A: RATION ENTITLEMENT

2000 PERSONNEL ENTITLED TO RATIONS-IN-KIND

1. PERSONNEL ENTITLED TO RATIONS-IN-KIND. Regular and reserve enlisted personnel of the armed services, officer candidates and cadets of the armed forces academies in a duty status, prisoners of war, detainees resulting from the search and seizure of a foreign or domestic vessel, and retired enlisted personnel confined in a military or federal hospital or dispensary, are entitled to rations-in-kind at government expense

2. PERSONNEL CONDITIONALLY ENTITLED TO RATIONS-IN-KIND

a. Retired Enlisted Personnel. Retired enlisted personnel confined in a hospital or dispensary are entitled to rations-in-kind.

b. Destitute Survivors of Disasters at Sea. Destitute survivors of disasters may be fed without charge in Navy general messes at sea. The Commanding Officer must make the determination that the survivors are in fact destitute. The information furnished in the Certification of Rations Issued Form establishes entitlement (Figure 2-1). Take ration credit as for rations-in-kind personnel and record on the monthly NAVSUP Form 1357, Ration and Sales Report under Ration Breakdown, Code 14 listing Type of Personnel as Disaster Survivors (Figure 2-2).

2001 PERSONNEL AUTHORIZED SALE OF MEALS

1. GENERAL. General messes are designed, staffed and operated specifically to provide meal service to enlisted military personnel authorized rations-in-kind (RIK). The Manual for the Department of Defense Food Service Program (DoD 1338.10M) establishes specific guidelines under which non-RIK enlisted personnel (e.g. Commuted Rations (COMRATS), Basic Allowance for Subsistence (BAS), Per Diem), officers, civilian employees, official visitors and guests are authorized to obtain meals on a reimbursable basis from the general mess, subject to the Commanding Officers' written approval (sample letter of authority is in Appendix B). To assist Commanding Officers, the following criteria, will be considered in determining when sales of general mess meals will be permitted:

- a. sales do not result in a direct increase in resources;
- b. there are a sufficient number of food service personnel available;
- c. existing facilities are adequate; and
- d. sales do not result in a decreased quality of food service to enlisted members

2. If approved by the Commanding Officer, the following categories of personnel are authorized to purchase meals. (See sample letter in appendix B.)

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- a. Officer personnel;
- b. Enlisted personnel;
- c. Military dependents;
- d. Federal civilian employees;
- e. Nonprofit youth organizations;
- f. International Military Education Training (IMET) students;
- g. Foreign Military Sales personnel;
- h. Students in DoD dependents schools overseas;
- i. Red Cross personnel;
- j. NROTC Midshipmen;
- k. Midshipmen and cadets of U.S. Military Academies; and
- l. Others visiting the installation.

2002 DISASTER/EMERGENCY FEEDING ASHORE AND AFLOAT (INCLUDING DESTITUTE SURVIVORS OF DISASTERS AT SEA)

1. GENERAL. The Commanding Officer must issue a directive declaring that an emergency or disaster exists and subsistence must be provided to persons other than those normally authorized. A letter should be forwarded to SUP 51, signed by the Commanding Officer, certifying the nature and duration of the disaster or emergency situation. The following actions should be taken to reimburse the Navy for meals furnished to the victims of the disaster or emergency:

a. Collect cash, at the appropriate sale of meal rate, from those persons able to pay and record signatures on the DD Form 1544 (Figure 2-2). Ration credit will be recorded on the monthly NAVSUP Form 1357 under Ration Breakdown, Block 2 (Figure 2-2).

b. Those persons unable to pay will sign NAVSUP Form 1291 (Figure 2-3). The 1291 should be annotated at the top of the form with "Disaster/Emergency Feeding". Meal Pass Number and Command/Unit columns should be left blank. Ration credit will be recorded on the monthly NAVSUP Form 1357 under Ration Breakdown, Block 14. The Food Service Officer should contact the local disaster coordinator to determine if reimbursement can be obtained from:

- (1) the American Red Cross;
- (2) Navy Relief;
- (3) TYCOM funding;
- (4) a business (contractor responsible for causing an evacuation); or
- (5) other disaster relief organizations.

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c. When large numbers of personnel are involved, NAVSUP Form 1292, (Figure 2-4) Recapitulation of Meal Record, should be used to record mass feeding. The 1292 should be annotated at the top of the form with "Disaster/Emergency Feeding". Meals provided to cash patrons should be recorded under cash sales on the 1292 and the monthly NAVSUP Form 1357. Meals provided to patrons who are unable to pay should be recorded under the "Other" block, annotated as "Disaster/Emergency Feeding". Ration credit will be recorded on the monthly NAVSUP Form 1357 under Ration Breakdown, Block 14.

d. Food Service Officers unable to collect payment for meals should forward a Certification of Rations Issued Form (Figure 2-1) in accordance with paragraph 2003 to SUP 51 with the monthly NAVSUP Form 1357 to document the disaster/emergency feeding.

e. Food Service Officers receiving reimbursement for meals after the close of the quarter should forward the funds to SUP 121H2 via check payable to U.S. Treasurer. A copy of the Certification of Rations Issued form must accompany the check. Modifications to accounting records are not required for this action.

2. CATASTROPHIC DISASTER/EMERGENCY FEEDING ASHORE/IN PORT. When catastrophic disasters/emergencies occur that require the feeding of large numbers of personnel, especially if multiple supporting ships or stations are involved, a responsible officer in command, normally the local area commander, must issue a directive declaring that an emergency or disaster exists and subsistence must be provided to personnel other than those normally authorized to be subsisted. Follow the ration credit and collection procedures described in subparagraph 1, unless otherwise directed by SUP 51. Additionally, SUP 51 should immediately be contacted for guidance on the proper accounting and feeding of these personnel since the magnitude of the operation may require unusual management actions or clarification to facilitate resolution for involved activities.

2003 CERTIFICATION REQUIREMENTS

1. REQUIREMENTS. Personnel not entitled to RIK who are provided meals at no charge for reasons authorized by this publication require a Certification of Rations Issued Form (Figure 2-1). Unless otherwise noted, all line entries on the form will be filled out:

- a. Cadets (Military, Coast Guard) (Notes 1, 2 & 3)
- b. Survivors of disasters/emergencies ashore and afloat unable to pay for meals (including destitute survivors of disasters at sea) (Notes 2, 3 & 7)
- c. Civilian applicants (Notes 1, 2, 3 & 4)
- d. Coast Guard (Notes 1, 2 & 3)
- e. NROTC (Notes 1 & 3)
- f. Naval Academy Midshipmen (Notes 1, 2, 3 & 5)
- g. USNR (TAR) (Enlisted) (Notes 1 & 2)
- h. Foreign government personnel (Notes 3 & 6)

Note 1: Authority for providing rations not required.

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Note 2: Name and address of activity to be billed not required.

Note 3: Copy of orders with accounting classification will be submitted to SUP 51 with the monthly NAVSUP Form 1357. If orders consist of more than one page, provide SUP 51 with a copy of each page. Letter request must contain personnel name, SSN, activity, and appropriation to charge.

Note 4: Only for selected types of naval air reserve programs.

Note 5: Complete separate certifications to distinguish NROTC Midshipmen from Naval Academy Midshipmen.

Note 6: Separate certifications are required for officers, enlisted, regular, reserve and each individual travel order of foreign personnel.

Note 7: Appropriation to change not required.

2. PREPARATION OF CERTIFICATION OF RATIONS ISSUED FORM. Certification requirements include completion of the Certification of Rations Issued Form (Figure 2-1). Prepare the certification(s) as follows:

<u>Data Line</u>	<u>Entry</u>
From	Name of activity
UIC	Activity Unit Identification Code
a. Date(s) issued	Include only actual date for subsisting personnel (i.e., 17-19 Oct 97)
b. Number of personnel receiving rations	Actual number of personnel fed (not rations (i.e., 31 people))
c. Number of rations issued	Actual number of rations fed (cannot exceed the number of days personnel subsisted multiplied by the number of personnel receiving rations. (line "a" times line "b").
d. Type of personnel	Separate these personnel by specific types (i.e., Naval Academy, NROTC, Coast Guard and foreign government by country (Italy, France, etc.). Do not combine different types of personnel on a single certification form.
e. Authority to subsist	Identify orders, letters, or messages that authorize the rations. For Naval Academy Midshipmen and foreign government personnel, attach a copy of the individual or group orders and cite the paragraph that authorizes rations without charge to the individual or group.
f. Activity and address	Enter the office to bill if specified by orders, letters or messages that authorize the rations.

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g. Appropriation to charge	Orders, letters or messages specify accounting data to charge. Provide that information on this line.
Signature	Signature of Food Service Officer for all categories of personnel except foreign government personnel (by country). Senior or designated representative of each group of foreign government personnel will sign.
Social Security Number	SSN of signing official.
Grade/rate/title	Grade/rate/title of signing official.
Service/Country	Service/Country of signing official.

3. CERTIFICATION NOT REQUIRED. The following categories do not require Certification of Rations Issued Forms:

- a. Navy enlisted (regular and reserve);
- b. Marine Corps enlisted (regular and reserve);
- c. Marine Corps officer candidates;
- d. Army enlisted (regular and reserve);
- e. Army reserve (officer training corps);
- f. Air Force enlisted (regular);
- g. Army and Air National Guard;
- h. Prisoners of war;
- i. Detainees resulting from the search and seizure of a vessel; and
- j. Cash sales (all categories of personnel).

The Food Service Officer will sign certifications when signatures of persons in charge of groups cannot be obtained.

4. CATEGORIES NOT LISTED. Certification of meals furnished is required for any categories of personnel not listed in subparas. 1 and 3 above if meals are provided at no charge.

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CERTIFICATION OF RATIONS ISSUED FORM

(Example)

From: <u>USS DUARTE (DD 901)</u>	UIC: <u>005504</u>
To: Naval Supply Systems Command, Food Service Division (SUP 51), 5450 Carlisle Pike, PO Box 2050, Mechanicsburg, PA 17055-0791	
Subj: CERTIFICATION OF RATIONS ISSUED REQUIRING REIMBURSEMENT	
1. Reimbursement has not been received for rations issued as follows:	
a. Date(s) issued	<u>17-19 Oct 97</u>
b. Number of personnel receiving rations	<u>31</u>
c. Number of rations issued	<u>93</u>
d. Type of personnel	<u>NROTC Midshipman</u>
e. Authority to subsist	<u>NAVSUP P-486 Vol. I, Para. 2001</u>
f. Activity and address to bill	_____

g. Appropriation to charge	_____

<u>W. B. ELLIS</u>	<u>123-45-6789</u>
<i>(Signature)</i>	<i>(Social Security No.)</i>
<u>ENS, SC, Food Service Officer</u>	<u>USN</u>
<i>(Grade/rate/title)</i>	<i>(Service/Country)</i>

Figure 2-1

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DISASTER/EMERGENCY FEEDING ASHORE AND AFLOAT

“Disaster/Emergency Feeding”

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

Annotate at the top of the form “Disaster/Emergency Feeding”

Meal Pass Number and Command left

S/N 0108-LF-504-6301 *U.S. Government Printing Office: 1991 — 527-001/40042

Figure 2-3

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DISASTER/EMERGENCY FEEDING ASHORE AND AFLOAT

RECAPITULATION OF MEAL RECORD (4061)					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 (Specify)						
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

Meals provided to patrons who are unable to pay should be recorded under the "other" block annotated as "Disaster/Emergency Feeding"

Meals provided to cash patrons should be recorded under cash sales

The undersigned certify the above to be, for the
SIGNATURE AND RANK, RATE, OR GRADE _____

SIGNATURE AND RANK, RATE, OR GRADE _____

SIGNATURE AND RANK, RATE, OR GRADE _____

S/N 0108- LF- 501- 2920 U.S. Government Printing Office: 1988-505-007/90739 2-1

Figure 2-4

PART B: SPECIAL ENTITLEMENT

2100 FEEDING PERSONNEL AWAY FROM THEIR NORMALLY SUPPORTING GENERAL MESS

1. GENERAL. Personnel of any service entitled rations-in-kind are normally expected to use the general mess established to support their organization. However, work details or other circumstances may occasionally result in another general mess being more accessible during a meal period. When this occurs, the general mess should, subject to its capabilities, support such personnel. Verification of entitlement must be made before allowing access to the mess.

2. FEEDING PERSONNEL NOT ASSIGNED TO HOST COMMAND. Personnel assigned to commands other than their host command are entitled to eat at the dining facility nearest their TAD work site. The general mess that the personnel are dining at must receive a memorandum from the parent activity verifying entitlement. The memorandum should be on activity letterhead and signed by the Personnel Officer or other responsible officer. The memorandum must list the total number of personnel to be fed and the dates they will be dining, and must state that those listed are not receiving monetary allowance for subsistence and are entitled to rations-in-kind.

a. The individual desiring a meal must have proof of the command they are TAD from (i.e. Ships sticker on ID card or NAVSUP 1105 Meal Pass). Ashore general messes will have these personnel sign the NAVSUP Form 1291 and put the last 4 digits of their SSN in the Meal Pass # block. If the person is from another shore establishment they will put their Meal Pass # in the Meal Pass # block. General messes that have occasion to feed such personnel may take applicable ration credit and will retain a copy of the memorandum for review by cognizant audit/inspection teams.

When personnel arrive at a facility that is not their host command and entitlement to rations-in-kind can not be established they will be handled as a cash patron. A receipt will be offered to the individual for reimbursement after returning to their host command.

2101 FEEDING AUXILIARY VESSEL CREWS

1. GENERAL. The Food Service Officer of the nearest Navy general mess will support auxiliary vessel crew requirements. Support includes providing menu guidance and a sufficient quantity of food required for the transit time.

2. DOCUMENTATION. The Food Service Officer will report the value of the food items provided to the auxiliary vessel crew as a transfer without reimbursement. Expend the value of the food items on a Requisition and Invoice/Shipping Document (DD Form 1149).

a. DISTRIBUTION. The DD Form 1149 will be distributed as follows:

- (1) Original - to the receiving activity
- (2) Copy - to the Accountability File with "proof of delivery signature"
- (3) Copy - to the Transfer without Reimbursement File
- (4) Remaining copies - to the receiving activity.

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2102 FEEDING NAVAL RESERVE PERSONNEL ON CONTINUOUS ACTIVE DUTY

Rations-in-kind furnished to enlisted personnel of the Naval Reserve on continuous active duty is chargeable to the subsistence account.

2103 FEEDING NAVAL RESERVE PERSONNEL ON ACTIVE DUTY FOR TRAINING WITH PAY

1. GENERAL. The provisions of Naval Personnel Manual, concerning subsistence and basic allowances for subsistence for enlisted personnel, also apply to enlisted personnel of the Naval Reserve. These provisions apply when enlisted personnel perform authorized periods of training duty with pay chargeable to the appropriation, Reserve Personnel, Navy.

Responsible commands for all Naval Reserve matters include the Type Commander, the Commandant of the District or the Chief of Naval Reserve.

2. GENERAL MESS AVAILABLE. Naval Reserve personnel will subsist in a general mess when a general mess can provide this support. COMRATS/BAS may be authorized in accordance with the Naval Personnel Manual.

3. GENERAL MESS NOT AVAILABLE. When a general mess is not available, Naval Reserve personnel will be paid Basic Allowance for Subsistence as prescribed by the Department of Defense Military Pay and Allowance Entitlement Manual.

2104 FEEDING NAVAL RESERVE PERSONNEL ON ACTIVE DUTY FOR TRAINING WITHOUT PAY

1. GENERAL MESS AVAILABLE. Naval Reserve personnel will subsist in a general mess when a general mess can provide support. COMRATS/BAS may be authorized in accordance with the Naval Personnel Manual.

2. GENERAL MESS NOT AVAILABLE. When a general mess is not available, Naval Reserve personnel will be entitled to basic allowance for subsistence as authorized by the Department of Defense Military Pay and Allowances Entitlement Manual.

2105 FEEDING NAVAL RESERVE PERSONNEL PERFORMING MULTIPLE DRILLS

Provide rations-in-kind to Naval Reserve enlisted personnel performing multiple drills following provisions of the Bureau of Naval Personnel Instruction 1001.39 (series).

2106 REPORTING RATIONS PROVIDED TO NAVAL RESERVE PERSONNEL

1. GENERAL. Include rations-in-kind provided to Naval Reserve personnel on the monthly NAVSUP Form 1357 (Figure 2-5 shown). Report these rations under the ration breakdown section of the NAVSUP Form 1357 in the Other Navy, Reserve (Code 3) block.

2. TRAINING ACTIVE RESERVE (TAR). Report rations-in-kind provided to Naval Reserve enlisted personnel on Training Active Reserve (TAR) separately from other types of personnel. Include the ration credits for Naval Reserve enlisted personnel under the ration breakdown section of the NAVSUP Form 1357 in the block indicated by Code 14 (Figure 2-5).

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REPORTING RATIIONS FOR NAVAL RESERVE PERSONNEL TO THE RATION AND SALES REPORT (NAVSUP FORM 1357)

FB4500001 TIME: 14:55
 RATIONS AND SALES REPORT
 NAVSUP FORM 1357 (SPT) (REV. 12-81)

ACTIVITY (NAME AND MAILING ADDRESS)

RECEIPTS 1/ WITH CHARGE	AMOUNT (Nearest dollar)	
RATION BREAKDOWN		
TYPE OF PERSONNEL AND CODE		
Navy Regular 1/	1	
Other	*****	
Rations sold for cash	2	
O T H E R	Reserve	3
	ROYC 2/	4
	Midshipmen 2/ (Naval Academy)	5
M C A R P M S	Regular	6
	Reserve	7
A R M Y	Regular	8
	Reserve	9
	National Guard 2/	10
A F I R C E	Regular	11
	National Guard 2/	10
Coast Guard 2/	12	
Foreign 2/	13	
TAR 2/ OTHER 2/	14	
TOTAL OTHER PERSONNEL 1/ (Codes 2 through 14)	15	
GRAND TOTAL 1/ (Codes 1 and 15)	16	

1. Undeposited sales beginning of month/patrol by
 2. Breakdown of sales *

4. De

CERTIFICATION:
 of \$ _____
 which will be included in
 period of: _____

COUNTRY CODE: US

INSERT LAST DIGIT OF CURRENT FY	APPROPRIATION	SUB- HEAD
---------------------------------------	---------------	--------------

SALES

SURCHARGES
MPH

SURCHARGES
O & MH

1/Total entries
months must
Form 1358

2/Prepare
with

Total rations for Naval Reserve Personnel will be recorded in code 3.

Total Rations for Training and Administration of Reserve (TAR) personnel will be recorded in code 14. This ration will agree and be supported by the Certification of Rations Issued Form that is forwarded with the monthly NAVSUP Form 1357.

Figure 2-5

PART C: SALE OF MEALS

2200 MEAL CHARGES

1. GENERAL. The basic food charges and surcharges for meals, purchased from the general mess will be at the rate prescribed by the Under Secretary of Defense (Comptroller). Two separate charges apply to meals purchased from the general mess. One charge recovers the cost of food (also referred to as the discounted meal rate) and, when applicable another charge, a surcharge, recovers the operating expenses. Sale of Meal Rates and the conditions under which surcharges apply are provided via Naval Message from SUP 511 and is published in the quarterly NAVSUPNOTE 7330.

2. SURCHARGE WAIVERS. When Sale of Meal Rates were revised by the Under Secretary of Defense (Comptroller) in a memorandum dated 17 September 1996, the Department of the Navy was advised that the Navy's authority to grant surcharge waivers was rescinded and that requests for waivers would not be considered by the Under Secretary of Defense (Comptroller). Therefore, the requirement to collect the surcharge portion of the meal rate cannot be waived.

2201 ACCOUNTING FOR MEAL SALES

1. CASH SALES

a. General. When meals are sold on a cash basis, the Food Service Officer will designate in writing a cashier(s) to receive payment for meals sold (see sample letter in Appendix B). Payment may be received in advance through sale of meal tickets or directly from personnel as they enter the general mess. A general mess cashier may also be assigned responsibility for taking the meal count required at general messes.

b. Cash Meal Payment Book (DD Form 1544)

(1) Meals Sold for Cash. When meals are sold for cash from a general mess, the DD Form 1544 will be used in the manner prescribed in subparas. b(2) through b(6).

(2) Transfer Control and Receipt. The Commanding Officer will assign a control officer (see sample letter in Appendix B) for the handling and security of the DD Form 1544. Assignment will be as a collateral duty and shall be listed in the command notice of collateral duties. The Transfer Control and Receipt (four numbered coupons per book) will be used to complete books. Individuals authorized to receive cash meal payment books will sign the Transfer Control and Receipt No. 1 at the time of receipt. The coupon will be retained by the control officer transferring the book as a receipt. A Transfer Control and Receipt will be used to return the completed books. The Transfer Control and Receipt coupon will also be used when the Cash Meal Payment Book is turned over to station audit boards (if prenumbered coupons are used, as contained in the book, a copy will be prepared and prenumbered consecutively beginning after the last number (4) contained in DD Form 1544 by the control officer).

(3) Cash Meal Payment Sheet Register. The headings (Organizations, Installation) will be filled in by the designated control officer. The individual authorized to receive cash meal payment sheets (normally cashiers) will sign and insert the organization and date on the

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cash meal payment sheet register ensuring that the sheet numbers correspond on both the payment sheets and the register. When the cash meal payment sheets are completed and returned to the control officer, the columns "Date returned", "Cash Collected (food, surcharges)" and "Received by" will be filled in. The "Voucher No." column will not be filled in (this column may be used at some future date).

(4) Cash Meal Payment Sheet (Figure 2-6).

(a) The headings to the Cash Meal Payment Sheet will be filled out prior to the meal as follows:

<u>Data Block and Caption</u>	<u>Instruction for Entry</u>
Signature of Unit Commander or Food Service Officer	Signature of Food Service Officer (use other than black ink to facilitate authentication)
Organization or Dining Facility	Enter the name of activity.
From/Through	Enter the inclusive dates (from and to) that the Cash Meal Payment Sheet covers.
Food Charges	Enter the basic meal rates for each charge block as provided by the latest NAVSUP Naval Message prior to the meal.
Surcharges (S/C)	Enter the surcharge rates for each charge block as provided by the latest NAVSUP Naval Message prior to the meal.

(b) The cashier will ensure that all individuals paying cash for meals sign their names and complete the DD Form 1544 as follows:

<u>Data Block and Caption</u>	<u>Instruction for Entry</u>
Grade	Insert rank (O-1, E-5, etc.) and civilian personnel will insert CIV, Military Family Members will insert MFM.
Name	Individuals will sign their names (first initial and last name).
Dollar Value	Cashier (or if local policy dictates, the individual paying for meals) will insert the applicable charges after the signature.
Total	The sum of each Dollar Value column for each individual Cash Meal Payment Sheet (B, L, D, S/C).
Total Charges "Food"	The sum of the "Total" Line for breakfast, lunch and dinner (do not include surcharges in this block).
Total Charges "S/C"	The "Total" Line for S/C (do not include basic meal charges in this block).

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Cash Over (Short)	The difference between the total of the "Total Charges" line (food and S/C) and the "Cash Turned In" line. If "cash turned in" line is less than the "total charges" line, there is a cash shortage. If the value is more, there is a cash overage.
Cash Turned In	Actual cash turned in by the cashier.
Remarks	May be used to explain overages or shortages.
Signature of Last or only headcounter	Signature of last or only headcounter.

(c) A Cash Meal Payment Sheet Register may be used for periods exceeding one day in which case, the cashier will fill in the first unused line with his/her signature, rate and date. Below this signature, rate and date, a double line will be drawn to separate dates. After a payment sheet has been completed and all totals inserted, the cashier will sign, insert his/her rate and date, and turn the sheet into the control officer or designated representative. When cash is turned into a collection agent or Disbursing Officer, the DD Form 1544 serial and sheet numbers will be entered next to the signature of the individual turning in the cash in the Cash Receipt Book (NAVSUP Form 470). The DD Form 1544 will be audited and reconciled at the time cash is collected. The Food Service Officer will review the DD Forms 1544 at least weekly and will ensure that an audit is made when cash is collected.

(5) Overages and Shortages. Overages and/or shortages in cash received from the sale of general mess meals will be recorded on the DD Form 1544 by the cashier. The collection agent, during the daily audit, will verify the difference during the weekly DD Form 1544 inspection, and determine the cause of cumulative cash differences in excess of \$1 or .05% (whichever is larger) per cashier for the week and take appropriate action warranted by the circumstances to prevent recurrence. Any cash discrepancies involving possible fraud or criminal act, regardless of value, will be reported as outlined in the Navy Comptroller Manual. Total overages and shortages exceeding five dollars (including thefts, etc.) during the month will be reported as part of line 5 on the NAVSUP Form 1357. This amount must be maintained on line 5 until approved by NAVSUP, then moved to line 4. A letter will be prepared and submitted with the NAVSUP Form 1357 to explain the circumstances involved with the gain or loss and to request authority to reduce accountability be deposited (gains) or expenditures (losses) reported on line 5.

2. CREDIT SALES.

a. General. If the sale of meals from afloat general messes have been authorized and it is considered more practical, the Food Service Officer is authorized to sell meals on a credit basis to officers, enlisted, and the other categories subsisted on a daily basis.

b. Sale of General Mess Meals (NAVSUP Form 1046)

(1) Credit Sale of Meals. (Figure 2-7) When meals are sold on a credit basis from a general mess, the NAVSUP Form 1046 will be used in the following manner:

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<u>Data Block and Caption</u>	<u>Instruction for Entry</u>
Month and Year	Enter appropriate month and year.
Name	The Food Service Officer will enter the full name, grade or rate, and branch of service of the person receiving the meal.
Meal B, L, D	A Mess Management Specialist will be assigned the duty of maintaining the NAVSUP Form 1046 in writing by the Wardroom Officer/Mess Treasurer (See sample letter in Appendix B). The Mess Management Specialist will place a check mark or maintain a running total in the appropriate block opposite each name to indicate consumption of a meal. The form will be posted in a conspicuous location where it can be inspected visually by private mess members.
Total Sales	The Food Service Officer will total the sum of each meal (B, L, D) for the month for each member.
Rate	The Food Service Officer will enter the applicable meal rates for each meal (B, L, D) as prescribed by the latest NAVSUP Naval Message.
Values	"Total Sales" x "Rate"
Total Value	The sum of the three "Values" blocks (B, L, D) for each member.
Data Block and Caption	Instruction for Entry
Totals under Total Sales column	The sum of each meal (B, L, D) under the "total sales" column.
Total under Total Value column	The sum of all "total value" columns.
Signature (Supply Officer)	Signature of Food Service Officer.
Date	The last day of the month or the date of detachment of the accountable Food Service Officer.
Total Cash Collected	Total dollar value of cash collected.

c. Payment. The payment for all meals sold on a credit basis will be required no later than 15 days following the month in which the meals were sold. Individuals concerned will make payment prior to detachment. The Food Service Officer will furnish a receipt for the cash paid (Figure 2-8). The Cash Receipt Certificate (NAVCOMPT Form 2114) may be used as a receipt form by marking out the line "for which I hold myself accountable to the Treasurer of the United States of America". Collections for unpaid bills due to death, transfer, refusal to pay, etc., will be made in accordance with the Navy Comptroller Manual, para. 043201. If the individual is paying the Food Service Officer or Mess Treasurer, the individual will sign the Food Service Officers' or Mess Treasurers' NAVSUP 470, Cash Receipt Book, to acknowledge payment. The total of all payments must match the amount owed by the individual on the NAVSUP 1046.

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d. OFFICERS UNDER CONFINEMENT. Officers under confinement receive BAS and therefore are obligated to pay for meals. However, since they are in confinement credit sale of meals is authorized.

3. GENERAL MESS MEALS FURNISHED TO INPATIENTS IN HOSPITALS AND DISPENSARIES. This paragraph applies when there is no hospital mess being operated. All personnel not entitled to rations-in-kind will pay cash at the appropriate rate published in the quarterly NAVSUPNOTE 7330 and the annual NAVSUP Naval Message. The hospital or dispensary may prefer to provide a copy of the collection voucher (DD Form 1131) documenting the collection of money from the sale of meals and transferring these funds to the subsistence account. The hospital or dispensary representative will provide any documentation required to complete the "Certification of Rations Issued Form".

4. GENERAL MESS MEAL SALES AFLOAT. In port, cash paying customers will be charged only for meals actually consumed. On full days at sea, cash paying customers will be charged for all meals served. On days entering or leaving port, cash paying customers will be charged for all meals served during the at sea period.

2202 RECEIPT, HANDLING, SECURITY, AND RECORDING OF FUNDS

1. RESPONSIBILITY. The Food Service Officer is responsible for obtaining applicable basic charges and surcharges and for the collection and deposit of such funds received from the sale of meals from the general mess except meals sold to inpatients in station hospitals and dispensaries, which will be handled in accordance with para. 2201-3. When wardroom members are furnished meals from the general mess, whether on a continuous basis or during in port periods, the mess treasurer will be responsible for the collection/reimbursement for such meals. NAVSUP P-486, Vol. II, paras. 3014 and 7011 apply.

2. COLLECTION OF FUNDS

a. Sales.

(1) General. All sales in the general mess are made on a cash or credit basis. Cash will be accepted for sales in the general mess as described in subparas. a(2) and a(3).

(2) United States Currency. Only United States currency will be accepted for sales in the general mess.

(3) Personal Checks

(a) Only personal checks from active duty and active duty for training personnel will be accepted in the general mess. Two-party checks will not be accepted. A personal check will be accepted only for the amount of the meal(s) and or bulk food sales.

(b) Personal checks will be made payable as required by the Disbursing Officer/Finance Officer. Checks will bear the signature, social security number and duty station of the purchaser.

(c) The purchaser will endorse the check in the presence of the general mess cashier. The cashier is responsible for positively identifying the presenter of a check as an active duty or active duty for training person. The cashier will compare the signature on the purchaser's Armed Forces Identification Card (DD Form 2) or (DD Form 2 (Reserve)) with that on the check.

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(4) Returned Checks

(a) When a check is returned due to insufficient funds or for any other reason, the Food Service Officer will reimburse the Disbursing Officer with funds on hand that were collected from the sale of meals and bulk sales;

(b) The check will be placed in the accountability file;

(c) Pending settlement of the check, the amount will be carried as undeposited sales (line 5 of NAVSUP Form 1357). A notation "see reverse side" will be made to the right of this line. On the reverse side state "Line 5: \$(amount) carried as an undeposited sale pending settlement of returned check";

(d) When cash, a certified check or money order is received for settlement, the check will be returned to the individual purchaser. The Food Service Officer will include the dollar value of the returned check on line 3 of the NAVSUP Form 1357.

(5) Uncollectible Checks

(a) If normal collection efforts fail, the Food Service Officer will request the Disbursing Officer to make a pay record checkage in accordance with NAVCOMPT Manual, Vol IV, Chapter 3, Sections 9 and 10. After the checkage has been made, the Disbursing Officer will remit the collection to the Food Service Officer. The Food Service Officer will return the check to the individual purchaser and include the dollar value of the returned check on line 3 of the NAVSUP Form 1357.

(b) If the check is considered uncollectible after four months of diligent collection effort, the Food Service Officer will request relief of accountability in accordance with para. 1112.

b. Cashier. Funds held by the cashier in excess of the allowed change fund will be collected daily, except cash received in connection with meals sold on weekends or holidays, which may be retained in the personal custody of the cashier provided adequate facilities exist for the safekeeping of such funds. Separate and adequate facilities will be either a secured safe with a three tumbler combination lock or a locked container within a safe of this type. At the close of each meal period, the cashier will be personally responsible for the safekeeping of all funds in their possession until they are deposited with the authorized collection agent.

c. Authorized Persons. Collections and subsequent deposits may be made by the following persons under the authority indicated.

<u>Authorized Person</u>	<u>Authority</u>
Food Service Officer	Assignment to accountable duty
Collection Agent or Authorized Custodian	Appointment to an established position

d. Collection Agents or Authorized Custodians. The Food Service Officer may designate an individual to be a collection agent or an authorized custodian and appoint them to an established position (see sample letter in Appendix B). The general mess cashier will not be designated as collection agent. The individual responsible for funds will be provided with his/her own safe or a separate locked compartment in a larger safe.

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e. Cash Receipt Book. Cash received from the cashier will be receipted in the Cash Receipt book (Ship's or Commissary Store/General Mess) (NAVSUP Form 470) by the person collecting the cash (Figure 2-9). The NAVSUP Form 470, which will be retained by the cashier, will show, in all cases, the collection date, the amount collected both in figures and words, and will be signed by the person collecting the cash and the cashier at the time of collection (DD Form 1544 serial and sheet numbers will be inserted next to the cashier's signature). No signature will be placed opposite any entry in the NAVSUP Form 470 which shows erasures or alterations. Any such entry will be ruled out and initialed by the person collecting the cash.

3. DEPOSIT OF FUNDS. When practicable, funds in excess of the change fund will be deposited daily with the Disbursing Officer. When impracticable to make daily deposits, the cash will be deposited at least twice weekly except when otherwise authorized by the Naval Supply Systems Command. Requests for authority to deviate from semiweekly deposits will be fully substantiated in writing. When it is impracticable for the collection agent to deposit cash daily, it will be retained in the collection agent's personal custody in a separate and adequate safe or will be turned in by the collection agent to the Food Service Officer. When cash is turned-in by the Food Service Officer to the Disbursing Officer, the Food Service Officer will obtain on the NAVSUP Form 470, the signature of the Disbursing Officer. Each transfer of funds will be receipted for and will bear the signature of the individual authorized to deliver the cash and the individual authorized to receive the cash. In lieu of depositing cash direct with the Disbursing Officer, it may be deposited with a United States Government general depository for credit to the account of the Disbursing Officer. The deposit number of the Deposit Ticket OCR (Standard Form 215) obtained from the Disbursing Officer will be recorded in the NAVSUP Form 470 in the space provided for the signature of the Disbursing Officer. In addition to the above requirements, all cash collected from sales will be 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.

4. CHANGE FUND. The Disbursing Officer receiving deposits from a collection agent will entrust change funds to the custody of the collection agent upon the written request of the Commanding Officer of the activity to which the collection agent is assigned (see sample letter in Appendix B). The amount advanced to the cashier will be the minimum necessary for operations. The advance of funds may be made in cash or by check to the order of the collection agent or cashier. A NAVCOMPT Form 2114 (Figure 2-8) will be furnished to the Disbursing Officer by the collection agent or cashier. When the collection agent or cashier is replaced, the operation discontinued, at the end of an accounting period, and upon relief of the Food Service Officer, the change fund will be returned to the Disbursing Officer in exchange for the receipt. The total funds in the hands of each collection agent and/or cashier will be verified at an unannounced time at least once each month as outlined in the Navy Comptroller Manual. The verification will be made by an officer or civilian designated by the Commanding Officer of the activity to which the collection agent or cashier is assigned. A report of the verification, to include the amount and the status of funds, will be made to the Commanding Officer (Figure 2-10). A copy of the report will be furnished to the Disbursing Officer that advanced the change fund.

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CASH MEAL PAYMENT BOOK (DD FORM 1544)
CASH MEAL PAYMENT SHEET

CASH MEAL PAYMENT SHEET										SERIAL NO. N30012			
To be completed when the government is to be reimbursed for meals furnished													
ORGANIZATION OR DINING FACILITY USS DUARTE (DDG-90)						INCLUSIVE DATES COVERED FROM 30 June 98 THROUGH 30 June 98							
FOOD CHARGES				SURCHARGES (S/C)				PER DIEM SURCHARGE					
B	L	D	B	L	D	B	L	D	B	L	D		
1.20	2.40	2.40	.40	.80	.80								
BR	DB	Other	BR	DB	Other	BR	DB	Other	BR	DB	Other		
2.70			.90										
GRADE	NAME	DOLLAR VALUE					GRADE	NAME	DOLLAR VALUE				
		B	L	D	S/C				B	L	D	S/C	
		\$	\$	\$	\$		BALANCE BROUGHT FORWARD	\$	\$	\$	\$		
CIV	M. Holmes	1.20			.40			13.20	16.80		18.00		
CIV	R. Ford	1.20			.40	CIV	J. Williams	2.40			.80		
CIV	J. Stevens	1.20			.40	CIV	P. Anderson	2.40			.80		
CIV	D. Lamar	1.20			.40	CIV	R. Dixon	2.40			.80		
LT	S. Gardner	1.20			.40	CIV	M. Holmes	2.40			.80		
ENS	A. Adams	1.20			.40	CIV	S. Hughes	2.40			.80		
CIV	T. Little	1.20			.40	LT	R. Walton	2.40			.80		
ENS	W. Wilson	1.20			.40	ENS	P. Buddy	2.40			.80		
LT	C. Waters	1.20			.40	CIV	W. Sims	2.40			.80		
LT	B. Michaels	1.20			.40	CIV	J. Henderson	2.40			.80		
ENS	K. Robinson	1.20			.40	CIV	R. Wilson	2.40			.80		
CIV	C. Crispin		2.40		.80	LT	P. Mickens			2.40	.80		
CIV	A. Toledo		2.40		.80	CIV	P. Faulks			2.40	.80		
LT	J. Young		2.40		.80	TOTAL		\$	\$	\$	\$		
CIV	L. Marks		2.40		.80	TOTAL CHARGES		\$	Food	\$	S/C		
CIV	T. Brown		2.40		.80	CASH OVER (SHORT)			.05				
ENS	S. Allen		2.40		.80	CASH TURNED IN		58.85		19.60			
LT	F. Thompson		2.40		.80	REMARKS .05 over due to mischarge							
TOTAL		\$	13.20	\$	16.80	\$	18.00						
SIGNATURE OF UNIT COMMANDER OR FOOD SERVICE OFFICER						SIGNATURE OF LAST OR ONLY HEADCOUNTER							
W. B. Ellis, Ens						A. Samuels Bma							

SHEET 01

Figure 2-6

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CASH RECEIPT CERTIFICATE
(NAVCOMPT FORM 2114)

CASH RECEIPT CERTIFICATE		
RECEIVED FROM		
LT. Ron A. Aldridge		
THE SUM OF	(Amount in figures)	
Thirty Two Dollars and $\frac{40}{100}$	\$ 32 $\frac{40}{100}$	DOLLARS
for which I hold myself accountable to The United States of America		
PURPOSE (State reason for receipt of funds)		
Payment for meals sold on credit in May 1998		
SIGNATURE	NUMBER	DATE
D. J. Cook	0233	7 Jun 98
NAVCOMPT FORM 2114 (REV. 1-70) S/N 0104-LF-703-9602		
A-18088		

Figure 2-8

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MONTHLY VERIFICATION OF OFFICIAL FUNDS IN THE CUSTODY OF THE GENERAL
MESS COLLECTION AGENT

Ship's Letterhead

IN REPLY REFER TO
(date)

MEMORANDUM

From: Senior Member, Cash Verification Board

To: Commanding Officer

Subj: MONTHLY VERIFICATION OF OFFICIAL FUNDS IN THE CUSTODY OF THE
GENERAL MESS COLLECTION AGENT

Ref: (a) NAVCOMPTMAN 042451
(b) NAVSUP P-486, Vol I, para 2202-4

1. In accordance with references (a) and (b), the funds in the custody of the General Mess Collection Agent were verified today at 0930. Total funds held by the General Mess Collection Agent included cash in the amount of \$150.00 which is in agreement with the record of the Disbursing Officer's cash advance to the Collection Agent for the General Mess.

Very respectfully,

(signed)

J. B. Topchop

Copy to:
Disbursing Officer
File

Figure 2-10

PART D: RATION CREDIT DETERMINATION ASHORE

2300 ASHORE RATION CREDIT DETERMINATION

1. Field Conditions: When galleys are operating in support of maneuvers, war games, field exercises, or similar operations where the galley is the only reasonable means of government subsistence, take ration credit for all enlisted members entitled to rations-in-kind and all enlisted members on Temporary Field Assignment (TFA) or Essential Unit Messing (EUM) status who are receiving BAS with a deduction from pay for meals served under field conditions. All of these personnel are treated as RIK for food service accounting purposes. Take ration credit for all rations sold as cash in accordance with paragraph 2201-2b.

a. Each day, the total number of meals that were sold for cash, as recorded on the DD Form 1544, will be added and recorded in columns (2) through (6) of the NAVSUP Form 338 as follows:

<u>Data Block and Caption</u>	<u>Instruction for Entry</u>
(1) Day of Mo.	Enter the appropriate day of the month.
(2) B	Actual number of breakfast meals sold for cash as recorded on the DD Form 1544.
(3) L	Actual number of lunch meals sold for cash as recorded on the DD Form 1544.
(4) D	Actual number of dinner meals sold for cash as recorded on the DD Form 1544.
(5) N	Actual number of night meals sold for cash as recorded on the DD Form 1544.
(6) Daily	Column (2) x .20 + column (3) x .40 + column (4) x .40 + column (5) x (if breakfast meal .20, if lunch or dinner meal .40). (Do not round this value.) (Other Ration Credit Conversion Factors can be found in the quarterly NAVSUPNOTE 7330).

2. Standard Conditions: Ration credit determination is based on the number of signatures from enlisted members entitled to rations-in-kind recorded on the Meal Signature Record (NAVSUP Form 1291) and the number of rations sold as cash in accordance with para. 2201-2b. Each day, the total number of meals that were sold for cash, as recorded on the DD Form 1544, will be added and recorded in columns (2) through (6) of the NAVSUP Form 338 in accordance with para. 2300 1a.

2301 ASHORE GENERAL MESSES

Activities considered general messes ashore include all:

- a. ashore activities; except naval hospitals operating a hospital mess;
- b. mobile construction battalions operating general messes ashore;

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- c. fleet and force commands operating general messes ashore;
- d. cargo handling battalions operating in general messes ashore;
- e. inactive service craft facilities;
- f. naval beach groups; and
- g. general messes operated aboard permanently moored ships which grant liberty, like shore commands, including naval inactive ship maintenance facilities.

2302 MEAL PASSES AND RATIONS ALLOWED NUMBER

1. MEAL PASSES. The Meal Pass (NAVSUP Form 1105) is used to identify and control the various types of personnel authorized to subsist from general messes ashore. NAVSUP Form 1105 is already serialized and available in white (WHT), blue (BLU), pink (PINK), green (GRN), salmon (SLM), or yellow (YLW). The different colors of meal passes will be used to identify and differentiate among the various categories of enlisted personnel.

a. Personnel Support Activity Detachment (PSD/PERSUPPDET). PERSUPPDET is responsible for the actual issue and control of meals passes. In the absence of a PERSUPPDET, the command activity performing personnel and administrative functions will issue and control meal passes.

b. Host Command. The command operating the general mess will establish policies and guidelines concerning issue and use of meal passes. This will ensure all tenant activities follow the same procedures to use the host command's general mess. The host command specifies which colors to use for each type of personnel category. The host command will coordinate procedures for controlling the issuance of meal passes with the PERSUPPDET, or the command performing personnel and administrative functions.

c. Recall or Loss of Meal Passes. The enlisted members' command will temporarily withdraw meal passes from personnel departing on leave, travel, TDY or TAD. The command will take responsibility for temporary custody of meal passes and control of this process. The command/PERSUPPDET will establish positive controls to ensure meal passes of personnel receiving COMRATS/BAS or detaching the command are permanently recalled. The serial numbers of permanently recalled or lost meal cards will be made available to personnel checking passes at the general mess.

d. Leave or Travel Orders in Lieu of Meal Pass.

(1) Enlisted personnel will turn in their meal passes before they receive leave papers Part 3 of the Leave Authorization Form (Officer and Enlisted) (NAVCOMPT Form 3065) for personnel entitled to rations-in-kind will be annotated in the lower right hand corner as follows:

"ENTITLED TO GENERAL MESS MEALS EXCEPT DURING PERIOD
OF LEAVE. MEAL PASS NO. _____."

The meal pass serial number will be entered in the space provided when the meal pass is turned in and before issuing the leave papers. The leave papers may then be used instead of a meal pass, except during the actual leave period. When using leave papers instead of a meal pass, the master-at-arms will check the "commencing" and "ending" hours and dates to

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determine subsistence eligibility. The individual may be allowed access on a sale of meal basis during the leave period.

(2) Enlisted personnel under official travel orders that indicate the individual is entitled to subsistence-in-kind will be allowed access to the general mess at no charge. Record the travel order number and issuing command in the meal signature record and annotate the original travel orders indicating the exact meals provided at no cost.

2. RATIONS ALLOWED. Rations allowed are of two types, those enlisted personnel entitled to subsistence-in-kind and others authorized to use the general mess on a cash payment basis.

a. Rations-in-Kind Personnel. The supporting PERSUPPDET or, if there is no supporting PERSUPPDET, the Command Executive or Personnel Officer will furnish required rations allowed information for subsistence-in-kind personnel.

(1) At the beginning of the month, the Food Service Officer will obtain a copy of a muster report from the PERSUPPDET or if applicable, the Executive Officer, the estimated daily number of rations-in-kind personnel entitled to be fed. Additionally, the Food Service Officer should be advised of any known evolutions that might substantially affect the number of anticipated rations to be fed during the month, (e.g. training exercises, reservists training, large visiting groups, or change in BAS policy).

(2) At the end of the month or quarter the Food Service Officer will obtain from the PERSUPPDET or, if applicable, the Executive/Personnel Officer, the total number of subsistence-in-kind rations allowed for the period. The subsistence-in-kind rations allowed number is the potential number of rations that could have been fed at government expense. It is equal to the number of man days that enlisted personnel were entitled to government rations during the period. This excludes days when personnel normally entitled to subsistence-in-kind were receiving a basic allowance for subsistence (BAS/COMRATS) because of leave, travel, hospitalization, or days when normally entitled personnel were on unauthorized absence. This report will be made for each of two categories; Navy Regular and Other Personnel. The Other Personnel category includes all personnel entitled to be furnished subsistence-in-kind who are not regular Navy enlisted (e.g. other service regular, reserve or guard; midshipmen or cadets; Coast guard; foreign military and Navy reservists).

b. CASH SALES. The Food Service Officer will include rations sold for cash as allowed rations under the Other Personnel category. Prepare certifications as required and arrange to complete and sign the certification prior to the departure of the personnel involved.

2303 SIGNATURE HEAD COUNT PROCEDURES FOR RATIONS-IN-KIND PERSONNEL

1. GENERAL. Ashore general messes will use signature head count procedures except in fully automated operations and mass feeding situations. For facilities utilizing an automated system, patrons who do not possess an automated access card will sign the NAVSUP 1291 that will be retained as supporting documentation, rather than identifying the patron as a 'diner without a card'. The cashier is responsible for inserting the access card into the reader, rather than allowing the patron to do so. This will ensure the card is properly read and allow for proper identification of the patron.

A signature head count procedure documents the actual number of personnel fed at each meal entitled to rations-in-kind. A signature head count means each person receiving the meal signs his/her name and meal pass number on a Meal Signature Record (NAVSUP Form 1291).

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Audit boards use the signatures to verify ration entitlements when validating signature head count totals. Ration credit for the NAVSUP Form 1291 is based on the number of signatures recorded. Individuals passing through the serving line more than once during the same meal will sign the NAVSUP Form 1291 only once. Personnel must sign the NAVSUP Form 1291 in ink. Figure 2-11 provides an example of a completed NAVSUP Form 1291.

2. MEAL SIGNATURE RECORD (NAVSUP FORM 1291) DOCUMENT PREPARATION

a. Heading Section. The heading of the NAVSUP Form 1291 will be completed as follows before each meal:

<u>Data Block and Caption</u>	<u>Instruction for Entry</u>
Date	Enter current date.
Sheet No.	Enter sheet number consecutively starting with number 0001. Ensuring that each sheet is numbered and dated prior to each meal allows control and prevents loss or misuse of the signature sheet.
Categories of Personnel	Personnel in each category are required to sign separate forms. This determines the actual number of personnel fed for each category of personnel. Place forms on separate clipboards for each category. The different categories will be indicated by using stenciled signs or color coding to match meal pass colors.

b. Signature Section. A Master-at-Arms or other person authorized in writing by the Food Service Officer (see appendix B for sample letter) will supervise the signing of the NAVSUP Form 1291 sheets (Figure 2-11). This individual positioned behind the signature counter will verify meal passes and direct personnel to the correct signature sheet. The Master-at-Arms 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 (this procedure will ensure that only persons entitled to rations-in-kind eat meals at government expense). Signatures and meal pass numbers will be legible. The signature section of the NAVSUP Form 1291 will be filled out as follows:

<u>Data Block and Caption</u>	<u>Instruction for Entry</u>
Signature	Individuals legibly sign their last name.
Meal Pass Number	Individuals legibly enter their meal pass number.
Command/Unit	Command or unit entries are not required by parent activity or host command personnel. Tenant activity personnel do not have to enter command or unit entries if the host command knows how to identify the tenant activity personnel from the meal pass members. Transient personnel must annotate the NAVSUP Form 1291 with their command/unit.

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Immediately after securing the serving line, the Master-at-Arms will assemble the NAVSUP Form 1291s in sequence by category of personnel fed. The Master-at-Arms will draw an ink line below the last name on each form and initial this line indicating that no other signatures will be recorded on the form.

3. **CONTRACT FOOD SERVICE PERSONNEL.** Activities with contract food service personnel will use a separate NAVSUP Form 1291 prepared in duplicate to record signatures of the contract personnel. These personnel only enter their first initial and last name in the signature block. The Food Service Officer will furnish the original copy to the contractor and retain the duplicate copy.

4. **NIGHT AND BRUNCH MEALS.** Meals served between 2000 and 0300 hours will be recorded as night meals. Brunch meals served before 0900 will be recorded as breakfast meals and brunch meals served after 0900 will be recorded as lunch meals.

5. **SPECIAL MEAL FEEDING.** Special meal feeding includes picnics, barbecues, cookouts, and other similar events. The individual supervising the event will count the number of personnel authorized ration credit at the event and complete a Recapitulation of Meal Record (NAVSUP Form 1292). The individual supervising the event will make arrangements with the Food Service Officer to assign a general mess cashier at the event or make other arrangements to collect money for meals sold for cash.

Report the number of personnel on the NAVSUP Form 1292 for the general mess meal that the special event replaced.

6. MASS FEEDING

a. **General.** Mass feeding means accounting for a group of personnel by using a Recapitulation of Meal Record (NAVSUP Form 1292) as a summary document instead of obtaining individual signatures on a NAVSUP Form 1291. Mass feeding occurs during field training exercises at recruit training centers, schools, brigs, and with groups fed outside the general mess such as picnics, boat crews, etc.

b. **Documenting Mass Feeding In the General Mess on the NAVSUP Form 1292 (Figure 2-12).** The person in charge of the group will use a NAVSUP Form 1292 to record the number of each category of personnel fed at the meal as follows:

<u>Data Block and Caption</u>	<u>Instruction for Entry</u>
Period or Date	Enter current date for that meal.
1st Subtotal Block	Enter the total in the first subtotal block.
Remarks	Write an appropriate statement such as "mass feeding - school" or "mass feeding - picnic".
First Signature line	Sign name, grade or rate, and social security number.

The person in charge of the group presents the completed form to the Master-at-Arms on the serving line. The Master-at-Arms counts the personnel in the group to verify the first subtotal figure. The Master-at-Arms then makes the following annotations:

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<u>Data Block and Caption</u>	<u>Instruction for Entry</u>
Remarks	Write "total verified"
Second Signature line	Sign name and grade or rate.

The Master-at-Arms retain the NAVSUP Form 1292 and assembles it with the NAVSUP Form 1291 sheets for that meal.

c. Personnel Not Passing Through the Serving Line. Meals furnished to personnel not passing through the serving line, such as working parties, guard duty, inpatients of the dispensary or hospital, duty food service personnel, prisoner, and/or other personnel will be handled as mass feeding. A person eating individually in these circumstances will sign the NAVSUP Form 1291 and will be excluded from the count on the "Mass feeding" NAVSUP Form 1292.

A responsible person will be designated in charge of the group and instructed in the proper method of completing the NAVSUP Form 1292. This individual will prepare the form as follows:

<u>Data Block and Caption</u>	<u>Instruction for Entry</u>
Period or Date	Enter current date for that meal.
1st Subtotal Block	Enter the total in the first subtotal block.
Remarks	Write an appropriate statement such as "working parties", "inpatients of the dispensary/hospital", "duty food service personnel", "prisoner", or "outing personnel"
First Signature line	Sign name, grade or rate, and social security number.

The responsible person designated in charge of the group presents the completed form to the general mess recordskeeper as soon as possible after the meal, but no later than the following morning.

The general mess recordskeeper will check for errors in completing the form and will make checks as required to verify the total. The recordskeeper will then make the following annotations:

<u>Data Block and Caption</u>	<u>Instruction for Entry</u>
Remarks	Write "checked"
Second Signature line	Sign name and grade or rate.

d. Meals Furnished By a General Mess to Inpatient Personnel in Hospitals and Dispensaries. This paragraph applies when there is no hospital mess being operated. Meals furnished to inpatient personnel in hospitals and dispensaries will be furnished on a NAVSUP Form 1292 as personnel not passing through the serving line. The person designated as the authorized representative of the hospital or dispensary will prepare and sign a daily NAVSUP Form 1292 (same as sub para. c). When more than one authorized representative supervises the different meals, each will initial the subtotal for the meal supervised and sign on the first signature line.

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The authorized representative will ensure the Food Service Officer receives the completed daily NAVSUP Form 1292 no later than the following morning. The general mess recordskeeper will check for errors in the completed form. The recordskeeper will sign the second signature line and ensure the NAVSUP Form 338 reflects these additional meal totals for ration credit computation.

2304 RECAPITULATION OF MEAL RECORD (NAVSUP FORM 1292) USED AS A DAILY MEAL SUMMARY

1. GENERAL. A NAVSUP Form 1292 will be used to summarize the ration credit total each day as indicated by Figure 2-13. An original and one copy will be prepared.

2. RESPONSIBILITIES AND DOCUMENT PREPARATION.

a. Master-at-Arms. Immediately after securing the serving line, the Master-at-Arms will assemble the NAVSUP Form 1291s in sequence by category of personnel fed. The Master-at-Arms will determine the number of signatures for each category. Figures for breakfast, lunch, dinner, and night/other will be included on the same form. Do not prepare a separate NAVSUP Form 1292 for each meal. The Master-at-Arms will make the following annotations:

<u>Data Block and Caption</u>	<u>Instruction for Entry</u>
Period or Date	Enter the current date.
Breakfast, Lunch, Dinner, Night/Other.	Enter the numbers in the appropriate blocks.
1st Subtotal Block	Add all categories of personnel for each meal and enter this total number.
First Signature Line	After the dinner meal, sign on the first signature line and deliver the completed form to the general mess office where the required entries will be made. When more than one Master-at-Arms supervise meals during the day, each will initial the subtotal(s) for the meal(s) supervised. All of the Master-at-Arms personnel supervising a meal during the day will sign on the signature line of the NAVSUP Form 1292.

b. General Mess Cashier. The general mess cashier computes and enters the appropriate total number of meals in the "cash sales (include contract personnel)" block of the NAVSUP Form 1292. The general mess cashier will annotate the form as follows:

<u>Data Block and Caption</u>	<u>Instruction for Entry</u>
Period or Date	Enter the current date.
Cash Sales (Include Contract Personnel)	Enter the numbers in the appropriate blocks.
Second Signature Line	Sign on the second signature line. When more than one general mess cashier collects money during the day, each cashier will initial the "cash sales" block for the meals they collect money. All general mess cashiers collecting money

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during the day will sign on the second line of the daily NAVSUP Form 1292. The entry beside the "cash sales" block will include all general mess meals sold. This includes meals for which cash was collected before admission to the serving line and meals sold on a credit basis.

These entries should agree with:

(1) meals sold for cash recorded on the Cash Meal Payment Book (DD Form 1544) sheets (see para. 2201-1b);

(2) signatures recorded on the Meal Signature Record (NAVSUP Form 1291) (see para. 2303-3) for contract food service personnel.

c. Food Service Recordskeeper. The general mess recordskeeper will audit the forms used by the Master-at-Arms and verify the head count. Contract food service personnel will sign the NAVSUP Form 1291 and the head count will be included opposite the cash sales (include contract personnel) block of the NAVSUP Form 1292. The recordskeeper should audit both forms and coordinate required corrections with the person responsible for the error. Both will initial the correction.

The recordskeeper will then make the following annotations on the NAVSUP Form 1292:

<u>Data Block and Caption</u>	<u>Instruction for Entry</u>
2nd Subtotal	"1st subtotal" + "cash sales (include contract personnel)".
Personnel Not Passing Through Serving Line	Enter the total of each category of personnel not passing through the serving line. Assemble the NAVSUP Form 1291 sheets and/or the NAVSUP Form 1292 used to document the personnel not passing through the serving line and attach them to the daily summary NAVSUP Form 1292. This allows the monthly records to include these numbers in the appropriate totals for the different categories of personnel.
Grand Total	"2nd subtotal" + "Personnel not passing through serving line".
Ration Credit	"Grand totals" x "appropriate conversion factors".
Total Credit	Add the ration credits for all meals and enter the total in the "total credit" block (round to the nearest whole ration).
Third Signature Line	Sign on the third signature line after all computations have been checked.

The recordskeeper then enters the numbers of meals sold for cash and rations-in-kind meals fed for each meal on the NAVSUP Form 338 (Figure 2-14). NOTE: The recordskeeper must include the numbers of personnel not passing through the serving line in the appropriate blocks of the NAVSUP Form 338. Entries on the NAVSUP Form 338 will be made as follows:

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<u>Data Block and Caption</u>	<u>Instruction for Entry</u>
(1) Day of Mo.	Enter the appropriate day of the month.
(2) B	Actual number of meals sold for cash as recorded on the NAVSUP Form 1292 (cash sales (include contract personnel) block), breakfast column.
(3) L	Actual number of meals sold for cash as recorded on the NAVSUP Form 1292 from the (cash sales (include contract personnel) block), lunch column.
(4) D	Actual number of meals sold for cash as recorded on the NAVSUP Form 1292 from the (cash sales (include contract personnel) block), dinner column.
(5) N	Actual number of meals sold for cash as recorded on the NAVSUP Form 1292 from the (cash sales (include contract personnel) block), night/other column.
(6) Daily	Column (2) x .20 + column (3) x .40 + column (4) x .40 + column (5) x (if breakfast meal .20, if dinner meal .40). (Do not round this value).
(7) B	Actual number of meals fed - rations-in-kind as recorded on the NAVSUP Form 1292 (1 st subtotal block), breakfast column.
(8) L	Actual number of meals fed - rations-in-kind as recorded on the NAVSUP Form 1292 (1 st subtotal block), lunch column.
(9) D	Actual number of meals fed - rations-in-kind as recorded on the NAVSUP Form 1292 (1 st subtotal block), dinner column.
(10) N	Actual number of meals fed - rations-in-kind as recorded on the NAVSUP Form 1292 (1 st subtotal block), night/other column.
(11) Daily	Column (7) x .20 + column (8) x .40 + column (9) x .40 + column (10) x (if breakfast meal .20, if dinner meal .40). (Do not round this value).
(12) RIK/Cash Sales	Column (6) + Column (11) (round to the nearest whole ration).
(13) Cumulative Total	Column (12) + the previous day's entry in Column (13).

3. DISTRIBUTION. The Food Service Officer will retain the original (NAVSUP Forms 1291s and 1292s supporting daily summary NAVSUP Form 1292 attached) for use in preparing the monthly NAVSUP Form 1292;

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2305 RECAPITULATION OF MEAL RECORD (NAVSUP FORM 1292) USED AS A MONTHLY SUMMARY

1. PREPARATION. At the end of each month, the Food Service Officer will prepare a monthly NAVSUP Form 1292 summary (Figure 2-15). This document will summarize information from the daily NAVSUP Form 1292s as follows:

<u>Data Block and Caption</u>	<u>Instruction for Entry</u>
Period or Date	Enter month and year.
Breakfast, Lunch, Dinner, Night/Other	Enter the summary numbers in the appropriate blocks by categories.
1st Subtotal Block	Add all of the categories of personnel of each meal and enter this total number.
Cash Sales(Include Personnel)	Enter the summary numbers in the appropriate Contract blocks.
2nd Subtotal	"1st subtotal" + "cash sales (include contract personnel)".
Personnel Not Passing Through Serving Line	Enter the summary numbers in the appropriate blocks.
Grand Total	"2nd subtotal" + "Personnel not passing through serving line".
Ration Credit	"Grand totals" x "appropriate conversion factors".
Total Credit	Add the ration credits for all meals and enter the total in the "total credit" block (round to the nearest whole ration).

The Leading Mess Management Specialist and the recordskeeper will sign the first signature line of the 1292 monthly recap. The Food Service Officer will sign the second line.

2. ROUNDING DIFFERENCES. Using daily rounding procedures may cause disagreement between the "total credit" block on the monthly NAVSUP Form 1292 and the ration credits claimed in the "cumulative total" column of the NAVSUP Form 338. When this occurs, use the figure most advantageous to the general mess after making adjustments as follows:

a. When the "total credit" on the monthly NAVSUP Form 1292 is less than the "cumulative total" (column 13) of the NAVSUP Form 338, adjust the figure on the monthly NAVSUP Form 1292 as follows:

<u>Data Block and Caption</u>	<u>Instruction for Entry</u>
Total Credit	Adjust this value to agree with the NAVSUP Form 338 figure.
Remarks	Include an explanation for the adjustment. Reflect the increase in the "Navy Regular" block of the NAVSUP Form 1357.

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b. When the "total credit" figure on the monthly NAVSUP Form 1292 is greater than the "cumulative total" (column 13) of the NAVSUP Form 338, the figure contained on the monthly NAVSUP Form 1292 and the remarks section of the NAVSUP Form 338 will be noted accordingly.

NOTE: The variation of ration credits due to daily rounding between the monthly NAVSUP Form 1292 and the NAVSUP Form 338 will not exceed (plus or minus) thirteen (13) credits per month.

3. SUBMISSION TO AN AUDIT BOARD. The Food Service Officer will submit records used to obtain monthly ration credit figures to an audit board on a monthly or quarterly interval based on command procedures. The Food Service Officer will assemble the monthly records and supporting documents in an orderly fashion. The monthly records and supporting documents include:

- a. General Mess Control Record (NAVSUP Form 338);
- b. Ration and Sales Report (NAVSUP Form 1357);
- c. Monthly Recapitulation of Meal Record (NAVSUP Form 1292);
- d. Cash Meal Payment (DD Form 1544) Sheets used during the month;
- e. Daily Recapitulation of Meal Record (NAVSUP Form 1292) Sheets used during the month;
- f. all supporting Meal Signature Record (NAVSUP Form 1291) Sheets used during the month; and
- g. any other documents supporting the daily ration credit figures.

2306 RESPONSIBILITIES

1. FOOD SERVICE OFFICER/LEADING MESS MANAGEMENT SPECIALIST. Their responsibilities include:

- a. managing and monitoring the head count procedures;
- b. training personnel to perform assigned duties;
- c. ensuring only authorized personnel receive rations-in-kind at government expense; and
- d. preparing and submitting required records and reports to the audit board.

2. MASTER-AT-ARMS. The Master-at-Arms responsibilities include:

- a. determining the eligibility of personnel passing through the serving line to eat in the general mess;
- b. requiring each person to show a valid meal pass and military identification card (this procedure will ensure that only persons entitled to rations-in-kind eat meals at government expense);
- c. obtaining signatures and legible meal pass numbers on the NAVSUP Form 1291;

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d. assisting the general mess cashier in obtaining signatures on DD Form 1544 sheets for cash sales;

e. receiving the NAVSUP Form 1292 from a group's supervisor for mass feeding in the general mess, counting the number of personnel in the group as they enter the serving line, verifying the total number of personnel in mass feeding and entering "total verified" in the "remarks" block when signing the second signature line of the form; and

f. preparing a daily NAVSUP Form 1292 that summarizes the information in the supporting documents.

3. GENERAL MESS RECORDSKEEPER. The general mess recordskeeper verifies the entries made on the NAVSUP Form 1292 by the master at arms personnel and general mess cashiers, and makes the entry on the form for personnel not passing through the serving line. The recordskeeper will:

a. verify totals of each type for category of personnel listed;

b. check cash sales figures and ensure the number of meals sold for cash includes credit sales;

c. ensure the NAVSUP Form 1292 for duty food service personnel does not include personnel receiving COMRATS/BAS;

d. check meals requested and furnished for other types of personnel not passing through the serving line and ensure the assigned personnel complete the required forms;

e. ensure the number of signatures from contract food service personnel on the NAVSUP Form 1291 does not exceed the number of personnel on duty during the meal;

f. report problems to the Food Service Officer for corrective action;

g. make required corrections to personnel counts, coordinate the correction with the person making the error.

2307 AUDIT BOARD PROCEDURES

1. COMPOSITION. The Commanding Officer of the activity will appoint personnel to an audit board to review records and procedures of the general mess. The audit board will consist of one to three individuals, not associated with the food service operation. One of the individuals will be a subject matter expert in food service operations. Members of the audit board must be officers, civilian employees of appropriate grade, or enlisted E7 – E9. The audit board will convene at the activity being reviewed.

2. RESPONSIBILITY. The audit board is responsible for ensuring compliance with procedures contained in this publication, the checklists contained in appendix I, the validation of signature head count totals, and the verification of monthly ration credit totals.

3. QUARTERLY REVIEW OF PROCEDURES. The audit board will conduct a thorough review of head count procedures at least once each quarter. The audit will ensure the command maintains required controls over the issue and recall of the meal passes and the command provides the required security for on hand supplies of unused meal passes.

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The audit board will check controls for the issue and recall of meal passes by selecting a random sample of 25 meal pass numbers from the NAVSUP Form 1291 sheets during the current review period. The meal pass numbers will include tenant activities using the host command's general mess.

The audit board will conduct a similar review for a small number of personnel in a leave status. This audit will determine if the meal passes were recalled prior to the personnel departing on leave.

The audit board will observe procedures used during a meal to review compliance with regulations. Specific procedures to observe include determining eligibility of personnel for rations-in-kind, determining proper places for cash sales, obtaining legible signatures from personnel, and documenting any mass feeding of groups.

4. **AUDIT OF RATION CREDIT TOTALS.** The purpose of the audit of ration credit totals is to verify daily ration credit figures and to ensure all monthly forms used to record ration credit totals are in agreement. The audit of ration credit totals may be conducted monthly or quarterly depending on local command procedures.

The audit board will first review the daily NAVSUP Form 1291, the DD Form 1544 sheets, and NAVSUP Form 1292. The total number of ration credits for each category of personnel on the daily documents should agree with the daily summary NAVSUP Form 1292. The audit board will then review the month's daily summary NAVSUP Form 1292 documents. The total number of ration credits for each category of personnel on the daily documents should agree with the daily summary NAVSUP Form 1292.

The audit board will review the month's daily summary NAVSUP Form 1292 documents. The total number of ration credits should agree with the monthly NAVSUP Form 1292 prepared for the audit board by the Food Service Officer.

The audit board will then review the following records to ensure the monthly total ration credit figures are in agreement:

- a. monthly NAVSUP Form 1292;
- b. monthly NAVSUP Form 338; and
- c. monthly NAVSUP Form 1357.

Accommodations for rounding errors will be accounted for following the procedures outlined in para. 2305-2. The audit board will make any required corrections, reconcile the corrections with the Food Service Officer (the Food Service Officer will initial the changes and sign the monthly NAVSUP Form 1292). The audit board will provide the signed original monthly NAVSUP Form 1292 document to the Food Service Officer along with the daily summary NAVSUP Form 1292s.

All NAVSUP Form 1291 documents will be destroyed except those for foreign personnel and contract food service personnel. The Food Service Officer will retain the NAVSUP Form 1291s for foreign personnel and contract food service personnel for a period of one year.

5. **REPORTS TO THE COMMANDING OFFICER.** The audit board will make a summary report of audit findings to the Commanding Officer after conducting each audit. The report will include a statement citing compliance with procedures and directives or the report will state otherwise. Problems in meal pass control, determining eligibility for personnel in the serving

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line, or documenting mass feeding will be reported when discovered. The audit board will retain the summary report after the Commanding Officer's review, and forward one copy to the activities Food Service Officer. The summary report and the working papers used to develop the report will be retained for one year.

If any individual discovers personnel on COMRATS/ BAS eating meals at government expense, the individual must take appropriate action to properly document the offense. A report will be made to the Commanding Officer of the command to which the individual is attached for appropriate action.

6. REPORTS TO THE SUPPORT SERVICES DIRECTORATE, FOOD SERVICE DIVISION (SUP 51). The Food Service Officer will submit corrected reports and returns resulting from audits of ration credit totals. Follow the procedures contained in paras. 7015 and 7306 respectively for submitting corrected reports and returns to SUP 51.

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MEAL SIGNATURE RECORD (NAVSUP FORM 1291)

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

DATE: 11 JUNE 98 SHEET NO: 0001

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

DATE: 11 JUNE 98 SHEET NO: 0001

SIGNATURE (First initial and last name)	MEAL PASS NUMBER	COMMAND/UNIT	SIGNATURE (First initial and last name)	MEAL PASS NUMBER	COMMAND/UNIT
E. Combs	B703511		J. Hood	B703359	
C. Adolphia	B703515		S. Hazel	B703406	
R. Abraham	B703499		W. Fitzgerald	B703596	
B. Eng	B703467		F. Taylor	B703491	
D. Winton	B703516		J. Zucco	B703359	
A. E. West	B703522		H. King	B703547	
A. Andrews	B703343		D. Brown	B703330	
B. Adams	B703496		N. Brown	B703500	
B. Smith	B703466		A. Stewart	B703594	
D. Johnson	B703512		J. Johnson	B703506	
B. Math	B703427		G. Miller	B703393	
D. King	B703374		J. Miller	B703421	
V. Blackwell	B703573		J. Velez	B703595	
T. Cozwell	B703318		W. Johnson	B703449	
G. Williams	B703447		H. Coburn	B703410	
C. Minor	B703459		S. Diga	B703339	
K. Roney	B703575		H. Bantia	B703383	
P. Graham	B703429		E. No longer	B703552	
			G. Fackel	B703460	
			J. Gray	B7034	
			C. Bass	B703572	
			E. Jones	B703401	
A. Williams	B703533		C. Bridgman	B703569	
J. Brown	B703522		M. Mankiewicz	B703447	
R. Ross	B703437		R. Watts	3358	

Personnel who do not possess a meal pass use the last four digits of their SSN as their meal pass number

574 0104-104-8301

Figure 2-11

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DOCUMENTING MASS FEEDING ON THE
RECAPITULATION OF MEAL RECORD
(NAVSUP FORM 1292)

RECAPITULATION OF MEAL RECORD (4061)		PERIOD OR DATE			
NAVSUP FORM 1292 (REV. 3-75)		29 May 98			
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 (Specify)					
CA					
GRAND TOTAL					
CONVERSION FACTOR		20%	40%		
RATION CREDIT					
REMARKS		<p>Person in charge of the group will write an appropriate statement indicating the reason for mass feeding and sign in the first signature line.</p> <p>Total number is group being fed under mass feeding</p> <p>128</p> <p>The Master-at-Arms will count the personnel in the group to verify the first subtotal figure and write "Total Verified"</p> <p>"MASS FEEDING - SCHOOL"</p> <p>"TOTAL VERIFIED"</p>			
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					
I. M. Scholtme, QMC, USN					
SIGNATURE AND RANK, RATE, OR GRADE					
I. M. MAA, BM2, USN					
SIGNATURE AND RANK, RATE, OR GRADE					

Figure 2-12

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DOCUMENTING DAILY MEAL SUMMARY ON THE
RECAPITULATION OF MEAL RECORD (NAVSUP FORM 1292)

RECAPITULATION OF MEAL RECORD (4061)		PERIOD OR DATE			
NAVSUP FORM 1292 (REV. 3-75)		30 Jun 98			
CATEGORY OF PERSONNEL		BREAKFAST	LUNCH	DINNER	NIGHT/OTHER
NAVY	REGULAR	6	9	8	
	RESERVE				
	ROTC				
	CADETS				
MARINE CORPS	REGULAR	42	134	119	
	RESERVE				
ARMY	REGULAR	9	13	11	
	RESERVE				
	NATIONAL GUARD				
COAST GUARD					
CIVILIAN APPLICANTS					
AIR FORCE	REGULAR				
	NATIONAL GUARD				
FOREIGN					
OTHER (Specify)	TAR	2	2	2	
1ST SUBTOTAL		59 _{ABW}	158 _{POW}	140 _{RAT}	
CASH SALES (INCLUDE CONTRACT PERSONNEL)		26	35	14	
2ND SUBTOTAL		85	193	154	
PERSONNEL NOT PASSING THROUGH SERVING LINE		12	12	12	
GRAND TOTAL		97	205	166	
CONVERSION FACTOR		20%	40%	40%	% APPLICABLE
RATION CREDIT		19.40	82.00	66.40	
REMARKS					TOTAL CREDIT
					167.80
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			
P. B. Williams, SK1		K. A. Treadwell			
SIGNATURE AND RANK, RATE, OR GRADE		SIGNATURE AND RANK, RATE, OR GRADE			
T. J. Carlos, MS3		K. A. TREADWELL, DK2			
SIGNATURE AND RANK, RATE, OR GRADE		SIGNATURE AND RANK, RATE, OR GRADE			
F. M. Jones, MS2					
S/N 0108-LF-501-2920					
U.S. Government Printing Office: 1988-505-007/90739 2-1					

When more than one Master-at-Arms supervises meals during the day, each will initial the subtotal(s) for the meal(s)

Figure 2-13

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POSTING RATIIONS FROM THE DAILY SUMMARY (NAVSUP FORM 1292) TO THE GENERAL MESS CONTROL RECORD (NAVSUP FORM 338)

F84120001 TIME: 21:27

GENERAL MESS CONTROL RECORD (4061)
NAVSUP FORM 338 (REV. 11-84)

FROM (Name of Ship or Station) NAVAL STATION DUARTE COMMANDING OFFICER NAVAL STATION DUARTE FPO-AE
GENERAL MESS

NAVSUP FORM 338

GENERAL MESS CONTROL RECORD (NAVSUP FORM 338) ***

BDF A 5.38 SUPPLEMENTAL 0

DAY OF MO (1)	MEALS SOLD FOR CASH					MEALS FED - RATIONS IN KIND					RATION CREDIT	
	B	L	D	N	DAILY	B	L	D	N	DAILY	DAILY	CUMULATIVE
	20% (2)	40% (3)	40% (5)	20/40% (5)	(6)	20% (7)	40% (8)	40% (9)	20/40% (10)	(11)	(12)	TOTAL (13)
BF JUN												7778
BQ 20	0	29	0	0	13.05	0	74	0	52	54.10	67	7845
BQ 21	0	30	0	1	13.90	0	67	0	49	49.75	64	7909
AR 22	8	29	2	0	14.00	50	164	111	0	120.00	134	8043
AR 23	11	23	2	0	12.20	82	101	115	0	102.80	115	8158
AR 24	11	25	2	0	13.00	69	104	102	0	96.20	109	8267
AR 25	15	38	1	0	18.60	74	106	123	0	106.40	125	8392
AR 26	7	23	2	0	11.40	37	130	75	0	89.40	101	8493
BQ 27	0	4	0	1	2.20	0	74	0	65	59.30	62	8555
BQ 28	0	10	0	0	4.50	0	80	0	71	64.40	69	8624
AR 29	10	30	0	0	14.00	70	118	121	0	109.60	124	8748
A 30	26	35	14	0	24.80	71	170	152	0	143.00	168	8916
TOTALS												8916

RECAPITULATION OF MEAL RECORD (4061) PERIOD OR DATE: 30 Jun 98

CATEGORY OF PERSONNEL	BREAKFAST	LUNCH	DINNER	NIGHT/OTHER
NAVY				
REGULAR	6	9	8	
RESERVE				
ROTC				
CADETS				
MARINE CORPS				
REGULAR	42	134	119	
RESERVE				
ARMY				
REGULAR	9	13	11	
RESERVE				
NATIONAL GUARD				
COAST GUARD				
CIVILIAN APPLICANTS				
AIR FORCE				
REGULAR				
NATIONAL GUARD				
FOREIGN				
OTHER (Specify)	TAR	2	2	2
1ST SUBTOTAL	59 PBW	158 PBW	140 RAT	
CASH SALES (INCLUDE CONTRACT PERSONNEL)	26	35	14	
2ND SUBTOTAL	85	193	154	
PERSONNEL NOT PASSING THROUGH SERVING LINE	12	12	12	
GRAND TOTAL	97	205	166	
CONVERSION FACTOR	20%	40%	40%	% APPLICABLE
RATION CREDIT	19.40	82.00	66.40	
REMARKS				TOTAL CREDIT: 167.80

STATION AUDIT BOARD

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

SIGNED AND AUTHORIZED BY: P.B. Williams SKI, T.W. CARLOS MS3, F.M. JONES MS2

SIGNED AND AUTHORIZED BY: K.A. Treadwell, K.A. TREADWELL, DK2

Total rations for the day must be the same

Figure 2-14

2-44

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DOCUMENTING MONTHLY SUMMARY OF MEALS ON THE
RECAPITULATION OF MEAL RECORD (NAVSUP FORM 1292)

RECAPITULATION OF MEAL RECORD (4061)		PERIOD OR DATE 06/01/98 - 06/30/98			
CATEGORY OF PERSONNEL		BREAKFAST	LUNCH	DINNER	NIGHT/OTHER
NAVY	REGULAR	225	364	166	32
	RESERVE	2	127		5
	ROTC				
	CADETS				
MARINE CORPS	REGULAR	804	2681	1944	302
	RESERVE				
ARMY	REGULAR	256	378	229	43
	RESERVE				
	NATIONAL GUARD				
COAST GUARD			5		
CIVILIAN APPLICANTS					
AIR FORCE	REGULAR				
	NATIONAL GUARD				
FOREIGN					
OTHER (Specify)					
TAR		2	2	2	
1ST SUBTOTAL		1289	3557	2341	382
CASH SALES (INCLUDE CONTRACT PERSONNEL)		250	639	55	8
2ND SUBTOTAL		1539	4196	2396	390
PERSONNEL NOT PASSING THROUGH SERVING LINE		12	269	12	
GRAND TOTAL		1551	4465	2408	390
CONVERSION FACTOR		20%	40%	40%	% APPLICABLE
RATION CREDIT		310.20	1823.90	963.20	156.00
REMARKS					TOTAL CREDIT
TOTAL CREDIT ADJUSTED BY 4 TO AGREE WITH THE 338					3257.00
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 NAME, RATE, OR GRADE F. M. Jones, MS ²					
SIGNATURE AND NAME, RATE, OR GRADE S. A. CLINTON, MSC					
SIGNATURE AND NAME, RATE, OR GRADE W. B. ELLIS, ENS.					
S/N 0108-LF-501-2920					
*U.S. Government Printing Office: 1988-505-007/90739 2-1					

Figure 2-15

PART E: RATION CREDIT DETERMINATION AFLOAT

2400 AFLOAT RATION CREDIT DETERMINATION

1. **DAYS AT SEA.** Days at sea include the day of leaving and the day of returning to port. The time of departure or return does not matter. Take ration credit for all enlisted personnel entitled to rations-in-kind in the general mess plus ration credits obtained by converting meals sold for cash to rations.
2. **DAYS IN PORT.** In port means at berth or at anchor in ports located in the United States or overseas when liberty is granted. Take ration credit only for meals fed, except for the day of leaving and the day of returning to port as mentioned above.
3. **SIMULATED AT SEA EXERCISES.** Take full ration credit for all enlisted personnel aboard ship entitled to rations-in-kind during days of simulated at sea exercises in port; for example fast cruise, general quarters, engineering casualty control drills (ECCs).
4. **CROSSING THE INTERNATIONAL DATELINE.** Adjust ration allowances to compensate for the change in the calendar day resulting from crossing the 180th meridian. When time is set back one day in crossing from the west (Japan) to the east (United States), take ration credits for the extra day. When the time is advanced one day in crossing from the east (United States) to the west (Japan), do not take ration credits for the lost day.

2401 RATIONS ALLOWED NUMBER

1. **EXECUTIVE OFFICER OR PERSONNEL OFFICER.** The Executive Officer or the Personnel Officer will provide a copy of the daily muster report to the Food Service Officer. Discussions concerning scheduled visits or evolutions affecting the number of rations allowed should be included for planning purposes.

When rations for foreign or other types of personnel, including TAR's are included, the Food Service Officer will be advised to allow completion of certification when required. The Food Service Officer should be advised of any significant changes to the number of personnel entitled to subsist from the general mess.

2. **FOOD SERVICE OFFICER.** The Food Service Officer should use the ship's daily muster report and other information provided by the Executive Officer or Personnel Officer to:
 - a. plan the quantities of food required on the following day based on the number of personnel expected.
 - b. prepare certifications as required and arrange to complete and sign the certification prior to the departure of the personnel involved.
 - c. The ship's daily muster reports should be used to prepare a summary document of the rations allowed for the quarterly or accounting period General Mess Operating Statement (NAVSUP Form 1358) (discussed in Chapter 7).

2402 ACCURATE COUNTING

1. **IN PORT.** Ensure an accurate count of all personnel consuming meals from the general mess is taken in port, using a mechanical counting device. Accurate head counts preclude

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food waste, provide historical information when planning endurance loading, and serve as a critical input during menu preparation. Additionally, in port, accurate head counts serve as the basis for recording the daily ration credit.

2. SPECIAL EVENTS. An accurate count of all types of personnel eating meals at barbecues, cookouts, picnics and other special events supported by the general mess ensures appropriate ration credits will be taken. The Food Service Officer will:

- a. review the appropriate ration credits;
- b. review and sign the appropriate documents to ensure all food items used were included in the daily issue documents to the general mess; and
- c. ensure an accurate number of personnel attending the event was included in the appropriate column(s) of the NAVSUP Form 338.

2403 RECORDING AFLOAT RATION CREDIT

1. DAILY MUSTER REPORT. The daily muster report will include the total number of personnel assigned (less personnel on leave, TAD/TDY, unauthorized absentees, etc.). This number should include enlisted members on Temporary Afloat Assignment (TAA) status who are receiving BAS with a deduction from pay for meals served while on TAA status and are treated as RIK for food service accounting purposes. The muster report informs the Food Service Officer of the total number of enlisted personnel allowed entitled to rations-in-kind. The following three paragraphs discuss recording rations on the General Mess Control Record (NAVSUP Form 338) for afloat activities.

2. RATIONS SOLD FOR CASH. Meals sold for cash are recorded on the Cash Meal Payment Book (DD Form 1544) Sheets in accordance with para. 2201-1b and meals sold on a credit basis are recorded on the Sale of General Mess Meals (NAVSUP Form 1046) in accordance with para. 2201-2b (Figure 2-16). Each day, the total number of meals that were sold for cash or on a credit basis, as recorded on the DD Form 1544 and NAVSUP Form 1046, will be added and recorded in columns (2) through (6) of the NAVSUP Form 338 as follows :

<u>Data Block and Caption</u>	<u>Instruction for Entry</u>
(1) Day of Mo.	Enter the appropriate day of the month.
(2) B	Actual number of breakfast meals sold for cash and credit as recorded on the DD Form 1544 and NAVSUP Form 1046.
(3) L	Actual number of lunch meals sold for cash and credit as recorded on the DD Form 1544 and NAVSUP Form 1046.
(4) D	Actual number of dinner meals sold for cash and credit as recorded on the DD Form 1544 and NAVSUP Form 1046.
(5) N	Actual number of night meals sold for cash and credit as recorded on the DD Form 1544 and NAVSUP Form 1046.
(6) Daily	Column (2) x .20 + column (3) x .40 + column (4) x .40 + column (5) x (if breakfast meal .20, if dinner meal .40). (Do not round this value.)

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NOTE: When the officers mess subsists out of the general mess on a continuous basis, all officer ration credits will be taken for all three meals on full days at sea, and during at sea meals on days entering or leaving port.

3. RATIONS IN KIND

a. In Port. Take ration credit only for meals fed, except for the day of leaving and the day of returning to port as mentioned in para. 2400-2. This value is what is entered on the NAVSUP Form 1090 by the watch captain (Figure 2-17). Ensure these rations are only rations-in-kind and do not include rations sold for cash. NOTE: Subtract ration sold for cash or credit (as recorded on the NAVSUP Form 1046 and DD Form 1544) from the actual rations fed from the NAVSUP Form 1090 if they are included. (Figure 2-17). Enter this number on the General Mess Control Record (NAVSUP Form 338) and compute total ration credits for each day for meals fed under the rations-in-kind columns as follows:

<u>Data Block and Caption</u>	<u>Instruction for Entry</u>
(7) B	Actual number of meals fed for breakfast as recorded on the NAVSUP Form 1090. Do not include meals sold for cash.
(8) L	Actual number of meals fed for lunch as recorded on the NAVSUP Form 1090. Do not include meals sold for cash.
(9) D	Actual number of meals fed for dinner as recorded on the NAVSUP Form 1090. Do not include meals sold for cash.
(10) N	Actual number of meals fed for the night meal as recorded on the NAVSUP Form 1090. Do not include meals sold for cash.
(11) Daily	Column (7) x .20 + column (8) x .40 + column (9) x .40 + column (10) x (if breakfast meal .20, dinner meal.40). (Do not round this value).

b. At Sea. Take ration credit for all enlisted personnel entitled to rations-in-kind in the general mess as reported in the daily muster report. This number should include enlisted members on Temporary Afloat Assignment (TAA) status who are receiving BAS with a deduction from pay for meals served while on TAA status and are treated as RIK for food service accounting purposes. Enter this number on the General Mess Control Record (NAVSUP Form 338) (Figure 2-18) and compute total ration credits for each day for meals fed under the rations-in-kind columns as follows:

<u>Data Block and Caption</u>	<u>Instruction for Entry</u>
(7) thru (9) B, L, D	Total number of enlisted personnel entitled to rations-in-kind as reported on the daily muster report.
(10) N	Leave blank
(11) Daily	Enter the total number of enlisted personnel entitled to rations-in-kind as reported on the daily muster report.

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2404 FEEDING SHIPS' CREWS IN OTHER GENERAL MESSES

The ship's general mess may close during a shipyard period or tender availability. Request support from the Commanding Officer of the shipyard or tender in advance of the closing date. Arrangements to feed the crew may include the requesting ship providing the shipyard or tender general mess with personnel to support the additional workload.

The requesting ship will furnish the shipyard or tender with a memorandum or letter estimating the number and type of personnel requiring support. This will include the actual number of personnel aboard and an estimate of the number of personnel normally fed.

Each month the requesting ship will provide a memorandum or letter that summarizes the daily number and type of enlisted personnel aboard during that period. The memorandum letter will include personnel actually aboard and eligible for ration credits. Personnel on leave, temporary additional duty, absent without leave, regular leave, emergency leave, being paid COMRATS/BAS etc., will not count toward the allowed on board total.

This memorandum will assist in formulating a rations allowed amount on the NAVSUP Form 1358 for the activity providing support.

The requesting ship will take ration credit only for meals furnished by their general mess. The shipyard or tender will take ration credit on their NAVSUP Form 1357 for the meals their activity furnishes to the requesting ship's crew.

File documents used to support the rations allowed figure on the NAVSUP Form 1358 in the retained returns.

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POSTING MEALS SOLD FOR CASH TO THE GENERAL MESS CONTROL RECORD (NAVSUP FORM 338)

F84120001 TIME: 20:45

GENERAL MESS CONTROL RECORD (4061)
NAVSUP FORM 338 (REV. 11-84)

FROM (Name of Ship or Station) NAVAL STATION DUARTE
GENERAL MESS

DAY OF MO (1)	MEALS SOLD FOR CASH				DAILY (6)
	B (2)	L (3)	D (5)	N (5)	
AR 24	11	25	2	0	13.00
AR 25	15	38	1	0	18.60
AR 26	7	23	2	0	11.40
BD 27	0	4	0	1	2.20
BQ 28	0	10	0	0	4.50
AR 29	10	30	0	0	14.00
A 30	26	35	14	0	24.80

TOTALS: 130 B, 160 L, 40 D, 1 N, 248.80

DD FORM 1544

CASH MEAL PAYMENT SHEET

USS DUARTE (DDG-90) FROM 30 June 98 THROUGH 30 June 98

GRADE	NAME	B	L	D	N	SC	GRADE	NAME	B	L	D	N	SC
CV	R. Ford	120				.40	CV	J. Williams	240				.80
CV	J. Stevens	120				.40	CV	P. Anderson	240				.80
CV	D. Kamas	120				.40	CV	R. Dixon	240				.80
LT	S. Gardner	120				.40	CV	H. Holmes	240				.80
GS	A. Adams	120				.40	CV	S. Hughes	240				.80
CV	T. Little	120				.40	LT	R. Watson	240				.80
ENS	W. Wilson	120				.40	ENS	P. Buddy	240				.80
LT	C. Waters	120				.40	CV	W. Sims	240				.80
LT	B. Michaels	120				.40	CV	J. Henderson	240				.80
ENS	K. Robinson	120				.40	CV	R. Wilson	240				.80
CV	C. Chippen	240				.80	LT	P. Mickens	240				.80
CV	A. Toledo	240				.80	CV	P. Fowler	240				.80
LT	J. Young	240				.80							
CV	L. Marks	240				.80							
CV	T. Brown	240				.80							
ENS	S. Allen	240				.80							
LT	F. Thompson	240				.80							

TOTAL CHARGES: 1300.00
CASH BROUGHT FORWARD: 1300.00
CASH SHORT: .05
CASH TURNED IN: 58.95

REMARKS: .05 over due to mischarge

SIGNATURE OF UNIT COMMANDER OR FOOD SERVICE OFFICER: W.B. Ellis, Ens
SIGNATURE OF LAST OR ONLY HEADQUARTER: A. Daniels, Bmg

Total number of personnel fed on the NAVSUP 1544 and NAVSUP 1046 should equal the total rations on the NAVSUP 338

NAVSUP FORM 1046

MONTH: September YEAR: 1997

NAME	B	L	D	N	SC	TOTAL VALUE
MESSAD, THOMAS LCDR, USN						6.00
VERSAKOS, KEVIN P. LT., USN						3.60
MORPHY, MARTIN LCDR, USN						4.80
SANTERO, JESSY LT, USN						3.60
FAYLOR, JANE D. ENS, USN						18.00
VERSAKOS, KEVIN P. CDR., USN						20.40
WILLIAMS, MARK LT, USN						6.00
WILSON, BRYCE E. LTJG., USN						15.60
CASH SALES						175.00
TOTALS	5.8	17.60	5.60	0.1		175.00

I CERTIFY THAT THE ABOVE TOTALS REPRESENT MEALS CONSUMED IN THE MESSSES AND THAT THE AMOUNTS HAVE BEEN COLLECTED THIS DATE AS INDICATED ABOVE

LEGEND: X = Regular meal in port, H = Holiday meal, S = Regular meal at sea, Y = Special meal, B = Brunch meal

Gain days will be indicated by '2' if both the original day AND the gained day are regular at sea meals. If the original day or the gained day were special, holiday, or brunch meals, the gain days will be indicated with the appropriate combination of the above symbols.

The rates listed for each individual are default rates for REGULAR MEALS with a ration credit formula of 20/40/40. THE VALUES ARE CALCULATED BASED ON THE MEAL TYPE AND RATION FORMULA SET FOR EACH DATE.

Figure 2-16

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POSTING MEALS FED – RATIONS IN KIND TO THE GENERAL MESS CONTROL RECORD (NAVSUP FORM 338) FOR AFLOAT ACTIVITIES IN PORT

F84120001 TIME: 21:27 *** GENERAL MESS CONTROL RECORD (NAVSUP FORM 338) ***

GENERAL MESS CONTROL RECORD (4061) NAVSUP FORM 338 (REV. 11-84) B DFA 5.38

FROM (Name of Ship or Station) NAVAL STATION DUARTE COMMANDING OFFICER NAVAL STATION DUARTE FPO-AE GENERAL MESS

DAY OF MO (1)	MEALS SOLD FOR CASH					MEALS FED - RATIONS IN KIND					
	B 20% (2)	L 40% (3)	D 40% (5)	N 20/40% (5)	DAILY (6)	B 20% (7)	L 40% (8)	D 40% (9)	N 20/40% (10)	DAILY (11)	
BF JUN											
BQ 20	0	29	0	0	13.05	0	74	0	52	54.10	67
BQ 21	0	30	0	1	13.90	0	67	0	49	49.75	64
AR 22	8	29	2	0	14.00	50	164	111	0	120.00	134
AR 23	11	23	2	0	12.20	82	101	115	0	102.80	115
AR 24	11	25	2	0	13.00	69	104	102	0	96.20	109
AR 25	15	38	1	0	18.60	74	106	123	0	106.40	125
AR 26	7	23	2	0	11.40	37	130	75	0	89.40	101
BQ 27	0	4	0	1	2.20	0	74	0	65	59.30	62
BQ 28	0	10	0	0	4.50	0	80	0	71	64.40	69
AR 29	10	30	0	0	14.00	70	118	121	0	109.60	124
A 30	26	35	14	0	24.80	71	170	152	0	143.00	168
TOTALS											

PERMITS
 PORTION CREDIT FORMULA 20%40%
 PORTION CREDIT FORMULA 45%55%
 PORTION CREDIT FORMULA 15%85%
 PORTION CREDIT FORMULA 15%85%
 PORTION CREDIT FORMULA 15%85%
 PORTION CREDIT FORMULA 15%85%

NAVSUP FORM 338

07JUL98 17:59

DATE 06/30/98

PREPARED BY & RECEIVED BY Thomas msz

MEAL	ALLOWED	%	PREDICTED	ACTUAL
BREAKFAST	220	42	40	97
LUNCH	220	93	180	205
DINNER	220	75	110	166
NIGHT			0	

TIME	PORTIONS LEFT OVER	ACCEPT-ABILITY (%)	COMMENTS/DISPOSITION OF LEFTOVERS	
			PREPARED	UNPREPARED
6:00	4	37	DISCARDED	
5:45	6	46	SAVED FOR LUNCH	Salad Bar
6:00	3	64	DISCARDED	
6:00	3	41	DISCARDED	
6:00	3	77	DISCARDED	
6:00	0	30	COOKED TO ORDER	
6:00	0	41	COOKED TO ORDER	
5:50	0	71	DISCARDED	
6:00	0	27	MADE TO ORDER	
5:45	0		DISCARDED	

Figure 2-17

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POSTING MEALS FED – RATIONS IN KIND TO THE
GENERAL MESS CONTROL RECORD (NAVSUP FORM 338)
FOR AFLOAT ACTIVITIES AT SEA

F84120001 TIME: 21:27 *** GENERAL MESS CONTROL RECORD (NAVSUP FORM 338) ***

GENERAL MESS CONTROL RECORD (4061) BDFA 5.38
NAVSUP FORM 338 (REV. 11-84)

FROM (Name of Ship or Station) NAVAL STATION DUARTE COMMANDING OFFICER NAVAL STATION DUARTE FPO-AE
GENERAL MESS

DAY OF MO (1)	MEALS FED										R A T I O N S I N K I N D (12)
	MEALS SOLD FOR CASH					MEALS FED - RATIONS IN KIND					
	B 20% (2)	L 40% (3)	D 40% (5)	N 20/40% (5)	DAILY (6)	B 20% (7)	L 40% (8)	D 40% (9)	N 20/40% (10)	DAILY (11)	
BF JUN											
BQ 20	0	29	0	0	13.05	0	74	0	52	54.10	67
BQ 21	0	30	0	1	13.90	0	67	0	49	49.75	64
AR 22	8	29	2	0	14.00	50	164	111	0	120.00	134
AR 23	11	23	2	0	12.20	82	101	115	0	102.80	115
AR 24	11	25	2	0	13.00	69	104	102	0	96.20	109
AR 25	15	38	1	0	18.60	74	106	123	0	106.40	125
AR 26	7	23	2	0	11.40	37	130	75	0	89.40	101
BQ 27	0	4	0	1	2.20	0	74	0	65	59.30	62
BQ 28	0	10	0	0	4.50	0	80	0	71	64.40	69
AR 29	10	30	0	0	14.00	70	118	121	0	109.60	124
A 30	26	35	14	0	24.80	71	170	152	0	143.00	168
TOTALS											

REMARKS
 RATION CREDIT FORMULA 20%40%
 RATION CREDIT FORMULA 45%5%
 ELEMENTAL ALLOWANCE
 ELEMENTAL ALLOWANCE

Total number of enlisted personnel entitled to rations-in-kind

Figure 2-18

PART F: RATION SYSTEM ALLOWANCES

2500 GENERAL MESS FINANCIAL MANAGEMENT

1. GENERAL. General messes provide high quality meals to authorized personnel. The Food Service Officer maintains financial accountability and control of the general mess within an allowed monetary amount. Providing high quality meals within a prescribed monetary allowance requires managerial skills and constant attention from the Food Service Officer and food service division.

The monetary allowance amount depends on the number of personnel served in the general mess and the current values of the authorized food allowances for the general mess. A computation converts the number of personnel to ration credits. Multiplying the number of ration credits by the authorized food allowance value provides a monetary allowance. A ration credit represents the quantity of food required to serve one person three meals daily. Each meal represents a portion or percentage of a ration credit. The current NAVSUPNOTE 7330 contains these percentages (or ration credit conversion factors). Using regular feeding factors, if one person eats only breakfast, 20% of a ration is earned. Lunch and dinner are each equal to 40% of a ration. Ration credit may not be claimed more than once for the same meal. Ration credit may not exceed 1.0 rations per person per day.

The Food Service Officer must ensure the general mess operation does not exceed the quarterly or reporting period's authorized monetary allowance amount. The Food Service Officer must devote constant attention to the general mess operation and exercise close financial control over feeding costs. This requires effective menu planning, strict daily breakout control, correct inventory procedures, efficient food conservation programs and review of daily ration cost control measures.

The Food Service Officers' required daily checks on ration costs are especially important and necessary during in port periods. An accurate count for meals provided during in port periods will ensure computing proper monetary allowances. Comparing the menu items with the daily issue documents to the general mess will reduce inventory adjustments during the account period.

Special events (i.e., barbecues, cookouts, picnics, etc.) should be reviewed to determine the effect on the current over/under issue status of the general mess. Conscientious management action will ensure the general mess records reflect an under issue status at the end of each accounting period. Take prompt and effective action to ensure the cost of rations remains within the authorized allowance.

2501 DAILY RATION ALLOWANCES AND MONETARY VALUES

1. BASIC DAILY FOOD ALLOWANCE. The basic daily food allowance (BDFA) is a set quantity of food required to provide a nutritionally adequate daily diet for one person and can be defined by components or monetary value.

The monetary value of a BDFA is developed from the standard Department of Defense (DoD) Food Cost Index. The authority for this index stems from a presidential executive order and the current DoD appropriation act. The quarterly NAVSUPNOTE 7330 (series) issues the BDFA monetary value and includes the fixed price list that applies to most food item codes.

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This ration allowance system provides standard prices among all general messes regardless of location. Using the published fixed unit prices allows maximum benefit of the BDFA.

Sometimes the regular supply sources cannot supply authorized food items and other sources provide support. Fixed prices are to be used if the item supplied from other sources corresponds identically to the food item description on the fixed price list with the same NSN. If the food item is not identical, the food item will be charged at last receipt price, and assigned a local food item code (FIC).

2. **SUPPLEMENTAL FOOD ALLOWANCE.** The supplemental allowance is a set quantity of food that can be defined by components, quantity of monetary value used to support a small daily ration total (except for submarines).

The supplemental allowance is added when the BDFA alone cannot support a general mess in accordance with NAVSUPNOTE 7330 (series).

Branch messes will only use the supplemental allowance when meals are actually prepared in the branch facility.

3. **SPECIAL FOOD ALLOWANCE.** A special food allowance is a set quantity of food, defined by monetary value, required to support unusual or special circumstances. A special food allowance is used in addition to the BDFA when it has been determined that the BDFA alone is insufficient and will not support the general mess under certain unusual or special circumstances. NAVSUPNOTE 7330 (series) publishes several special allowances which normally include:

- a. submarines;
- b. Thanksgiving and Christmas Day holiday meals;
- c. cold weather stations located in and surface ships operating north of 60° north latitude and south of 60° south latitude;
- d. surface ships operating in Southwest Asia/Indian Ocean under OPCON COMUSNAVCENT; or under OPCON 7th fleet;
- e. surface ships operating on a UNITAS (United International Anti-Submarine Warfare) cruise;
- f. surface ships operating with STANAVFORLANT (Standing Naval Forces, Atlantic); and
- g. the first 30 days of operation for newly established general messes and general messes temporarily closed (no food service provided by the unit) for at least 30 consecutive days due to overhaul, remodeling or renovation.

4. **AUTHORITY.** NAVSUPNOTE 7330 (series) lists the authorized supplemental and special food allowances. The monetary amounts for the supplemental and special food allowances are developed together with the BDFA.

The NAVSUPNOTE 7330 (series) does not include all possible situations which may justify special allowances. Submit requests for additional allowances in a timely manner to SUP 51 via the appropriate chain of command. The requests must include substantiating justification.

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Submitting requests in a timely manner allows use of the additional allowance during the appropriate accounting period(s).

Do not submit additional allowance requests for the sole purpose of supplementing a general mess in an over issue condition.

2502 RECORDING THE DAILY MONETARY ALLOWANCE

1. TOTAL DAILY RATION CREDIT. Parts D and E of this chapter discusses how to determine meals sold for cash and meals fed rations-in-kind and how to record these rations on the General Mess Control Record (NAVSUP Form 338). The following are the procedures for recording the total daily and cumulative ration credits (Figure 2-19):

<u>Data Block and Caption</u>	<u>Instruction for Entry</u>
(12) RIK/Cash Sales	Column (6) + Column (11) (round Daily Total to the nearest whole ration).
(13) Cumulative Total	Column (12) + the previous days Column (13).

2. COMPUTING MONETARY ALLOWANCE. The following are the procedures for recording the daily and cumulative monetary allowance on the General Mess Control Record (NAVSUP Form 338) (Figure 2-19):

<u>Data Block and Caption</u>	<u>Instruction for Entry</u>
(14) Daily Monetary Allowance	Column (13) x the monetary allowance (BDFA plus added allowances)
(15) Cumulative Total	Column (14) + the previous days Column (15).

2503 EFFECTIVE MONETARY RATION ALLOWANCES

1. REVISED ALLOWANCES. Monetary ration allowances and fixed prices are revised each quarter. The revision becomes effective on the first day of the quarter following the published date. Exceptions to this policy include situations involving merged returns or late receipt of the revised rates and fixed prices.

2. MERGED RETURNS. A merged return involves combining part of one accounting period's return with another accounting period. The fixed price list, ration rates and procedures in effect at the beginning of the period will be used for the entire reporting period when merging returns. For example, a merged return covering the period 15 December through 31 March will require using the price lists, monetary ration rates and procedures that were in effect on 15 December for the entire period. Merged returns will not involve two different fiscal years.

3. LATE RECEIPT. When revised rates and prices are received 10 or more days after the effective date of the change, the fixed prices used during the preceding period will be used during the balance of the period. The following statement will be entered at the bottom of the General Mess Operating Statement (NAVSUP Form 1358) and signed by the Food Service Officer.

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"NAVSUPINST 7330 (series) dated _____ was received on _____.

(Food Service Officer)"

When revised allowance rates and fixed prices are received less than 10 days after the effective date of the change, use the revised rates and prices. Adjust the daily records from the effective date of the change to reflect the revised allowance rates and fixed prices.

4. OPERATING A GENERAL MESS ON A BARGE OR SIMILAR SHIP. Commanding Officers may have to operate a general mess aboard a barge barracks ship or similar facility. This situation may occur due to overhaul, renovation by the shipyard of food service facilities or during a decommissioning phase. An afloat general mess in this situation will continue to use monetary allowances applicable to afloat units for ration credit determination and continue to submit required returns.

2504 COMMUTED RATIONS/BASIC ALLOWANCE FOR SUBSISTENCE (BAS)

The term COMRATS/BAS used throughout this manual is defined as a cash allowance payable to enlisted personnel who are permitted to mess separately in lieu of rations-in-kind when messing facilities are available. COMRATS/BAS will be authorized in accordance with the Department of Defense Military Pay and Allowance Entitlements Manual and the Naval Personnel Manual.

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RECORDING TOTAL DAILY RATION CREDITS AND RATION ALLOWANCES TO THE GENERAL MESS CONTROL RECORD (NAVSUP FORM 338)

F84120001 TIME: 20:45 *** GENERAL MESS CONTROL RECORD (NAVSUP FORM 338) ***

GENERAL MESS CONTROL RECORD (4061)
 NAVSUP FORM 338 (REV. 11-84)

B DFA 5.38 SUPPLEMENTAL/SPECIAL ALLOWANCES 0.81/ 0.40 + 0.00 FOR THE PER

FROM (Name of Ship or Station) NAVAL STATION DUARTE COMMANDING OFFICER NAVAL STATION DUARTE FPO-AE UIC

GENERAL MESS

DAY OF MO (1)	MEALS SOLD FOR CASH					MEALS FED - RATIONS IN KIND					RATION CREDIT RIK/CASH SALES		MONETARY ALLOWANCE		UIC
	B	L	D	N	DAILY	B	L	D	N	DAILY	CUMULATIVE TOTAL	DAILY	CUMULATIVE TOTAL		
	20%	40%	40%	20/40%	(6)	20%	40%	40%	20/40%	(11)	(12)	(13)	(14)	(15)	
BF JUN												8158		48375.71	
AR 24	11	25	2	0	13.00	69	104	102	0	96.20	109	8267	630.02	49005.73	
AR 25	15	38	1	0	18.60	74	106	123	0	106.40	125	8392	722.50	49728.23	
AR 26	7	23	2	0	11.40	37	130	75	0	89.40	101	8493	583.78	50312.01	
BO 27	0	4	0	1	2.20	0	74	0	65	59.30	62	8555	383.78	50695.79	
BO 28	0	10	0	0	4.50	0	80	0	71	64.40	69	8624	427.11	51122.90	
AR 29	10	30	0	0	14.00	70	118	121	0	109.60	124	8748	716.72	51839.62	
A 30	26	35	14	0	24.80	71	170	152	0	143.00	168	8916	903.84	52743.46	
TOTALS															
COMMENTS	FORMULA 20%/40% RATI RATI SUA														

NAVSUPNOTE 7330
 24 FEB 1998

Basic, Supplemental and Special Daily Food Allowances
 (with Guidance for Special Meals and Item Pricing)

1 April - 30 June 1998
 (FY 1998 Third Quarter)

1. Basic Daily Food Allowances (BDFA)

a. CONUS Ashore.....\$5.38
 b. Overseas Ashore.....\$6.52
 c. Afloat Ships and Submarines.....\$5.81

NOTE: Applicable Fixed prices of Parts 1 and 2 of enclosure (2) must be used with these BDFAs.

2. Supplemental Food Allowances

All general messes, excluding submarines and Military Treatment Facilities, with:

1 - 99 total rations fed per day.....see a,b,c below

a. CONUS Ashore.....\$0.81
 b. Overseas Ashore.....\$0.98
 c. Afloat Ships.....\$0.87

OR

100 - 149 total rations fed per day.....\$0.40

NOTE: Only one SFA level may be used on any particular day. The appropriate SFA for the corresponding number of rations fed for the day should be used.

3. Special Food Allowances

a. Submarines.....\$0.55
 b. Surface ships and stations operating in Cold War (North of 60 degree latitude, South of 30 degree latitude)

Figure 2-19

PART G: SITUATION FEEDING AND ALLOWANCES

2600 NIGHT MEALS AND MID-RATIONS

1. NIGHT MEALS. Night meals provide enlisted personnel the opportunity to substitute a night meal for a meal missed earlier in the day due to watch standing or other assigned duties. Enlisted personnel standing watches or performing other assigned duties between 2000 and 0300 may receive a night meal. Only claim a maximum of one ration credit per person per day, regardless of the number of meals an individual receives.

Night meals must have a separate and distinct menu from the other meals provided during the day. Include the value of food items used to prepare night meals in the total cost of issues to the general mess. Ration credit and sales of night meals will follow the rates published NAVSUP Notice 7330 and the latest NAVSUP Naval message.

Personnel entitled to rations-in-kind receiving a night meal at a shore activity will sign a Meal Signature Record (NAVSUP Form 1291). Use a separate Cash Meal Payment Sheet (DD Form 1544) marked "other cash sales" to record cash sales of night meals. Report the number of personnel receiving night meals during in port periods in the appropriate columns (5) or (10) on the General Mess Control Record (NAVSUP Form 338).

2. MID-RATIONS. Mid-rations (MIDRATS) include food items such as soup, crackers, sandwiches, and leftovers offered to personnel assuming the mid-watch and the off-going watch section. MIDRATS are separate and distinct from night meals because the enlisted personnel receiving MIDRATS have already received breakfast, lunch, and dinner meals. Enlisted personnel receiving MIDRATS do not qualify for entitlement to a full night meal.

Include the value of food items used to prepare MIDRATS in the total cost of issues to the general mess for the day the breakout took place. Claiming ration credit and/or sale for MIDRATS is not authorized.

2601 PICNICS AND RECREATIONAL EVENTS

1. GENERAL. The Commanding Officer may allow issuing food items from the general mess to authorized personnel for picnics and other forms of recreation instead of a meal served in the general mess. However, statutory limitations governing the use of appropriated funds place restrictions on the issue and sale of meals that must be followed in all circumstances. Commanding officers will ensure that only personnel entitled to rations-in-kind receive food at government expense from the general mess, cooked or uncooked, for picnics or other forms of recreation.

Enlisted personnel receiving COMRATS/BAS, officers, dependents and other guests will pay the published sale of meal rates as published in the quarterly NAVSUPNOTE 7330 and by the latest NAVSUP Naval message. The Food Service Officer will arrange for a duty cash collection agent or make other arrangements to collect money from personnel who attend the event and are required to pay the appropriate charges.

The Leading Mess Management Specialist may consider developing a standardized picnic or recreational event menu. This would provide standardized issues and assist the requesting activities to make selections.

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2. DOCUMENTATION. The Food Service Officer will require a written request for picnic or recreational rations three days prior to the event to allow for proper thawing and preparation of meat products. Figure 2-20 provides a sample memorandum to use for requesting picnic or recreational event rations.

- a. name of activity requesting rations;
- b. number of personnel and date of the picnic or recreational event;
- c. names and meal pass numbers of personnel entitled to rations-in-kind (only required for ashore activities) (use of a Recapitulation of Meal Record (NAVSUP Form 1292) with an attached memo showing names and meal pass numbers. is recommended);
- d. number of officers attending;
- e. number of civilians attending;
- f. MFM of E4 and below
- g. number of personnel on COMRATS/BAS attending the event (if applicable);
- h. total cash;
- i. picnic menu, pick up time and person authorized to pick up rations; and
- j. signature of requesting official.

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REQUEST FOR PICNIC/RECREATIONAL EVENT RATIONS

(Sample)

From: (Name of Activity, Division, Department, Office, etc.)

To: Food Service Officer

Subj: REQUEST FOR PICNIC/RECREATIONAL EVENT RATIONS

Ref: NAVSUP P-486, Vol I, para 2601

Encl: (1) Recapitulation of Meal Record (NAVSUP Form 1292) (ashore only)

(2) Memo listing names and meal pass numbers (ashore only)

1. Per reference (a), picnic/recreational event rations are requested for (number of personnel) on (date of event).

2. The breakdown of personnel attending is as follows:

a. Enclosures (1) and (2) provide a list of enlisted personnel entitled to rations-in-kind (ashore only).

b. Others

	Number	Sale of Meal Rate	Surcharge	Total
--	--------	----------------------	-----------	-------

Officers

Civilians

MFM of E4
and below

Personnel on
COMRATS/BAS

Total CASH DUE

3. Picnic menu # (choice of menu) is requested (when using numbered menus). Food items will be picked up at (time) by (name of person authorized to pick up food items).

4. I certify the controls required by reference (a) will be strictly followed ensuring that only authorized personnel participating in the event receive a meal. Cash collected from the sale of meals will be turned in to the Food Service Officer with this memorandum 3 days prior to the event.

(Signature of requesting official)

Figure 2-20

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2602 COFFEE MESSES

Coffee messes afloat authorized by the Commanding Officer may be issued only coffee, sugar, and creamer (not consumable items) from the general mess if the Food Service Officer can provide such support without creating an over issue in the overall food service operation. If such funds are not available, those items required to support authorized coffee messes may be furnished on a reimbursable basis, billed at last receipt prices and accounted for as sales to private messes for bulk food items.

2603 CEREMONIAL CAKES OR PASTRIES

Navy commands traditionally sponsor social events and ceremonies to acknowledge noteworthy accomplishments and achievements of Navy personnel. Command functions recognizing personnel promotions, reenlistments, retirements, command milestones, and other similar events are vital to morale and tradition. These events usually include a reception that provides light refreshments of some variety.

Commands will attempt to purchase the food items required for ceremonial events through Navy resale system outlets or commercial sources. When Navy resale activities or commercial activities are not available, prepared food products may be authorized for purchase from a general mess. The use of subsistence appropriation funds to defray the cost of food items is not authorized. The general mess may support these purchase requests only if adequate personnel and facilities exist to support the additional workload.

The general mess will use last receipt prices to price raw food ingredients used for ceremonial events. Handle these transactions as sales of bulk food items in accordance with Chapter 6, Part D.

2604 COMPOSITE SURVIVAL FOOD PACKETS

1. ABANDON SHIP FOOD PACKET. The food packet, survival abandon ship consists of hard candy and chewing gum in a sealed waterproof bag. Sixteen food packets make up one case.

Drinking water, packaged in a rigid plastic container, is used under emergency conditions in ship lifeboats. Drinking water will be charged to the ship's operating target funds.

The ship's Coordinated Shipboard Allowance List (COSAL) issued by the Naval Inventory Control Point Mechanicsburg, PA. publishes the allowances for survival food packets/drinking water.

A flexible pouch of water is available for use aboard aircraft.

2. AIRCRAFT FOOD PACKET. The food packet, survival life raft, aircraft consists of fruit tablets, and chewing gum, packed in a can or flexible package. One shipping case contains 36 packets. These packets will be requisitioned only for use in life rafts in Navy and Marine Corps aircraft. Aviation activities will carry this type packet in sufficient quantities so that aeronautical life rafts will be provided with one can per person carrying capacity of each raft.

3. REQUISITIONING AND ACCOUNTING PROCEDURE. Composite survival food packets will be requisitioned through regular supply channels. Food packets issued to ships will be charged to the appropriation 17_1453.2241, (current fiscal year), Military Personnel, Navy,

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functional account 73150. Ships will not carry composite food packets in any stores account and will not report the receipt or expenditure of these packets in subsistence returns. However, a copy of all receipts for them will be included with the returns for budget and usage data.

4. TURN IN TO STORE ASHORE. A DoD Single Line Item Release/Receipt Document (DD Form 1348-1) or Requisition and Invoice Shipping Document (DD Form 1149) will be used to turn in composite survival food packets to stores ashore. This transaction will not be shown on the General Mess Operating Statement (NAVSUP Form 1358).

2605 OPERATIONAL RATIONS

1. GENERAL. Navy feeding aboard ship and at ashore general messes is normally accomplished with menus developed by general mess personnel. These menus, also known as "A Ration" menus, use a variety of perishable (chill and freeze storage) and semi-perishable (dry storage) food items. In some situations, other types of menus and/or individually packaged rations may be required to accommodate battle/emergency feeding, planned/field mess operations and independent and detached operations. The alternatives are:

a. Modified "A Ration" Menus. Prepared from a limited number of perishable and semi-perishable easy-to-use food items from normal menus to support operations where galley cooking facilities are temporarily shutdown or limited in use due to little or no manning such as battle or emergency conditions. Examples of easy-to-prepare food items are: canned ham, tuna, cold cuts, canned fruits, precooked fried chicken, fresh fruit, salad vegetables, cheese, peanut butter, jam, crackers, juices and hot/cold beverages.

b. "B Ration" Menus. Prepared from the 10-day joint military service menu, "Standard B Ration for the Armed Forces," (NAVSUPINST 10110.6 series). This menu requires approximately 100 semi-perishable food items and is generally used for field operations. Examples of B ration food items are: canned and dehydrated meats and vegetables, canned fruits, bakery mixes, etc. Cooking facilities such as field ranges are required. Copies of the publication may be obtained from SUP 51.

c. Individually Packaged Operational Rations.

(1) Meal, Ready-to-Eat (MRE), Individual. This ration consists of dehydrated and processed ready-to-eat foods. Three (3) MREs are needed for one complete ration each day. Twelve different menus are packaged in each box (shipping case). These rations are expensive; cannot be rotated by normal demand and issue procedures; and require more semi-perishable storage space than A and B ration menu items. Authorization to purchase MRE's must be granted by appropriate Type Commander/Major Claimant.

(2) Ration Cold Weather (RCW), Individual. This ration consists of dehydrated foods, soups, and beverages. One (1) RCW is a complete ration for one day. Each box contains six different RCWs. RCWs are to be used only for extreme cold weather conditions where organized cooking facilities are not available and use of MREs is not feasible. RCWs are not intended for hot weather feeding.

2. MODIFIED "A RATION" AND "B RATION" MENUS.

a. Battle/Emergency Feeding Plans.

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(1) Navy activities are generally required to have battle/emergency feeding plans. Ashore activities may have an emergency feeding plan for military personnel and an additional emergency feeding plan for government workers on base as well as the local population in the event of disasters, e.g., hurricanes. These plans must adhere to the guidance of the activity's next level in the chain of command.

(2) It is recommended that Navy activities develop their battle/emergency feeding plans using Modified "A Ration" and "B Ration" menus that employ the same perishable and semi-perishable food items used for normal feeding. Generally, emergency feeding should be done with food items in the form of meals which may be prepared with minimum of labor such as snack meals or box lunches. Individually packaged operational rations are to be excluded from battle/emergency feeding plans and related training exercises and are not to be used for emergency feeding except in accordance with para. 2605.3a.

(3) Except for emergency base wide and/or community feeding plans, food items will be funded by the subsistence appropriation, subhead 1453 and carried as part of the general mess's inventory. Care must be exercised to ensure stock rotation and consumption through the general mess within the period of storage life expectancy.

b. Emergency Base Wide and Community Feeding Plans.

(1) Fund Citation. Food items for inventories supporting ashore emergency base wide or community feeding plans will be requisitioned only upon approval, and with ultimate charge to funds allocated by, the responsible primary support bureau, command or office, i.e., the activity's operating target budget (OPTAR).

(2) Inventory Level. Setting of inventory level for an ashore activity's emergency base wide or community feeding plan will be the responsibility of the activity's primary support bureau, command or office. Such inventory will not be part of the general mess's inventory. Due to their potential transfer to the general mess, the types and quantities of food items in such inventory should be coordinated with the general mess Food Service Officer.

(3) Stock Rotation. Rotation of food items stocked to support ashore emergency base wide or community feeding plans will be the responsibility of the activity and its primary support bureau, command or office. If food items which have been stocked for such plans cannot be returned to the source of supply for credit, rotation of food stocks from ashore emergency base wide or community feeding plans may be transferred to an ashore general mess for consumption within the period of storage life expectancy. Such transfers will be done via DD Form 1131, Cash Collection Voucher. The transfer value will be as agreed upon by the Food Service Officer of the receiving general mess and appropriate authority representing the transferring activity, but in no case will the transfer value exceed the established fixed price. The accounting classification to be charged will be the subsistence appropriation, subhead 1453. This charge will be a "receipt with charge" for the receiving general mess. The accounting classification to be credited will be provided by the transferring activity, e.g., its OPTAR.

3. INDIVIDUAL OPERATIONAL RATIONS.

a. General. Individually packaged operational rations satisfy feeding requirements for operations involving unusual circumstances or when unable to follow regular feeding routines or practices. Such circumstances occasionally exist during amphibious or remote long duration operations, e.g., naval mobile construction operations.

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(1) In accordance with para. 2605.2a(2), individually packaged operational rations should not be used for emergency feeding unless modified "A Ration" menus are impracticable for the circumstances. (e.g., food safety limits would be exceeded prior to consumption) or to ensure stock rotation in accordance with para. 2605.3c(2)(c).

(2) Ashore activities which have emergency base wide or community feeding plans may include contingency inventories of packaged operational rations only if authorized by the next level in the chain of command and in accordance with para. 2605.2b.

(3) NAVMED P-5010-1, Food Service Sanitation, provides criteria and guidelines for the preparation and serving of food in terms of holding temperatures and applicable time period potentially hazardous foods may be considered safe for consumption.

b. Field Mess Operations. Afloat and ashore personnel, who are part of field mess operations away from general messes for periods exceeding safety limits of potentially hazardous foods, may be fed individually packaged operational rations, i.e., MREs/RCWs. Afloat and ashore general messes which support such personnel are authorized to acquire and maintain appropriate inventories of MREs/RCWs within guidance provided by the general mess's next level in the chain of command. Establishment of a field mess requires the approval of the general mess's next level in the chain of command and notification thereof provided to 121H1 who will provide financial authorization and guidance.

(1) Fund Citation. MREs and RCWs used for field mess operations will be requisitioned by general messes through regular supply channels. Fund Code BG (afloat) or Fund Code L7 (ashore) will be cited on DD Form 1348 (DoD Single Line Item Requisition) using MILSTRIP procedures or on other subsistence requisitions which require fund codes.

(2) Inventory Level. Inventories of MREs and RCWs will only be maintained if frequency of planned operations assures consumption of MREs and RCWs prior to expiration of their storage life expectancy. If timely consumption is not assured, only the required number of MREs/RCWs should be requisitioned for a particular planned operation. Inventory of MREs held for field mess operations will be in addition to inventories stocked for operations as described para. 2605.3c(1)(b).

(3) Stock Rotation. If inventories of MREs and RCWs are maintained, rotation will be by consumption during planned operations prior to expiration of their storage life expectancy.

c. Independent and Detached Operations.

(1) General. Afloat and ashore personnel, who are part of independent and detached operations away from general messes for a period exceeding safety limits of potentially hazardous foods, may be fed individual operational rations, i.e., MREs. General messes of afloat and ashore units are authorized, without obtaining other approvals, but adhering to their respective type commander guidance, to acquire and maintain contingency inventories of MREs for such situations.

(2) Afloat

(a) Fund Citation. MREs and RCWs used for independent and detached operations will be requisitioned by afloat general messes through regular supply channels. Fund Code BG (afloat) will be cited on DD Form 1348 (DoD Single Line Item Requisition) using MILSTRIP procedure or on other subsistence requisitions which require fund codes.

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(b) Inventory Level. In addition to regular food items, afloat general messes may stock MREs for independent and detached operations on a limited scale. Since situations requiring MREs are expected to be very infrequent and involve a small number of personnel, the number of MREs stocked at any one time for such situations should be minimized. The following table provides a guide for stock levels:

40-50% of crew size up to 150: not to exceed 60 MREs/5 boxes

30-40% of crew size 151 - 400: not to exceed 120 MREs/10 boxes

18-30% of crew size 401 - 1000: not to exceed 240 MREs/20 boxes

14-18% of crew size over 1,000: not to exceed 720 MREs/60 boxes

These MRE inventory levels are based on crew size and may be increased:

1. for field mess operations in accordance with para. 2605.3b(2);
2. to conform to guidance provided by a general mess's next level in the chain of command to augment MRE inventory of amphibious ships/carriers with Marines, Air wings, or other troops/passengers embarked.

(c) Stock Rotation. Afloat general messes are responsible for rotating MRE contingency stocks before expiration of storage life expectancy. If on board usage is insufficient, rotation will be accomplished by transfer to an activity which can consume them during planned operations. If transfer is not feasible, they will be consumed in the general mess in lieu of regular rations. (This may be done during battle drill exercises or they may be offered as an alternative for a regular meal).

(3) Ashore.

(a) Fund Citation. MREs and RCWs used for independent and detached operations will be requisitioned by ashore general messes through regular supply channels. Fund code L7 (ashore) will be cited on DD Form 1348 (DoD Single Line Item Requisition) using MILSTRIP procedure or on other subsistence requisitions which require fund codes.

(b) Inventory Level. In addition to regular food items, ashore general messes may stock MREs for independent and detached operations within their respective type commander guidance.

(c) Stock Rotation. Ashore general messes are responsible for rotating MRE contingency stocks before expiration of storage life expectancy. If usage is insufficient, rotation will be accomplished by transfer to an activity which can consume them during planned operations. If transfer is not feasible, they will be consumed in the general mess in lieu of regular rations. (This may be done during battle drill exercises or they may be offered as an alternative for a regular meal).

d. Naval Mobile Construction Battalions (NMCB).

(1) NMCBs which operate field mess operations and/or independent and detached operations are authorized to feed individually packaged operational rations, i.e, MREs/RCWs, when one of the following conditions is met.

- (a) There is no resupply or local vendor logistical support available;

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(b) The distance from the general mess to the field mess operation is great enough so that regular food safety limits are exceeded.

(2) Inventory Level. Inventories of MREs will be maintained at the level specified by the NMCB Table of Allowance (TA-01) Group/Assembly Numbers 02461AD/08200 and 02461AE/08200.

4. RECEIPTS. Receipts of operational rations will be recorded in the Subsistence Ledger (NAVSUP Form 335) and the Record of Receipts and Expenditures (NAVSUP Form 367) in the same manner as other food items. If the general mess agrees to accept MREs from the base contingency inventory to assist in stock rotation, the transfer price will be at fixed price or below as determined by the Food Service Officer as outlined in subparagraph 2b(3) above. The Food Service Officer will maintain a separate NAVSUP Form 335 for reduced price or no cost items, as necessary. Forced issue MREs/RCWs from a supply stock point to a general mess will be received as "no cost" items. "No cost" will be reflected with a substitute value of \$.01 to distinguish a valid value of zero from a blank entry.

5. EXPENDITURES. Operational rations will be expended as stores consumed, transfer without charge, sale of bulk food items or transfer with charge. Issues to the general mess will be at fixed price or, if applicable, reduced price or no cost. The following policy/guidance applies to MREs/RCWs:

a. On-Site Consumption. MREs/RCWs issued for consumption in the general mess will be expended as stores consumed. Meals may be sold to officers and enlisted personnel in receipt of BAS during these scheduled meals. Payment will be made at the rates set for regular general mess meals.

b. Off-Site Consumption by active Navy Units. When MREs/RCWs are issued to U.S. Navy components for consumption by personnel participating in landing operations or remote long duration independent and detached operations, the MREs/RCWs will be expended:

(1) as stores consumed when the general mess issuing the MREs/RCWs will be claiming ration credit for them;

(2) as a transfer without charge between general messes when the receiving U.S. Navy component will be claiming ration credit for MREs/RCWs. The requesting activity will prepare the DD Form 1149 and include the type of personnel to be furnished meals.

c. Off-Site Consumption by Navy Reserve Components. Marine Corps Units, or to Other Service Components. While it is not the policy of the Navy to stock MREs/RCWs at general messes for issue to other service components or reserves, issues may be made if sufficient stocks are on hand at the Navy general mess. The requesting activity will prepare the DD Form 1149 and will assume responsibility for use of combat meals in accordance with regulations of the parent service. These meals will be expended as sale of bulk food items. The general mess issuing these rations will be responsible for preparing a collection voucher, i.e., DD Form 1131 or Standard Form 1080 citing both the collection and the disbursement accounting classifications in accordance with NAVSUPNOTE 7302 (series).

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d. Forced Issue MREs.

(1) Forced issues by supply sources may only be made to ashore activities. MREs received by ashore activities as a forced issue will be received, consumed and expended by the general mess at "no cost" with the mark down loss taken by the issuing activity. "No cost" will be reflected with a substitute value of \$.01 to distinguish a valid value of zero from a blank entry. Forced issues will not be shown on the stores consumed statement.

(2) MREs requisitioned for field mess or independent and detached operations, or to augment inventories to conform to TYCOM guidance, are not "received as a forced issue." Also, MREs accepted as a transfer without reimbursement from another Navy activity that is rotating its MREs are not "received as a forced issue." Such MREs will be consumed in accordance with the procedures for on-site or off-site consumption at the fixed price or a lower receipt price as applicable.

6. MONETARY ALLOWANCES. Meals fed as operational rations will be counted, converted and reported for ration credit in the same manner as ration credit is allowed for regular rations. Ration credit, however, will not be taken for consumption of forced issue MREs that have been received at no cost.

a. Similar to bread and milk fixed prices, MREs will have three fixed prices, one for each BDFA (afloat, ashore CONUS and overseas). A box of 12 MREs will be priced equal to four times the applicable BDFA. When the box of 12 MREs are fed, they will be converted to four rations. With this methodology, GMs will not have their operating cost adversely affected by the premium cost of MREs.

b. GMs will not have to do any special reporting of MRE usage except to justify an out of tolerance price adjustment, if applicable. The value of price adjustment due to MRE usage would be the difference between the receipt price and the applicable fixed price or marked down receipt price times the number of boxes of MREs issued.

7. CASH/BULK/VOUCHER SALES.

a. Cash Sales. General messes will use the sale of meal rates included in NAVSUP Notice 7330 and the most recent NAVSUP Naval message for cash sales of all operational rations.

b. Bulk Sales. Rates charged for bulk sales of food items for modified "A ration" and "B ration" menus and individually packaged operational rations, e.g., MRE, will be at the last receipt price.

c. Voucher Sales. When a general mess sells meals or bulk food to be paid by collection voucher, DD Form 1131 or Standard Form 1080, the general mess must create a voucher citing both the collection and the disbursement accounting classifications in accordance with NAVSUPNOTE 7302 (series). A DD Form 1149 is not sufficient for this purpose. It can only be used as proof of transfer (receipt or issue document).

8. SURVEYS OF MREs. Surveys of MREs will be completed in the same manner as other food items in accordance with paras. 6000-6002.

a. MREs should not be surveyed except in unusual circumstances. Before their expiration date, they should be consumed or transferred for consumption during field mess or

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independent and detached operations or consumed in the general mess in lieu of regular rations.

b. Six months prior to expiration of storage life expectancy a determination must be made whether or not the outdated MREs are fit for human consumption. Age alone does not mean the MREs must be disposed of. MREs should only be disposed of if they are determined to be unfit for human consumption. If outdated MREs are suspected to be unfit, they must be inspected by an authorized medical representative who must provide a written statement substantiating a determination of unfitness for human consumption that must accompany any loss claims due to disposal.

2606 SPECIAL MEALS

1. TYPES OF SPECIAL MEALS. The term "special meals" includes flight meals, boat meals, and bag or box lunches,

2. MONETARY ALLOWANCES AND CHARGES

a. Galleys should take the appropriate monetary allowances provided in the NAVSUPNOTE 7330 (series). There is no special monetary allowance for special meals.

b. Sale of Meal rates and Ration Credit Conversion Factors (RCCF) for special meals are provided via Naval Message from SUP 511. The appropriate rate and factor should be applied based on the type of meal provided, i.e., if a special meal is provided as a lunch meal, then the lunch meal Sale of meal rate and RCCF is applied.

3. RESPONSIBILITIES

a. Food Service Officer. The Food Service Officer's responsibilities regarding special meals include:

- (1) requisitioning authorized food items required for special meals;
- (2) procuring authorized nonfood items;
- (3) providing facilities and supervising the preparation of special meals;
- (4) providing NAVSUP 1291's, NAVSUP 1292's and DD 1544's to Requesting Officer for appropriate signatures;
- (5) ensuring the command's audit board includes the special meal program in the monthly or quarterly audit; and
- (6) ensuring that enlisted personnel of foreign governments sign a NAVSUP 1291 labeled on the top "Foreign Personnel". A separate NAVSUP 1291 will be provided for each country of origin. A copy of the invitational travel orders will be included with the monthly food service reports.

b. Requesting Officer. The requesting officer's responsibilities regarding special meals include:

- (1) determining eligibility for special meals;
- (2) notifying dining facility with accurate number of Special Meals to be prepared.

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- (3) collecting charges for special meals sold for cash;
- (4) endorsing orders for special meals made available to enlisted personnel receiving per diem; and
- (5) obtaining signatures on NAVSUP 1291's, NAVSUP 1292's, and DD 1544's as appropriate

4. **FLIGHT MEALS.** Flight meals issued may include frozen flight meals, individual, listed in the Federal Supply Catalog, Federal Supply Classification Group 89, Subsistence, authorized for use aboard military aircraft equipped with the proper cooking facilities. The following policies apply to flight meals:

a. Enlisted members entitled to Rations-In-Kind receive flight meals at no charge.

b. Officers, enlisted members, and federal civilian employees who are not receiving the meal portion of per diem and are on a U.S. government aircraft on official duty either as a passenger or as a crew member engaged in flight operations receive:

(1) a free flight meal if they are crew members.

(2) a flight meal at the discounted meal rate if they are not crew members.

5. **Boat Meals.** Enlisted personnel entitled to rations-in-kind unable to return to the general mess for a meal because of duty as beach guards, boat crews, target range repair parties and other assignments are entitled to boat meals at government expense.

Navy enlisted personnel receiving COMRATS/BAS and officers will pay cash for each boat meal received.

6. **Bag or Box Lunches.** Bag or box lunches are authorized for issue to personnel entitled to rations-in-kind when assigned to duty that prevents return to the general mess for a regular meal. Navy enlisted personnel receiving COMRATS/BAS and officers will pay cash for each bag lunch meal received.

7. REQUEST PROCEDURES

a. **Request Procedures.** The air terminal officer, squadron duty officer, or officer exercising operational control of the flight, small craft, or group travel operation will notify the Leading Mess Management Specialist a minimum of 3 hours prior to the pick up time for the Special Meals when practical.

8. ISSUE PROCEDURES

a. **Preparation and Issue.** The Food Service Officer will only prepare the number of special meals required by the requesting officer.

The Food Service Officer will issue special meals only when receiving the correct amount of money for cash sales and when ensuring proper certification exists for rations-in-kind personnel.

2607 CONTRACT FEEDING

1. **GENERAL.** Enlisted personnel entitled to rations-in-kind normally receive meals from a general mess. When a general mess is not available, a cash allowance payment to enlisted

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personnel may be necessary. When a cash payment may be disadvantageous to the personnel, a contract with a commercial company may be necessary to provide rations-in-kind to enlisted personnel.

2. AUTHORIZATION. Commercial contract feeding for activities will be authorized only when all of the following conditions exist:

- a. the regular general mess is closed for alterations or repair;
- b. subsisting personnel in another mess in the area is impractical, including temporary use of a wardroom or chief petty officer private mess;
- c. the payment of cash allowance for subsistence would be disadvantageous to the personnel; and
- d. the cost of acquiring and maintaining food service equipment needed to establish a general mess would not justify supporting the number of personnel fed or the temporary nature of the requirement.

3. SUBMITTING REQUESTS. Submit requests for contract feeding to SUP 51 for the review and approval process. Forward the requests via the supervisor of shipbuilding responsible for the ship's repair (if applicable) and the type commander to allow review and forwarding to SUP 51 at least one month prior to the proposed start date of the contract.

The supervisor of shipbuilding responsible for the ship's repair will arrange for the contract feeding. If authority and approval are granted, SUP 51 will provide food service guidance.

Contracts will include provisions for providing head count totals at each meal. The contracts will also contain guidelines to use the commercial activity's records for audit purposes to determine if only qualified enlisted personnel received meals provided at government expense. Obtain assistance from the nearest Navy contracting activity authorized to negotiate and sign the contract.

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CHAPTER 3

GENERAL MESS OPERATIONS

PART A: MENU PLANNING

3000 BASIC GUIDES

The Food Service Officer will ensure the menu planner uses technical guidance, information, and tools issued by SUP 51. Basic guides to planning nutritious and acceptable meals include Food Service Operations (NAVSUP P-421), Food Service Management (NAVSUP P-486), the Armed Forces Recipe Service (NAVSUP P-7), Navy Food Service (NAVSUP P-476), Fat, Cholesterol and Calories List for General Messes (NAVSUP P-580), The new Professional Chef (sixth edition), and The Art and Science of Culinary Preparation.

3001 FOOD SERVICE OPERATIONS

The NAVSUP P-421 serves as the standard for menu planning training conducted at mess management specialist schools, Navy Food Management Team menu planning and nutrition seminars and on-the-job training.

3002 ARMED FORCES RECIPE SERVICE

The Armed Forces Recipe Service (AFRS) (NAVSUP P-7) is issued to all general messes for the purpose of standardizing and improving food prepared and served. (A complete set of Armed Forces Recipe Service Cards with change's on hand and current.) Its use is mandatory by general messes. The file consists of approximately 1300 recipes, including variations and guidelines. The recipes yield 100 portions and include efficient preparation methods. All recipes have been tested and evaluated for military wide acceptability and adaptability; and support current nutritional standards. The spiral bound index of recipes is an addition to the AFRS. Continuous use of the index of recipes when planning menus will help avoid menu monotony and will provide ideas for new menu items and combinations. Commands are encouraged to send their favorite recipes and suggestions to NAVSUP 511 for inclusion in the AFRS. Local recipes utilized and/or submitted for inclusion will be in identical format as the NAVSUP P-7.

3003 NAVY FOOD SERVICE

1. GENERAL. NAVSUP 511 publishes Navy Food Service (NAVSUP P-476). All activities with general messes receive this publication on a quarterly basis.

This publication contains useful information on food products, galley equipment, general mess modernization, publication revisions, sanitation, food service automation, training, food preparation hints, food service operations, nutrition, menu planning, suggested special event or holiday menus, and recordskeeping.

2. PROCEDURE. The Food Service Officer or the leading mess management specialist will require each Mess Management Specialist to read every issue of the Navy Food Service (P-476). Back issues will be kept on file for a minimum of 1 year.

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3004 CUSTOM FOODS

1. GENERAL. Previously described as ration dense foods, custom foods include concentrated, fabricated, dehydrated, or dehydrated-compressed foods. Custom foods may save time and labor in preparation, storage space, and may be convenient to use.

The Food Service Officer will ensure mess management specialists learn proper techniques for using custom foods to prepare highly acceptable meals.

2. SUBSTITUTION FACTORS. Appendix E lists substitution factors for converting between custom and regular food. The table includes explanations and examples on how to compute conversions.

3005 MENU PLANNING STANDARDS

1. INTRODUCTION. These standards are to be used as a guide for planning and evaluating General Mess menus to ensure they promote “healthy” food choices. The menu standards support CNO goals and are based on the Healthy People 2000 goals, Dietary Guidelines For Americans, and the Food Guide Pyramid.

The Healthy People 2000 Goals were built upon the 1990 objectives established by the United States Surgeon General. The following objectives have been adopted by the Navy:

- a. 30 % (or less) of calories consumed should come from fat, 10% (or less) from saturated fat
- b. Consume five or more servings of fruits and vegetables per day
- c. Consume six or more servings of grain products per day
- d. Utilize nutrition labeling to assist in making healthy food choices
- e. Naval Dining Facilities are serving low fat, low calorie food choices
- f. Weight control practices are part of a healthy lifestyle

2. DIETARY GUIDELINES FOR AMERICANS. The Dietary Guidelines For Americans were developed by the United States Department of Agriculture and Health and Human Services, to provide a basis for Federal nutrition policy:

a. Eat A Variety Of Foods: Select foods from each of the pyramid food groups, as well as a variety of foods from within each food group (limiting foods consumed from the fats and sugar group).

b. Balance The Food You Eat With Physical Activity, Maintain Or Improve Your Component Weight: Maintaining a healthy weight reduces the risk of a variety of severe health conditions, such as hypertension, diabetes, coronary heart disease, arthritis and some types of cancer. Calories consumed must equal calories expended to maintain weight. For weight reduction, the calories expended must be greater than the calories consumed.

c. Choose A Diet With Plenty Of Grain Products: Complex carbohydrates are the body's most efficient source of energy. They also contain a variety of vitamins and minerals that are essential for bodily functions. Carbohydrates provide health benefits as well: soluble fiber regulates glucose levels and lowers cholesterol. Fruits and vegetables are associated with

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lowering the risk of 13 different types of cancer. Vegetables, fruits and grain products should comprise 60 % of your diet.

d. Choose A Diet Low In Fat, Saturated Fat And Cholesterol: Fat contains 9 calories per gram where as carbohydrates and proteins contain 4 calories per gram. A diet low in fat will reduce the risk of heart disease, obesity, diabetes and many cancers. NAVSUP P-421 CH 5 discusses the various types of fats.

e. Choose A Diet Moderate In Sugars: Sugars provide many calories and little nutritive value. A diet high in sugar may contribute to tooth decay.

f. Choose A Diet Moderate In Salt And Sodium.

Reference NAVSUP P-421 CH 5 for information regarding Food Guide Pyramid, serving size of foods and categorization.

It is imperative to be selective when writing a menu. Consider not only these guidelines, but all available resources; procurement, storage, equipment and service capabilities. The following guidance should be consulted, when planning a menu in order to assure nutritional adequacy:

- a. Food Service Operations, NAVSUP P-421
- b. Fat, Cholesterol, and Calorie List for General Messes, NAVSUP P-580
- c. Armed Forces Recipe Service, NAVSUP P-7
- d. Navy Food Service, NAVSUP P-476
- e. NAVSUP and Naval Hospital Dietitians

3. FOOD COMBINATIONS/SCHEDULING/VARIETY/INNOVATION:

a. Check the menu to see if the combinations served are acceptable to most people. Do the vegetables and starches complement both entrees? For example, sweet potatoes complement ham, but they do not complement liver or fish.

b. The preparation methods should be varied in the same meal, on the same day and throughout the menu cycle. For example are the potatoes always mashed, is the rice always steamed.

c. Evaluate the menu for over scheduling. Although popular, beef entrees and corn might lose popularity if served daily. Two or three meals per week is a recommended frequency for popular vegetables and five to six meals for popular meats. Menus should be evaluated for frequency of deep fat fried items, sautéed fried items and items with gravy or a cream sauce.

d. Ideally, two vegetables should be served in addition to the starch for the lunch and dinner meals. Reference NAVSUP P 421 CH 5 for information on vitamins and minerals and their effect on the body.

e. Avoid serving the same meal on the same day of the week.

f. Avoid serving the same type of meat more than once per day (i.e. hamburgers for lunch and meat loaf for dinner).

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g. Whole wheat bread or rolls will be served each meal. Variety breads such as cornbread, muffins, garlic bread, biscuits and similar items should be offered as applicable.

h. A choice of two or more spreads will be offered at each meal, i.e., butter, margarine, jam, jelly, marmalade, honey, or peanut butter.

i. A different type of soup will be served for the second meal when two soups are offered on the day's menu. Soup ingredients should differ from other menu selections of the meal. Example: avoid tomato sauce with tomato soup; chicken with chicken soup; baked beans with bean soup. The type of soup must be specified on the menu. Terms such as "soup of the day" will not be used.

j. Sandwiches should be served as the alternate entree. Menus that rely solely on sandwich meals may compromise crew satisfaction and nutrition. Sandwich preparation can be labor intensive.

k. Theme meals should be included throughout the cycle. Be creative, indicate theme meals on the menu with titles such as "Mexican Fiesta" or "Hawaiian Luau." Special meals include holiday meals, cookouts, brunches and birthday meals. Each activity should feature at least one special meal per 35 day cycle. Theme/special meals are important as morale boosters and also allow mess management specialists to use their individual talents.

l. Characteristics of an aesthetically pleasing meal (each meal will incorporate the following):

(1) Color - Check for overuse of yellow, orange-red, and white items. The best way is to picture the meal on a plate. It is helpful to look at the meal on the steam table from the customer's side of the serving line. Each meal should be colorful, the colors should complement, not contrast, one another.

(2) Shape - The combination of hamburgers, potato patties, and sliced beets is an example of poor shape variety. Each meal will consist of items that vary in shape.

(3) Texture - Avoid a meal containing all saucy items or all soft items. The food items that comprise a meal should vary in texture.

(4) Flavor - Avoid too many similar flavors in a meal. For example, corn should not be scheduled with a meal containing cornbread or cornbread dressing, or sweet potatoes with pumpkin pie.

m. When less popular items are served an alternate item should be offered (i.e. if liver is served offer a popular item, such as chicken).

n. Avoid reliance on snack foods (i.e. potato chips) as an accompaniment for sandwiches.

o. A choice of two different types of entrees will be offered when feasible.

4. NUTRITIONAL STANDARDS. When planning a menu, include each of the pyramid food groups providing at least the minimum recommendation for each food group. Utilize the NAVSUP P-580 when including nutrition information on the menu.

e. The menu will offer healthy options. Each meal will offer a Healthy Navy entree, vegetable, starch and desert. Healthy Navy standards are as follows: (items above these standards are considered high fat)

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- (1) entree = 15 gm fat or less
- (2) side dish = 5 gm fat or less
- (3) desserts = 5 gm fat or less.

f. Smaller portions should not be promoted as a standard weight control practice. Offer a balanced low fat diet to patrons concerned about weight control. A diet consumed in smaller portions has an appearance of being severely restrictive and may contain more calories and fat than a well balanced diet consumed in average portion sizes.

g. Entree:

(1) Red meats (beef, pork, veal, lamb) will not be offered more than 12 times per week (divided between lunch and dinner). Reference NAVSUP 421 CH 5 for more information on the types of fat and their effects on the body. Poultry and seafood should be the main components of the menu.

(2) A Healthy Navy seafood entree will be offered a minimum of four times per week.

(3) No more than one deep fried entree will be offered per day. It is preferable to serve entrees that are baked, roasted, broiled or poached.

(4) When a casserole entree is served, an alternate entree containing a solid meat must be offered.

(5) When a high fat entree is served a Healthy Navy entree will be offered. Entrees that exceed 30 gm of fat will not be offered more than three times per week on the main serving line.

(6) Meals featuring high fat cold cut meats, such as bologna, will include cold sliced roast meats such as turkey.

(7) When possible, serve gravy/sauces on the side or eliminate them entirely.

(8) At breakfast a minimum of one egg entree will be prepared with out added fat. Reduced cholesterol eggs should be offered when possible.

h. Vegetable:

(1) At least one hot vegetable per meal, will be prepared without added butter or other added fat.

(2) No more than one starchy vegetable (i.e. corn, peas, pinto beans, black eyed peas, limas) will be offered per meal. When a starchy vegetable is served an alternate non-starchy vegetable must be offered.

(3) Relish trays will include a variety of fresh vegetables served with low fat/fat free dip or no dip at all.

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e. Starch:

(1) At breakfast, assorted breads, English muffins, bagels and low fat muffins will be offered as a Healthy Navy alternate to high fat breakfast pastries.

(2) A whole grain (whole wheat) bread will be offered at each meal.

(3) At least one whole grain breakfast cereal will be offered daily. Merchandise whole grain RTE cereals by displaying prominently on the breakfast serving line.

(4) A Healthy Navy starch (i.e. brown rice, wild rice, white rice, potatoes, pasta, couscous) will be offered daily for lunch and dinner.

f. Dessert/Salad/Beverages:

(1) One percent low fat and/or skim milk will be offered at each meal. If chocolate milk is available, offer low fat chocolate milk. One percent low-fat milk will be the primary milk used by all CONUS general messes and ships inport at CONUS locations. Deployed ships and overseas general messes are encouraged to use 1% low-fat milk when available.

(2) A lower calorie/lower fat dessert choice (i.e. fruit, low fat yogurt, sherbet, fruit ice, gelatin, angel food cake) will be offered at lunch and dinner. Market fruit selections as a dessert choice for the lunch and dinner meals.

(3) Fruit will be offered at each meal. If canned fruit is utilized it should be packed in natural juice vice syrup packed. Seasonal fruits will be incorporated into the menu as much as possible.

(4) Salad bar items should always include tossed greens. Salad bar selections should complement the other components of the meal.

(5) The majority of salad dressings will be low fat or fat free.

g. Ingredients:

(1) Substitute low fat/fat free ingredients wherever possible. For example, mayonnaise, sour cream, yogurt, and cheese products are available in low fat or fat free versions. Cholesterol free eggs can be substituted for regular table eggs. High fat meats such as, beef and pork can be substituted with poultry and seafood items. Note, the industry standard for ground poultry is typically 15% fat, military standard is 10% fat (monitor ground poultry products for the fat content).

h. Sauces/gravy:

(1) No more than one entree per meal will incorporate a gravy or cream sauce.

i. Vitamin and Minerals. Reference NAVSUP P 421 CH 5 for information on vitamins and minerals and their effects on the body.

(1) Vitamin A: A good source of vitamin A will be on the menu at least every other day. Dark green and deep yellow fruits and vegetables such as; broccoli, sweet potatoes, green peppers, spinach, carrots, winter squash, tomatoes and cantaloupe are good sources of vitamin A.

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(2) Vitamin C: A good source of vitamin C (citrus fruit and/or juice, kiwi fruit, cantaloupe, cranberry juice, strawberries, tomato juice) will be served each breakfast. Serve orange juice plus another juice daily.

(3) Sodium: When serving a high sodium entrée such as ham, corned beef, cured meats or entrees prepared with soy sauce, offer a lower sodium entrée such as fresh meat, seafood or poultry.

5. MENU TERMS AND PUNCTUATION

a. Menu terms should be understandable to customers. Brand names will not be used on the menu ("Jell-O", "Egg McMuffin").

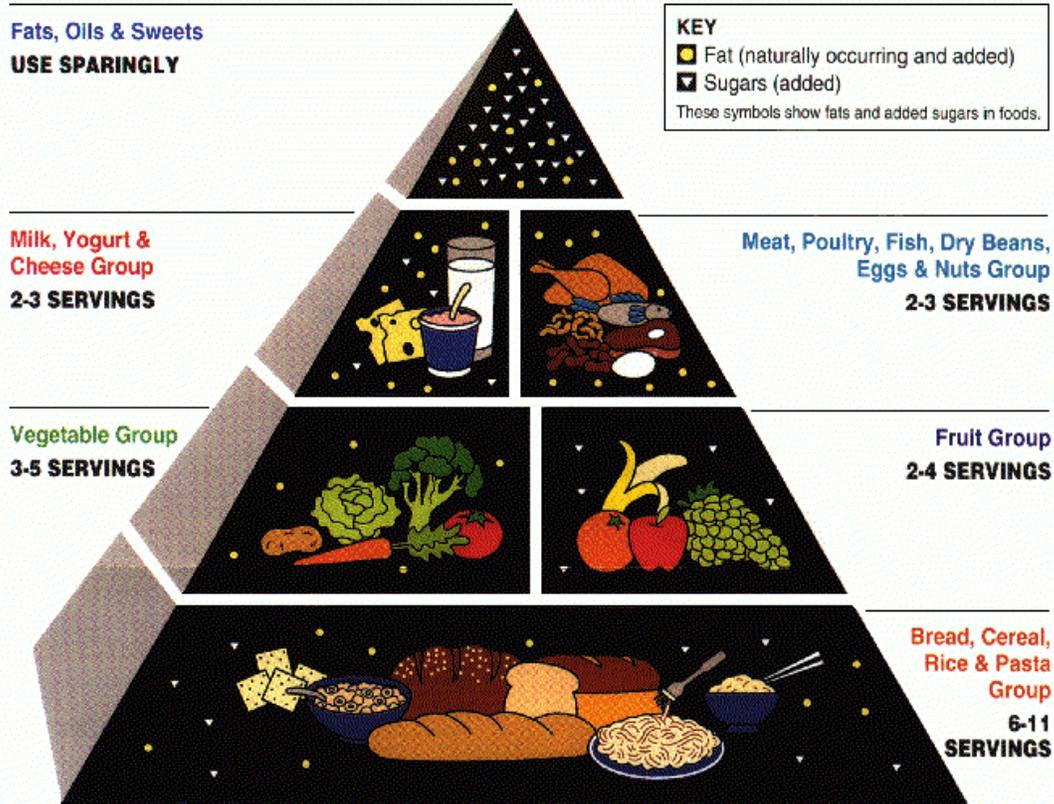
b. Menu items should be listed in the following order:

- (1) Appetizer/Soup
- (2) Entrees (gravy, sauce if required)
- (3) Starches
- (4) Cooked vegetables
- (5) Salads
- (6) Breads/spreads
- (7) Desserts
- (8) Beverages

6. **MARKETING MENU ITEMS.** An idea for marketing healthy foods on the tray line is to assign color codes for the healthy Navy options. For example, when a food item meets the Healthy Navy standard post the item name on a green card (green = go), when a food item exceeds the Healthy Navy standard post the item name on a red card (red = stop).

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The Food Guide Pyramid is a visual representation of the Dietary Guidelines For Americans.



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3006 MENU PLANNING AND REVIEW PROCESS

1. GENERAL. A cycle menu works best for general messes. The cycle menu rotation and appropriate changes should occur on a quarterly or seasonal basis.

Cycle menus save time and allow an easier and more thorough analysis than menus written weekly. Cycle menus provide more accurate forecasting for ration costs, requisition requirements, and daily food preparation.

2. PROCEDURE. The leading mess management specialist will draft a menu. The menu draft format will be retained. NAVSUP P-421 describes the steps required to construct the menu. The menu draft will include the food item, preparation method and recipe number used. Menus for salad bars and dessert bars are to be included and attached to the menu draft for the main serving line.

Reviewing your local Prime Vendor Catalog and Current On Hand balance report before drafting each menu will assist in menu planning. After the leading mess management specialist completes the menu draft and ensures product availability, the Food Service Officer receives the menu draft for review.

3. MENU COST CONTROL. Use of the General Mess Control Record (NAVSUP Form 338) along with displaying the General Mess Operating Statement (NAVSUP Form 1358) within FSM allows a daily review of food costs and provides a complete picture of the current over/under issue status. This menu planning control record will signal the need to reduce menu costs.

4. MENU ANALYSIS. The Food Service Officer analyzes the menu to ensure that meals provide a nutritional balance and that good management of food supplies, equipment, and personnel are reflected.

Use the guidelines in NAVSUP P-421 to ensure preparation of nutritionally balanced meals. The Food Service Officer will approve or note changes on the menu draft and return it to the leading Mess Management Specialist. The menu draft will be retained for preparing recipe number lists and instructions when using the daily Food Preparation Worksheet (NAVSUP Form 1090) (see para. 3101-3). Menu writers should consult the Navy Food Management Team to obtain assistance in evaluation of the cycle menu initially, or when significant changes are made. Registered Dietitians at NAVSUP or the nearest Naval medical center can provide assistance with menu evaluations.

5. MENU APPROVAL. The entire cycle menu will be submitted for command approval and signature, quarterly, seasonally, or when a new cycle menu is prepared. Menus posted on menu boards, bulletin boards, and other designated areas should include appealing, descriptive, and accurate expressions. Recipe numbers will be omitted from posted menus.

6. MENU CHANGES. The Commanding Officer or the designated representative may allow the Food Service Officer to make necessary changes to an approved menu. This authorization occurs when the commanding officer signs the activities cycle menu that will contain the following preprinted statement:

"The Food Service Officer is authorized to make changes to this menu when, due to unusual or unforeseen circumstances, it may be necessary to provide substitutions for food items not in stock or to permit timely use of perishable foods."

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Permanent changes to the approved cycle menu must be approved by the chain of command.

3007 EXTENDED CRUISE MENUS

Menus affect the crew's health and morale, and directly affect the ship's endurance. Endurance requirements change among ship types and classes. The amount of food storage space even varies between ships with identical complements. Refer to the latest OPORD 2000.

Proportionately smaller quantities of perishable foods should be stocked on extended cruises and an increase in the use of semi-perishable foods, especially concentrated, prefabricated, and dehydrated foods should be instituted. An outline or summary of menus should be prepared before deployment loading for extended cruises. The menu summary lists the various meats, vegetables, fruits, and other menu items needed and the number of times served during the cruise.

Accurate records of a ship's own past usage and menu plans or summaries for previous extended cruises serve as the best guides for menu planning and determining requirements. The Food Service Officer will require collection of usage data and menus during extended cruises. This data will provide information on balanced loading for future deployments. Appendix D is a hard core 45 day subsistence endurance base that provides menu planning and load lists.

PART B: FOOD PREPARATION

3100 BASIC GUIDES

Food will be prepared for the general mess following recipes contained in the Armed Forces Recipe Service or locally prepared and documented recipes approved by the Food Service Officer. NAVSUP P-421, The New Professional Chef (6th Edition), and The Art and Science of Culinary Preparation contains thorough food preparation techniques.

3101 FOOD PREPARATION WORKSHEET

1. **REQUIRED USE.** All general messes, with more than one mess management specialist assigned are required to use the NAVSUP Form 1090.

The leading mess management specialist will prepare and sign the NAVSUP Form 1090 for each food preparation space. (See Figure 3-1) After signing, the leading mess management specialist places the document in the appropriate spaces. The leading mess management specialist uses experience and historical acceptability to predict attendance for each meal.

The watch captains will review and sign the worksheet at least two days before going on watch. Watch captains will follow all instructions provided on the worksheet to prepare meals. The watch captain will enter the number of persons actually fed for each meal, number of portions actually prepared and the number of portions leftover for each recipe and then compute acceptability factors. The master-at-arms, for activities where master-at-arms are assigned, provides figures for persons actually fed to the watch captain.

2. **SEPARATE WORKSHEETS.** Preparing separate NAVSUP Form 1090s for each work center could cancel the need to include the vegetable preparation room, bake shop, and meat preparation room on the reverse side of the worksheet. The Food Service Officer must decide if the general mess size and facilities justifies the use of the reverse side of the worksheet for separate food preparation areas.

Use of the reverse side of the worksheets may include additional requirements such as:

a. maintaining a refrigeration log (a hand drawn or rubber stamp in the following suggested format can be used to record internal temperatures on the worksheet at least twice a day);

	FREEZE	CHILL	DAIRY	THAW
	0° or below	33° to 36°	32° to 34°	36° to 38°
0600	_____	_____	_____	_____
1800	_____	_____	_____	_____

Comments: _____

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- b. recording serving line and scullery temperatures; and
- c. providing the Food Service Officer with additional information as required.

The NAVSUP 338 reflects an UNDER/OVER issue of \$_____

The NAVSUP 1358 reflects an UNDER/OVER issue of \$_____

3. PREPARATION. The proper preparation of the NAVSUP Form 1090 is as follows:

Data Block and Caption

Instruction for Entry

HEADING SECTION

Reviewed by	Signed and reviewed by the Food Service Officer or leading MS or as per TYCOM direction after the date of completion.
Document Number	Assigned through FSM program.
Day	Menu cycle day assigned through the FSM system.
Date	Appropriate calendar date.
Activity	Name of activity.
Leading Mess Management Specialist	Leading Mess Management Specialist signature after preparing the document.
Reviewed and Received by	Watch Captain or work center supervisor on duty after reviewing the instructions.
Reviewed and Received by	Oncoming Watch Captain or work center supervisor who assumes duty after reviewing the instructions.

MEAL ATTENDANCE, PREDICTIONS AND ACTUAL FED SECTION

Allowed	Number of assigned personnel allowed at the activity. This figure is provided by the Personnel Department.
%	Percent of actual fed divided by the number allowed.
Predicted	Predicted attendance at each meal.
Actual	Actual number fed entered by the watch captain. This number is obtained through the use of the mechanical counting device, automated access card system, NAVSUP form 1292, and the total of cash sales.

FOOD ITEMS TO PREPARE SECTION

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Recipe Card	Recipe card numbers corresponding to the menu items as assigned through FSM.
Menu Item	Menu items for preparation that may include any leftovers available.
Portions to Prepare	As assigned by FSM. (This figure will only be accurate if post meal acceptability updates have been processed.)
Actual Prepared	Actual number of portions prepared based on recipe conversion. The watch captain completes this information upon completion of each individual meal.
Instructions	Provide instructions on preparation, batch size, service, and garnish. Do not include instructions such as "prepare according to the recipe card".
Start Preparation	Time to start preparation.
Start Cooking	Guideline for time required to start cooking to ensure the meal begins at the proper time. (Note: no entry is required for items not requiring cooking.)
Portions Leftover	Watch Captain enters the number of both prepared and unprepared portions leftover after the meal.
Acceptability (%)	<p>There are three methods in determining acceptability as follows:</p> <p>First method is used when the food item prepared does not run out:</p> <p style="padding-left: 40px;">Subtract portions leftover from the portions actually prepared to determine portions actually served. Then divide the actual portions served by the actual number fed.</p> <p>Second method is used when the menu item prepared runs out and an additional amount of the same food item is prepared.</p> <p style="padding-left: 40px;">Add the original portions prepared with the additional portions prepared. Subtract leftover portions to determine portions actually served. Then divide the actual portions served by the actual number fed.</p>

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Third method is used when the menu item prepared runs out and is substituted with an alternate food item. Annotate the time the menu item ran out, the head count at that time, and the alternate food item prepared.

Divide portions prepared by the head count at the time the original food item ran out.

COMMENTS/DISPOSITION OF LEFTOVERS SECTION

Prepared	Comments by the watch captain as to what happened to all prepared leftovers.
Unprepared	Comments by the watch captain as to what happened to all unprepared food items, for example, "returned to bulk storeroom custodian".

4. **REQUIRED SIGNATURES.** The number of required signatures on the worksheets depends on several factors. These factors include whether the day involves a normal work day or a watch relief day. The signature requirements are:

a. Normal Work Day

(1) watch captain or work center supervisor on duty, and

(2) leading mess management specialist or Food Service Officer as directed by the Type Commander.

b. Watch Relief Day

(1) watch captain or work center supervisor on duty,

(2) oncoming watch captain or work center supervisor who assumes duty,

(3) leading mess management specialist, or Food Service Officer as directed by the Type Commander.

c. The Food Service Officer will review the completed worksheet to ensure all food items listed on the worksheet correspond to entries on the issue documents.

5. **DISTRIBUTION.** At the end of each day's meal and after all blocks on the NAVSUP Form 1090 have been completed, it will be placed in the Menu File.

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FOOD PREPARATION WORKSHEET
(NAVSUP FORM 1090)

F83112001						07 JUL 98 17:59				
* FOOD PREPARATION WORKSHEET (4061) * NAVSUP FORM 1090 (REV.5-82)		REVIEWED BY (Signature)	CONTROL NO.	DAY	DATE	MEAL	ALLOWED	%	PREDICTED	ACTUAL
			8181-1-3-01-01	CYCLE DAY 30	06/30/98	BREAKFAST	220	142	40	92
						LUNCH	220	93	180	205
						DINNER	220	175	110	166
						NIGHT				0
* ACTIVITY USS DUARTE (DDG) * MAIN LINE * CYCLE MENU 3, GENERAL MESS * GALLEY (FORE)		LEADING MESS MANAGEMENT SPEC.	REVIEWED & RECEIVED BY	REVIEWED & RECEIVED BY						
		<i>S.A. Clifton</i>	<i>J.B. Martin msr</i>	<i>K.L. Thomas msr</i>						
RECIPE CARD	MENU ITEM	PORTIONS TO PREPARE	ACTUAL PREPARED	INSTRUCTIONS	START PREPARATION	START COOKING	PORTIONS LEFT OVER	ACCEPTABILITY (%)	COMMENTS/DISPOSITION OF LEFTOVERS	
									PREPARED	UNPREPARED
***** BREAKFAST *****										
* E00102	HOT BREAKFAST CEREALS (ROLLED OATS)	25	25	DO NOT OVERCOOK	5:45	6:00	4	37	Discarded	
* F00400	SOFT AND HARD COOKED EGGS	18	18		5:30	5:45	6	46	Saved for Luncheon Salad Bar	
* L00200	OVEN FRIED BACON	45	45	COOK TO ORDER	5:45	6:00	3	84	Discarded	
* L09100	GRILLED SAUSAGE LINKS (BKFAST.)	16	16	COOK TO ORDER	5:45	6:00	3	41	Discarded	
* X00324	CEREAL PREP. ASSYD. 70 SERVINGS	31	31		5:45	6:00	3	77	Discarded	
* F00705	GRILLED EGGS TO ORDER	38	38	COOK TO ORDER	5:30	6:00	0	30	Cooked to order	
* F00800	ASSY. OMELETTE	16	16	COOK TO ORDER	5:30	6:00	0	41	Cooked to order	
* D02505	PANCAKES (GRIDDLE CAKES)	28	28	COOK TO ORDER	5:30	5:50	0	71	Discarded	
* X20202	ASSORTED BEVERAGES	11	11		5:30	6:00	0	27	Made to order	
* Z04602	HASHED BROWN POTATOES (FROZEN, SHREDDED)	50	50		5:30	5:45	0	54	Discarded	
***** LUNCH *****										
* E00501	LYONNAISE RICE	77	77	DO NOT OVERCOOK	9:45	10:00	6	35	Discarded	
* L03700	SALTSBURG STEAK	135	135		9:00	9:30	2	65	Discarded	
* L03800	SPAGHETTI WITH MEAT SAUCE	89	89	DRAIN OFF EXCESS FAT	8:00	8:30	2	34	Discarded	
* Q01500	BROWN GRAVY	40	40	USE OVEN ROUX	9:30	9:45	11	32	Discarded	
* Q02400	BRUSSELS SPROUTS PARMESAN	58	58	DO NOT OVERCOOK	10:15	10:30	8	32	Discarded	
* Q04400	BAKED POTATOES	45	45		9:15	9:45	2	25	Discarded	
* Q05321	MIXED VEGETABLES (FROZEN)	58	58	DO NOT OVERCOOK	10:15	10:30	10	32	Discarded	
* Z01803	CHICKEN-NOODLE VEGETABLE SOUP (DEHY)	59	59		9:30	9:45	1	33	Discarded	
***** DINNER *****										
* L01300	PEPPER STEAK				15:00	15:45	12	46	Discarded	
* L10501	VEAL STEAKS				15:30	15:50	3	33	Discarded	
* P00802	KNICKERBOCKER SOUP (BEAN, TOMATO, BAC)				15:30	14:00	10	37	Discarded	
* Q01002	CAULIFLOWER POLONAISE				15:30	15:45	6	7	Discarded	
* Q04105	PEAS WITH MUSHROOM (CANNED PEAS)				15:30	15:45	5	24	Discarded	
* Q05100	POTATOES AU GRATIN				14:15	14:45	13	53	Discarded	

Acceptability is predetermined by past usage, automatically posted by FSM

Figure 3-1

PART C: SERVICE OF FOOD

3200 NORMAL FEEDING

1. GENERAL. General mess patrons will not be disturbed or distracted while they are eating. Visitors should not receive tours of food service and dining spaces during meal hours. All personnel should receive attractively presented, appetizing, and nutritious food served in a pleasant manner. Night club type and similar entertainment that may disrupt the normal dining routine will not occur during the regular meal period. Appropriate music, including live performances, which blends and improves the feeding atmosphere may be played during meal periods.

2. SERVING FOOD. A strict routine will be established for serving food. This routine includes the following considerations:

a. food service personnel must wear clean uniforms and maintain the highest personal grooming standards;

b. food service personnel will receive instruction and appropriate training concerning the performance of their duties;

3201 SERVING MEALS

1. SERVING SYSTEM. General messes will use a cafeteria system for serving. This system resembles what commercial cafeterias use.

a. The Food Service Officer and leading mess management specialist will ensure the serving area runs smoothly. This function includes making sure a current menu exists in full view at the beginning of each serving line, that food is served promptly in an appetizing manner, and equipment on the serving line operates at the proper temperature.

b. The watch captain will instruct and supervise food service personnel on arrangement of items on the line, the size of each portion, correct serving technique, and placement of each item on the tray or plate. The order of food on the serving line varies with the arrangement of steam tables. However, the serving line should allow hot foods to be placed on the tray first. Food service personnel will replenish food on the serving line from the main supply of food in the galley. Do not store excess quantities of food on the serving line. Separate locations for salad, relish, dessert, and beverage bars should be established away from the serving line when space or facilities permit.

2. DINNERWARE. The Mess Deck Master-at-Arms Handbook (NAVSUP P-520, Chapter 5) contains requirements for utensil inventory.

3. SELF-SERVICE OF FOOD. Self-service of food includes items such as bread, butter, crackers, salads, relishes, condiments, beverages, and certain types of desserts. Desserts must have individual dishes and may include the following:

a. Commercially packaged individual portions of ice cream,

b. Individually wrapped portions of cookies,

c. Individually wrapped portions of canned, stewed or frozen fruits,

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- d. Fruit flavored gelatin that is wrapped,
- e. Soft ice cream/yogurt from a dispensing machine,
- f. Solid, unpeeled fresh fruit.

Desserts such as cakes, pies, and bulk ice cream will not be self-service unless set up in individual dishes. The medical officer or senior medical department representative must approve deviations from this policy in writing.

3202 SUGGESTIONS TO THE FOOD SERVICE OFFICER

1. GENERAL. Each general mess will establish procedures for handling suggestions to the Food Service Officer. This program will provide the best possible service to general mess customers.

A local form will be developed to implement the suggestion program. (A suggested format is at Figure 3-2.)

2. PROCEDURE. Suggestion boxes will:

- a. be readily available and clearly identified;
- b. have pencil or pen readily available
- c. have an ample supply of locally prepared suggestion forms
- d. be emptied daily; and

e. the Food Service Officer will review each one for possible adoption and implementation. A reply will be made to the suggestions within 48 hours when a name and address is furnished. Suggestions that may apply to other general messes will be submitted to SUP 51.

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SUGGESTIONS TO THE FOOD SERVICE OFFICER

(sample form)



To: Food Service Officer

(date) _____

I suggest consideration be given to:

Optional: Name: _____

Mailing Address: _____

Food Service Officer Response:

Food Service Officer

Figure 3-2

PART D: SPECIAL FEEDING

3300 BATTLE FEEDING

1. GENERAL. The battle feeding plan is found as follows: afloat - the Damage Control Assistant is responsible for developing the battle feeding plan; ashore - the base Disaster Preparedness Plan.

2. FEEDING ON STATION. Distribution of food to battle station lockers allows availability for battle feeding. Food that does not require galley preparation or semi-perishable food distributed in this manner requires constant checking. This checking provides periodic rotation of food items to prevent spoilage, misuse, or theft. The availability of food carriers, racks, trays, and large coffee pots should support battle feeding needs.

3. BATTLE FOOD PREPARATION. Battle food preparation will depend on whether the galley is in operation and mess management specialists are available. If the galley or personnel are not available, the meal-ready-to-eat ration may be used and supplemented with hot or cold drinks. If limited galley food service is available, plan menu items such as sandwiches, fresh or canned fruit, hot entrees, such as canned beef stew, chili con carne, or easy to prepare recipes and a hot or cold drink for preparation and serving.

4. GALLEY FEEDING. When personnel are relieved from battle stations, they should go to the galley or to other auxiliary feeding stations for hot food. Various auxiliary feeding stations will be set up when situations do not allow access to the galley.

5. OFFICERS IN BATTLE FEEDING SITUATIONS. Officers eating meals at the general mess during battle feeding situations will pay regular meal rates in accordance with NAVSUP Notice 7330 and the latest NAVSUP Naval message. For afloat units selling officers meals on a credit basis from the general mess simplifies procedures during the emergency situation.

3301 OTHER FEEDING

The Commanding Officer will ensure enlisted personnel required at work during regular meal hours, due to the nature of their duties, receive an opportunity to eat. The general mess facilities should allow modifications and adjustments for this purpose. This provision does not suggest that feeding these personnel should require the establishment or operation of a branch mess.

PART E: CONSERVATION OF FOOD

3400 NEED FOR FOOD CONSERVATION

Operation of the general mess requires economy and food conservation. Essential parts of an efficient and economical operation includes food conservation and waste elimination. Proper use of the NAVSUP Form 1090 provides the best management control for food conservation available to general messes.

3401 CONSERVATION MEASURES

1. EDUCATING PERSONNEL. An educational program, such as Project START (Stop Throwing Away Rations Today), will inform personnel of the need for food conservation. Displaying food conservation posters in general mess areas should help the education program.
2. CONTROLLING TRAY WASTE. The person in charge of the serving line will supervise the proper serving of food. This person will ensure the amounts served do not exceed the customer's request.

Menu planning will reduce the use of food items in critical supply. Using fresh food in season and food in large supply will accomplish this.

3402 BULK FOOD DONATION

1. BACKGROUND. On 23 November 1996, President Clinton signed an Executive Memorandum directing Federal agencies to redirect excess wholesome food from their food service facilities to programs that provide food services for the needy. The Department of Agriculture (USDA) is lead agency for the Federal Government's food recovery initiative. The USDA has a publication called "A Citizen's Guide to Food Recovery" which is available as a resource to help you establish a food recovery program at your facility. You can obtain the guide by calling 800-453-2648 or via the USDA internet site at <http://www.usda.gov/fcs/glean.htm>. Regarding legal risks, Amendment to Title IV of the National and Community Service Act of 1990, also known as the "Emerson Good Samaritan Food Donation Act" was passed in 1996 to provide uniform national protection to citizens, business and nonprofit organizations that act in good faith to donate, recover and distribute excess food.

2. POLICY. NAVSUP supports the distribution of all packaged foods (canned, dehydrated, dry, chill and frozen) that are eligible for the donation program per the following guidelines for disposition:

a. TYCOMS must certify all efforts have been made to transfer the food items to other U.S. Navy ships or shore galleys.

b. TYCOMS must certify all efforts have been made to transfer the food items to other U.S. military dining facilities.

c. If there is still a need to eliminate these kinds of food items from storage, then the food items are to be surveyed using DD Form 200.

(1) U.S. Army Veterinary Service must inspect the items for wholesomeness in accordance with VETCOM Prime Vendor Shelf Life Policy of 17 OCT 97.

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(2) Upon completion of the Veterinary Service inspection, the food items must be transferred to Defense Reutilization and Marketing Office (DRMO). Each food item must be accompanied by Form 1348-1A. Copies of the DD 200 and 1348-1A must be retained by the donating galley for audit purposes and a copy forwarded to NAVSUP Code 51. It is the responsibility of DRMO, not the donating General Mess to distribute the food items to an approved food bank or shelter.

(3) Chilled or frozen packaged foods may need to be retained by the General Mess due to non-availability of refrigerator or freezer space at DRMO locations. DRMO is responsible for coordinating the donation with the food bank or shelter and notifying the donating General Mess when and who will be picking up the food items.

PART F: ASHORE AND AFLOAT OPERATING COST REPORTING

3500 GENERAL

The Under Secretary Of Defense Comptroller requires each of the military services to provide a summary report of dining facility operating costs which is compiled from the reports submitted by each galley. NAVSUP provides the specific reporting requirements to all concerned via naval message each year.

PART G: WASTE MANAGEMENT OPERATIONS

3600 REGULATIONS

1. **PLASTICS.** Surface ships equipped with Plastics Waste Processors (PWP) are prohibited from discharging plastics into the sea. Currently, those ships without plastic processing capability or who have non-operating Plastic Waste Processors should make every effort to retain all plastic waste on board or retrograde to other ships. After 1998 discharge of plastics will be prohibited for all ships. Exceptions to these retention requirements are allowed only when necessary for the purpose of securing the safety of the ship or the health of ship's force.

2. **BIODEGRADABLE TRASH & FOOD WASTE.** Biodegradable trash (paper and cardboard) and food waste may be discharged beyond 3 nautical miles from any shoreline as long as it is pulped using the approved Naval Sea Systems Command (NAVSEA) developed pulpers.

3. **METAL AND GLASS.** Metal and glass that has been shredded and bagged so as to ensure negative buoyancy may be discharged once the ship is beyond 12 nautical miles from any shoreline.

4. DEFINITIONS

a. **Food Waste** - Spoiled or unspoiled food substances, such as fruits, vegetables, dairy products, meat products, food scraps, and food particles.

b. **Pulped Waste** - Pulped or ground waste capable of passing through a screen with openings no greater than 12 millimeters (0.47 inch).

c. **Plastic Waste** - Styrofoam, nylon, vinyl, polypropylene and similar synthetic materials produced by polymerization and any material that contains plastic (e.g. punctured spray cans which contain plastic tubes)

3601 POLICY

An internal instruction is required that outlines policy, procedures and responsibilities for plastic waste storage and disposal. A sample shipboard solid waste management instruction may be acquired via NSWCCD-TR-63-97/25.

1. PLASTIC

a. All waste plastic shall be separated from other types of waste and placed into "plastic waste only" receptacles for the collection and processing in the Plastic Waste Processor. Plastic waste, whether processed or unprocessed, shall be held onboard for disposal ashore.

b. In the event that the Plastic Waste Processors are inoperative, the ship shall retain plastics waste onboard by utilizing odor barrier bags for storage of waste in accordance with the instructions provided in NAVSEA MSG R271245Z Mar 95.

c. If retention of plastics waste endangers the health or safety of crew members, creates unacceptable nuisance conditions or compromises combat readiness; overboard discharge is authorized beyond 50 miles from any shoreline provided it is properly packaged (packaged in a manner that will not separate in the ocean) and weighted for negative buoyancy. Discharges shall be recorded in the ship's deck log. Log entry shall include:

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- (1) The date, time and location of discharge.
- (2) Approximate weight and cubic volume of the discharge.
- (3) Nature of the material discharged.

d. Upon completion of deployment, Navy ships shall report by routine message to OPNAV (N45) and the chain of command regarding discharges other than food waste into the in-effect special area. Special areas now in effect are the Baltic Sea, the North Sea and the Antarctic Area. Other special areas that have been designated but are not yet in effect are: the Persian Gulf, Red Sea, Black Sea, Mediterranean Sea, Caribbean Sea and the Gulf of Mexico.

2. NONPLASTIC

a. Non-plastic solid waste shall be discharged at sea only where permitted by law as defined above.

b. Recyclable materials will be collected and recycled when practical without negatively impacting shipboard habitability and readiness. No materials containing food residues will be retained on board longer than necessary to process or properly dispose.

3602 SOLID WASTE PROCESSING EQUIPMENT

1. In most cases, the Auxiliary Engineering Department maintains the equipment. Guidelines on equipment operation may be obtained by contacting the Naval Sea Systems Command (NAVSEA) 03L.

a. Plastic Waste Processors (PWP) will melt and compress plastic into a disc at a 30 to 1 ratio. The PWP includes a shredder, melt unit, and cooling unit. The output discs, weighing approximately 10-pounds, are stored onboard until they can be off-loaded onto a CLF ship during an UNREP or return to shore.

b. Pulpers will process paper, food waste, and cardboard into a non-floating slurry that is authorized for overboard discharge. Pulped materials will allow waste to be discharged near land (>3nm) and during flight operations. Available is a large pulper capable of pulping 500 pounds per hour and a small pulper capable of processing 100 pounds per hour. Small pulpers will be installed on ships with a minimal waste stream and ships where a large pulper is not easily accommodated.

c. The glass and metal shredder will compact at a three-to-one ratio. The shredder is identical to the plastics shredder, except it has combs in the shredding chamber. All shredded waste will be placed in a burlap bag, or like, for authorized discharge. Bags must be weighted to negative buoyancy.

3603 HANDLING AND STORAGE GUIDANCE

Procedures shall be developed for collecting and separating the waste. Waste receptacles shall be placed at designated locations and labeled "Plastics Only", which includes plastics comprised of non-plastic materials, "Biodegradable or Pulpables", and "Metal and Glass".

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All food contaminated plastic, glass, and metal cans should be washed prior to processing to avoid possible safety and health problems during storage. Clean plastic disc will enhance recycling.

3604 TRAINING

Food service personnel shall provide training on operation, source separation, waste disposal and waste discharge restrictions. Regular meetings should be held to ensure ships policies are effective and comply with the law. Training aids are available by contacting your local Food Service Management Team.

Additional guidance and samples of shipboard waste management plans may be acquired by contacting NAVSUP at (717) 605-5623 or NAVSEA at (703)-602-0351

PART H: ASHORE FOOD SERVICE, FACILITY STRUCTURE AND HOUSEKEEPING

3700 GENERAL

The following information may be used as a guide for all ashore food service activities, including MWR facilities, serving RIK patrons.

3701 FACILITY STRUCTURE AND HOUSEKEEPING

a. Eating involves all the senses: taste, touch, smell, sight and hearing. Proper food preparation and plate presentation is essential for a pleasurable dining experience. It is equally important to serve food in an attractive environment that is conducive to dining.

b. Serving areas should be well-lighted, well-maintained and free from dirt, dust and food residues. The area should be organized and adequately stocked with food and supplies. A menu is posted daily; including all food items offered for the meals served that day, and will be displayed prior to the serving line. All items on the serving line will be labeled. NAVSUP PUB 421, Chapter 5 provides detailed information on serving techniques and presentation. The use of plastic, paper or Styrofoam tableware should be limited to take-out orders only.

c. The dining area will be kept neat, clean and free from litter. Flooring, ceilings and walls will be kept in good repair (no marks, chips or discoloration), and free from dirt, dust and food residues. Table top and chair coverings will be well maintained and clean. The color scheme in the dining area should contain subtle complementing colors. The quality, intensity and distribution of lighting has an effect on the appearance of food and the overall comfort of the customers. Warm lighting provides the best atmosphere in a dining area. To enhance the dining atmosphere, reduce the noise from the kitchen and dish washing areas. Navy food service sanitation standards are established by BUMED and are published in the manual of Naval Preventive Medicine, Chapter 1 (NAVMED P5010-1). NAVSUP Pub 421, Chapter 2 also contains information on Food Service Sanitation. Ashore general messes refer to MIL Handbook 1036/4, Enlisted Dining Facilities, and NAVFAC 37.07, Messes - Facility Planning and Design for guidance on internal atmosphere.

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CHAPTER 4

PROCUREMENT

PART A: ESTABLISHING REQUIREMENTS

4000 INSTRUCTIONS FOR REPLENISHMENT

Replenishment will be directed towards obtaining sufficient stocks to provide a well balanced diet in the general mess. The nature of the duty, procurement, item availability, prescribed endurance levels, shelf life, and storage capability will be considered when determining the extent and types of food to be procured. Food will be stored so that the oldest stocks will be used first. When replenishing perishable foods, always consider the availability and efficiency of refrigeration. Generally, only frozen meats, fish and poultry are requisitioned. Chilled meats, seafood, and poultry should be procured in limited quantities and handled in accordance with good commercial practice. These products must be used and stored in accordance with NAVMED P-5010. They must be imprinted with a "use by date" when received, and be consumed within the "use by date" time frame. In hot weather, it is advisable to receive perishables in the early morning or after nightfall. In freezing weather or very hot weather, fresh fruits and vegetables will be handled with extra care to prevent freezing or spoilage. Canned meats and canned fruits and vegetables will be stocked in sufficient quantities to supplement their fresh/frozen counterpart or to be used as a total substitute if necessary.

4001 STOCKAGE OBJECTIVE

1. GENERAL

a. A monthly supply demand review will be made of all Subsistence Ledgers (NAVSUP Form 335) in order to:

- (1) maintain the current in-stock position for all items with a recurring demand, and
- (2) keep inventories within prescribed limitations.

b. For semi-perishable foods, the maximum in-stock position is the high limit that is established by the fleet or type commander. The maximum in-stock position of perishable foods is the quantity consumed times the storage life of that item. Non-CARGO (Consolidated Afloat Requisitioning Guide Overseas) foods should be stocked to last for the duration of the deployment period. When the monthly review indicates that food items exceed their high limit, menu changes will be initiated in time to provide for their consumption prior to deterioration.

4002 INVENTORY LEVELS ASHORE

Inventory levels will be set based on operational requirements.

4003 ESTABLISHING HIGH AND LOW LIMITS

1. GENERAL. A low limit and high limit will be established for each item of stock at the beginning of each accounting period. Low limits and high limits should be adjusted as necessary for the following reasons:

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- a. increases or decreases in crew size,
- b. anticipated operations,
- c. changes in crew preferences,
- d. changes in the menu, and
- e. any other factors affecting the consumption of the items being ordered.

2. **LOW LIMIT.** The low limit is the stock position that signals the need to begin replenishment action. The number of days endurance required for the low limit will be established by the fleet or type commander. There will be no low limit for perishable chill foods except when that item has a storage life greater than the high limit number of days endurance established by the fleet or type commander.

To compute the low limit for food items, use the following formula:

$$\begin{array}{c} \text{total quantity consumed during the previous accounting} \\ \text{period (less surveys and transfers)} \\ \text{divided by } (\div) \\ 90 \text{ (days in an accounting period)} \\ \text{times } (x) \\ \text{number of days endurance for the low limit} \\ \text{(as established by the fleet or type commander)} \\ \text{equals } (=) \\ \text{low limit} \end{array}$$

Note: FSM will automatically compute and adjust low limits based on past usage. See the FSM Users Manual for details.

3. **HIGH LIMIT.** The high limit is the maximum quantity of food to be maintained on hand to sustain current operations. The number of days endurance required for the high limit will be established by the fleet or type commander. The high limit for perishable chill foods will not exceed the storage life of that item times total quantity from the previous accounting period less surveys and transfers divided by 90.

To compute the high limit for subsistence items, use the following formula:

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total quantity consumed during the previous accounting
period (less surveys and transfers)
divided by (÷)
90 (days in an accounting period)
times (x)
number of days endurance for the high limit
(as established by the fleet or type commander)
equals (=)
high limit

Note: FSM will automatically compute and adjust high limits based on past usage. See the FSM Users Manual for details.

4. ORDERING AND SHIPPING TIME. Ordering and shipping time is the time between the submission of a requisition or purchase order and the receipt of the material.

To compute the ordering and shipping time quantity, use the following formula:

total quantity consumed during the previous accounting
period (less surveys and transfers)
divided by (÷)
90 (days in an accounting period)
times (x)
the applicable ordering and shipping time
equals (=)
ordering and shipping time quantity

4004 REPLENISHMENT ACTION (QUANTITY TO BE ORDERED)

The quantity to order of any item will be determined during the monthly supply demand review. The following formula will be used:

the high limit for the item
minus (-)
the on hand balance recorded on the
NAVSUP Form 335
minus (-)
quantity on order
plus (+)
quantity required to cover the order and shipping time
equals (=)
the quantity to be ordered

NOTE: Round the quantity to be ordered to whole case lots.

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4005 SUBSISTENCE ENDURANCE LEVELS

Ships' underway subsistence replenishments are normally based on the individual ship's usage data. This data cannot be readily used for subsistence endurance levels where resupply occurs less frequently. Appendix D provides additional information along with a Subsistence Endurance Base (SEB) loading guideline.

PART B: REQUISITIONING PROCEDURES

4100 SUBSISTENCE PRIME VENDOR

1. **BACKGROUND.** The Subsistence Prime Vendor (SPV) program is a result of the Department of Defense (DOD) Food Inventory demonstration project. The demonstration proved the viability of using commercial vendors to provide subsistence requirements within Continental United States (CONUS). Under congressional mandate, the DOD Joint Task Group assigned to implement this project approved a deployment plan for all DOD CONUS activities. Defense Supply Center Philadelphia (DSCP) Prime Vendor administers the indefinite quantity contracts that provide support to the SPV program. Contracts are awarded for a base year with multiple year options. Guaranteed minimums and maximum ceilings provide the basis for the contract. Deviations are allowable in the event of emergencies and mobilization. SPV uses a single, full-line commercial food distributor that delivers subsistence products directly to the dining facility. Orders are submitted via electronic commerce methods. SPV contracts are tailored to meet the needs of the fleet by providing high quality products while reducing the distribution and warehousing costs of the Department of Defense at all levels.

2. **OPERATION.** The SPV program dramatically changes the way Naval galleys afloat and ashore procure food items. The food items that will be offered to Naval galleys by the SPV will be of the same quality and variety offered to commercial and institutional facilities. The SPV will support the fleet with following food categories:

- Chilled products.
- Frozen fish, meat, and poultry
- Semi-perishable food items (canned foods, condiments sauces, seasonings, spices, fats, oils, confectionery, nuts, sugars, etc)
- Frozen foods such as fruits, vegetables, pastries.

The Prime Vendor will stock items in sufficient quantities to fill all ordering requirements. Items ordered will be delivered within the required time frame after transmitting the order. Longer order lead time will be accommodated by the SPV for ships requesting delivery in three or more days from date of order. This will require coordination between the ship and the Fleet Industrial Supply Center (FISC).

The Defense Subsistence Office (DSO) will still supply fresh fruits and vegetables, and occasionally by the SPV. Bread and dairy items will still be ordered from a local contracted vendor (not the SPV) via (FISC).

3. SYSTEMS REQUIREMENTS

The following systems are required in order to place a vendor delivery order.

- Food Service Management (FSM) version 250-02.01.04 or higher.
- Subsistence Prime Vendor Interpreter (SPVI).
- Subsistence Total Order Receipt and Electronic System (STORES).
- Fleet Industrial Supply Center (FISC).

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- Streamline Automated Logistics Transmission System (SALTS), (afloat only).
- Printer (Laser Printer is highly recommended)
- 3-1/2 inch Diskettes

4. NAVSUP SUPPORT. SUP 513 administers the SPV program for Naval afloat and ashore activities. By coordinating with SPVs, DSCP, DSO, FISCs, TYCOMs, and CINCs, SUP 513 ensures that all support issues are resolved expeditiously. SUP 513 chairs TYCOM Working Group Meetings that address all SPV issues and ensure that modifications to the SPV program are implemented efficiently. Afloat activities should submit concerns with SPV or DSO support, which cannot be resolved by the FISC point of contact, to SUP 513 via their TYCOM. Ashore activities should submit concerns that cannot be resolved by their SPV or DSO to their appropriate account manager at DSCP and then to SUP 513 via TYCOM. Afloat and ashore activities should not contact DSCP.

5. DEFENSE SUPPLY CENTER PHILADELPHIA (DSCP). DSCP will prepare, award, and administer contracts for direct delivery of subsistence to general messes, ashore and afloat. Contracts will provide for required delivery service, packaging/labeling requirements, and quality of service required by the vendor. DSCP is to provide and maintain the maximum level of support required to enable success. DSCP is responsible for uploading STORES catalogs to SALTS. New catalogues will be available Monday mornings for download to customers utilizing DSCP SALTS address. DSCP also has account managers to support customer concerns and problems.

6. DEFENSE SUBSISTENCE OFFICE (DSO) SUPPORT. The DSO is responsible for providing all fresh fruit and vegetable requirements. Place DSO orders for FFV the same as other subsistence requirements. If order is for the same requisition delivery date include with regular order.

7. FLEET AND INDUSTRIAL SUPPLY CENTER (FISC). The FISC will serve as the afloat unit point of contact for all subsistence requirements under the SPV program. Afloat units should not contact the SPV directly. All subsistence issues should be resolved by the FISC point of contact (refer to the TYCOM/FISC operating guide for details). The FISC tracks all subsistence requirements from receipt of order to time of delivery. The FISC also coordinates with DSCP to revise the SPV catalogue in response to fleet input. A monthly listing of non-catalogue procurements is provided to DSCP with copy to TYCOM for possible inclusion to catalog. The FISC provides the following support to the SPV program for afloat units:

a. Process Orders.

(1) Receive customer requirements via SALTS, e-mail, Floppy Disk or hardcopy message.

(2) Input ship requirement into STORES

b. Coordinate purchase of substitutions.

(1) Contact ships to approve any substitutions from the vendor

(2) Locally procure items; initiate any open purchase requirements if vendor cannot provide item.

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c. Send STORES Order Reports to the ships. Notify ships of locally procured items, NISs, substitutions and cancellations.

d. Process Receipts.

(1) Receive annotated receipt documents from vendor.

(2) Enter receipt data into the STORES.

(3) Send receipt reports to the ships within 24 hours (ships must check the quantity they have posted in the FSM against this report).

Ships: Investigate the difference between the invoice posted in the FSM and the STORES printout from FISC (if there's any). If it is an input error in receipt entries, you can modify the receipt utilizing the "modify receipt function" in FSM. Attach a copy of STORES receipt data to vendor's invoice. If it is an entry error from FISC, ensure that you notify FISC for any quantity or price that that needs to be changed.

8. ORDERING PROCEDURES. Afloat units should refer to the TYCOM/FISC SPV Operating Guide for ordering procedures unique to each FISC. Ashore activities should refer to the SPV contract for unique ordering procedures. Orders are processed using FSM and the STORES. Detailed ordering procedures using FSM and SPV are listed in Appendix A.

4101 FOOD ITEMS PROCURED FROM OTHER THAN SUBSISTENCE PRIME VENDOR

1. GENERAL. Food items procured from other than Subsistence Prime Vendor are subject to the following exceptions and limitations.

a. Exceptions and Limitations. As it is not possible nor desirable to centrally manage the full variety of wholesome food products readily available in the market place, general messes are allowed to deviate from the authorized Prime Vendor Catalog subject to the following limitations:

(1) the purchases will be made on a competitive basis, subject to all normal procurement regulations and requirements;

(2) The products must meet the Surgeons General guidelines for food items used in DoD dining facilities; i.e., special dietary foods and diet supplements, Alcoholic and look-a-like non-alcoholic beverages will not be procured for the purpose of cooking or distribution through the General Mess. Such products will not be purchased using appropriated funds. (Ref. SECNAVINST 1700.11C Chapter 1)

(3) all products purchased should come from an authorized approved source of supply, as stated in NAVSUP Instruction 4355.10 and the "Directory of Sanitarily Approved Food Establishments for Armed Forces Procurement", VETCOM Circular 40-1.

b. Procedures. Requisitions, delivery orders, and purchase orders for authorized food items will be prepared and submitted in accordance with paras. 4201 - 4202 and the applicable provisions of NAVSUP P-485. The actual method and range of support might vary to some degree between supply points. For example, fresh dairy products and commercially prepared bakery items as authorized might be obtained in the United States by placing delivery orders against indefinite delivery type contracts.

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2. **PROCUREMENT RESTRICTIONS.** Salespersons or other representatives of food suppliers or companies will not be encouraged to visit the general messes to sell or promote their products. Navy general messes will not participate in advertising programs of any commercial products which could assist in promoting sales of any brand products. Procurement will be made only from sources of supply contained in this paragraph and para. 4102. These procurement restrictions will be strictly adhered to. For details on submission of food items for evaluation, salespersons should be instructed to write directly to:

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

3. **BULK MILK.** Bulk milk will be used in general messes afloat and ashore. Bulk milk is defined as fresh whole milk, 1% low-fat milk, 2% low-fat milk, chocolate milk or chocolate dairy drink packaged in containers larger than one gallon. One percent low-fat milk will be the primary milk used by all CONUS general messes and ships inport at CONUS locations. Deployed ships and overseas general messes are encouraged to use 1% low-fat milk when available.

4. **DISPENSING EQUIPMENT.** Bulk milk dispensers for use in CONUS ashore general messes may be leased or purchased. The Food Service Officer, in consultation with the contracting officer, will conduct a cost benefit or economical analysis before lease or purchase action is taken. The Federal Acquisition Regulation (FAR) subpart. 7.4, Equipment Lease or Purchase, provides guidance pertaining to the decision to acquire equipment by lease or purchase. It applies to both initial acquisition of equipment and renewal or extension of existing equipment leases. Contractor furnished dispensers must meet the sanitation standards of the National Sanitation Foundation (NSF) or other agencies with an equivalent testing program recognized by the Surgeon General. All afloat general messes and ashore activities in Alaska and outside CONUS are required to use Navy owned bulk milk dispensing equipment.

5. **CONTAINERS.** Ashore activities in the United States will be supplied bulk milk in plastic disposable containers, or plastic reusable containers, depending on which is more economical. Plastic reusable containers, authorized for ashore activities only, are for reuse by the contractor only and will not be reused by the general mess for any purpose. Bulk milk will be supplied only in plastic disposable containers to shore activities in Hawaii and outside the United States, and to all general messes afloat. Activities equipped with Navy owned, refrigerated bulk milk dispensers can use Navy-owned, stainless steel milk containers for preparing and dispensing cold non-milk beverages, reconstituted milk, and sterile whole milk from the dispenser cabinet. Plastic disposable containers will be destroyed in accordance with Project Prime after they have been emptied of the original contents.

6. **MILK IN INDIVIDUAL SINGLE SERVICE CONTAINERS.** An individual single service container is defined as a non-returnable container of any size that will provide the exact quantity of milk for one person as an individual portion to be consumed at one meal. Although this definition does not specifically limit size of the individual container, it is recommended that the individual container not exceed one pint capacity. Fresh whole milk, 1% low-fat milk, 2% low-fat milk, chocolate milk, and chocolate dairy drink in individual single service containers are authorized.

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7. **LIQUID BEVERAGE BASES AND BEVERAGE DISPENSERS.** Carbonated and non-carbonated liquid beverage bases and associated dispensing equipment are authorized for used in general messes. Authorized liquid beverages (syrup) are listed in the local Prime Vendor Catalog and will be obtained through normal sources of supply. Individual cans of carbonated beverages, as listed in local Prime Vendor Catalogs, are authorized for use only where carbonated beverage dispensers are not available, for example fantail cookouts, box lunches, picnics, flight meals, etc. Individual cans of carbonated beverages are not authorized for use on the serving line in general messes. Dispensing equipment is available from the SPV without charge if purchasing beverages from the SPV that requires dispensing.
8. **NON-FOOD ITEMS.** Items such as napkins, paper cups, bread baskets, returnable containers or cartons, charcoal, charcoal lighter fluid, ice, beverage containers, carbon dioxide (CO₂), computers and peripheral equipment, computer system supplies and software, etc, and beverage dispensing service equipment will be billed separately from food and drink items. Costs of these items are to be charged to the activity's operation and maintenance allotment. The subsistence appropriation will be charged for the value of non-returnable containers, cartons, or packaging in which food items are delivered and for which costs are included in the price of the delivered products.
9. **CONTAINER SIZES.** General messes will requisition food items packed in the largest container sizes consistent with their feeding requirements.

4102 SOURCES OF SUPPLY

1. **REGULAR SOURCES.** Authorized food items will be obtained from the nearest Prime Vendor contractor or other Naval Support Activity, combat logistic force ships or other afloat activities. These sources of supply are expected to stock a complete range and level of food items to support operations. Problems experienced in obtaining adequate support for food items, that is, frequent substitutions or not in stock (NIS) position, will be reported to SUP 51 via Type Commanders for appropriate resolution.
2. **OTHER SOURCES.** When authorized food items cannot be obtained through regularly established supply channels listed in subpara. 1 above, subsistence support may be required from the sources specified below. Usually food items will be requisitioned from these sources for an interim period only and in the absence of regular supply sources.
 - a. **Transfers From Other Military Services and United States Government Departments.** Food items may be procured by transfers from other military services or other United States government departments. Material will be taken up as a receipt from purchase.
 - b. **Transfers From Ship's Stores.** Only individual size serving items; that is, food items packaged in small containers providing one individual serving and authorized for special meals, may be procured and transferred from ship's stores to the general messes for use in preparing special meals. (These transactions must be recorded as receipts with charge.)
 - c. **Local Purchase.** Local purchases should be made only through the local support activity. SUP 51 and Type Commanders will be notified of problems in obtaining support from regular supply sources. Subject to such limitations as may be prescribed by the senior officer present, individual supply officers are authorized to obtain required supplies or services by purchase in the open market when all the following conditions exist:

- (1) there is an immediate and urgent requirement for authorized supplies or services;

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(2) the supplies or services are not available at the local supply activity; and

(3) time is a factor and scheduled operations will not permit procurement through shore based purchasing activities.

All food products will be purchased only from approved sources of supply. The list of approved sources can be obtained from Veterinary Services/SUP 51.

d. Foreign Purchases. Meat, fish, poultry, and dairy to include eggs, and products of foreign origin will be purchased only in emergencies or when foreign sources are the regular supply sources. Purchases will be made from approved sources established by the Army Veterinary Services or the Navy Medical Service. Quantities procured are to be strictly limited to immediate requirements necessary to relieve the emergency. Purchases of other food items of foreign origin should also be strictly limited. Importing foreign grown fruits, vegetables, meat and dairy to include eggs, is prohibited. Therefore, when general messes afloat are purchasing these items, only such quantities are to be taken on board which will be completely consumed before arrival to ports in the United States, including Alaska and Hawaii. If any excessive quantities remain onboard they must be disposed of, further guidance is found in Chapter 6, paragraphs 6001 and 6002 of this publication. The senior medical department representative will be informed when foreign purchase is considered. When an emergency purchase of foreign meats must be made from a country infected with rinder-pest, foot and mouth disease, or Newcastle disease, the commanding officer will notify the U.S. Department of Agriculture (Plant Protection and Quarantine Programs) Inspector in charge at the port, on arrival in the United States so that safe guards may be taken. The commanding officer will strictly enforce the instructions of the agriculture inspector. All countries of the world except Australia, New Zealand, Republic of Ireland, Northern Ireland, Canada, and the United States are infected with one or more of the ruminant and swine diseases listed. Poultry carcass meat, which is free of Newcastle disease, is allowed entry only from Canada.

4103 PROCUREMENT FOR PRIVATE MESSSES

1. GENERAL. Any of the food items listed in the Prime Vendor Catalog as authorized for Navy use, may be requisitioned for ultimate sale to private messes.

4104 PRESERVATION-PACKAGING AND PACKING FOR FOOD ITEMS

1. GENERAL POLICY. All food items will be given the degree of preservation-packaging and packing required to prevent deterioration and damage to the maximum extent practicable during shipment, handling, and storage.

2. LEVELS OF PROTECTION. The following levels of protection apply equally to preservation-packaging and packing of food items:

a. Type Pack (TP) 1 - These are shipping cases or bags (balers) which provide limited protection in handling, warehouse storage and stacking. TP1 does not provide sufficient protection from inclement weather. Fresh fruits and vegetables are available only in TP1 packing.

b. Type Pack (TP) 2 - These are shipping cases or bags (balers) which can withstand inclement weather, multiple handling and underway replenishment conditions experienced by ships. Selected TP2 semi-perishable food items authorized for Navy are ten pound bags of

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flour (general purpose and bread), granulated sugar and rice. They are listed with separate NSNs and are indicated as TP2 items on the quarterly NAVSUP Form 1059. The remaining semi-perishable items are listed under TP1 NSNs.

3. PLASTIC PACKAGING OF SUBSISTENCE

a. The Navy has established the Plastics Removal in Marine Environment (PRIME) Program to reduce the volume of plastic packaging materials aboard Navy ships in order to comply with Public Law 100-200, which bans the discharge of plastic into the oceans. See Chapter 3, Section G. for additional regulations and policy.

b. PLASTICS/NON-PLASTICS. During the procurement process, the most preferred product shall be procured based on, not only the cost, but the packaging process. The volume of waste generated from packaging materials must be considered when procuring subsistence items. Approximately, 75% of the shipboard trash is generated in the galley/mess deck areas. Criteria to use when procuring food is as follows:

(1) Purchase bulk size – an item is packaged in a large size compared to other alternative package options for this type of item.

(2) Consider concentrated products – an item is compressed which allows more efficient storage for shipboard and reduced packaging.

(3) Single material packaging – an item consists of a single material that will not require sorting for shipboard waste processing.

(4) Non-plastic packaging – an item does not employ plastic packaging which would increase demands on plastic waste processor and storing requirements.

(5) High density packaging – an item that is packaged in a rigid rectangular package or flexible container that allows more of the item to be stored in a given volume than alternative packaging.

(6) Refillable container – an item that is packaged in a container that can be refilled with the same material, i.e., cooking oil.

(7) Multiple use container – an item that is packaged in a container that can be used for other purposes once it's initial function is complete.

(8) Processed food item – an item where some degree of preparation has already been performed on the item eliminating the need for packaging on ingredients.

(9) Low waste item – an item (likely a protein item) has been trimmed of fat, bone or other inedible components

PART C: REQUISITIONING AND PROCUREMENT PROCEDURES

4200 REQUISITION AND PURCHASE ORDER DOCUMENTS USED FOR ACTIVITIES WHEN NOT ORDERING FROM SUBSISTENCE PRIME VENDOR

1. GENERAL. The form used for ordering food items depends on the nature of the items and the requirements of the issuing activity.
2. FORMS. The following forms may be used to order one or more line items per purchase order/requisition document:
 - a. Order for Supplies or Services/Request for Quotation (DD Form 1155) (Figure 4-1); and
 - b. Requisition and Invoice/Shipping Document (DD Form 1149) (Figure 4-2).

Instructions for preparing these forms are contained in paras. 4201 through 4202. Submarines and small craft will requisition food items from tenders, unless otherwise directed.

3. FILES. Files are required for maintaining a copy of each procurement document originated. An "Outstanding Requisition File" will be maintained for DD Form 1149 and rough requisitions (NAVSUP Form 1059). An "Outstanding Purchase Order File" will be maintained for DD Form 1155 purchase orders. These forms will be maintained in document number sequence within their individual file.

4201 REQUISITIONING FOOD ITEMS FROM NAVY SUPPLY ACTIVITIES

1. REQUISITIONING PROCEDURES (DD Form 1149)

- a. General. For automated activities FSM will generate the DD Form 1149. Follow the FSM Users Guide. The Requisition and Invoice/Shipping Document (DD Form 1149) (Figure 4-2) will be the primary form used for the manual requisitioning of food products.

<u>Data Block and Caption</u>	<u>Instruction for Entry</u>
1. From	UIC, name and hull number of the requisitioning ship
2. To	UIC and name of the activity to which the requisition is submitted
3. Ship to-Mark for	"Food Service Officer" followed by the name, hull number and location of the ship
4. Appropriation	The accounting data for the subsistence appropriation:
Appropriation	17_1453.2241
Object Class	000 except "534" applies for overseas purchases of subsistence from local sources
Bureau Control No	41118

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Sub-allot	0
Auth Acct	Act068732
Trans Type	2D
Prop Acct Act	00 followed by the four digit Julian date of the requisition
Country	Leave blank
Cost Code	12 digits consisting of 0, followed by the service designator and UIC of requesting activity followed by 73170 (afloat), 73110 (ashore in US), 73160 (ashore in Alaska, Hawaii and overseas) or 73150 (operational rations)
5. Requisition Date prepared	Calendar date of requisition
6. Requisition Number	Number consisting of service designator and UIC of requesting ship, Julian date of the requisition, requisition serial number consisting of 9 followed by the Food Item Code of the first item listed in the Federal Stock Number, Description block
7. Date Matl Req	Calendar date that delivery of material is required
8. Priority	See NAVSUP P-485, paras. 3045-3052 for information on determining the priority
9. Authority or Purpose	NAVSUP P-486, Vol I, para 4201-3.
10. Signature	Name, rank and signature of the requesting official
(a) Item No.	Consecutively number each item to be requisitioned beginning with number "1"
(b) Federal Stock Number	Short description of each item, NSN and Food Item Code, etc
(c) Unit of Issue	Two letter unit of issue
(d) Quantity Requested	Quantity of the item required
(e) Supply Action	Leave Blank
(h) Unit Price	Leave Blank
(i) Total Price	Leave Blank
b. Distribution.	After initial preparation, the DD Form 1149 will be distributed as follows:
(1)	Original - to the issuing activity
(2)	Copy - to the Incoming Material File

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(3) Copy - to the Outstanding Requisition File

(4) Remaining copies - to the issuing activity

4202 REQUISITIONING FOOD ITEMS FROM COMMERCIAL VENDORS OTHER THAN SUBSISTENCE PRIME VENDOR

1. GENERAL. Local purchases should only be considered if the SPV cannot provide the required level of service. The nearest supporting supply activity will be contacted for assistance in purchasing food items under indefinite delivery type contracts or from direct purchase on the open market. Overseas purchases should comply with the provisions in para. 4102(2) d. Supply activities will place all contracts and advise supported activities in the area, via contract bulletins, of pertinent contract information. Items available on indefinite type contracts are milk, bread, ice cream, pastries and some fresh produce. Guidance and information relative to authority and responsibility of contracting is contained in NAVSO P-3670 (Navy Acquisition Procedures Supplement).

2. DOCUMENT PREPARATION FOR DEFINITE DELIVERY CONTRACT. Unless local procedures direct the use of other forms, the document used for placing orders under definite delivery contract from the open market is the Order for Supplies or Services (DD Form 1155) which is prepared when an order is placed. Figure 4-1 provides an illustration. A properly prepared DD Form 1155 with explanatory notes is as follows:

<u>Data Block and Caption</u>	<u>Instruction for Entry</u>
1. Contract/Purchase Order Number	Appropriate contract number as assigned by field purchasing/contracting activities. Leave blank when procuring under open market procurement.
2. Deliver Order Number	Leave blank, except when the delivery order number is provided on the contract bulletin.
3. Date of Order	Calendar date the DD Form 1155 is prepared.
4. Requisition/ Purchase Request No.	The requisition number is made up of the following: R - Pacific Fleet operating units V - Atlantic Fleet operating units N - Activities other than operating units Unit Identification Code of requester Date: Julian date of the requisition Serial: 9 followed by the Food Item Code of the first item listed in block 19
5. Certified for	Leave blank
6. Issued by	UIC, name, hull number and FPO address of the ship
7. Administered by	Leave blank

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8. Delivery F.O.B. FREE ON BOARD (F.O.B.) Destination will be specified for all subsistence items. Place an "X" in "DEST" block. Transportation costs cannot be charged to the MPN appropriation subsistence subhead. If valid transportation costs are incurred, the total cost must be charged to the activity's O&MN (OPTAR) appropriation.
9. Contractor/Quoter Full business name, address of the vendor, and number of the vendor
10. Deliver to F.O.B. point by Required delivery date (RDD) which will be a definite calendar date (not ASAP) by which delivery is required.
11. Check if small business Leave blank
12. Discount Terms Purchase orders will include all trade discounts. (i.e., 2% 10 days NET 30). All offered prompt payment discounts will be included on the purchase order.
13. Mail invoices to "See Block 6". If Fast Pay Procedures apply enter "See Block 15".
14. Ship to Name and hull number of the ship/station and the pier side delivery address.
15. Payment will be made by UIC and complete mailing address of the paying activity as follows:
Service Designator "R" Ships
N68688
Defense Finance and Accounting Service
OPLOC
San Diego 4181 Ruffin Road
Attn: Code: AO
San Diego, CA 92132-5111
Service Designator "V" Ships
N60951
Defense Finance and Accounting Service
OPLOC Norfolk
9712 Virginia Avenue - Attn: Code: FP
Norfolk, VA 23511-3297
Other General Messes
(Enter the address of the local bill paying activity)
16. Type of Order Enter "X" in the "delivery" block for orders under contract. Enter "X" in the "purchase" block for open market procurement.

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17. Accounting Data	Accounting data for the subsistence appropriation is as follows:
Item No	All
Appropriation	17_1453.2241
Object Class	000 except "534" applies for overseas purchases of subsistence from local sources
Bureau Control No	41118
Sub-allot	0
Auth Acct Act	068732
Trans Type	2D
Prop Acct Act	00 followed by the four digit Julian date of the requisition
Country	Leave blank
Cost Code	12 digits consisting of 0, followed by the service designator and UIC of requesting activity followed by 73170 (afloat), 73110 (ashore in US), 73160 (ashore in Alaska, Hawaii and overseas) or 73150 (operational rations) Amount Total dollar value of order.
18. Item No	Consecutively number each item beginning with number "1".
19. Schedule Supplies/ Services	a. Enter nomenclature and food item code. Supplies to be purchased will be fully identified and referenced to the applicable federal or military specifications as appropriate. The specifications cited in the item description of the FSC Group 89 catalog must be used in open market procurement. Do not use brand names. b. Under Fast Pay procedures the following entries will also be made: enter either of the following delivery terms: "PARTIAL DELIVERIES ACCEPTABLE" or "PARTIAL DELIVERY NOT ACCEPTABLE". Also enter the following statement: "FAST PAY PROCEDURES APPLY. THE SIGNED ORIGINAL OF THIS ORDER MUST ACCOMPANY THE INVOICE AT TIME OF SUBMISSION TO DFAS FOR PAYMENT".
20. Quantity Ordered/	Purchase orders will indicate a definite quantity of the supplies or services requested.
21. Unit	Unit of issue of the item ordered.
22. Unit Price	Unit price of the item price from the Contract Bulletin.
23. Amount	Leave blank.

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24. By: (Ordering/
Contracting Officer) Name, rank and signature of the officer signing the DD Form 1155. The DD Form 1155 will be signed before the interleaf carbons are removed and copies are distributed.
25. Total Leave blank.
3. DOCUMENT PREPARATION FOR INDEFINITE DELIVERY CONTRACT. Document preparation for an indefinite delivery contract is as follows (Figure 4-3):
1. Contract/Purchase Order Number Appropriate contract number as assigned by field purchasing/contracting activities. Leave blank when procuring under open market procurement.
 2. Deliver Order Number Leave blank, except when the delivery order number is provided on the contract bulletin.
 3. Date of Order Calendar date the DD Form 1155 is prepared.
 4. Requisition/ Purchase Request No. The requisition number is made up of the following:
 - R - Pacific Fleet operating units
 - V - Atlantic Fleet operating units
 - N - Activities other than operating units
 - Unit Identification Code of requester
 - Date: Julian date of the requisition
 - Serial: 9 followed by the Food Item Code of the first item listed in block 19
 5. Certified for Leave blank
 6. Issued by of the ship UIC, name, hull number and FPO address
 7. Administered by Leave blank
 8. Delivery F.O.B. FREE ON BOARD (F.O.B.) Destination will be specified for all subsistence items. Place an "X" in "DEST" block. Transportation costs cannot be charged to the MPN appropriation subsistence subhead. If valid transportation costs are incurred, the total cost must be charged to the activity's O&MN (OPTAR) appropriation.
 9. Contractor/Quoter Full business name, address of the vendor, and number of the vendor

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10. Deliver to F.O.B. point by Last day of the month for the indefinite delivery
11. Check if small business Leave blank
12. Discount Terms Purchase orders will include all trade discounts. (i.e., 2% 10 days NET 30). All offered prompt payment discounts will be included on the purchase order.
13. Mail invoices to "See Block 6". If Fast Pay Procedures apply enter "See Block 15".
14. Ship to Name and hull number of the ship/station and the pier side delivery address.
15. Payment will be made by UIC and complete mailing address of the paying activity as follows:
- Service Designator "R" Ships
N68688
Defense Finance and Accounting Service
OPLOC San Diego
4181 Ruffin Road
Attn: Code: AO
San Diego, CA 92132-5111
- Service Designator "V" Ships
N60951
Defense Finance and Accounting Service
OPLOC Norfolk
9712 Virginia Avenue - Attn: Code: FP
Norfolk, VA 23511-3297
- Other General Messes
(Enter the address of the local bill paying activity)
16. Type of Order Enter "X" in the "delivery" block for orders under contract. Enter "X" in the "purchase" block for open market procurement.
17. Accounting Data Accounting data for the subsistence appropriation is as follows:
- Item No All
- Appropriation 17_1453.2241

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Object Class	000 except "534" applies for overseas purchases of subsistence from local sources
Bureau Control No	41118
Sub-allot	0
Auth Acct Act	068732
Trans Type	2D
Prop Acct Act	00 followed by the four digit Julian date of the requisition
Country	Leave blank
Cost Code	12 digits consisting of 0, followed by the service designator and UIC of requesting activity followed by 73170 (afloat), 73110 (ashore in US), 73160 (ashore in Alaska, Hawaii and overseas) or 73150 (operational rations)
Amount	Leave Blank
18. Item No	Consecutively number each item beginning with number "1".
19. Schedule Supplies/ Services	<p>a. Enter nomenclature and food item code. Supplies to be purchased will be fully identified and referenced to the applicable federal or military specifications as appropriate. The specifications cited in the item description of the FSC Group 89 catalog must be used in open market procurement. Do not use brand names.</p> <p>b. Under Fast Pay procedures the following entries will also be made: enter either of the following delivery terms: "PARTIAL DELIVERIES ACCEPTABLE" or "PARTIAL DELIVERY NOT ACCEPTABLE". Also enter the following statement: "FAST PAY PROCEDURES APPLY. THE SIGNED ORIGINAL OF THIS ORDER MUST ACCOMPANY THE INVOICE AT TIME OF SUBMISSION TO DFAS FOR PAYMENT".</p>
20. Quantity Ordered/ Accepted	Purchase orders will indicate an estimated quantity of supplies or services required for the month. (Recommend over estimate quantity needed by 15%.) If receipts exceed monthly estimate, a Standard F0rm 30 will have to be prepared for the quantity received in excess of the estimated quantity.

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- | | |
|-----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 21. Unit | Unit of issue of the item ordered. |
| 22. Unit Price | Unit price of the item price from the Contract Bulletin. |
| 23. Amount | Leave blank. |
| 24. By: (Ordering/ Contracting Officer) | Name, rank and signature of the officer signing the DD Form 1155. The DD Form 1155 will be signed before the interleaf carbons are removed and copies are distributed. |
| 25. Total | Leave blank. |

4. DISTRIBUTION. After initial preparation of the definite delivery or indefinite delivery purchase order, the DD Form 1155 will be distributed as follows:

- a. Regular Pay Procedures
 - (1) Original - to vendor
 - (2) Copy - to Incoming Material File
 - (3) All remaining copies - to Outstanding Purchase
 - (4) Order File
- b. Fast Pay Procedures
 - (1) Original - to vendor
 - (2) Copy - to vendor
 - (3) Copy - to vendor
 - (4) Copy - to Incoming Material File
 - (5) All remaining copies - to Outstanding Purchase Order File
- c. Fleet Fast Pay Procedures
 - (1) Original - to vendor
 - (2) Copy - to vendor
 - (3) Copy - to vendor
 - (4) Copy - DFAS
 - (5) Copy - to Incoming Material Field
 - (6) All remaining copies - to Outstanding Purchase Order File

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ORDER FOR SUPPLIES OR SERVICES/REQUEST FOR QUOTATION
(DD FORM 1155)
DEFINITE DELIVERY CONTRACT PURCHASE ORDER

ORDER FOR SUPPLIES OR SERVICES				Form Approved OMB No. 0704-0187 Expires Jul 31, 1989		Page 1 of 1							
1. CONTRACT/PURCH ORDER NO. SPO300-98-D-V137		2. DELIVERY ORDER NO.		3. DATE OF ORDER 06/29/98		4. REQUISITION/PURCH REQUEST NO. V21111-1809s24							
6. ISSUED BY USS DUARTE (DDG) COMMANDING OFFICER USS DUARTE (DDG) FPO-AE 28882-1888				7. ADMINISTERED BY (if other than 6) CODE		8. DELIVERY FOB <input checked="" type="checkbox"/> DEST <input type="checkbox"/> OTHER (See Schedule if other)							
9. CONTRACTOR CODE FACILITY CODE				10. DELIVER TO FOB POINT BY (Date) 06/29/98		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED							
NAME AND ADDRESS * MARVA MAID DAIRY 5500 CHESTNUT AVE. NEWPORT NEWS, VA. * 757-245-3857 23605				12. DISCOUNT TERMS NET NONE		13. MAIL INVOICES TO SEE BLOCK 15							
14. SHIP TO USS DUARTE (DDG) COMMANDING OFFICER USS DUARTE (DDG) FPO-AE 28882-1888				PAYMENT WILL BE MADE BY DEFENSE FINANCE AND ACCOUNTING SERVICE PLOC NORFOLK 712 VIRGINIA AVENUE - ATTN: CODE FP NORFOLK, VA 23511-3297		MARK ALL PACKAGES AND PAPERS WITH CONTRACT OR NUMBER							
16. ORDER TYPE T R DELIVERY X Y O D PURCHASE P F E R		17. ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THIS ORDER. IF THE CONTRACTOR HAS PREVIOUSLY BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS OF THE CONTRACT. REFERENCE YOUR CONTRACT.		18. QUANTITY ORDERED/ACCEPTED*		19. SCHEDULE OF SUPPLIES/SERVICES							
NAME OF CONTRACTOR SIGNATURE TYPE				20. QUANTITY ORDERED/ACCEPTED*									
[] If this box is marked, supplier must sign Acceptance and return the following number of copies:				ACCOUNTING AND APPROPRIATION DATA									
ITEM NO.	APPROPRIATION SYMBOL AND SUBHEAD	OBJECT CLASS	BUREAU CONT. NO.	SUB-ALLOT	AUTH'N ACCT'G ACT'Y	TRANS TYPE	PROPERTY ACCT'G ACT'Y	COUNTRY	COST CODE	AMOUNT			
ALL	17.453.2241	000	41118	0	068732	2D	00.180	US	0V21111/3170				
ITEM NO.	SCHEDULE OF SUPPLIES/SERVICES			20. QUANTITY ORDERED/ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT						
0001	CHOC 40Z ICE CREAM, S24			12	EA	3.3432	Partial delivery not acceptable.						
0002	CHEESE, COTTAGE, U46			50	LB	1.2000	Fast pay procedures apply.						
0003	VAN 40Z CUPS 24 BOX, X91			24	BX	3.3432	The signed copy of this order must accompany the invoice at the time of submission to DFAS for payment						
*If quantity accepted by the Government is same as quantity ordered, indicate by x. If different, enter actual quantity ordered and encircled.				24. UNITED STATES OF AMERICA W. B. ELLIS BY: LTJG				25. TOTAL					
26. QUANTITY IN COLUMN 20 HAS BEEN [] INSPECTED [] RECEIVED [] ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED				27. SHIP. NO. [] PARTIAL [] FINAL		28. D. O. VOUCHER NO.		29. DIFFERENCES					
DATE SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				31. PAYMENT [] COMPLETE [] PARTIAL [] FINAL		32. PAID BY		30. INITIALS					
36. I certify this account is correct and proper for payment. DATE SIGNATURE AND TITLE OF CERTIFYING OFFICER								33. AMOUNT VERIFIED CORRECT FOR					
37. RECEIVED AT				38. RECEIVED BY		39. DATE RECEIVED		34. CHECK NUMBER					
37. RECEIVED AT				38. RECEIVED BY		39. DATE RECEIVED		35. BILL OF LADING NO.					
37. RECEIVED AT				38. RECEIVED BY		39. DATE RECEIVED		40. TOTAL CONTAINERS		41. S/R ACCOUNT NUMBER		42. S/R VOUCHER NO.	
DD Form 1155, JUL 87				Previous editions are obsolete S/N 0102-LF-001-1553				CONTRACTOR MUST SUBMIT FOUR COPIES OF INVOICE					

Last digit of current fiscal year must be the same

Indicate any discount terms offered by the supplier for prompt payment

Figure 4-1

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REQUISITION AND INVOICE SHIPPING DOCUMENT
(DD FORM 1149)
REQUISITION TO A SUPPLY ACTIVITY

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										SHEET NO. 1	NO. OF SHEETS 1	5. REQUISITION DATE 06/29/98	6. REQUISITION NUMBER V21111 1809618
1. FROM USS DUARTE (DDG) COMMANDING OFFICER 28882-1888										7. DATE MATERIAL REQUIRED 06/29/98		8. PRIORITY	
2. TO FISC NORFOLK, VA NAVAL STATION NORFOLK, VA 23521										9. AUTHORITY OR PURPOSE NAVSUP P-486, VOL 1, PARA 4201		11a. VOUCHER NUMBER AND DATE	
3. SHIP TO - MARK FOR USS DUARTE (DDG 90) FOOD SERVICE OFFICER USS DUARTE (DDG 90) 28882-1888										10. SIGNATURE W. B. ELLIS, LTJG		11b. BILL OF LADING NUMBER	
4. APPROPRIATION AND SUBHEAD										12. DATE SHIPPED		14. BILL OF LADING NUMBER	
17 1453 2241										13. MODE OF SHIPMENT		15. ATR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.	
OBJ. CL. 000	BUR. CONT. NO. 41118	SUBAL-LOT 0	AUTHORIZATION ACCT'G ACTIVITY 068732	TRANS TYPE 2D	PROPERTY ACCT'G ACTIVITY 00-180	COUNTRY CODE US	COST CODE 0V2111173170		AMOUNT				
ITEM NO. (a)	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES (b)			UNIT OF ISSUE (c)	QUANTITY REQUIRED (d)	SUPPLY ACTION (e)	TYPE CONTAINER (f)	CON-TAINER NOS. (g)	UNIT PRICE (h)	TOTAL COST (i)			
0001	S18, ICE CREAM, BULK			GL	18								
16. TRANSPORTATION VIA MATS OR MSTYS CHARGEABLE TO										17. SPECIAL HANDLING			
RECA-PITU-LA-TION OF SHIP-MENT	ISSUED BY	TOTAL CONTAINER	TYPE CON-TAINER	DESCRIPTION	TOTAL WEIGHT	TOTAL CUBE	19. CONTAINERS RECEIVED EXCEPT AS NOTED	DATE	BY	SHEET TOTAL			
	CHECKED BY							QUANTITIES RECEIVED EXCEPT AS NOTED	DATE	BY	GRAND TOTAL		
	PACKED BY							POSTED	DATE	BY	20. RECEIVER'S VOUCHER NO.		
	<----- TOTAL ----->												
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													

This digit represents the last digit of the fiscal year

Figure 4-2

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ORDER FOR SUPPLIES OR SERVICES/REQUEST FOR QUOTATION
(DD FORM 1155)
INDEFINITE DELIVERY CONTRACT PURCHASE ORDER

ORDER FOR SUPPLIES OR SERVICES				Form Approved OMB No. 0704-0187 Expires Jul 31, 1989		Page 1 of 1	
1. CONTRACT/PURCH ORDER NO. SPO300-98-D-V137		2. DELIVERY ORDER NO.		3. DATE OF ORDER 06/01/98		4. REQUISITION/PURCH REQUEST NO. V21111-1529U93	
6. ISSUED BY USS DUARTE (DDG) COMMANDING OFFICER USS DUARTE (DDG) FPO-AE 28882-1888		CODE V21111		7. ADMINISTERED BY (if other than 6) CODE		8. DELIVERY FOB <input type="checkbox"/> DEST <input type="checkbox"/> OTHER (See Schedule if other)	
9. CONTRACTOR NAME AND ADDRESS * MARVA MAID DAIRY 5500 CHESTNUT AVE. NEWPORT NEWS, VA. * 757-245-3857 23605		SY CODE		10. DELIVER TO FOB POINT BY (Date) 06/30/98		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> OTHER <input type="checkbox"/> DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED	
14. SHIP TO USS DUARTE (DDG 90) COMMANDING OFFICER USS DUARTE (DDG 90) FPO-AE 28882-1888		CODE V		MADE BY DEFENSE FINANCE AND ACCOUNTING SERVICE OPLOC NORFOLK 9712 VIRGINIA AVENUE - ATTN: CODE:FP NORFOLK, VA 23511-3297		CODE 60591	
16. O T Y O D P F E E R		DELIVERY <input checked="" type="checkbox"/>		PURCHASE <input type="checkbox"/>		This delivery order is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract. Reference your _____ furnish the following on terms specified herein. ACCEPTANCE THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY BE, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO	
NAME OF CONTRACT		TITLE		TYPED NAME AND TITLE		DATE SIGNED	
17. _____		_____		_____		_____	
ITEM NO.		APPROPRIATION SYMBOL AND SUBHEAD		OBJECT CLASS		BUREAU CONT. NO.	
ALL		17-1453.2241		000		41118	
SUB-ALLOT		AUTH'N ACCT'G ACT'Y		TRANS TYPE		PROPERTY ACCT'G ACT'Y	
0		068732		20		00-152	
COUN-TRY		COST CODE		AMOUNT			
US		OV2111173170					
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/SERVICES		20. QUANTITY ORDERED/ACCEPTED*		21. UNIT	
0001		FLAVORED MILK, CHOCOLATE, U82		60		GL	
0002		MILK, LOWFAT, 1%, U93		120		GL	
22. UNIT PRICE		23. AMOUNT					
2.2400							
2.2200							
*If quantity accepted by the Government is same as quantity ordered, indicate with X. If different, enter actual quantity ordered and encircled.		BY: W. B. ELLIS LTJG		25. TOTAL		29. _____	
26. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED		DATE _____		SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE _____		27. SHIP. NO.	
						28. D. O. VOUC	
						32. PAID BY	
						CORRECT FOR	
36. I certify this account is correct and proper for payment.		DATE _____		SIGNATURE AND TITLE OF CERTIFYING OFFICER _____		31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED		40. TOTAL CONTAINERS	
						41. S/R ACCOUNT NUMBER	
						42. S/R VOUCHER NO.	
						34. CHECK NUMBER	
						35. BILL OF LADING NO.	

Figure 4-3