



NAVAL SUPPLY SYSTEMS COMMAND

FOOD SERVICE MANAGEMENT GENERAL MESSSES



NAVSUP Publication 486

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NAVSUP P-486 - Food Service Management

Although the words “he,” “him,” and “his” are used sparingly in this manual to enhance communication, they are not intended to be gender driven nor to affront or discriminate against anyone reading this manual.

NAVSUP P-486 - 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 NAVSUP Publication 486, Volume I, June 2001 and NAVSUP Publication 486, Volume II, May 1992.

NAVSUP issues its policies to general messes throughout 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.

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NAVSUP P-486 - Food Service Management

INTRODUCTION

to

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.

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 tasks 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.

There is no longer a companion publication, all general mess policies are contained in this publication.

AUTHORIZATION

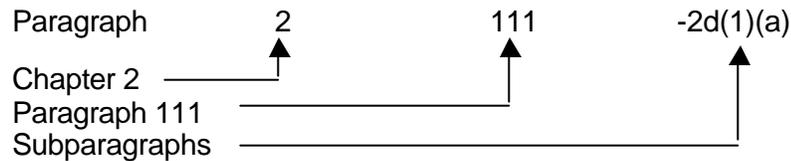
The publication is issued for the information and guidance of all persons in the Naval Establishment under the authority of Article 1202, Naval Regulations. The Commander, Naval Supply Systems Command may authorize in writing deviations from the instructions contained in the publication, provided the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

ARRANGEMENTS 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 shown below:



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

NAVSUP Publication 486, para. 2111
NAVSUP Publication 486, para. 2111 - 2d(1)
NAVSUP Publication 486, 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, para. 2111 - 2d(1)(a) item 2

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 number 1-5.

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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NAVSUP P-486 - Food Service Management

CONTENTS	
FOOD SERVICE MANAGEMENT	
CHAPTER 1	ORGANIZATION, ADMINISTRATION, FOOD SERVICE SPACES AND SECURITY, AND FOOD SERVICE MANAGEMENT SYSTEM
CHAPTER 2	RATION SYSTEM
CHAPTER 3	NUTRITION AND MENU PLANNING
CHAPTER 4	PROCUREMENT
CHAPTER 5	RECEIPT, INSPECTION AND STOWAGE
CHAPTER 6	EXPENDITURES
CHAPTER 7	GENERAL MESS REPORTS, INVENTORY, AND FINANCIAL RETURNS
APPENDIX A	FOOD SERVICE MANAGEMENT (FSM) SYSTEM PROCEDURES
APPENDIX B	LETTERS OF AUTHORITY
APPENDIX C	FOOD SERVICE FORMS
APPENDIX D	PROFESSIONAL FOOD SERVICE CERTIFICATIONS
APPENDIX E	SUBSTITUTION FACTORS FOR RATION DENSE FOODS
APPENDIX F	INTRODUCTION TO FOOD SERVICE MANAGEMENT - OFFICERS' QUARTERS AND MESSSES AFLOAT AND CHIEF PETTY OFFICERS' MESSSES AFLOAT HANDBOOK
APPENDIX G	AUTHORIZED SALES OF FOOD ITEMS EXCLUDING AUTHORIZED MESSSES
APPENDIX H	NAVY FOOD MANAGEMENT TEAM ASSISTANCE
APPENDIX I	FOOD SERVICE EVALUATION/TRAINING/INSPECTION CHECKLIST AND REVIEW OF ENLISTED FOOD SERVICE OPERATIONS ASHORE
APPENDIX J	NUTRITIONAL ANALYSIS OF ARMED FORCES RECIPES
APPENDIX K	MESS DECK MASTER-AT-ARMS HANDBOOK
APPENDIX L	TRAINING
APPENDIX M	PRESENTATION SILVER AND OTHER VALUABLE GIFTS
APPENDIX N	FOOD MICROBIOLOGY
APPENDIX O	FOOD SERVICE OPERATIONS IN CHEMICAL, BIOLOGICAL AND RADIOLOGICAL DEFENSE
APPENDIX P	SAFETY AND 3M/PMS STANDARDS

NAVSUP P-486 - Food Service Management

CONTENTS	
FOOD SERVICE MANAGEMENT	
APPENDIX Q	AFLOAT WARDROOM AND STATEROOM SERVICE
APPENDIX R	COMMAND FUNCTIONS, CATERING, AND ORGANIZATION
APPENDIX S	FOOD SERVICE EQUIPMENT OPERATING/SAFETY PROCEDURES
APPENDIX T	<i>INTENTIONALLY LEFT BLANK FOR FUTURE USE</i>
APPENDIX U	<i>INTENTIONALLY LEFT BLANK FOR FUTURE USE</i>
APPENDIX V	<i>INTENTIONALLY LEFT BLANK FOR FUTURE USE</i>
APPENDIX W	<i>INTENTIONALLY LEFT BLANK FOR FUTURE USE</i>
APPENDIX X	<i>INTENTIONALLY LEFT BLANK FOR FUTURE USE</i>
APPENDIX Y	<i>INTENTIONALLY LEFT BLANK FOR FUTURE USE</i>
APPENDIX Z	<i>INTENTIONALLY LEFT BLANK FOR FUTURE USE</i>

CHAPTER 1
ORGANIZATION, ADMINISTRATION,
FOOD SERVICE SPACES AND SECURITY,
AND FOOD SERVICE MANAGEMENT SYSTEM

Part A: ORGANIZATION

Purpose	1000
Authority	1001
Naval Supply Systems Command	1002
Navy Food Management Teams and Detachments	1003
Authorization and Establishment - Afloat	1004
Establishing a Modified Contract Mess/Changing General Mess Structure of Operation.....	1005
Authorization and Establishment - Ashore	1006
General Mess Organization Chart	1007

Part B: ADMINISTRATION - DUTIES AND RESPONSIBILITIES

The Commanding Officer	1100
The Executive Officer	1101
The Designated Medical Representative	1102
The Supply Officer	1103
The Food Service Officer	1104
Food Service Personnel	1105
Leading Culinary Specialist	1106
Culinary Specialist Duties	1107
Mess Deck Master-At-Arms	1108
Food Service Attendants	1109
Manpower Usage	1110
Manpower Utilization	1111
Manpower Evaluation	1112
Work Simplification Techniques	1113
Clothing for Personnel	1114
Accountability	1115

NAVSUP P-486 – Food Service Management

Financial Losses and Accountability	1116
Letters of Authority and Appointment	1117
Food Service Evaluation/Training/Assessment Checklist	1118

Part C: FOOD SERVICE SPACES AND SECURITY

Storerooms and Compartments	1200
Security of Food Service Spaces	1201
Custody and Handling of Keys	1202
Accountability and Right of Access	1203
Maintenance of Food Service Equipment	1204

Part D: FOOD SERVICE MANAGEMENT (FSM) SYSTEM

Food Service Management	1300
System Approval	1301
Food Service Management Access	1302
Food Service Management System and Procedures	1303

CHAPTER 1

ORGANIZATION, ADMINISTRATION, FOOD SERVICE SPACES AND SECURITY, AND FOOD SERVICE MANAGEMENT SYSTEM

PART A: ORGANIZATION

1000 PURPOSE

The purpose of the general mess is to provide Navy enlisted members with wholesome nutritious meals.

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 materiel and providing technical guidance and direction to naval activities concerning execution of supply policies and methods.

1002 NAVAL SUPPLY SYSTEMS COMMAND

The Assistant Chief of Staff (ACOS) Navy Family Support (Food Service Code 05) is responsible for administering the Navy food service program under authority delegated by the Commander, Naval Supply Systems Command. The mission of ACOS Navy Family Support 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. The responsibility for the food service program is assigned to the Food Services Division (NAVSUP 51).

1003 NAVY FOOD MANAGEMENT TEAMS AND DETACHMENTS

The Navy Food Management Teams (NFMTs) are activities that support NAVSUP 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

NAVSUP P-486 – Food Service Management

and equipment have been provided. The ship must notify NAVSUP 51 by letter a minimum of 90 days 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 ESTABLISHING A MODIFIED CONTRACT MESS/CHANGING GENERAL MESS STRUCTURE OF OPERATION

Establishing a contract mess / alternative feeding, or adopting major changes in the structure of the general mess must first be approved by NAVSUP/ACOS Navy Family Support. These establishments/modifications will be approved on a case-by-case basis under special circumstances only. NAVSUP/ACOS Navy Family Support will provide guidance to approved commands/units.

1. **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 NAVSUP 51 for informational purposes:

- 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 effected.

1006 AUTHORIZATION AND ESTABLISHMENT - ASHORE

1. **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.

NAVSUP P-486 – Food Service Management

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

2. **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 NAVSUP 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.

3. **ASSISTANCE.** NAVSUP 51 will provide assistance in reviewing general mess operations being considered for establishment, modification or closure.

1007 GENERAL MESS ORGANIZATION CHART

1. **GENERAL.** Figure 1-1 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.

NAVSUP P-486 – Food Service Management

d. Mess Services Branch:

- (1) Controls general mess access/identifies authorized patrons;
- (2) Maintains cleanliness of messing areas;
- (3) Maintains beverage service;
- (4) Conducts scullery operations; and,
- (5) Details Food Service Attendants to other branches as needed.

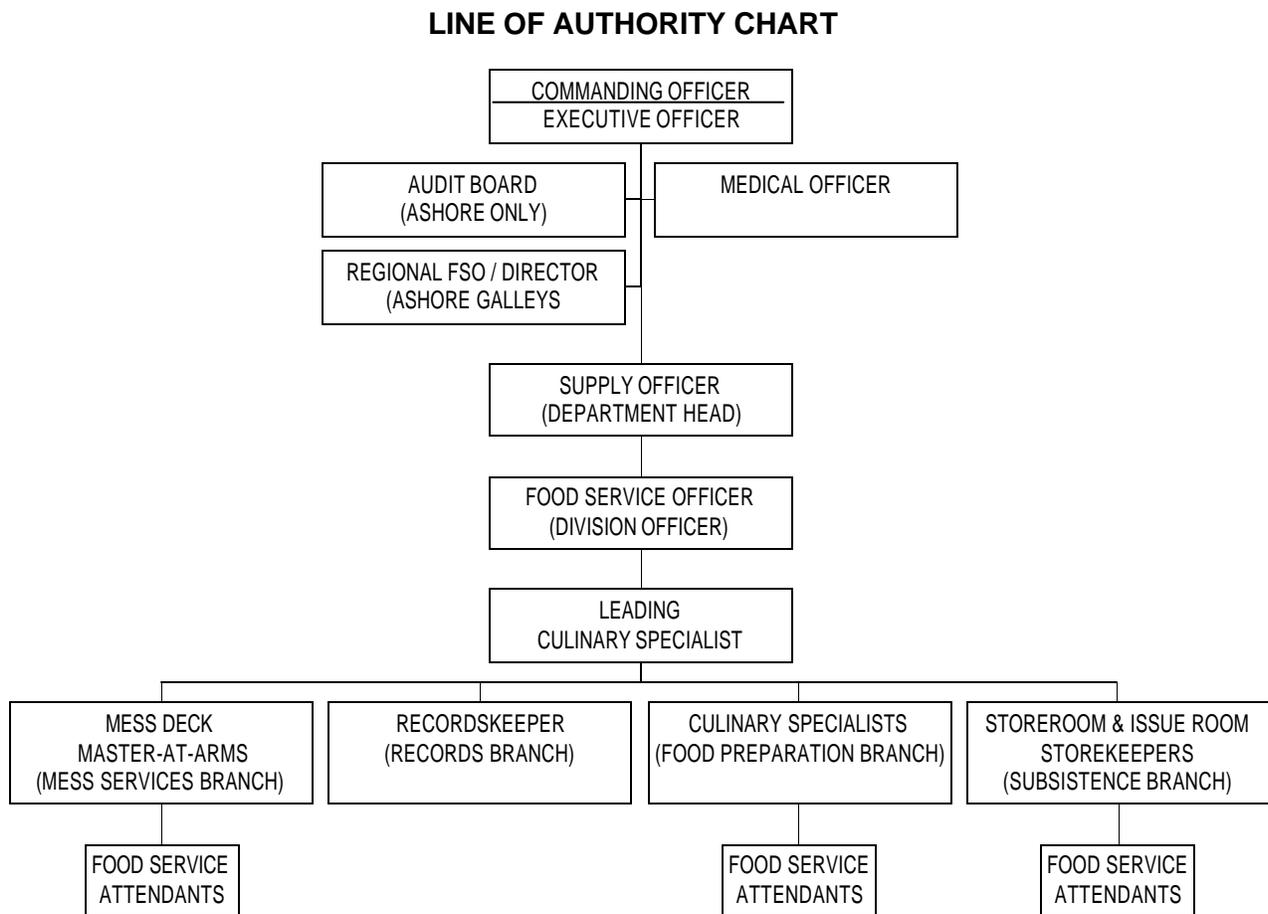


Figure 1-1

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

NAVSUP P-486 – Food Service Management

THE SUPPORTING ESTABLISHMENT

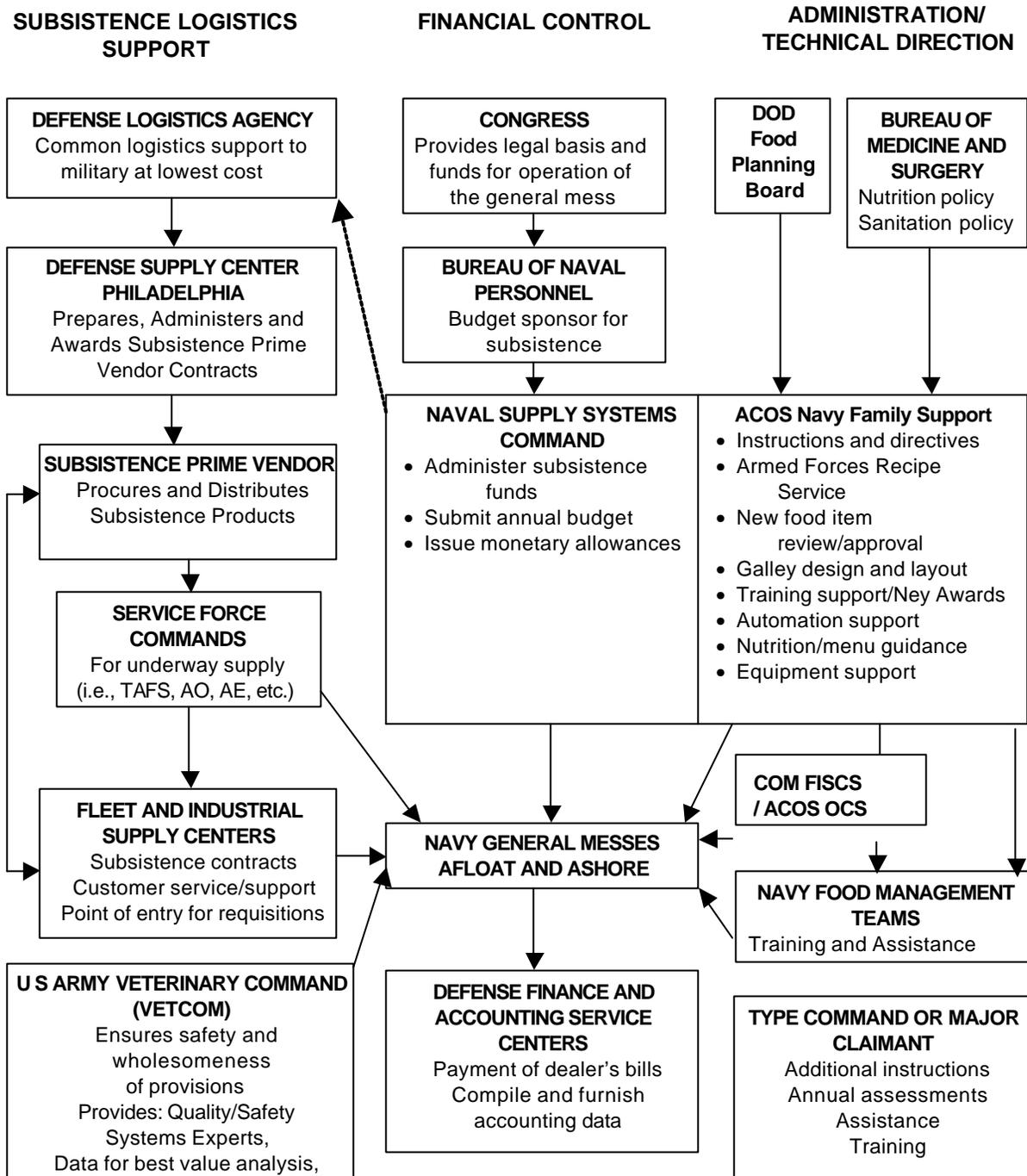


Figure 1-2

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 or delegate to the Supply Officer 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 Monthly General Mess Summary Document the cumulative total number of "in-kind" rations that were allowed for the period as described Naval Military Personnel Manual 1746-030;

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:

(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;

NAVSUP P-486 – Food Service Management

(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 P-5010-1.

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, Chief Warrant Officers, or other authorized federal government employed civilians. If a qualified officer is not available to perform this duty, a request must be forwarded to NAVSUP 51, via the Regional Type Commander, to designate a senior enlisted member (E-7 through E-9) or civilian as the Food Service Officer until a qualified officer is available. NAVSUP 51 will evaluate the request 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 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

NAVSUP P-486 – Food Service Management

Regulations, General Orders, and Naval Supply Systems Command, Support Services Directorate, Food Service Division (NAVSUP 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 (NAVSUP 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 disposed of properly. 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 (NAVSUP 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 approved 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's, department's or ship's organizational manual in the form of placards, if preapproved by the Supply Officer and 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 Custodian (JOD) or the stores receiving inspector also be assigned as the general mess recordskeeper or have direct access to general mess records. In some cases on small ships and submarines it may be impossible to separate those duties; this will be the only authorized exception. 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; and,
- e. Ensure command programs to recognize outstanding food service personnel are established.

5. **SANITATION AND ORDERLINESS.** Responsibility for foodborne 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, including a daily walk-thru of food service spaces. These inspections will ensure compliance with all food service rules and procedures as outlined in NAVMED P-5010-1.

NAVSUP P-486 – Food Service Management

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. Every effort should be made to improve the appearance and general working conditions of the facilities and equipment.
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.
9. **COMMAND RELATIONS.** The Food Service Officer is responsible for making every effort to maintain a positive and effective relationship with the Command to support equipment maintenance, allocation of manpower, and the coordination of special requirements.

1105 FOOD SERVICE PERSONNEL

Article 1158 of Navy Regulation, Chapter 11, Section 5 prohibits any person employed in the service of the general mess to receive any compensation from persons entitled to subsist from that mess. These compensations refer to the exchange or unauthorized sale of meals or food items for cash, gifts, food exchanges, or favors. The Food Service Officer will ensure that the food service personnel and food service attendants comply with this regulation. Personnel assigned to a general mess should not be required to perform food service duties outside of the general mess that are not part of the normal daily operation. These duties, for example, include personal retirements, picnics, luncheons, dinner parties, and MWR functions. At no time are CS's authorized to serve as cooks or waiters at MWR facilities during operating hours. These duties should be accomplished after normal working hours and be on a voluntary basis in which the function representative provides compensation for services performed by each member. For Staff and public quarters personnel, refer to SECNAV INST. 1306.2C.

Per BUPERS Inst. 5300.10A Culinary Specialists may be detailed to duty at official entertainment of social functions held on government property and financed by official representation funds (ORF) per SECNAVINST 7042.7J. Such assignment will be considered regular military duty; duty hours and liberty times of affected CS personnel will be adjusted accordingly. Neither CS personnel nor other enlisted personnel will be detailed to duty for nonofficial entertainment or social functions that are not financed by ORF. Social functions not financed by ORF include those contributing to the personal benefit of an officer or group of officers, which have no connection with official duties and responsibilities. Entertainment for the enjoyment and benefit of those participating, occurring on a temporary or continuing basis, both during and after normal working hours, is a social function. Station, ship, staff, squadron and private parties, ladies luncheons, and all food service, other than essential food service, are defined as social functions, as are sales in bars and cocktail lounges.

NAVSUP P-486 – Food Service Management

1106 LEADING CULINARY SPECIALIST

1. GENERAL. The Leading Culinary 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 Culinary 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 Culinary 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 Culinary 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 Culinary Specialist will:

a. Ensure required records and forms are prepared, submitted, and maintained in accordance with NAVSUP directives;

b. Maintain all equipment, fittings, and cooking utensils at maximum efficiency;

c. Report needed corrective actions, repairs, or alterations to the Food Service Officer;

d. Supervise all personnel assigned to the galley and associated spaces;

e. Make food service watch assignments for Culinary Specialists;

f. 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;

g. 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);

h. Ensure that food is prepared or cooked to be ready as near the serving time as possible;

i. Supervisors will sample each item during preparation to ensure quality. This should be done early enough to take any corrective action considered necessary;

j. Ensure substitute items are equal to or exceed the acceptability factor of the item replaced (e.g., beef with beef, fish with fish);

k. Take every precaution to prevent food contamination, and ensure careful inspection of all food before preparation or serving;

l. Report any doubt concerning the quality of food to the Food Service Officer;

m. Enforce all ship and station regulations and food service watch section orders in the spaces;

n. Prepare the general mess menu for the Food Service Officer;

o. Ensure that perishable food items (especially fresh produce and dairy products) are monitored and used or transferred to preclude loss;

NAVSUP P-486 – Food Service Management

- p. Preparation Worksheet (NAVSUP Form 1090);
- q. Perform other duties as may be prescribed by the Food Service Officer;
- r. Monitor timely completion of Preventive Maintenance Systems (PMS) on all food service and damage control equipment;
- s. Perform duties as Contracting Officer's Technical Representative (COTR) for Food Service Attendants contracts when assigned; and,
- t. Ensure the "Pledge of Service to our Patrons" is signed and appropriately displayed.
- u. Ensure that posters or placards containing instruction for the Heimlich Maneuver are posted conspicuously on the mess decks. (See Fig. 1-3)
- v. Conduct a daily walk-thru of all food service spaces.

NAVSUP P-486 – Food Service Management

The Heimlich Maneuver for CHOKING

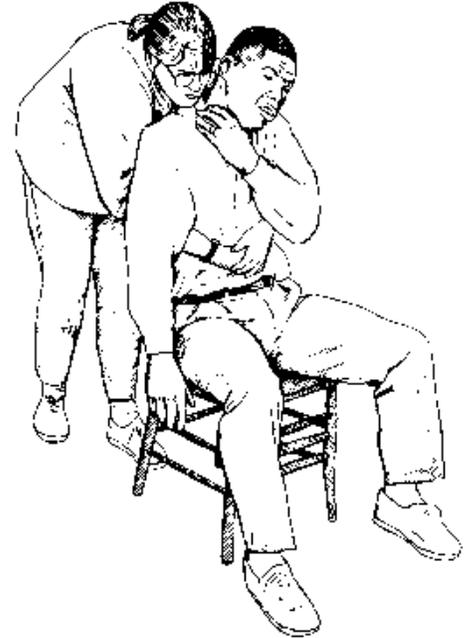
Reproduced from The Heimlich Institute website, www.heimlichinstitute.org

**A choking victim can't speak or breathe and needs your help immediately.
Follow these steps to help a choking victim:**



To rescue a choking victim:

1. From behind, wrap your arms around the victim's waist.
2. Make a fist and place the thumb side of your fist against the victim's upper abdomen, below the ribcage and above the navel.
3. Grasp your fist with your other hand and press into their upper abdomen with a quick upward thrust. Do not squeeze the ribcage; confine the force of the thrust to your hands.
4. Repeat until object is expelled.



UNCONSCIOUS VICTIM, OR WHEN RESCUER CAN'T REACH AROUND VICTIM:

Place the victim on back. Facing the victim, kneel astride the victim's hips. With one of your hands on top of the other, place the heel of your bottom hand on the upper abdomen below the rib cage and above the navel. Use your body weight to press into the victim's upper abdomen with a quick upward thrust. Repeat until object is expelled.



If the Victim has not recovered, proceed with CPR. The Victim should see a physician immediately after rescue.

Don't slap the victim's back.
(This could make matters worse.)

Figure 1-3

NAVSUP P-486 – Food Service Management

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 Culinary Specialist. However, on ships and crafts with no officer of the Supply Corps assigned and on submarines or small vessels where Culinary Specialist personnel levels are greatly restricted, the Food Service Officer may assign the Leading Culinary Specialist to be the recordskeeper and to prepare accountable returns. In any case, the Leading Culinary 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 Culinary Specialist shall likewise not be prohibited from providing advice and guidance on recordskeeping matters.

1107 CULINARY SPECIALIST DUTIES

1. WATCH CAPTAIN. The watch captain carries out the daily routine of work in the galley. The Culinary 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 Culinary 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, again before the serving line is opened and periodically throughout the meal. Additionally, the watch captain will frequently monitor food temperatures on the serving line during meal service. Recommend documenting food temperatures, specifically entrees, three times during each meal on NAVSUP 1090 Worksheet.

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 Culinary 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;

NAVSUP P-486 – Food Service Management

- e. Monitors and records internal temperatures of bulk, chill, and freeze storage areas twice daily;
 - f. Maintains material condition of all storerooms; and,
 - g. May act as receipt inspector when receiving subsistence items.
4. CASH COLLECTION AGENT. A responsible Culinary Specialist will be assigned as cash 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 Culinary 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 Culinary 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 Culinary Specialist.

2. DUTIES AFLOAT. 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 Culinary 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 twice a month and maintain adequate general mess gear to ensure sufficient quantities are available for serving periods;
 - g. Administer a training 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.

NAVSUP P-486 – Food Service Management

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. NOTE: The shore facilities that have the Maximus Program (Point of Sale Program) are not required to use the DD 1544 or NAVSUP Form 1291, but must monitor the Maximus Program; and,
- c. Prepare the Recapitulation of the Meal Record (NAVSUP Form 1292).

1109 FOOD SERVICE ATTENDANTS

1. DUTIES. Food Service Attendants assigned to the general and private mess are responsible for performing the following duties:

- a. Maintain general cleanliness and sanitation of bulkheads, overheads, decks and associated equipment in all food service spaces.
- b. Maintain cleanliness and sanitation of the mess dining area salad bars, beverage bars, hot bars, condiment tables, self service bars, and galley steam tables.
- c. Handle and dispose of all trash, food waste, and plastic waste in all food service spaces.
- d. Maintain the cleanliness, sanitation, and descaling of the scullery, pots and pans machine and the cleanliness of all deep sink areas in food service spaces.
- e. Maintain the cleanliness and sanitation of countertops.
- f. Operate scullery and pots and pans equipment in order to sanitize all pans, dishware, silverware, and cooking utensils.
- g. Wash cooking and baking gear in the galley and baking areas.
- h. Assist in transferring hot and cold foods to all serving line and self service bars/tables. Assist in setting up the salad bar, hot bars, condiment tables, and galley steam tables.
- i. Fill and maintain non-carbonated beverage dispensers, milk machines, soda machines, hot drink dispensing machines, and juice dispensers; including the cutting of dispensing tubes.
- j. Set tables with napkin dispensers, salt and pepper shakers, sugar dispensers, and all condiments required for the meal served.
- k. Maintain cleanliness and sanitation of all portable dispensing units. Fill all dispensing units for the dining tables and beverage bar areas.
- l. Maintain cleanliness and sanitation of all mess gear cleaning equipment; mops, buckets, brooms.
- m. Place and remove tablecloths and table linens in food service dining areas. Set table settings in wardroom and CPO dining areas.
- n. Transfer and pick up dining linens from laundry.

NAVSUP P-486 – Food Service Management

- o. Transfer and store messdeck and private mess china, silverware and trays.
- p. Maintain cleanliness and sanitation of carpets and upholstery furniture.
- q. Maintain the cleanliness and sanitation of all dining facility ice dispensing machines.
- r. Prepare non-carbonated beverages and coffee for juice line dispensers.
- s. Assist in setting up individual servings of breads, condiments, desserts, etc.
- t. Assist the Master-at-Arms with the twice monthly inventory of the general mess dinnerware and silverware.
- u. Operate and maintain the cleanliness of garbage grinders.
- v. Maintain the cleanliness and sanitation of garbage and trash containers.
- w. Load and unload consumable supplies for the food service facility.
- x. Assist the Bulk Storeroom Custodian with stores rotation, store transfers to the galley and private messes, and general storeroom cleaning.
- y. Serve meals in flag and private messes.
- z. Maintain general stateroom cleaning for the ranks 05 and above. This may include rack make-up, laundry transfer and pick up, and head facility cleaning. Additional cleaning requirements may be required for an embarked Flag and Commanding Officer.
- aa. Other duties as assigned by the Leading CS.

2. NON-DUTIES. Food Service attendants assigned to the general and private mess should not be performing the following duties:

- a. Preparation or production of food items in the galley unless in the capacity as CS striker training.
- b. Operating, cleaning, and sanitizing any food preparation equipment.
- c. Cleaning of knives used for food preparation and production.
- d. Operation of plastic waste units, trash shredders/compactors, etc. (this does not apply to submarines).

1110 MANPOWER USAGE

People are the single most important resource in a food service operation and require effective and efficient management. This chapter discusses important factors in manpower, management, methods for evaluating job requirements and relationships between job requirements and people requirements.

Manpower costs are at an all-time high and have become the largest expense item in operating general messes. From a management point of view, this important resource deserves a great deal of analysis and control.

General messes are expected to maintain the traditional fine quality of Navy food service and also to place special emphasis on personal services offered to mess patrons. With limited

NAVSUP P-486 – Food Service Management

manpower resources, service to mess patrons must be accomplished through efficient manpower management and utilization. This requires an efficiently organized system with work schedules geared to the ability and workload of all personnel assigned.

In consideration of the management of manpower resources, there are three basic areas which need to be addressed:

- a. Evaluation of factors which impact on manpower usage;
- b. Techniques to improve work flow and performance, often referred to as “work simplification” and,
- c. Work scheduling.

By periodically using analysis techniques developed in these three areas the local food service manager should be able to improve manpower usage. This basic management function of planning and controlling the total manpower efforts is the sole responsibility of top management. First line supervisors, galley watch captains, etc., are responsible for providing direction and planning to cooks and mess attendants within the individual functional areas; they are not in a position to assess the total food service operation (system). A specific evaluation procedure should be no more sophisticated than actually required; there is no substitute for a manager’s observation of the food service operation. An evaluation of effective manpower management and utilization cannot be done behind a desk.

Although the guidance contained in this chapter is general in nature, the principles can be extended as required, dependent on the local situation.

1111 MANPOWER UTILIZATION

The following is a guide when shortages of Culinary Specialist personnel exist (below 90 percent of Ship’s Manning Document (SMD levels) resulting in difficulties in maintaining the full level of patron and food service standards. The functions/tasks are arranged by level staffing in relationship to Culinary Specialist SMD levels (e.g. manned at 89-80%, 79-70%, and 69-60%). Ship’s circumstances and talent levels will be different and final actions taken as a result or reduced manning levels should be developed accordingly. All manning problems, of course, will be the burden of the command in dictating what functions and services should be reduced. This matrix is not intended as a definitive answer to manning problems, only alternatives. These functions and/or tasks are broken down as follows:

NAVSUP P-486 – Food Service Management

Percent Manned

TASKS	Percent Manned		
	89-80	79-70	69-60
Recommend elimination or reduction of labor intensive onboard production of breakfast pastries and other non-essential bakery products.	X	X	X
Recommend elimination of Wardroom/CPO mess food production (subsist from general mess). Detail Culinary Specialist personnel to general mess.	X	X	X
Recommend elimination or reduction of special events that require additional meal preparation and service.	X	X	X
Recommend removal or reduction of the number of Culinary Specialists assigned to non-food production (general shipboard duties/watch bills).		X	X
Recommend exclusion or reduction of the number of non-rated Culinary Specialists assigned to food service attendant duties.		X	X
Recommend elimination or limiting breakfast eggs to order.			X
Recommend offering only one meat entrée.			X
Recommend closing or limiting variety on the Speedline.			X

1112 MANPOWER EVALUATION

With regard to manning levels, Culinary Specialists (CSs) and Food Service Attendants (FSAs) must know what is expected of them. Production objectives and work tasks must be developed for all levels and translated into daily plans. Summarily, management control must be established to ensure that all available manhours are utilized to the best possible advantage.

There are many time-loss factors inherent in any food service operation, such as sick call, rest, training and other service diversions. However, this time loss can be of small consequence when compared to time wasted resulting from poor management planning. The following are some factors that cause lost manhours, attributable to a lack of management planning:

- a. Poorly planned menu;
- b. Failure to follow recipe cards;
- c. Poor requisitioning;
- d. Inadequate production planning;
- e. Inefficient production techniques;
- f. Waiting for food to be delivered;

NAVSUP P-486 – Food Service Management

- g. Shortage of equipment and/or utensils;
- h. Performing work assignment within a functional area;
- i. Lack of instructions (What am I supposed to do? When?);
- j. Overstaffed in one functional area while understaffed in another; and,
- k. Using spaces not actually required.

Rather elaborate charts of staffing criteria have resulted from careful studies of particular Navy activities. These studies considered the layout of the facility, operating conditions, number of meals served, productivity requirements and equipment. Normally, the staffing levels developed from these studies are used as standards in relationship to the number of rations served or personnel on board, i.e., one messman or cook for every so many rations. However, these standards can be very misleading when applied to individual messes with varying layouts and operating conditions. Therefore, a requirement exists for a periodic evaluation of manpower usage with a fresh look towards eliminating duplication and inefficiency.

1113 WORK SIMPLIFICATION TECHNIQUES

In industrial engineering, the term “work simplification” means the arrangement of tools, equipment, materials and workers in a job to enable workers to achieve a high rate of production with minimum expenditures of energy and time. To simplify a job, it is required that productive and non-productive effort be defined.

1114 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.

1115 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 monies.

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

NAVSUP P-486 – Food Service Management

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, recordskeeper, the cashiers and collection agents (if any are appointed).

3. ABSENCE OR INCAPACITY OF AN ACCOUNTABLE PERSON.

When necessary the Commanding Officer or Supply Officer (if designated by the CO) may permit the duties of an accountable person, with the consent of that person, be performed by another qualified individual. This situation may occur when a member accountable for public property or funds representing sales or meals sold from the general mess, becomes physically incapacitated or commences a period of authorized absence such as leave or temporary additional duty. The Food Service Officer position may only be assigned for a period less than 45 days without approval from NAVSUP. If this assignment occurs before or extends through the end of the month or fiscal year processing, the Supply Officer will be responsible for approving FSM access and assisting in the food service auditing process. A letter of temporary appointment will be signed by the authorizing officer and filed for all accountable positions. If appointing the FSO position to an enlisted member (E-7 through E-9) the guidance in paragraph 1104 in this publication will apply.

1116 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 3, Chapter II, paragraph 0250, defines "loss or excess of government funds or property" 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 the "Other Sales of Meals line of the General Mess Summary Document (NAVSUP Form 1359) in accordance with para. 7002-3 and no further action is required.

NAVSUP P-486 – Food Service Management

3. REQUESTS FOR RELIEF OF FINANCIAL ACCOUNTABILITY

a. Losses more than \$5.00. If the loss is more than \$5.00 whether or not identified to be 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 (NAVSUP 51). A JAG or NISO investigations will be conducted, if the loss is \$750 or more, or theft, embezzlement, fraud, or fault/negligence of the accountable officer is involved. Copies of all investigations 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
- (12) An opinion as to whether or not the loss or deficiency was caused by the individual's fault or negligence.

1117 LETTERS OF AUTHORITY AND APPOINTMENT

1. GENERAL. Letters of authority designate personnel to act on behalf of another person or persons of higher authority. Letters of authority permit certain functions or actions, while letters of appointment assign responsibility and authority to designated personnel to administer a specific function. In some cases it may be required to have more than one person authorized to perform the same function, and in those cases it is permitted to address multiple persons on a single letter. 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 templates of these letters are provided in Appendix B.

2. LETTERS OF AUTHORITY/APPOINTMENT. Letters of authority or appointment are broken down into five categories. Sample templates of letters of authority and appointment are provided in Appendix B.

NAVSUP P-486 – Food Service Management

- a. Commanding Officers. Letter of Authority.
 - (1) Authorization for the Advancement of a Change Fund for the General Mess.
 - (2) All Supply Officers Letters of Authority/Appointment when the Supply Officer is also the Food Service Officer.
- b. Supply Officers. Letters of Appointment/Authority.
 - (1) Appointment as Food Service Officer.
 - (2) Appointment as Control Officer for the handling and security of the cash meal payment booklet (DD Form 1544).
 - (3) Authorization for the cash sales of meals from the general mess.
 - (4) Authorization to sale meals from the general mess on a credit basis (NAVSUP 1046).
 - (5) Authorization for the sale of food items to afloat private messes.
 - (6) Authorization for the sale of food items to activities other than afloat units.
 - (7) Custodial authorization to hold Group II duplicate master key.
- c. Food Service Officers. Letters of Appointment/Authority.
 - (1) Appointment as General Mess Cash Collection Agent or authorized funds custodian.
 - (2) Appointment as Food Service Recordskeeper.
 - (3) Appointment as Receipt Inspector for subsistence items in the absence of the Food Service Officer.
 - (4) Appointment as cashier to receive payment for meals sold from the general mess.
 - (5) Appointment as Bulk Storeroom Custodian.
 - (6) Appointment for supervising the signing of the meal signature record (NAVSUP Form 1291).
- d. Wardroom Mess Treasurer. Letter of Appointment/Authority.
 - (1) Authorization to requisition and receipt for subsistence items from the general mess to the wardroom.
- e. Chief Petty Officers' Mess Treasurer/Caterer. Letter of Appointment/Authority.
 - (1) Authorization for requisition and receipt of subsistence items from the general mess to the Chief Petty Officers' Mess.

1118 FOOD SERVICE EVALUATION/TRAINING/ASSESSMENT CHECKLIST

1. GENERAL. Contained within NAVSUP P-486, are the minimum standards and requirements for all general messes unless otherwise directed by the type commander, major claimant, Commanding Officer, or Food Service Officer. General messes should review type

NAVSUP P-486 – Food Service Management

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, Supply Management Inspection /Supply Management Assessments (SMI/SMAs) and Ney Memorial Awards Evaluations. A consolidated, standardized checklist is provided as Appendix I and will be used for all training visits and assessments done by Navy Food Management Teams and Ney Evaluators. This is also a recommended and useful tool for all internal food service self-assessments.

This checklist details all the minimum standard requirements as outlined throughout NAVSUP P-486. 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 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. **NON-ACCOUNTABLE 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.
- g. A key log will be maintained to identify the holders of keys removed from lockers.

NAVSUP P-486 – Food Service Management

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 ship's 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.

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

NAVSUP P-486 – Food Service Management

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, and reefer(s) 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 Culinary 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 repairs. It is the Food Service Officer's and Leading Culinary Specialist's 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.

NAVSUP P-486 – Food Service Management

b. Afloat. Use dedicated engineering department personnel when 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 effect 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 NAVSUP 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, CD Drive, 40 Megabyte Hard 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 NAVSUP 51. Recommendations for changes to the software should be forwarded via the chain of command to SUP 51A.

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 51A). 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 SPAWARSYSCEN. An authorization letter from NAVSUP 51 will be held on file by the Food Service Officer for non-certified systems. Any changes to authorized software programs not provided by SPAWARSYSCEN must have prior approval in writing from SUP 51A. 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.

NAVSUP P-486 – Food Service Management

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 along with his/her FSO’s override password on paper and place it in a sealed envelope signing his/her name over the seal of the envelope. This envelope will be kept 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 RATION SYSTEM

Part A: RATION ENTITLEMENT

Personnel Entitled to Rations-In-Kind	2000
Personnel Authorized Sale of Meals	2001
Disaster/Emergency/Humanitarian Feeding Ashore and Afloat (Including Detainees/Maritime Interdiction Operations (MIO)/Destitute Survivors of Disasters at Sea)	2002
Certification Requirements	2003

Part B: SPECIAL ENTITLEMENT

Feeding Personnel Away From Their Normally Supporting General Mess	2100
Feeding Auxiliary Vessel Crews.....	2101
Feeding Naval Reserve Personnel on Continuous Active Duty.....	2102
Feeding Naval Reserve Personnel on Active Duty for Training with Pay	2103
Feeding Naval Reserve Personnel on Active Duty for Training without Pay	2104
Feeding Naval Reserve Personnel Performing Multiple Drills	2105
Reporting Rations Provided to Naval Reserve Personnel.....	2106
Feeding Flight Crew Personnel.....	2107

Part C: SALE OF MEALS

Meal Charges	2200
Accounting for Meal Sales.....	2201
Receipt, Handling, Security, and Recording of Funds	2202

Part D: RATION CREDIT DETERMINATION ASHORE

Ashore Ration Credit Determination	2300
Ashore General Messes.....	2301
Meal Passes and Rations Allowed Number.....	2302

NAVSUP P-486 - Food Service Management

Signature Head Count Procedures for Rations-In-Kind Personnel	2303
Recapitulation of Meal Record (NAVSUP Form 1292) Used As a Daily Meal Summary.....	2304
Recapitulation of Meal Record (NAVSUP Form 1292) Used As a Monthly Summary.....	2305
Responsibilities	2306
Audit Board Procedures	2307

Part E: RATION CREDIT DETERMINATION AFLOAT

Afloat Ration Credit Determination.....	2400
Rations Allowed Number.....	2401
Accurate Counting.....	2402
Recording Afloat Ration Credit.....	2403
Feeding Ships' Crews in Other General Messes	2404

Part F: RATION SYSTEM ALLOWANCES

General Mess Financial Management.....	2500
Daily Ration Allowances and Monetary Values	2501
Recording the Daily Monetary Allowance.....	2502
Effective Monetary Ration Allowances	2503
Basic Allowance for Subsistence (BAS).....	2504

Part G: SITUATION FEEDING AND ALLOWANCES

Night Meals and Mid-Rations.....	2600
Recreational Events	2601
Coffee Messes	2602
Ceremonial Cakes or Pastries.....	2603
Use of Culinary Specialists and Procedures for Providing Provisions at Change of Command Ceremonies.....	2604
Operational Rations	2605
Contract Feeding.....	2606

NAVSUP P-486 - Food Service Management

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, and detainees resulting from the search and seizure of a foreign or domestic vessel 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 at sea 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 1359, General Mess Summary Document under Ration Breakdown, 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) and Financial Management Regulation, Vol. 7A, Chapter 25, establishes specific guidelines under which non-RIK enlisted personnel (e.g., Basic Allowance for Subsistence (BAS), Per Diem), officers, civilian employees, official visitors and guests are authorized to obtain meals on a reimbursable basis or cash basis from the general mess, subject to the Supply Officer's written approval (sample Letter of Authority is in Appendix B). 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 Supply Officer/Regional Supply Officer, the following categories of personnel are authorized to purchase meals. (See sample letter in Appendix B).

- a. Officer personnel;

NAVSUP P-486 - Food Service Management

- 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/HUMANITARIAN FEEDING ASHORE AND AFLOAT (INCLUDING DETAINEES/MARITIME INTERDICTION OPERATIONS (MIO)/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 NAVSUP 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 (as determined by the Commanding Officer) and record signatures on the DD Form 1544 (Figure 2-2). Ration credit will be recorded on the monthly NAVSUP Form 1359 under Ration Breakdown.

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/Humanitarian Feeding." Meal Pass Number and Command/Unit columns should be left blank. Ration credit will be recorded on the monthly NAVSUP Form 1359 under Ration Breakdown. 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) Type Commander (TYCOM) funding;
- (4) A business (contractor responsible for causing an evacuation); or,
- (5) Other disaster relief organizations.

NAVSUP P-486 - Food Service Management

c. When large numbers of personnel are involved, NAVSUP Form 1292 (Figure 24), 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/Humanitarian Feeding." Meals provided to cash patrons should be recorded under cash sales on the 1292 and the monthly NAVSUP Form 1359. Meals provided to patrons who are unable to pay should be recorded under the "Other" block, annotated as "Disaster/Emergency/Humanitarian Feeding." Ration credit will be recorded on the monthly NAVSUP Form 1359 under Ration Breakdown.

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 NAVSUP 51 with the monthly NAVSUP Form 1359 to document the disaster/emergency/humanitarian feeding.

e. Food Service Officers receiving reimbursement for meals after the close of the accounting period 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/INPORT. 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 NAVSUP 51. Additionally, NAVSUP 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.

3. MARITIME INTERDICTION OPERATIONS (MIO). When boarding operations are conducted the general mess may be required to provide food items for health reasons as part of international codes and policies. When the Commanding Officer authorizes the transfer of food items to another ship under MIO the Food Service Officer will initiate the transfer of Subsistence using these guidelines:

a. Identify all food items to be transferred and document as an emergency breakout on the NAVSUP Form 1282. On the top of the 1282 form mark MIO OPS including ship/country name INFO if possible.

b. Ration breakdown for the transfer of subsistence will be as follows:

(1) Converting the Dollar value of the transfer into ration credit will be accomplished by divided the total value of subsistence transferred by the current BDFA plus applicable allowances for the day of issue.

Example: \$500.00 worth of supplies divided by \$8.03 (\$7.23 BDFA plus \$.80 PV allowance) equals 62.3 rations. (round to 62)

(2) Total rations will be recorded for MIO Operations in the "OTHER" category in the ration breakdown section of the NAVSUP Form 1359. This ration value will agree and be supported by a certification of rations form that will be forwarded to NAVSUP Code 51 with the monthly NAVSUP Form 1359. Ration credit will be taken daily for all meals (Breakfast, Lunch and Dinner) that equal rations converted from the dollar value.

NAVSUP P-486 - Food Service Management

- (3) On the top of the NAVSUP Form 1090, annotate the additional headcounts above the allowed section.

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 2-1a). Utilize the personnel category chart listed in (Figure 2-1).

2. PREPARATION OF CERTIFICATION OF RATIONS ISSUED FORM. Certification requirements include completion of the Certification of Rations Issued Form (Figure 21). 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 00)
b. Number of personnel receiving rations	Number of personnel (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 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.
g. Appropriation to charge	Orders, letters or messages specify accounting data to charge, or Standard Form 1080. 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.
Grade/rate/title	Grade/rate/title of signing official.
Service/Country	Service/Country of signing official.

NAVSUP P-486 - Food Service Management

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 and reserve);
- g. Army and Air National Guard;
- h. 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.

5. SUBMISSION OF CERTIFICATION LETTERS AND ORDERS. Certification letters and orders can be transmitted via SALTS, e-mail (scanned), fax, or mailed (last resort). Before submission of the certification letter, ensure categories of personnel reflect the orders, i.e., Naval Academy and ROTC are two separate categories; therefore, they must be documented on two separate certification letters. Rations for each category must be reported separately on the NAVSUP Form 1359. To ensure submission within 5 days following the end of each regular monthly accounting period, electronic submission is desired. If activities are unable to submit certification letters and orders via desired electronic submission, make every attempt to inform NAVSUP 51 Auditor that certification and orders have been mailed within the prescribed days following the end of the accounting period.

NAVSUP P-486 - Food Service Management

CERTIFICATION OF RATIONS REQUIREMENT GUIDE

CATEGORY	CERTIFICATION REQUIREMENTS
Cadets (Military, Coast Guard)	<ol style="list-style-type: none"> 1.) Authority for providing rations not required. 2.) Name and address of activity to be billed not required. 3.) Copy of orders with accounting classification will be submitted to NAVSUP 51 with the monthly NAVSUP 1359. If orders consist of more than one page, provide NAVSUP 51 with a copy of each page. 4.) Letter request must contain personnel name, SSN, activity, and appropriation to charge. 5.) Appropriation to charge is required.
NROTC	<ol style="list-style-type: none"> 1.) Authority for providing rations not required. 2.) Name and address of activity to be billed is required. 3.) Copy of orders with accounting classification not required. 4.) Complete separate certifications to distinguish NROTC Midshipman from Naval Academy Midshipman. 5.) Appropriation to charge is required.
Naval Academy	<ol style="list-style-type: none"> 1.) Authority for providing rations not required. 2.) Name and address of activity to be billed not required. 3.) Copy of orders with accounting classification not required. 4.) Complete separate certifications to distinguish NROTC Midshipman from Naval Academy Midshipman. 5.) Appropriation to charge is required.
Coast Guard	<ol style="list-style-type: none"> 1.) Authority for providing rations not required. 2.) Name and address of activity to be billed not required. 3.) Copy of orders with accounting classification not required. 4.) Number of personnel receiving rations and number of rations issued are required separately for enlisted and officer personnel. 5.) Appropriation to charge is required.
USNR (TAR) (Enlisted)	<ol style="list-style-type: none"> 1.) Authority for providing rations not required. 2.) Name and address of activity to be billed not required. 3.) Copy of orders not required. 4.) Appropriation to charge is not required.
Foreign Government Personnel	<ol style="list-style-type: none"> 1.) Authority for providing rations is required. 2.) Name and address of activity to be billed is required. 3.) Copy of orders with accounting classification will be submitted to NAVSUP 51 with the monthly NAVSUP 1359. If orders consist of more than one page, provide NAVSUP 51 with a copy of each page. 4.) Letter request must contain personnel name, SSN, activity, and appropriation to charge. 5.) Separate certifications are required for officers, enlisted, regular, reserve and each individual travel order of foreign personnel. 6.) Appropriation to charge is required.
Civilian Applicants	<ol style="list-style-type: none"> 1.) Authority for providing rations not required. 2.) Name and address of activity to be billed not required. 3.) Copy of orders with accounting classification will be submitted to NAVSUP 51 with the monthly NAVSUP 1359. If orders consist of more than one page, provide NAVSUP 51 with a copy of each page. 4.) Letter request must contain personnel name, SSN, activity, and appropriation to charge. 5.) Only for selected types of naval air reserve programs. 6.) Appropriation to charge is required.
Disaster/Emergency/Humanitarian Destitute Survivors of Disasters at Sea	<ol style="list-style-type: none"> 1.) Authority for providing rations is required. 2.) Name and address of activity to be billed is not required. 3.) Copy of orders not required. 4.) CO's letter declaring an emergency or disaster is required. 5.) Appropriation to charge is not required.
Prisoners of War Detainees Search and Seizure MIO Flight Crew	<ol style="list-style-type: none"> 1.) Authority for providing rations is required. 2.) Name and address of activity to be billed not required. 3.) Copy of orders not required. 4.) Appropriation to charge is not required.
SF 1080 DoD School Programs Hospital Sales Local National Mess Personnel	<ol style="list-style-type: none"> 1.) Authority for providing rations is not required. 2.) Signature of authorized administrative/certifying officer of the office charge is required. 3.) Appropriation to charge is not required.

Figure 2-1

NAVSUP P-486 - Food Service Management

CERTIFICATION OF RATIONS ISSUED FORM

(Example)

From: USS DUARTE (DD 901) UIC: 00504

To: Naval Supply Systems Command, Food Service Division (NAVSUP 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 17-19 Oct 03

b. Number of personnel receiving rations 31

c. Total number of rations 93

d. Type of personnel NROTC Midshipman

e. Authority to subsist NAVSUP P-486, Para. 2001 20% (B) 40% (L) 40% (D)
x # of personnel fed = rations

f. Activity and address to bill _____

g. Appropriation to charge or (SF1080 attached) _____

W. B. ELLIS

(Signature)

ENS, SC, Food Service Officer USN

(Grade/rate/title) *(Service/Country)*

Figure 2-1a

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. These circumstances will also include RIK personnel attached to a ship that reside in shore based billeting. When these situations occurs, the general mess should, subject to its capabilities, support such personnel. Verification of entitlement must be made before allowing access to the mess. Ship personnel utilizing shore-based galleys must supply a memorandum from their command verifying RIK entitlement. This memorandum should include the dates of required galley support and should be used to establish a meal pass for long-term patrons.

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 where the personnel dine 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 from the command that they are TAD (i.e. displaying a copy of orders 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.

b. 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;

NAVSUP P-486 - Food Service Management

- (4) Remaining copies - to the receiving activity.

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. 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. 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 1359 (Figure 2-5). Report these rations under the ration breakdown section of the NAVSUP Form 1359 in the Other Navy, Reserve block.

2. TRAINING AND ADMINISTRATION OF 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 TAR Naval Reserve enlisted personnel under the ration breakdown section of the NAVSUP Form 1359 in the block indicated (Figure 2-5).

NAVSUP P-486 - Food Service Management

REPORTING RATIIONS FOR NAVAL RESERVE PERSONNEL
TO THE GENERAL MESS SUMMARY DOCUMENT (NAVSUP FORM 1359)

F84A00001 TIME:
HEADING

ACTIVITY

RATIONS ALLOWED STATEMENT

Navy Rations Allowed
Other Rations Allowed
TOTAL RATIONS ALLOWED

RATION BREAKDOWN

Type	Code	Rations Fed
Navy Regular	1	
Ration for Cash	2	
Navy Reserve	3	
Navy ROTC 1/	4	
Naval Academy 1/	5	
Marine Regular	6	
Marine Reserve	7	
Army Regular	8	
Army Reserve	9	
Army Nat Guard	10A	
AF Nat Guard	10B	
Air Force Regular	11	
Coast Guard 1/	12	
Foreign 1/	13	
Miscellaneous 1/	14	
TARS 1/	15	
Total Other Pers 2/	16	
Grand Total 3/	17	

1/ Prepare certification in accordance with Food Service Management, NAVSUP Publication 486, Chapter 2, Volume 1.
2/ Codes 2 through 15.
3/ Codes 1 and 16.

CASH STATEMENT

UNDEPOSITED BAL FWD	
SALE OF MEALS	+
BULK SALES	+
SURCHARGES	+
CASH DEPOSITED WITH D.O.	-
OTHER SALES OF MEALS	-
UNDEPOSITED SALES	\$

CERTIFICATION

DISBURSING OFFICER (SIGNATURE) (DATE)	COLLECTION VOUCHER #	DO SYMBOL	DATE

STANDARD DOC. NO.

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

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 15. This ration will agree and be supported by the Certification of Rations Issued Form that is forwarded with the monthly NAVSUP

Figure 2-5

NAVSUP P-486 - Food Service Management

2107 FEEDING FLIGHT CREW PERSONNEL

1. GENERAL. An aircraft flight ration chargeable to the proper Navy or Marine Corps appropriation may be furnished to members of the naval service and to civilian employees of the Department of the Navy while engaged in flight operations. The flight ration is supplementary to any ration or subsistence allowance to which the member or employees are otherwise entitled. However, the flight ration may not be furnished without charge to any person in a travel status or to any person to whom a per diem allowance is granted in place of subsistence.

2. DOCUMENTATION.

a. When rations are provided to flight crew personnel from other activities, tenant commands and/or squadrons increase rations allowance by incorporating flight crew personnel to the Daily Muster reports and record daily on the NAVSUP Form 338 General Mess Control Record.

b. Rations provided to flight crew personnel will be recorded in "OTHER" category of the ration breakdown section of the NAVSUP Form 1359, General Mess Summary Document.

c. The Food Service Officer will complete a Certification of Rations Issued Form in accordance with NAVSUP P-486, Food Service Management General Messes, paragraph 2003.

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 NAVSUP 51 and is published in the quarterly NAVSUPNOTE 7330. If either is not received, contact NAVSUP (NAVSUP 51) via Naval message, email, or SALTS and a copy will be forwarded to you in the most expeditious means possible. Follow procedures contained in para 2503.3 or 7003 for contacting NAVSUP. Another means of obtaining this information is to access the NAVSUP homepage via the internet at www.navsup.navy.mil.

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 Supply 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

NAVSUP P-486 - Food Service Management

payment sheets (normally cashiers) will sign and insert the organization and date on the 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.

(c) Mass feeding of cash sales on the DD Form 1544 may be done for large groups consuming meals in the general mess, i.e., Boy Scouts/Girl Scouts, Cub Scouts, working party personnel, and special meal functions, such as Thanksgiving, Christmas, Navy Birthday, Independence Day, or cruises. The senior person in charge of the group will notify the command in advance to ensure that proper cash sale values are determined and seating is available prior to arrival. When these groups arrive, the duty cashier and Mess Deck Master-at-Arms will be responsible for counting all personnel passing through the line and ensure that correct meal charges are applied and provide this dollar value to the senior member responsible for the group. The senior member of the group will pay the duty cashier either by cash or check for all personnel consuming meals. Instructions for completing DD Form 1544 are 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.

NAVSUP P-486 - Food Service Management

Name	
a. Normal Feeding	Individuals will sign their names (first initial and last name).
b. Mass Feeding	Senior member of group will sign their name (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"	
a. Normal Feeding	The sum of the "Total" Line for breakfast, lunch and dinner (do not include surcharges in this block).
b. Mass Feeding	The sum of the "Group Total" Line for breakfast, lunch and dinner (do not include surcharges in this block).
Total Charges "S/C"	
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 and the breakdown of mass feeding cash sales.
Signature of Last or only headcounter	Signature of last or only headcounter.

(d) 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 in to 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

NAVSUP P-486 - Food Service Management

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 Undeposited Sales on the NAVSUP Form 1359. This amount must be maintained as Undeposited Sales until approved by NAVSUP, then moved to Other Sales of Meals. A letter will be prepared and submitted with the NAVSUP Form 1359 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 the Undeposited Sales line.

(6) Errors or Erroneous Write Overs. These are not acceptable on the DD Form 1554. Errors or entries which require correction will be lined out and initialed by both parties involved in the transaction. Example: If the cashier or customer makes an error both parties involved will initial the correction and a new entry will be made.

c. Common Cash Card (CAC) automated system.

(1) When meals are sold on a cash basis utilizing the common access card (CAC) system all accounting functions will be done by the automated process in which cash sales will be submitted via electronic transmission. Commands utilizing this system will no longer be required to use the DD Form 1544.

(2) The DD Form 1544 will be available and maintained in the event of loss of power or other unforeseen emergency conditions.

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:

<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 Culinary 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 Culinary 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.

NAVSUP P-486 - Food Service Management

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. Sale of General Mess Meals (Common Access Cards (CAC) Automated System)

(1) When meals are sold on a credit basis utilizing the common access card (CAC) system all accounting functions will be done by the automated process in which credit sales will be submitted via electronic transmission. Commands utilizing this system will no longer be required to utilize the NAVSUP Form 1046.

(2) Customers without a CAC (i.e., lost, not issued) should be entered as a cash sale under a non-card patron. For all non-card patrons it is required to request proper identification and charge the appropriate sale of meal rate unless orders reveal member as a RIK patron. Utilize the FSM system system to produce the NAVSUP 1046 for emergency use.

d. 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, Volume 5, Chapter 30. The total of all payments must match the amount owed by the individual on the NAVSUP 1046. The Food Service Officer will sign and date the NAVSUP 1046 when all meals have been verified and calculated correctly.

e. Officers Under Confinement. Officers under confinement receive BAS and therefore are obligated to pay for meals, and should be reported as cash sales daily. 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

NAVSUP P-486 - Food Service Management

quarterly NAVSUPNOTE 7330 and the annual NAVSUP Naval Message. The hospital or dispensary may prefer to provide a copy of the Voucher for Transfer Between Appropriation and/or Funds Standard Form (SF 1080) 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. Inport, cash paying customers (Officers and visitors) 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. Private officers or chief petty officers messes subsisting out of the general mess will utilize the same menu as the general mess, and will be provided with the required amount of rations to feed the number of persons subsisting in that mess. If additional items are desired by the private messes and are not on the standard menu for that day, those items will be purchased separately in the form of a bulk sale (IAW para 6300). The use of subsistence appropriation funds (SIK Account) to defray the cost of these additional food items is not authorized.

5. SAMPLING OF MEALS BY THE COMMAND DUTY OFFICER (CDO). Normally the Commanding Officer will appoint in writing the CDO or other designated representative to sample the meals being served in the galley. CDO or other designated representative will not be charged for sampling of the meal if the portions are of sample size. If full portions are taken then the CDO or other designated representative will pay the standard meal rate as listed in the annual NAVSUP Sale of Meal Rates Naval Message.

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. These funds 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 Inport periods, the mess treasurer will be responsible for the collection/reimbursement for such meals. NAVSUP P-486, Appendix F, Sections 3 and 7 applies.

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) Afloat: Personal checks from active duty and active duty for training personnel and ship riders will be accepted in the general mess and will be made payable to the **Treasury of the United States**. 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.

NAVSUP P-486 - Food Service Management

(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.

(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.

(d) When cash, a certified check or money order is received for settlement, the insufficient fund check will be returned to the individual purchaser. The Food Service Officer will include the dollar value of the returned check as Cash Deposited with Disbursing Officer on NAVSUP Form 1359.

(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 (FMR) Financial Management Regulation, Volume 5, Chapter 4. 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 the Cash Deposited with Disbursing Officer on NAVSUP Form 1359.

(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

NAVSUP P-486 - Food Service Management

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.

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 semi-weekly 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. Before the last day of each month and the day specified by the local disbursing office for the final monthly deposit.
- b. For Accelerated reporting requirements:
 - Make your deposit in FSM and print out a copy of the 1359. This is used for DEPOSIT ONLY with disbursing.
 - Label the top of the NAVSUP 1359 "Deposit Only". **THIS IS NOT YOUR FINAL REPORT.**
 - Continue in the FSM for the remaining days and close out at the end of the month.
 - Any money remaining uncollected will remain as undeposited sales.
- c. On relief of the Food Service Officer; and,
- d. On relief of the Commanding Officer aboard ships without Supply Corps officers.

NAVSUP P-486 - Food Service Management

e. End of year deposits: All uncollected funds will remain as undeposited sales. The last deposit of the month will be deposited in FSM and a copy of the NAVSUP 1359 will be forwarded to disbursing. Label the 1359 as a deposit and retain. This is not the final 1359 report; proceed with normal transactions until end of the month close-out.

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, or 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.

NAVSUP P-486 - Food Service Management

CASH MEAL PAYMENT BOOK (DD FORM 1544)

CASH MEAL PAYMENT SHEET										V30012			
To be completed when the government is to be reimbursed for meals furnished													
ORGANIZATION OR DINING FACILITY						INCLUSIVE DATES COVERED							
USS DUARTE (DDG-90)						FROM			THROUGH				
						30 OCTOBER			30 OCTOBER				
FOOD CHARGES			SURCHARGES (S/C)			PER DIEM SURCHARGE							
P	1.45	2.65	2.65	.40	.80	.80							
BR	2.70	DB	Other	BR	.90	DB	Other	BR	DB	Other			
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. Cispin		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		58.80		19.60			
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							
TOTAL		\$	13.20	\$	16.80	\$	18.00	.05 over due to mischarge					
SIGNATURE OF UNIT COMMANDER OR FOOD SERVICE OFFICER						SIGNATURE OF LAST OR ONLY HEADCOUNTER							
W. B. Ellis, Ens						A. Samuels Bmt							

SHEET 01

Figure 2-6

NAVSUP P-486 - Food Service Management

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 ⁴⁰ / ₁₀₀		\$ 32 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 JUNE 2003
NAVCOMPT FORM 2114 (REV. 1-70)		
S/N 0104-LF-703-9602		
A-18088		

Figure 2-8

NAVSUP P-486 - Food Service Management

**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) DoD FMR Volume 5, Chapter 3

(b) NAVSUP P-486, 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

NAVSUP P-486 - Food Service Management

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.

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. 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;
- c. Fleet and force commands operating general messes ashore;

NAVSUP P-486 - Food Service Management

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

NAVSUP P-486 - Food Service Management

(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 list of all personnel with a chow pass issued by the PERSUPPDET or if applicable, the Executive Officer/Personnel Officer, and estimate the 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 effect 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 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) 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).

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

NAVSUP P-486 - Food Service Management

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.

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.

NAVSUP P-486 - Food Service Management

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 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	Print and 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:

NAVSUP P-486 - Food Service Management

<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.

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

NAVSUP P-486 - Food Service Management

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 first 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 during the day will sign on the second line of the daily NAVSUP Form 1292. The entry beside the "cash sales"

NAVSUP P-486 - Food Service Management

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:

NAVSUP P-486 - Food Service Management

<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.

NAVSUP P-486 - Food Service Management

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, blocks by categories.	Enter the summary numbers in the appropriate Night/Other
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 Culinary Specialist and the recordskeeper will sign the first signature line of the 1292 monthly recapitulation. 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 as "Navy Regular" on NAVSUP Form 1359.

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 P-486 - Food Service Management

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 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. General Mess Summary Document (NAVSUP Form 1359);
- 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 CULINARY 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;
- 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,

NAVSUP P-486 - Food Service Management

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;

f. Preparing a daily NAVSUP Form 1292 that summarizes the information in the supporting documents; and,

g. Ensuring that no food is removed from the mess decks and taken out of the galley with the exception of box lunches (hot or cold) which by design are to be eaten offsite.

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 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; and,

g. Make required corrections to personnel counts, coordinating the corrections with the person making the errors.

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. **MONTHLY REVIEW OF PROCEDURES.** The audit board will conduct a thorough review of head count procedures at least once each month. 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.

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.

NAVSUP P-486 - Food Service Management

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 as required by 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 1359.

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 audited NAVSUP Form 1291's may be destroyed at this time.

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 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 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.

NAVSUP P-486 - Food Service Management

6. REPORTS TO THE SUPPORT SERVICES DIRECTORATE, FOOD SERVICE DIVISION (NAVSUP 51). The Food Service Officer will submit corrected reports and returns resulting from audits of ration credit totals. Follow the procedures contained in para. 7006 for submitting corrected reports and returns to NAVSUP 51.

NAVSUP P-486 - Food Service Management

MEAL SIGNATURE RECORD (NAVSUP FORM 1291)

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

DATE: 30 JUN 03 SHEET NO: 0001

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

SIGNATURE (First initial and last name)	MEAL PASS NUMBER	COMMAND/UNIT	SIGNATURE (First initial and last name)	MEAL PASS NUMBER	COMMAND/UNIT
E. Cerna	B703511		J. Keenan	B703359	
C. Adolphia	B703515		E. Hazel	B703406	
R. Graham	B703499		W. Friggietto	B703596	
B. Eng	B703467		F. Tansley	B703491	
D. Vinton	B703516		J. Zucco	B703399	
J. E. Wood	B703522		J. Spring	B703549	
A. Andrews	B703343		D. Dym	B703320	
B. [unclear]	B703446		N. [unclear]	B703500	
B. [unclear]	B703466		A. [unclear]	B703594	
D. Johnson	B703512		A. [unclear]	B703506	
B. [unclear]	B703427		E. [unclear]	B703393	
P. Ring	B703374		J. Miller	B703421	
V. Blackwell	B703573		J. Vaden	B703595	
T. Coakwell	B703318		W. Johnson	B703449	
O. Williams	B703467		A. [unclear]	B703410	
C. [unclear]	B703459		S. Dina	B703339	
K. [unclear]	B703575		H. Bondia	B703393	
P. Graham	B703429		E. [unclear]	B703552	
J. Baba	B703518		A. [unclear]	B703460	
L. Murphy	B703301		J. [unclear]	B7034	
J. Hartman	B703482		C. [unclear]	B703572	
P. Gray	B703509		E. [unclear]	B703401	
J. Williams	B703553		C. [unclear]	B703569	
J. [unclear]	B703522		M. [unclear]	B703447	
R. [unclear]	B703437		R. [unclear]	3368	

57M 0104-NC-6301

Figure 2-11

NAVSUP P-486 - Food Service Management

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

RECAPITULATION OF MEAL RECORD (4061)		PERIOD OF TIME			
NAVSUP FORM 1292 (REV. 3-75)		29 JUN 03			
CATEGORY OF PERSONNEL		BREAKFAST	LUNCH	DINNER	NIGHT/OTMER
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					
<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>GRAND TOTAL</p>					128
CONVERSION FACTOR		20%	40%		
RATION CREDIT					
REMARKS		<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		<p><i>J.M. Scholtz</i></p> <p>I.M. SCHOLTZ, OMC, USN</p>			
SIGNATURE AND RANK, RATE, OR GRADE		<p><i>J.M. MAA</i></p> <p>I.M. MAA, BMA, USN</p>			

Figure 2-12

NAVSUP P-486 - Food Service Management

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 03			
CATEGORY OF PERSONNEL		BREAKFAST	LUNCH	DINNER	NIGHT/OTHER
NAVY	REGULAR	6	9	8	
	RESERVE				
	ROTC				
	CADETS				
MARINE CORPS	REGULAR	42	34	19	
	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}	58 ^{POW}	40 ^{KAT}	
CASH SALES (INCLUDE CONTRACT PERSONNEL)		26	135	114	
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 NAME, RATE OR GRADE		SIGNATURE AND NAME, RATE OR GRADE		SIGNATURE AND NAME, RATE OR GRADE	
P. B. Williams, SK1		K. A. Treadwell, DK2		T. J. Carlos, MS3	
F. M. Jones, MS2				F. M. Jones, MS2	
S/N 0108-LF-501-2920					
P.U.S. Government Printing Office: 1988-505-007/90739 2-1					

Figure 2-13

NAVSUP P-486 - Food Service Management

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

F84120001 TIME: 21:27

NAVSUP FORM 338

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

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

BDFA 5.38 SUPPLEMENT

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

DAY OF MO (1)	MEALS SOLD FOR CASH					MEALS FED - RATIONS IN KIND					RATION CREDIT RIK/CASH SALES	
	B	L	D	N	DAILY	B	L	D	N	DAILY	CUMULATIVE TOTAL	
	20% (2)	40% (3)	40% (5)	20/40% (5)	(6)	20% (7)	40% (8)	40% (9)	20/40% (10)	(11)	(12)	(13)
BF JUN												2119
BQ 20	0	29	0	0	13.05	0	74	0	52	54.10	67	2186
BQ 21	0	30	0	1	13.90	0	67	0	49	49.75	64	2250
AR 22	8	29	2	0	14.00	50	164	111	0	120.00	134	2384
AR 23	11	23	2	0	12.20	82	101	115	0	102.80	115	2499
AR 24	11	23	2	0	13.00	69	104	102	0	96.20	109	2608
AR 25	15	38	1	0	18.60	74	106	123	0	106.40	125	2733
AR 26	7	23	2	0	11.40	37	130	75	0	89.40	101	2834
BQ 27	0	4	0	1	2.20	0	74	0	65	59.30	62	2896
BQ 28	0	10	0	0	4.50	0	80	0	71	64.40	69	2965
AR 29	10	30	0	0	14.00	70	118	121	0	109.60	124	3089
A 30	26	35	14	0	24.80	71	170	152	0	143.00	168	3257
TOTALS												3257

STATION CREDIT FORMULA 20%40%40%
CREDIT FORMULA 45%55%
ALLOWANCE 1 - 99
ALLOWANCE 100 - 149

Total rations for the day must be the same

RECAPITULATION OF MEAL RECORD (4061)
NAVSUP FORM 1292 (REV. 3-75) 30 JUN 03

CATEGORY OF PERSONNEL	BREAKFAST	LUNCH	DINNER	NIGHT/OTHER
NAVY				
MARINE CORPS	42	34	19	
ARMY	9	13	11	
NATIONAL GUARD				
COAST GUARD				
CIVILIAN APPLICANTS				
AIR FORCE				
FOREIGN				
OTHER (Specify)	TAR	2	2	2
1ST SUBTOTAL	59	58	40	
CASH SALES (INCLUDE CONTRACT PERSONNEL)	26	135	114	
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	
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:
P.B. Williams SKI *K.A. Treadwell DK2*
T.W. Carlos MS3
F.H. Jones, MS2

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

Figure 2-14

NAVSUP P-486 - Food Service Management

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

F8422Z001 TIME: 18:47 *** MONTHLY RECAPITULATION OF MEAL RECORD (NAVSUP FORM 1292) *** DATE 01 JUL 03 PAGE: 1

RECAPITULATION OF MEAL RECORD (4061) | PERIOD OR DATE
NAVSUP FORM 1292 (REV. 3-75) MESS: GENERAL MESS 1 JUN 03 - 30 JUN 03

CATEGORY OF PERSONNEL		BREAKFAST	LUNCH	DINNER	NIGHT/OTHER
N A V Y	REGULAR	1380	2586	449	81
	RESERVE	48	27		
	ROTC				
	CADETS				
M A C R O I N P E S	REGULAR	61	581	98	57
	RESERVE				
	REGULAR		101	72	42
A R M Y	RESERVE				
	NATIONAL GUARD				
COAST GUARD					
CIVILIAN APPLICANTS					
F A O I R C E	REGULAR				
	NATIONAL GUARD				
FOREIGN					
OTHER	TAR	6	6	6	
(Specify)	OTHER				
1ST SUBTOTAL		1495	3301	625	180
CASH SALES (INCLUDE CONTRACT PERSONNEL)		708	1866	878	46
2ND SUBTOTAL		2203	5167	1503	226
PERSONNEL NOT PASSING THROUGH SERVING LINE		12	126	12	
GRAND TOTAL		2215	5293	1515	226
CONVERSION FACTOR					
RATION CREDIT		443.00	2117.20	606.00	90.40
REMARKS TOTAL CREDIT ADJUSTED BY 4 TO AGREE WITH THE NAVSUP FORM 338.					TOTAL CREDIT 3256.60
STATION AUDIT BOARD					
The undersigned certify the above to be, for the period specified, an accurate recapitulation of general mess meals received for.					
SIGNATURE AND RANK, RATE, OR GRADE <i>F. H. Jones</i> F. H. JONES					
SIGNATURE AND RANK, RATE, OR GRADE <i>S. A. Clinton, MSC</i> S. A. CLINTON, MSC					
SIGNATURE AND RANK, RATE, OR GRADE <i>W. B. Ellis, FMS</i> W. B. ELLIS, FMS					
S/N 0108-LF-501-2920					* U.S. G.P.O. 1983-605-010:8619

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 INPORT.** Inport 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 inport; 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 and create the menu for the (gained day) in the FSM system (discussed in Appendix A). 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 effecting the number of rations allowed should be included for planning purposes.

When rations for foreign or other types of personnel are included (including TAR's), 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 monthly or accounting period General Mess Summary Document (NAVSUP Form 1359) (discussed in Chapter 7).

2402 ACCURATE COUNTING

1. **INPORT/UNDERWAY.** Ensure an accurate count of all personnel consuming meals from the general mess is taken inport/underway, using a mechanical counting device. Accurate head

NAVSUP P-486 - Food Service Management

counts preclude food waste, provide historical information when planning endurance loading, and serve as a critical input during menu preparation. Additionally, inport/underway, 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;
- c. Ensure an accurate number of personnel attending the event was included in the appropriate column(s) of the NAVSUP Form 338; and,
- d. Ensure that monies for enlisted rations (Subsistence Appropriation Funds) are not used to fund or subsidize other special events such as change of commands, retirements, and receptions. Special events such as these should be funded by relieving officers, retirees or through use of Official Representation Funds (ORF), following procedures as outlined in Naval Supply Procedures NAVSUP Pub P-485, Volume 1, para 3456. Use of Subsistence Appropriation Funds to fund or defray the cost of these events are strictly prohibited.

3. **OFFICIAL REPRESENTATION FUNDS.** Guidelines for use of Official Representation Funds (ORF) are contained in SECNAVINST 7042.7J as well as NAVSUP Pub P-485, Volume 1, para 3456. Paragraph 6 of SECNAVINST 7042.7J states "In the Department of the Navy, Official Representation Funds are to be used only to maintain the standing and prestige of the United States." This includes the hosting of official functions and the presentation of command mementos. The scope of functions, including the size, cost, and number of guests invited, should be held to a minimum and commensurate with the occasion. The authorization or sub-authorization holder will personally approve each function and be held accountable for the propriety of each expenditure. Enclosure (1) of SECNAVINST 7042.7J is a listing of Department of Defense officials who are eligible for official courtesies on official visit to the field. Enclosure (2) of the instruction outlines the procedures for requesting funds or exceptions. Enclosure (3) is a sample voucher and expense documentation sheet. It is recommended that you carefully read and understand the policies in SECNAVINST 7042.7J before submitting a request for this funding. A detailed listing of obligations or expenditures in which ORF will not be incurred is also contained in this instruction.

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, CS's and FSA's assigned to the private mess, 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

NAVSUP P-486 - Food Service Management

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.)

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. On the day of entering or leaving port, partial ration credit will be taken for the meals served at sea only. Inport meals are not part of the full ration credit that is taken at sea.

3. RATIONS-IN-KIND

a. Inport. 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 rations 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.

NAVSUP P-486 - Food Service Management

- (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 $\text{Column (7) } \times .20 + \text{column (8) } \times .40 + \text{column (9) } \times .40 + \text{column (10) } \times (\text{if breakfast meal } .20, \text{ dinner meal } .40)$. (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.

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 supporting ship galley or shipyard with a memorandum or letter addressing the dates, meals, ration credit totals (Officer, CPO, and enlisted) allowable for transfer from ship to ship or galley to galley. These totals will be included in the rations allowed statement section of the monthly NAVSUP Form 1359. A copy of the memorandum or letter will be maintained by the FSO of the supporting galley and by the FSO of the unit being supported as part of the retained returns in the FSO's accountability file.

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 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 1359 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 1359 for the meals their activity furnishes to the requesting ship's crew.

NAVSUP P-486 - Food Service Management

File documents used to support the rations allowed figure on the NAVSUP Form 1359 in the retained returns.

NAVSUP P-486 - Food Service Management

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

DD FORM 1544

F84120001 TIME: 20:45

NAVSUP FORM 338

GENERAL MESS CONTROL RECORD (40) 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
BQ 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					

CASH MEAL PAYMENT SHEET (SERIAL NO. _____)

To be completed when the governing ORGANIZATION OR DINING FACILITY is USS DUARTE (DDG-90)

FOOD CHARGES: 2.40, 2.40, .40, 2.70, .90

This is a sample of a ship subsisting from a shore facility.

GRADE	NAME	DOLLAR VALUE				GRADE	NAME	DOLLAR VALUE			
		B	L	D	S/C			B	L	D	S/C
	CIV M. Holmes	1.20			.40		BALANCE BROUGHT FORWARD	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. Chispin	2.40			.80	LT P. Nickens		2.40			.80
	CIV A. Toledo	2.40			.80	CIV P. Favello		2.40			.80
	LT J. Young	2.40			.80	TOTAL	13.20	16.80	4.80	19.60	
	CIV L. Marks	2.40			.80	TOTAL CHARGES	58.80			19.60	
	CIV T. Brown	2.40			.80	CASH (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: W.B. Ellis, Ens

SIGNATURE OF LAST OR ONLY HEADCOUNTER: A. Samuels Bms

SHEET 01

Total number of personnel fed on the NAVSUP 1544 and NAVSUP 1046 should equal the total rations on the NAVSIID 229

NAVSUP FORM 1046

*** GROSS GENERAL MESS MEALS ISSUED FROM LOGS ***

DATE: 31/01/88 PAGE: 2

NO.	NAME	TYPE	DATE	VALUE	TOTAL
1	REGULAR (THRU)	REG	1/28	1.20	6.00
2	REGULAR (THRU)	REG	1/29	1.20	1.20
3	REGULAR (THRU)	REG	1/30	1.20	1.20
4	REGULAR (THRU)	REG	1/31	1.20	1.20
5	REGULAR (THRU)	REG	2/1	1.20	1.20
6	REGULAR (THRU)	REG	2/2	1.20	1.20
7	REGULAR (THRU)	REG	2/3	1.20	1.20
8	REGULAR (THRU)	REG	2/4	1.20	1.20
9	REGULAR (THRU)	REG	2/5	1.20	1.20
10	REGULAR (THRU)	REG	2/6	1.20	1.20
11	REGULAR (THRU)	REG	2/7	1.20	1.20
12	REGULAR (THRU)	REG	2/8	1.20	1.20
13	REGULAR (THRU)	REG	2/9	1.20	1.20
14	REGULAR (THRU)	REG	2/10	1.20	1.20
15	REGULAR (THRU)	REG	2/11	1.20	1.20
16	REGULAR (THRU)	REG	2/12	1.20	1.20
17	REGULAR (THRU)	REG	2/13	1.20	1.20
18	REGULAR (THRU)	REG	2/14	1.20	1.20
19	REGULAR (THRU)	REG	2/15	1.20	1.20
20	REGULAR (THRU)	REG	2/16	1.20	1.20
21	REGULAR (THRU)	REG	2/17	1.20	1.20
22	REGULAR (THRU)	REG	2/18	1.20	1.20
23	REGULAR (THRU)	REG	2/19	1.20	1.20
24	REGULAR (THRU)	REG	2/20	1.20	1.20
25	REGULAR (THRU)	REG	2/21	1.20	1.20
26	REGULAR (THRU)	REG	2/22	1.20	1.20
27	REGULAR (THRU)	REG	2/23	1.20	1.20
28	REGULAR (THRU)	REG	2/24	1.20	1.20
29	REGULAR (THRU)	REG	2/25	1.20	1.20
30	REGULAR (THRU)	REG	2/26	1.20	1.20
31	REGULAR (THRU)	REG	2/27	1.20	1.20
32	REGULAR (THRU)	REG	2/28	1.20	1.20
33	REGULAR (THRU)	REG	2/29	1.20	1.20
34	REGULAR (THRU)	REG	2/30	1.20	1.20
35	REGULAR (THRU)	REG	3/1	1.20	1.20
36	REGULAR (THRU)	REG	3/2	1.20	1.20
37	REGULAR (THRU)	REG	3/3	1.20	1.20
38	REGULAR (THRU)	REG	3/4	1.20	1.20
39	REGULAR (THRU)	REG	3/5	1.20	1.20
40	REGULAR (THRU)	REG	3/6	1.20	1.20
41	REGULAR (THRU)	REG	3/7	1.20	1.20
42	REGULAR (THRU)	REG	3/8	1.20	1.20
43	REGULAR (THRU)	REG	3/9	1.20	1.20
44	REGULAR (THRU)	REG	3/10	1.20	1.20
45	REGULAR (THRU)	REG	3/11	1.20	1.20
46	REGULAR (THRU)	REG	3/12	1.20	1.20
47	REGULAR (THRU)	REG	3/13	1.20	1.20
48	REGULAR (THRU)	REG	3/14	1.20	1.20
49	REGULAR (THRU)	REG	3/15	1.20	1.20
50	REGULAR (THRU)	REG	3/16	1.20	1.20
51	REGULAR (THRU)	REG	3/17	1.20	1.20
52	REGULAR (THRU)	REG	3/18	1.20	1.20
53	REGULAR (THRU)	REG	3/19	1.20	1.20
54	REGULAR (THRU)	REG	3/20	1.20	1.20
55	REGULAR (THRU)	REG	3/21	1.20	1.20
56	REGULAR (THRU)	REG	3/22	1.20	1.20
57	REGULAR (THRU)	REG	3/23	1.20	1.20
58	REGULAR (THRU)	REG	3/24	1.20	1.20
59	REGULAR (THRU)	REG	3/25	1.20	1.20
60	REGULAR (THRU)	REG	3/26	1.20	1.20
61	REGULAR (THRU)	REG	3/27	1.20	1.20
62	REGULAR (THRU)	REG	3/28	1.20	1.20
63	REGULAR (THRU)	REG	3/29	1.20	1.20
64	REGULAR (THRU)	REG	3/30	1.20	1.20
65	REGULAR (THRU)	REG	3/31	1.20	1.20
66	REGULAR (THRU)	REG	4/1	1.20	1.20
67	REGULAR (THRU)	REG	4/2	1.20	1.20
68	REGULAR (THRU)	REG	4/3	1.20	1.20
69	REGULAR (THRU)	REG	4/4	1.20	1.20
70	REGULAR (THRU)	REG	4/5	1.20	1.20
71	REGULAR (THRU)	REG	4/6	1.20	1.20
72	REGULAR (THRU)	REG	4/7	1.20	1.20
73	REGULAR (THRU)	REG	4/8	1.20	1.20
74	REGULAR (THRU)	REG	4/9	1.20	1.20
75	REGULAR (THRU)	REG	4/10	1.20	1.20
76	REGULAR (THRU)	REG	4/11	1.20	1.20
77	REGULAR (THRU)	REG	4/12	1.20	1.20
78	REGULAR (THRU)	REG	4/13	1.20	1.20
79	REGULAR (THRU)	REG	4/14	1.20	1.20
80	REGULAR (THRU)	REG	4/15	1.20	1.20
81	REGULAR (THRU)	REG	4/16	1.20	1.20
82	REGULAR (THRU)	REG	4/17	1.20	1.20
83	REGULAR (THRU)	REG	4/18	1.20	1.20
84	REGULAR (THRU)	REG	4/19	1.20	1.20
85	REGULAR (THRU)	REG	4/20	1.20	1.20
86	REGULAR (THRU)	REG	4/21	1.20	1.20
87	REGULAR (THRU)	REG	4/22	1.20	1.20
88	REGULAR (THRU)	REG	4/23	1.20	1.20
89	REGULAR (THRU)	REG	4/24	1.20	1.20
90	REGULAR (THRU)	REG	4/25	1.20	1.20
91	REGULAR (THRU)	REG	4/26	1.20	1.20
92	REGULAR (THRU)	REG	4/27	1.20	1.20
93	REGULAR (THRU)	REG	4/28	1.20	1.20
94	REGULAR (THRU)	REG	4/29	1.20	1.20
95	REGULAR (THRU)	REG	4/30	1.20	1.20
96	REGULAR (THRU)	REG	5/1	1.20	1.20
97	REGULAR (THRU)	REG	5/2	1.20	1.20
98	REGULAR (THRU)	REG	5/3	1.20	1.20
99	REGULAR (THRU)	REG	5/4	1.20	1.20
100	REGULAR (THRU)	REG	5/5	1.20	1.20

I CERTIFY THAT THE ABOVE TOTALS REPRESENT MEALS CONSUMED IN THE MESS AND SIGNATURE TRIPPLY OFFICER THAT THE AMOUNTS HAVE BEEN COLLECTED THIS DATE AS INDICATED ABOVE.

RECORDS COUNT = 18

**** END OF REPORT ****

Figure 2-16

NAVSUP P-486 - Food Service Management

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

F84120001 TIME: 21:27 *** GENERAL MESS CONTROL RECORD (NAVSUP FORM 338) (REV. 11-84) BDFA 5.38

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

FROM (Name of Ship or Station) GENERAL MESS COMMANDING OFFICER USS DUARTE (DDG 90) (V21111)

DAY OF MO (1)	MEALS SOLD FOR CASH					MEALS FED - RATIONS IN KIND					DAILY (12)
	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	106.60	125
AR 26	7	23	2	0	11.40	37	130	75	0	89.00	89
BQ 27	0	4	0	1	2.20	0	74	0	65	59.00	64
BQ 28	0	16	0	0	4.50	0	80	0	71	64.00	64
AR 29	10	30	0	0	14.00	70	118	121	0	109.00	109
AR 30	26	35	14	0	24.80	71	170	152	0	143.00	143
TOTALS											

COMMENTS: RATION CREDIT FORMULA 20%40%40%5%
 RATION CREDIT FORMULA 45%5%5%5%
 RATION CREDIT FORMULA 45%5%5%5%
 RATION CREDIT FORMULA 45%5%5%5%

NAVSUP FORM 338

This is sample of an afloat activity.

This total is a combination of meals sold for CASH and RIK.

25 JUN 03 17:59

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

25 JUN 03
 & RECEIVED BY

NAVSUP FORM 1090

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	1	41	DISCARDED
6:00	3	77	DISCARDED
6:00	0	30	COOKED TO ORDER
6:30	0	41	COOKED TO ORDER
6:30	0	71	DISCARDED
6:00	0	27	MADE TO ORDER
5:45	0		DISCARDED

Figure 2-17

NAVSUP P-486 - Food Service Management

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

F841Z0001 TIME: 21:27 *** GENERAL MESS CONTROL RECORD (NAVSUP FORM 338)

GENERAL MESS CONTROL RECORD (4061) B D F A 5.38

NAVSUP FORM 338 (REV. 11-84)

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

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%/55%
 RATION CREDIT FORMULA 15%/85%
 RATION CREDIT FORMULA 15%/85%

Total number of enlisted personnel receiving Rations-In-Kind.

Total number of enlisted personnel receiving Rations-In-Kind/Cash Sales.

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 monthly 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 Officer's required daily checks on ration costs are especially important and necessary during inport periods. An accurate count for meals provided during inport 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 changes in Special Allowances, fixed price list for operational rations, Food Item Report Master/Food Code List (NAVSUP Form 1059), and general

NAVSUP P-486 - Food Service Management

information on food items. Except for operational rations all food items will be charged at the last receipt price.

2. SUPPLEMENTAL FOOD ALLOWANCE. The supplemental allowance is a set quantity of food that can be defined by components and 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).

The Supplemental Food Allowances can be used by all general messes, excluding submarines and Military Treatment Facilities, with:

1 - 99 total rations fed per day or,

100 - 149 total rations fed per day

Appropriate monetary rates for these Supplemental Food Allowances can be found in NAVSUPNOTE 7330 (series) published quarterly by NAVSUP Code 51. Only one Supplemental Food Allowance may be used on any particular day.

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. The first 30 days of operation for newly established general messes.

d. Cost Based Prime Vendor Allowance (CBVA). The monetary value of the CBPV Allowance will depend upon the servicing Prime Vendor for the Ashore or Afloat Units. The allowance must be manually activated daily and may change in monetary value depending upon the Prime Vendor utilized to purchase subsistence. As a subsistence order is received, the Recordskeeper must utilize the NAVSUPNOTE 7330 which is published on a quarterly basis by NAVSUP to determine the applicable CBPV Allowance to load into the Food Service Management (FSM) System. For those areas without Prime Vendor Support, (I.E. Australia, South America) or receiving replenishment at Sea (RAS) Husbanding Agent a Non-Prime Vendor support allowance will be available. All allowances will continue to be manually activated on a daily basis within FSM until the next delivery has been received from another source/supplier.

- When in homeport, use the assigned homeport prime vendor allowance upon receipt of a subsistence order and continue to take this allowance (activate daily) until your next delivery has been received from another supplier/source.
- When deployed within CONUS and receiving subsistence, use the prime vendor allowance correlating to the prime vendor from which the subsistence order was

NAVSUP P-486 - Food Service Management

received and continue to take this allowance (activate daily) until your next delivery has been received from another supplier/source.

- When deployed overseas, use the prime vendor allowance for assigned overseas vendor upon receipt of subsistence order and continue to take this allowance (activate daily) until your next delivery has been received from another supplier/source.
- When receiving subsistence in areas without prime vendor support or replenishments at sea (RAS), use the non-prime vendor support allowance and continue to take this allowance (activate daily) until your next delivery has been received from another supplier/source.

Prime vendor cost based allowance rates do not apply to transfers (with or without reimbursement).

e. Other (NAVSUP approved).

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 BDFAs.

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 NAVSUP 51 via the TYCOM and your appropriate chain of command. The requests must include substantiating justification. 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 discuss 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 (12) x the monetary allowance (BDFAs plus added allowances)
(15) Cumulative Total	Column (14) + the previous days Column (15).

NAVSUP P-486 - Food Service Management

2503 EFFECTIVE MONETARY RATION ALLOWANCE

1. REVISED ALLOWANCES. Monetary ration allowances and operational rations 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 January 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. If revised rates (NAVSUPNOTE 7330 (series) Fixed Price List) have not been received by the 5th of the month the Food Service Officer must notify NAVSUP 51 via naval message, email, or salts. Emails may be addressed to:

FSM_RETURNS_NAVSUPHQ@NAVY.MIL

SALTS to COMNAVSUPSYSCOM FSM RETURNS (VSS),

and NAVSUP will forward the revised rates in the most expeditious means possible. When revised rates and prices are received 10 or more days after the effective date of the change, the NAVSUP 7330 previous quarter will be used. The following statement will be entered at the bottom of the General Mess Summary Document (NAVSUP Form 1359) and signed by the Food Service Officer.

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

(Food Service Officer)"

When revised allowance rates and the food item price list 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.

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 BASIC ALLOWANCE FOR SUBSISTENCE (BAS)

The term 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. BAS will be authorized in accordance with the Department of Defense Military Pay and Allowance Entitlements Manual and the Naval Personnel Manual.

NAVSUP P-486 - Food Service Management

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)

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

DAY OF MO (1)	MEALS SOLD FOR CASH					MEALS FED - RATIONS IN KIND					RATION CREDIT RIK/CASH SALES		MONETARY ALLOWANCE	
	B	L	D	N	DAILY	B	L	D	N	DAILY	DAILY	CUMULATIVE	DAILY	CUMULATIVE
	(2)	(3)	(5)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)
BF JUN												2499		15945.71
AR 24	11	25	2	0	13.00	69	104	102	0	96.20	09	2608	630.02	16575.73
AR 25	15	38	1	0	18.60	74	106	123	0	106.40	25	2733	722.50	17298.23
AR 26	7	23	2	0	11.40	37	130	75	0	89.40	01	283	583.78	17882.01
BO 27	0	4	0	1	2.20	0	74	0	65	59.30	62	2895	383.78	18265.79
BO 28	0	10	0	0	4.50	0	80	0	71	64.40	69	2965	427.11	18692.90
AR 29	10	30	0	0	14.00	70	118	121	0	109.60	24	3089	716.72	19409.62
A 30	26	35	14	0	24.80	71	170	152	0	143.00	168	3257	903.84	20313.46
TOTALS												257		20313.46

COMMENTS: RATION RATIO...
FORMULA 20%/40%...
FORMULA 45%...

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.....
b. Overseas Ashore.....
c. Afloat Ships and Submarines.....

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.....
b. Overseas Ashore.....
c. Afloat Ships.....

OR

100 - 149 total rations fed per day.....

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 Zone (North of 50 degrees North latitude).....

★ As published per 7330...

Figure 2-19

PART G: SITUATION FEEDING AND ALLOWANCES

2600 NIGHT MEALS AND MID-RATIONS

1. **NIGHT MEALS (INPORT).** 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 Inport periods in the appropriate columns (5) or (10) on the General Mess Control Record (NAVSUP Form 338). Ration credit for night meals can only be taken during inport periods.

2. **MID-RATIONS (UNDERWAY).** 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 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 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 annual 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 Culinary Specialist may consider developing a standardized picnic or recreational event menu. This would provide standardized issues and assist the requesting activities to make selections.

NAVSUP P-486 - Food Service Management

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. Military Family Members of E4 and below;
- g. Number of personnel on 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.

NAVSUP P-486 - Food Service Management

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, 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

		Sale of		
	Number	Meal Rate	Surcharge	Total
Officers				
Civilians				
Military Family Members of E4 and below				
Personnel on 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

NAVSUP P-486 - Food Service Management

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, command milestones, and other similar events are vital to morale and tradition.

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, para 6302.

2604 USE OF CULINARY SPECIALISTS AND PROCEDURES FOR PROVIDING PROVISIONS AT CHANGE OF COMMAND CEREMONIES

Regulations support that the change of command ceremony is an official function supported by appropriated funds and manpower, whereas the reception is unofficial, i.e., a personal expense. The general rule is that appropriated funds may not be used for entertainment (including receptions) unless specifically authorized by statute and implementing regulations.

Given the unofficial, personal nature of the reception for a Change of Command, there is no statutory or regulatory authority which permits the use of military personnel at such a function. To order an enlisted person to perform a function for the personal benefit of an officer would be an unlawful order and tantamount to a private servant (*United States v. Robinson*, 6 U.S.C.M.A. 347, 20 C.M.R. 63 (1955)). IAW NAVSUP P-486, all food entrusted to the Food Service Officer actually belongs to the subsistence account for which the Support Services Directorate, Food Service Division (NAVSUP 51) is held personally and legally responsible under Title 31 U.S. Code Section 1517, as the operating budget holder. Provisions procured under the SIK account in the custody of the Food Service Officer are Appropriated Funds and will not be utilized for such events unless the cost for the provisions are reimbursed in full by the members being honored at the Change of Command. If the incoming and outgoing Commanding Officers desire to purchase food items to support an unofficial reception via the food service officer it is recommended they split the cost at the officers expense. These transactions will be handled as sale of bulk food items and the Food Service Officer reimbursed in full (all items will be charged at last receipt price). Changing of the general mess cycle menu and inviting the entire enlisted crew to participate in this event to circumvent paying for the reception/provisions are not permitted and/or authorized.

NAVSUP P-486 - Food Service Management

Exception: Enlisted persons may be used in the planning and preparation of official social functions for flag officers, to include receptions (official) under Title 10, United States Code, section 7579. However, the change of command reception for a flag officer (assigned enlisted aides) would not fall within the above exception since it is unofficial in nature.

Use of Culinary Specialist personnel only if reception is held onboard the command or adjacent to the pier is permitted. If the Commanding Officer chooses to have the change of command reception off the ship he/she may hire the enlisted personnel on a voluntary basis. Payment must be reasonable and commensurate with the services provided and it must not conflict with the normal duty hours of the enlisted person.

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 shut down 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. 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.

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.

(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

NAVSUP P-486 - Food Service Management

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. 2604.3a.

(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 or 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 SF 1080, 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.

(1) In accordance with para. 2604.2a(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. 2604.3c(2)(c).

NAVSUP P-486 - Food Service Management

(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. 2604.2b.

(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' next level in the chain of command. Establishment of a field mess requires the approval of the general mess' next level in the chain of command to include the Regional Commander/Regional Food Service Officer (FSO) and notification thereof provided to SUP 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 PZ (afloat) or Fund Code VX (CONUS) or Fund Code VW (OCONUS) will be cited on DD Form 1348-1-A (DoD Single Line Item Requisition System Document) 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. 2604.3c(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.

NOTE: On DD Form 1348-1-A, the UIC (requisitioner) must be correctly entered in card columns 31-35. The UIC "N32199" (the UIC to be billed) must be correctly entered in card columns 45-50 with signal code of "B" in card column 51. "N32199" is the DODAAC assigned to Food Service for billing purposes, which can be found in NAVSUPNOTE 7302. IN BOTH INSTANCES, THIS WILL ENSURE THE FOOD PURCHASES WILL BE CHARGED TO THE SIK LINE OF ACCOUNTING.

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

NAVSUP P-486 - Food Service Management

Code PZ (afloat) will be cited on DD Form 1348-1-A (DoD Single Line Item Requisition System Document) using MILSTRIP procedure or on other subsistence requisitions which require fund codes.

(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: For field mess operations in accordance with para. 2604.3b(2); or 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).

NOTE: On DD Form 1348-1-A, the UIC (requisitioner) must be correctly entered in card columns 31-35. The UIC "N32199" (the UIC to be billed) must be correctly entered in card columns 45-50 with signal code of "B" in card column 51. "N32199" is the DODAAC assigned to Food Service for billing purposes. IN BOTH INSTANCES, THIS WILL ENSURE THE FOOD PURCHASES WILL BE CHARGED TO THE SIK LINE OF ACCOUNTING.

(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 VX (CONUS) or VW (OCONUS) will be cited on DD Form 1348-1-A (DoD Single Line Item Requisition System Document) 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).

NAVSUP P-486 - Food Service Management

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;

(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. When MREs/RCWs are issued for consumption by personnel (IAW paras 2000 and 2001) 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 reimbursement between general messes when the receiving activity (also an established mess) 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. 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.

NAVSUP P-486 - Food Service Management

(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. 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, General Messes will not have their operating cost adversely effected by the premium cost of MREs.

b. General Messes 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 Standard Form 1080, Voucher for Transfers between Appropriations and/or Funds, the general mess must create a voucher citing both the collection and the disbursement accounting classifications in accordance with NAVSUPNOTE 7302 (series). The SF 1080 must be submitted to the disbursing office for processing of the collection and disbursement into the accounting system. The SF 1080 is not complete for processing until it includes the accounting classification of the office receiving funds, the signature of the authorized administrative/certifying officer of the office charged, and the accounting classification of the office charged. 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 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

NAVSUP P-486 - Food Service Management

determination of unfitness for human consumption that must accompany any loss claims due to disposal.

2606 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 personnel may be necessary. When a cash payment may be disadvantageous to the personnel, a contract with a commercial company or MWR organization on the activity may be necessary to provide Rations-In-Kind to enlisted personnel.

2. AUTHORIZATION. Commercial contract feeding or MWR 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 NAVSUP 51 for review and approval, at least one month prior to the proposed start date of the contract. If authority and approval are granted, NAVSUP 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.

a. AFLOAT

(1) Forward requests via the shipbuilder of operations responsible for the ship's repair (if applicable) and the type commander.

(2) Supervisor of shipbuilding responsible for the ship's repair will arrange for the contract feeding.

b. CONUS/OCONUS

(1) Forward requests via the type commander, regional commander, or major claimant.

(2) Type commander, regional commander, or major claimant will arrange for the contract feeding.

NAVSUP P-486 - Food Service Management

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CHAPTER 3 NUTRITION AND MENU PLANNING

Part A: NUTRITION

Nutrition Standards	3000
Nutrients – Macronutrients	3001
Nutrients – Micronutrients	3002

Part B: MENU PLANNING AND FOOD PREPARATION

References, Resources and Tools	3100
Menu Review Process	3101
Menu Planning Process	3102
Food Handling and Nutrient Retention	3103
Advanced Food	3104
Special Meals	3105
Basic Guides for Food Preparation	3106
Food Preparation Worksheet	3107
Suggestions to the Food Service Officer	3108

Part C: FOOD PRESENTATION

General Food Presentation	3200
Self-Serve Serving Lines	3201

Part D: SPECIAL FEEDING

Battle Feeding	3300
Other Feeding	3301

NAVSUP P-486 - Food Service Management

Part E: CONSERVATION OF FOOD

Conservation Measures	3400
Bulk Food Donation	3401

Part F: GENERAL MESSES OPERATING EXPENSES REPORT

General	3500
---------------	------

Part G: WASTE MANAGEMENT OPERATIONS

Regulations	3600
Policy	3601
Solid Waste Processing Equipment	3602
Handling and Storage Guidance	3603
Training	3604

Part H: ASHORE FOOD SERVICE, FACILITY STRUCTURE AND HOUSEKEEPING

General Facility Structure and Housekeeping	3700
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CHAPTER 3 NUTRITION AND MENU PLANNING

PART A: NUTRITION

3000 NUTRITION STANDARDS

1. GENERAL. Navy nutrition standards are based on national standards which include the Dietary Guidelines for Americans, the Food Guide Pyramid and the National Academy of Sciences' Dietary Reference Standards (formerly Recommended Dietary Allowances).

2. DIETARY GUIDELINES FOR AMERICANS. The Dietary Guidelines for Americans were developed by the United States Department of Agriculture and Department of Health and Human Services to provide a basis for federal nutrition policy. The guidelines were first issued in 1980 and were revised in 2000. These guidelines carry three basic messages – the ABC's for your health:

AIM FOR FITNESS

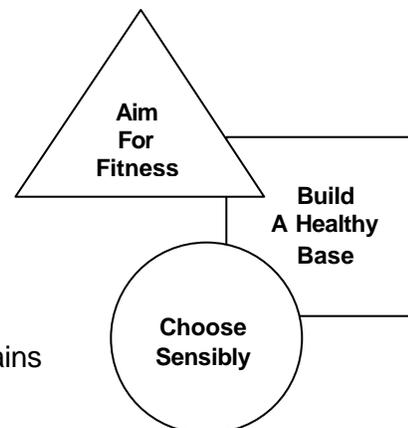
- ◆ Aim for a healthy weight
- ◆ Be physically active each day

BUILD A HEALTHY BASE

- ◆ Let the Food Guide Pyramid guide your choices
- ◆ Choose a variety of grains daily, especially whole grains
- ◆ Choose a variety of fruits and vegetables daily
- ◆ Keep food safe to eat

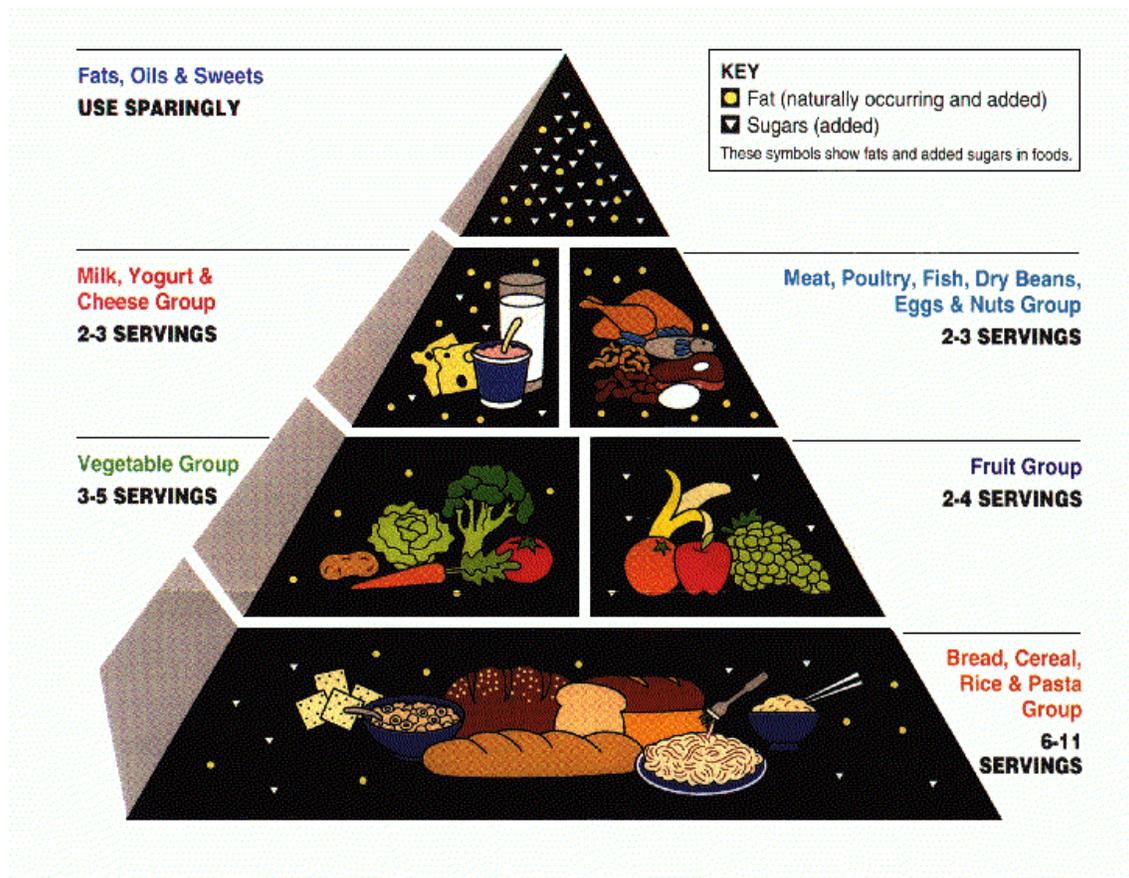
CHOOSE SENSIBLY

- ◆ Choose a diet that is low in saturated fat and cholesterol and moderate in total fat
- ◆ Choose beverages and foods to moderate your intake of sugars
- ◆ Choose and prepare foods with less salt
- ◆ If you drink alcoholic beverages, do so in moderation



NAVSUP P-486 - Food Service Management

3. **FOOD GUIDE PYRAMID.** The Food Guide Pyramid is a visual representation of the Dietary Guidelines. The goal is to provide guidelines for a diet adequate in protein, vitamins, minerals and fiber without excessive amounts of calories, fat, saturated fat, cholesterol, sodium, added sugars and alcohol.



The number of servings from each level of the pyramid is dependent upon individual calorie requirements. Table 3.1 provides recommended servings for four different calorie levels.

a. Bread, Cereal, Rice & Pasta Group (6 to 11 Servings Daily)

The Pyramid emphasizes whole grain and cereal foods as the base of a nutritious diet. Wheat, corn, oats, and other grains have very little fat and are cholesterol free. These foods provide complex carbohydrates - an important source of energy. They also provide vitamins, minerals and fiber.

When shortening, butter, oil, or eggs are prominent in a recipe, bread products can be quite high in fat. Some examples of higher fat breads include croissants, danish pastries, sweet rolls, doughnuts, and oversized muffins. Higher fat grain/starch items can include fried potatoes/rice, potato/corn chips, and assorted snack crackers.

NAVSUP P-486 - Food Service Management

b. Vegetable Group (3 to 5 Servings Daily)

Vegetables are naturally low in fat and contain no cholesterol. Vegetables are a good source of vitamins, especially A and C, fiber, folate, and minerals, such as iron and magnesium. Starchy vegetables such as corn, peas and lima beans contain at least four times more calories than an equal quantity of a non-starch vegetable such as green beans or broccoli (1/2 cup corn = 80 calories, 1/2 cup broccoli = 20 calories). Starchy vegetables also tend to be less nutrient dense than other vegetables meaning they do not contain as many nutrients. Variety is the key... a diet containing an assortment of different vegetables is the best way to ensure adequate intake of important vitamins and minerals.

c. Fruit Group (2 to 4 Servings Daily)

Fruits are low in fat and are cholesterol free. Fruits and fruit juices provide important amounts of vitamins and minerals such as vitamins C, A and potassium. While either fruit or fruit juice will provide these important vitamins and minerals, whole fruits, especially fresh fruits with skins, provide fiber whereas fruit juice does not. Only juices containing 100 percent fruit juice can count as a fruit serving. Fruit punches, "ades" and "drinks" generally contain only small percentages of actual fruit juice and large amounts of added sugar.

d. Milk, Yogurt, and Cheese Group (2 to 3 Servings Daily)

Milk products provide protein, vitamins, and minerals. Milk, yogurt, and cheese are the best dietary source of calcium, and are necessary for the formation of strong bones and teeth. Dairy products made from whole milk contain fat and cholesterol. However, low fat and fat free options (i.e., 1% or fat free milk, low fat or fat free yogurt and reduced fat cheeses) are available and generally contain equal amounts of calcium.

e. Meat, Poultry, Fish, Dry Beans, Eggs, and Nuts Group (2 to 3 Servings Daily)

Meat, poultry, and fish supply protein, B vitamins, iron, and zinc. Other foods in this group, such as dry beans, eggs, and nuts, are similar to meats in providing protein and most vitamins and minerals. The average healthy young adult requires approximately 5 to 7 ounces of cooked lean meat, poultry, or fish per day. For example, 6 ounces a day might come from: 1 egg (equals 1 oz of lean meat) for breakfast; 2 oz sliced turkey in a sandwich at lunch; and a 3 oz cooked hamburger for dinner. The following amounts equals one serving: 2 ½ to 3 ounces of lean beef, pork, lamb, veal, poultry, or fish; in addition ½ cup of cooked beans, one egg, 2 tablespoons of peanut butter, or 1/3 cup nuts count as 1 ounce of meat. Note: 1 oz of any protein source provides 7 grams of protein.

The Meat Group is an excellent place to trim fat in the diet. Contrary to popular belief, red meat does not need to be avoided entirely. The goal is to consume smaller portions of meat. In general, choose lean cuts of meat, and incorporate poultry and fish in addition to the red meats. To reduce fat from the meat group, choose lean meats; remove the skin from poultry; eat more fish, dry beans and peas. When cooking meats, broil, roast, bake, or simmer, instead of frying. Eggs are an excellent source of protein and can be included in a healthy diet. The egg yolk (yellow) is a concentrated source of cholesterol thus whole eggs should be consumed in moderation with the recommended maximum intake being 4 whole eggs per week. Egg whites contain no cholesterol/fat and can often be substituted for whole eggs in recipes.

f. Fats, Oils, and Sweets Group (Use Sparingly)

Fat, oils and sweets appear at the tip of the pyramid, which indicates consumption of these items should be minimized. This does not mean fat and sweets must be avoided entirely. A low

NAVSUP P-486 - Food Service Management

fat style of eating allows room for use of some fats and high fat foods in moderation. Select foods and fat/oils that are high in unsaturated fat vice saturated fat and cholesterol. A high intake of saturated fat and cholesterol is associated with an increased risk of heart disease and certain types of cancer. Most of the added sugar in the American diet comes from soft drinks, candy, jams, jellies, syrups, and sugar. Consume these foods in moderation.

TABLE 3.1 - SAMPLE DAILY FOOD PATTERNS AT FOUR CALORIE LEVELS

Approximate calorie levels based on gender, age and activity:

1,600 calories = less active women and some older adults.

2,000 calories = moderately active women.

2,200 calories = most children, teenage girls, active women and less active men.
(Women who are pregnant or breastfeeding may need more.)

2,800 calories = teenage boys, active men and very active women.

	<u>About 1,600</u>	<u>About 2,000</u>	<u>About 2,200</u>	<u>About 2,800</u>
Bread Group Servings	6	8	9	11
Fruit Group Servings	2	2	3	4
Vegetable Group Servings	3	4	4	5
Meat Group Servings	5 oz	6 oz	6 oz	7 oz
Milk Group Servings	2-3*	2-3*	2-3*	2-3*
Total fat (grams)**	53	65	73	93
Total added sugars (tsp)**	6	10	12	18

* Teenagers and young adults to age 24, and women who are pregnant or breastfeeding.

** Values for total fat and added sugars include fat and added sugars that are in food choices from the five major food groups as well as fat and added sugars from foods in the Fats, Oils, and Sweets group.

NAVSUP P-486 - Food Service Management

What counts as a serving? Table 3.2 provides recommended food items and serving sizes for each level of the pyramid.

TABLE 3.2 - THE PYRAMID GUIDE TO DAILY FOOD CHOICES

Food Group **Bread, Cereal, Rice, Pasta**

What counts as a serving	Variety from within a Food Group	<u>Whole-grain</u>	<u>Enriched</u>	<u>Added fat/sugar</u>
6 - 11 servings (include several servings of whole-grain products daily)	1 slice bread ½ bun/English muffin 1 small roll, biscuit, muffin 5-6 small crackers 3-4 large crackers ½ cup cooked cereal, rice, pasta 1 oz ready-to-eat cereal	<u>Whole-grain</u> Brown rice Buckwheat Bulgur Corn Tortillas Graham Crackers Granola Oatmeal Popcorn Pumpnickel Bread Rye bread crackers Whole-wheat bread, crackers, rolls, pasta, cereals	<u>Enriched</u> Bagels Cornmeal Crackers English Muffins Farina Flour Tortillas French Bread Grits Rolls Italian Bread Macaroni Noodles Pancakes Waffles Pretzels Spaghetti Rice White bread, Rolls Ready-to-eat cereals	<u>Added fat/sugar</u> Biscuits Cake (unfrosted) Cookies Cornbread Croissants Danish Doughnuts Muffins Pie Crust Tortilla Chips

NAVSUP P-486 - Food Service Management

Food Group Fruit

What counts as a serving

2 - 4 servings from
entire group

Variety from within a Food Group

1 medium apple,
banana,
orange
½ grapefruit
1 melon wedge
¾ cup 100%
fruit juice
½ cup canned
fruit
¼ cup dried
fruit

Citrus/Melon/Berry

Blueberries
Cantaloupes
Citrus Juices
Cranberries
Grapefruits
Honeydew Melons
Kiwi Fruit
Lemons
Oranges
Raspberries
Strawberries
Tangerines
Watermelons
Ugli Fruit

Other Fruits

Apples
Apricots
Asian Pears
Bananas
Cherries
Dates
Figs
Fruit Juices
Guava
Grapes
Mangos
Nectarines

Other Fruits

Papaya
Passion Fruit
Peaches
Pears
Pineapples
Plantains
Plums
Prickly Pears
Prunes
Raisins
Rhubarb
Star Fruit

Food Group Vegetables

What counts as a serving

3 - 5 servings
(include all types
regularly, use dark
green leafy
vegetables and dry
beans and peas
several times a
week)

Variety from within a Food Group

½ cup cooked
vegetables
½ cup chopped
raw
vegetables
1 cup
leafy raw
vegetables
(lettuce,
spinach)
¾ cup
vegetable
juice

Dark Green Leafy

Beet Greens
Broccoli
Chard
Collard Greens
Dandelion Greens
Endive
Escarole
Kale
Mustard Greens
Romaine Lettuce
Spinach
Turnip Greens
Watercress

Deep Yellow

Carrots
Pumpkins
Sweet Potatoes
Winter squash

Starchy

Corn
Green Peas
Hominy
Lima Beans
Potatoes
Rutabagas
Taro
Breadfruit

Dry beans/peas

(legumes)

Black Beans
Black-Eyed Peas
Chickpeas
(Garbanzo)
Kidney Beans
Mung Beans
Lentils
Lima Beans
Navy Beans
Pinto Beans
Split Peas

Other Vegetables

Cauliflower
Celery
Chinese Cabbage
Cucumbers
Eggplant
Green Beans
Green Peppers
Lettuce
Mushrooms
Okra
Onions
Radishes
Snow Peas
Summer Squash
Tomatoes
Turnips
Vegetable Juice
Zuchinis

NAVSUP P-486 - Food Service Management

Food Group

Meats, Poultry, Fish, Dry Beans and Peas, Eggs, and Nuts

What counts as a serving

2 - 3 servings
from the entire group

Variety from within a Food Group

Amounts should total 5-7 ounces of cooked, lean meat, poultry without skin, or fish a day.

Count 1 egg,
½ cup cooked beans or 2 tablespoons peanut butter as 1 oz of meat.

Meat/Poultry/Fish

Beef
Chicken
Fish
Ham/Pork
Lamb
Organ Meats
Shellfish
Turkey
Veal
Luncheon Meats
Sausage

Alternatives

Eggs
Dry Beans
Dry Peas (Legumes)
Nuts/Seeds
Peanut Butter
Tofu

Food Group

Milk, Yogurt, Cheese

What counts as a serving

2 servings
(3 servings for teenagers, and young adults to age 24, and women who are pregnant or breastfeeding)

Variety from within a Food Group

1 cup milk
8 oz yogurt
1-1/2 oz natural cheese
2 oz processed cheese

Lowfat Milk Products

Buttermilk
Lowfat Cottage Cheese
Lowfat Milk (Skim, 1%)
Lowfat/Nonfat Yogurt

More Fat or Sugar

Cheddar Cheese
Chocolate Milk
Flavored Yogurt
Frozen Yogurt
Fruit Yogurt
Ice Cream
Ice Milk
Swiss Cheese
Processed Cheese
Cheese Spreads
Pudding
Whole Milk

Food Group

Fats, Oils, Sweets [and Alcoholic Beverages]

Use Sparingly

Fats/Oils

Bacon/Salt Pork
Butter, Margarine
Cream (Dairy/Nondairy)
Cream Cheese
Margarine
Salad Dressing
Shortening
Sour Cream
Vegetable Oil

Sweets

Candy
Corn Syrup
Frosting
Fruit Drinks
Gelatin
Honey/Table Syrup
Jam/Jelly/Marmalade
Maple Syrup/Molasses

Alcoholic Beverages

Beer (12 oz)
Liquor (1-1/2 oz)
Wine (5 oz)

3001 NUTRIENTS - MACRONUTRIENTS

Nutrients are required by the body in order to sustain life. During digestion, food is broken down into nutrients, which are absorbed into the bloodstream and carried to every cell of your body. Carbohydrates, proteins and fats are macronutrients, needed by the body in large amounts. Vitamins and minerals are micronutrients.

1. PROTEIN

- a. Function: Protein is necessary to build and repair body tissues.
- b. Sources: The primary sources of protein include meat, fish, poultry, eggs, dairy products, nuts and legumes.
- c. Caloric value: 4 calories per gram.
- d. Requirements: Protein should comprise 15% of an individual's total caloric intake or approximately $\frac{1}{2}$ gram protein per pound of body weight.

2. CARBOHYDRATE

- a. Function: Carbohydrates are the main source of fuel/energy for the body.
- b. Sources: The primary sources of carbohydrates include grains, cereals, fruits, vegetables and simple sugars.

(1) Complex Carbohydrates: Complex carbohydrates are composed of chains of smaller carbohydrate molecules (simple sugars). Complex carbohydrates are digested more slowly and provide the body with energy for a longer period of time than simple carbohydrates. They also provide valuable sources of fiber and nutrients. Sources include grains, legumes, and starchy vegetables.

(2) Simple Carbohydrates: Simple carbohydrates are sugars such as glucose, sucrose (table sugar) and fructose. They are absorbed into the bloodstream very rapidly and provide a quick source of energy. Simple sugars provide few, if any nutrients, other than calories. Sources include table sugar, honey, jams/jellies, candy and skinless fruit.

- c. Caloric value: 4 calories per gram.
- d. Requirements: Carbohydrates should comprise 55-60% of an individual's total caloric intake. The majority of these carbohydrates should be complex carbohydrate.

3. FAT

a. Function: Fat functions as a source of energy and as a vehicle to transport fat-soluble vitamins.

b. Sources:

(1) Saturated Fat. Excess saturated fats in the diet can lead to fatty deposits along the walls of vital arteries. These deposits can restrict/block the flow of blood leading to a heart attack or stroke. Saturated fats are generally solid at room temperature. Sources include foods of animal origin such as meat, cheese, whole milk, butter, some vegetable oils such as palm oil and coconut oil.

NAVSUP P-486 - Food Service Management

(2) Polyunsaturated/Monounsaturated. Unsaturated fats may help reduce the risk of heart disease when substituted for saturated fats in the diet. These fats are generally liquid at room temperature and come from plant sources. Sources of polyunsaturated fats include: safflower oil, corn oil, sunflower and soybean oil. Sources of monounsaturated fats include: peanut oil, canola oil, and olive oil.

(3) Cholesterol. Cholesterol is a fat-like substance produced by the body and also found in foods of animal origin. It does not contain any calories, however, excess dietary cholesterol may contribute to fatty deposits along the walls of vital arteries. Sources include: meats, egg yolks, whole milk, whole milk cheeses and butter. There are 2 types of cholesterol found in the body. They are LDL and HDL.

Low-density lipoprotein, or LDL cholesterol, is known as “bad cholesterol.” Excess LDL builds up in your arteries and may lead to heart disease. The higher the level of LDL, the higher your risk of heart disease. Lowering elevated LDL cholesterol can reduce the risk of having a heart attack. A safe LDL cholesterol level is 130 mg/DL.

High-density lipoprotein, or HDL cholesterol, has earned the nickname “good cholesterol.” That’s because it is believed to remove cholesterol from the blood. High levels of HDL in your blood may help to reduce your risk of coronary heart disease. A low level can increase your risk of heart disease. A safe level of HDL cholesterol is 40-59 mg/DL.

c. Caloric value: 9 calories per gram.

d. Requirements: Fat should comprise no more than 30% of an individual’s total caloric intake. Only 7-10% of caloric intake should come from saturated fat.

Table 3.3 provides recommended Protein, Carbohydrate and Fat intakes for various calorie levels:

NAVSUP P-486 - Food Service Management

**TABLE 3.3 - RECOMMENDED PROTEIN, CARBOHYDRATE AND FAT INTAKES
FOR VARIOUS CALORIE LEVELS**

CALORIES PER DAY	GRAMS PROTEIN (15% total calories)	GRAMS CARBOHYDRATE (55% total calories)	GRAMS FAT (30% total calories)
1,200	45	165	40
1,500	56	206	50
1,800	68	248	60
2,000	75	275	67
2,200	83	303	73
2,500	94	344	83
2,800	105	385	93
3,000	113	413	100
3,500	131	481	117
4,000	150	550	133
4,500	169	619	150

Note: The Nutrition Fact Label references 2,000 calories as a standard calorie level for comparison of food products.

NAVSUP P-486 - Food Service Management

TABLE 3.4 - TIPS FOR IDENTIFYING FOOD PORTIONS

Meat, Poultry, Fish (cooked)

3 ounces	= size of palm of a lady's hand (don't count fingers!) = amount in a sandwich = amount in a "quarter pounder" (cooked) = half chicken breast (3 inches across)
6 ounces	= restaurant split chicken breasts (6 inches across) = common luncheon or cafeteria portion
8 ounces	= common evening restaurant portion

Cheese

1 ounce	= 1 slice on sandwich or hamburger = 1 inch cube or 1 wedge airplane serving
1/2 cup	= 1 scoop cottage cheese

Salads

1 cup	= dinner salad
2-4 cups	= salad bar

Vegetables

1/2 cup	= cafeteria or restaurant portion = coleslaw or beans at a barbecue restaurant
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Potato

1 small (3 oz)	= 80 calories	=	3 inches long = 1/2 cup
1 medium (6 oz)	= 160 calories	=	5 inches long
1 large (8 oz)	= 200 calories	=	6 inches long
1 huge (9 oz)	= 250 calories	=	6+ inches long = meal-in-one potato

Fruit

1 medium (3 inches across) fruit	= 60 calories
1 large fruit (apple, banana, pear)	= 120 calories

Fats

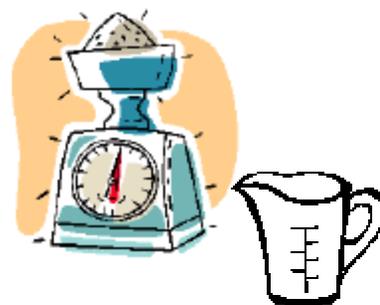
1 teaspoon margarine/butter	= 45 calories	=	1 pat
1 tablespoon mayonnaise	= 100 calories	=	typical amount on sandwiches
2 tablespoons dressing	= 160 calories	=	typical amount on a dinner salad
		=	1 small ladle (restaurant)
		=	1/2 large ladle (restaurant)

Ice Cream

1/2 cup (1 scoop)	= 4 ounces
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Beverages

6 ounces	= typical juice portion
8 ounces	= common milk portion
4 ounces	= small glass of wine
12 ounces	= a can of beer or soft drink
1 1/2 ounces	= 1 jigger per alcoholic drink



...Every Bite Counts...

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NAVSUP P-486 - Food Service Management

4. FIBER

a. Function. Fiber functions as the body's broom. Fiber is not an actual nutrient since it does not supply any vitamins, minerals or calories. It does, however, perform vital functions.

b. Sources. There are two types of fiber: soluble and insoluble.

(1) Soluble fibers are those that dissolve in water and include pectins and gums. Sources include: apples, bananas, dried beans, peas, and oatmeal. Soluble fiber may help lower blood cholesterol levels.

(2) Insoluble fibers are those that do not dissolve in water and include cellulose and lignin. Sources include: wheat bran, whole-wheat flour and fibrous material in fresh fruits and vegetables. Insoluble fiber helps aid in digestion and may prevent constipation.

c. Caloric value: Fiber has no caloric value.

d. Requirements: 25-30 grams per day.

3002 NUTRIENTS - MICRONUTRIENTS

Vitamins and minerals perform a variety of specialized functions by the body. Compared with the macronutrients (protein, carbohydrate and fat), your body only requires vitamins and minerals in small amounts, hence the name micronutrients. Vitamins and minerals do not contain calories. Each nutrient has a specific and unique function to perform so it is important to consume a diet containing a variety of foods to ensure adequate intake of all nutrients. Vitamins are classified as either water-soluble or fat-soluble. Water soluble vitamins are Vitamins B and C. Fat soluble vitamins are Vitamins A, D, E and K.

- Dissolve in water and thus can not be stored by the body
- Must be replenished on a daily basis
- Are more fragile and may be washed out or destroyed in food preparation

Fat-soluble vitamins:

- Must be transported throughout the body via fat
- Can be stored in body fat
- Excess intake of fat-soluble vitamins can be dangerous because they are stored in the body

Several key vitamins and minerals are discussed below:

1. VITAMIN A

a. Function: Vitamin A is a fat-soluble vitamin. Vitamin A is involved in the formation and maintenance of healthy skin, hair, and mucous membranes. Vitamin A helps us to see in dim light and is necessary for proper bone growth and tooth development.

b. Sources: Yellow, orange, dark green vegetables and fruits (e.g., carrots, broccoli, greens, and cantaloupe), liver, eggs, cheese, butter, and milk.

NAVSUP P-486 - Food Service Management

2. VITAMIN C

a. Function: Vitamin C is a water-soluble vitamin. Vitamin C is important in forming collagen (a protein that gives structure to bones, cartilage, muscle, and blood vessels). It also helps to maintain capillaries, bones, teeth and aids in the absorption of iron.

b. Sources: Citrus fruits, strawberries, melons, tomatoes, green peppers, dark green vegetables, and potatoes.

3. FOLATE

a. Function: Folate is a water-soluble vitamin. Folate (Folacin, Folic Acid) helps the body form red blood cells and may help prevent the birth defect spina bifida. Folate is part of the B complex vitamins.

b. Sources: Fruits and vegetables, fortified breads, cereals and grains, and dry beans.

4. B-COMPLEX VITAMINS (Thiamin (B-1), Riboflavin (B-2), Niacin (B-3))

a. Function: The B-complex vitamins are water soluble. They include Thiamin (B-1), Riboflavin (B-2), Niacin (B-3). The main function of these vitamins is to help the body produce energy from carbohydrates.

b. Sources:

(1) Thiamin (B-1): Enriched grains, liver

(2) Riboflavin (B-2): Milk products, whole grains

(3) Niacin (B-3): Meat, fish, poultry, peanut butter

5. SODIUM

a. Function: Sodium is a mineral that maintains proper fluid balance in the body and helps muscles relax/contract properly. Sodium has also been linked to high blood pressure. People who are "salt-sensitive" may have an increase in blood pressure when consuming excess sodium. Approximately 30% of America's population is salt-sensitive.

b. Sources: The main sources of sodium in the diet come from processed foods and table salt. Salt is a mixture of sodium and chloride. People often use the terms salt and sodium interchangeably. One teaspoon salt = 2400 mg sodium.

6. CALCIUM

a. Function: Calcium is a mineral needed to build bones, teeth and maintain bone strength. 99% of body calcium is found in bones.

b. Sources: Dairy foods such as milk, cheese and yogurt as well as dark green leafy vegetables.

PART B: MENU PLANNING AND FOOD PREPARATION

3100 REFERENCES, RESOURCES AND TOOLS

1. GENERAL

Menu planning is an important responsibility because menus must provide nutritious and flavorful meals within specific cost limits. A well planned menu uses food service personnel and equipment effectively and is compatible with available storage space.

a. ARMED FORCES RECIPE SERVICE (NAVSUP P-7)

The Armed Forces Recipe Service (AFRS) is issued to all general messes to standardize food preparation and service. All galleys will maintain the most recent set of Armed Forces Recipe Service Cards. AFRS use is mandatory by general messes. The file consists of approximately 1600 recipes, including newly developed recipes and guideline cards. The recipes yield 100 portions and include healthier preparation methods. All recipes have been tested and evaluated for military-wide acceptability and support current nutritional standards. Commands are encouraged to send their favorite recipes and suggestions to NAVSUP 51 for inclusion in the AFRS.

(1) **GUIDELINE CARDS.** Guideline Cards are found in Section A and provide direction for recipe preparation. Guideline cards eliminate the need to repeat the same information on numerous different recipe cards. They include information on food breakouts, food handling, measuring, procedures/equivalents, conversion charts and equipment guidelines.

(2) **INDEX CARDS.** Index Cards are found at the beginning of each section and give a complete listing, in numerical order by type of food or dish, of all recipes contained in that section.

(3) **INDEX OF RECIPES.** The separate spiral bound consolidated index of recipes coincides with the Armed Forces Recipe Service cards.

b. NUTRITIONAL ANALYSIS (NAVSUP P-486, APP. J)

Nutritional analysis of the Armed Forces Recipe Service (AFRS) recipes is provided in NAVSUP P-486, Appendix J.

Part A - Nutritional Analysis of Armed Forces Recipes

Part B - Recipes Meeting Healthy Navy Option Standards

Part C - Nutritional Analysis of Miscellaneous Food Items

Part D - New Recipe Development in the 2003 Revision

c. NAVY FOOD SERVICE (P-476)

(1) NAVSUP 51 publishes the Navy Food Service (NAVSUP P-476) on a quarterly basis and distributes it to all activities with general messes. 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) The Food Service Officer or the Leading Culinary Specialist will require each Culinary Specialist to read every issue of the Navy Food Service (P-476). The FSO, Leading CS, and

NAVSUP P-486 - Food Service Management

Training Petty Officer are the only required signatures on the cover page. Back issues will be kept on file for a minimum of 1 year.

d. HEALTHY NAVY MENU

The Healthy Navy Menu was developed by NAVSUP dietitians to meet all required menu planning standards and provide a template for the development of individual ship/shore galley menus. Use of the menu is not mandatory, however, its use can greatly reduce the amount of time required to develop a quality menu. The menu can be used in its entirety or modified to meet patron preferences. For ease of implementation, the menu is available in FSM format for automatic upload into individual galley systems. An Advanced Food Guide has been developed to accompany the menu, listing possible Advanced Foods alternatives for appropriate menu items. Also available to accompany the Healthy Navy Menu are daily menus with the healthy options designated to post on the serving line. Copies of all information are available via SALTS or the NAVSUP homepage at www.navsup.navy.mil. Once at the homepage, click on Products & Services, scroll to Quality of Service, Quality of Life and then click on Food Service, and click on the Navy Nutrition for menus.

e. WEIGHT CONTROL INFORMATION

Providing a Healthy Navy option for entrées, side dishes and desserts ensures appropriate weight control meals are available. To assist patrons in making healthy meal selections advertise the healthy options on the serving line as well as on the menu, in POD notes and via other media. Exercise and portion control are necessary for maintaining desirable weight. One pound of body fat equals 3500 calories. By reducing calorie intake by 500 calories per day and/or increasing energy expenditure, a weight loss of one pound per week can be achieved. For example, physical activity that burns 250 calories per day combined with a 250-calorie reduction equals 500 calories. Over a period of one week, this results in a deficit of 3500 calories. Safe weight loss is 1-2 pounds per week. The Navy Nutrition and Weight Control Guide, NAVPERS 15602, is an excellent resource for weight control information.

f. MENU REVIEW

All galleys are required to have their cycle menu reviewed by the NAVSUP dietitian. NAVSUP recommends a menu review be completed by the NAVSUP dietitian annually or when a new menu is established. Some of the benefits of submitting your menu for review annually is to receive up-to-date nutritional educational material and new recipes.

Commands can expect a hard copy of their review mailed to them within 45 days after menu receipt. (**NOTE:** NAVSUP dietitian will email receipt acknowledgement of the menu review.) The menu is evaluated in terms of compliance to the standards outlined in this chapter. Menus are given a numerical score, based on a 100-point scale. A score of 90 or better indicates an acceptable menu. Commands interested in having NAVSUP review their menu should contact the NAVSUP Nutrition Manager, listed in the Contact Directory, Page 4, P-476. Check with your TYCOM for any specific local requirements.

g. FOOD PREFERENCE RATINGS

A menu planner can develop a questionnaire to help determine the crew's preferences. Food preference questionnaires should be updated periodically because tastes change, new personnel arrive, and new foods and recipes are introduced. By tracking each menu item's acceptability, it will be easier to predict portions to prepare. Make sure to note any circumstances that would effect the acceptability.

NAVSUP P-486 - Food Service Management

h. MEAL ATTENDANCE PREDICTIONS

Ashore units use signature head counts to document actual personnel fed. Afloat units underway receive full ration credit daily for all enlisted personnel entitled to be fed in the general mess. A mechanical counting device will be used to determine ration credit for inport periods based on the number of meals actually fed. At sea, a counting device should be used to count persons fed, a tool assisting the Watch Captain with the NAVSUP 1090 preparation and for historical data. There are variations in meal attendance from day-to-day and meal-to-meal. Head count records, although recommended, are not required to show how many people were served at each meal. The same historical data may be acquired simply by retaining the food preparation worksheet (NAVSUP Form 1090) for approximately four months or through three complete cycles of the menu to accurately predict meal attendance. Estimates of future attendance are based on past records and experience. Factors such as weather, proximity to payday, and liberty trends must be taken into account when predicting attendance. The number of portions of an item served should not be used as an indication of attendance at a meal.

i. MENU BOARDS

There are two kinds of independent menu boards: menu production review boards that actually review the menu within the food service division, and menu review boards that act as advisors to the Food Service Division.

(1) Menu Production Review Boards: This board is composed of Culinary Specialists, and may be chaired by the Leading CS, the S-2 Leading Petty Officer, or Watch Captain(s) who will review the menu. Utilizing NAVSUP 1090 (Food Preparation Worksheets), food service personnel will plan and discuss in advance specific ideas about menu preparation, service techniques, progressive cooking requirements, and the positive as well as the negative lessons learned from the last time these menus were prepared. Some additional items to take into consideration when conducting a menu production review board are crew preference, food supplies, galley equipment, manpower, and other factors. Emphasis should always be placed on the resources and limitations of the food service operation, while maintaining quality nutritious meals. It is recommended that these boards meet weekly. Menu Production Review Boards should periodically survey the command's food preferences and revise the menus accordingly.

(2) Menu Review Boards: This board will consist of representatives from as many divisions as possible, but could vary from one representative from each division to a more limited broader membership depending on the command's wishes. The board will be chaired by the Food Service Officer, and in his absence, by the Leading CS. The purpose of the board is to have patron representatives communicate with the food service management team. Suggestions and criticisms presented by the members should be given adequate attention and explanation as appropriate. The menu review board can be used to provide patrons with an understanding of the resources and limitations of the food service operation. It is recommended that a menu review board be conducted monthly, but at a minimum of at least once a quarter. Menu review board minutes shall be recorded, routed through the Chain-of-Command for signature, and kept on file in the food service office for one year.

NAVSUP P-486 - Food Service Management

3101 MENU REVIEW PROCESS

1. CYCLE MENU

A cycle menu works best for general messes. 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. In deciding on the most desirable cycle length, the variety and frequency of resupply, the number of duty sections, and the CS watch schedule should be taken into consideration. An odd-numbered day cycle allows each watch section the opportunity to prepare the entire cycle menu. Every attempt will be made to offer a selective menu. Selective menus offer one or more options for each meal category. Ideally, each menu should offer two or more entrées, side dishes, vegetables and desserts. A variety of beverages and breads will also be available.

Many factors effect the menu planner's choice of foods for the menu: nutritional requirements, food costs, availability of supplies/equipment, skill level of galley personnel and manning levels.

a. Monetary allowances determine the financial resources of the menu planner. A menu writer must stay within the Basic Daily Food Allowance. Careful planning will help eliminate rewriting of menus and making last-minute substitutions.

b. Seasonal availability of foods is important to the menu planner. Menus should be adjusted to take advantage of seasonal changes in the supply of fresh produce. Canned or frozen fruits, juices, and vegetables supplement the fresh menu items and are comparable in nutritive value.

c. Equipment and storage facilities also effect the choice of menu items. Avoid menus that require too much last minute preparation. Plan a balance between foods that can be prepared in advance without deteriorating in quality and those that must be prepared just before serving time.

d. The amount of manpower and skill level of galley personnel must be considered when planning a menu. Balance labor intensive menu items with those that require minimal preparation.

2. MENU PLANNING PROCEDURE

a. The Leading Culinary Specialist will draft a menu using the following tools: Cargo (afloat), NAVSUPNOTE 7330, crew preference surveys, AFRS, and locally approved recipes. Local recipes are to be approved by the Food Service Officer. The menu draft will include the food item and recipe number. Menus for salad and dessert bars are to be included and attached to the menu draft.

(1) Drafting the menu. Most meals are planned around the entrée dishes of meat, fish, or poultry. Other meal items are planned to complement the main dishes. Menus should be drafted as far in advance as practical.

(2) Meat block. A frequency chart for meat is known as a "meat block." Its purpose is to optimally distribute beef, veal, pork, lamb, fish, poultry, and other meat substitutes. Careful attention should be given to balancing the variety of meats and meat substitutes to prevent the menu from becoming "heavy on beef" or "light on fish." It is important to consider items not only because of their popularity but also cost. Meat is the largest single dollar investment in the menu. A planned pattern of meat and meat substitutes on the menu will stabilize use of costly and popular meat items and make it easier to accurately predict menu requirements.

NAVSUP P-486 - Food Service Management

(3) The Menu Draft will list each item in a meal with descriptive wording and the Armed Forces Recipe Service recipe numbers. Indicate a recipe number for all menu items requiring a recipe for preparation. Referencing the correct Armed Forces Recipe Service recipe number for each item eliminates guesswork. The following steps illustrate the correct sequence in drafting the major components of a meal:

- Step 1.** Entree
- Step 2.** Starches and vegetables
- Step 3.** Salads
- Step 4.** Breakfast fruits and cereals
- Step 5.** Desserts
- Step 6.** Breads and breakfast pastries
- Step 7.** Soups and beverages

(4) Foods on the Cycle Menu or the posted menu at the head of the serving line must be listed in the following order: (Accompaniments to a menu item should be written alongside or directly underneath it)

Breakfast	Lunch or Dinner
Fruit Juices	Soup-Crackers
Cereals	Main Entree
Main Entree	Gravy or Sauce (if required)
Breakfast Pastry	Starches
Breads-Butter	Vegetables
Jam-Jelly	Salad-Dressings
Beverages	Breads-Butter
	Dessert
	Beverages

b. The Food Service Officer will analyze the draft menu to ensure that meals are nutritionally balanced and reflect good management of food supplies, equipment, and personnel. The Food Service Officer will review and note changes on the menu draft and return it to the Leading Culinary Specialist. The menu draft will be used for preparing the daily Food Preparation Worksheet (NAVSUP Form 1090).

c. MENU APPROVAL. The smooth menu will be submitted for command approval and signature when a new cycle menu is prepared. Menus will list nutrient information containing **calories, carbohydrates, protein, and grams of fat**. This information will allow the crew to reference the nutrition information and make more educated food selection choices. Menus posted on menu boards, bulletin boards, and other designated areas should include appealing, descriptive, and accurate wording. Recipe numbers will be omitted from posted menus.

NAVSUP P-486 - Food Service Management

d. 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 activity's cycle menu that 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."

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

e. MENU COST CONTROL. Use of the General Mess Control Record (NAVSUP Form 338) within FSM allows a daily review of food costs and provides current over/under issue status. The menu planning control record signals the need to reduce menu costs.

3102 MENU PLANNING PROCESS

1. GENERAL NUTRITION

a. The menu will offer healthy options. Menus will offer healthy options to include a Healthy Navy entrée, vegetable, starch and dessert. Healthy Navy standards are as follows:

Entrée = 15 gm fat or less

Side dish (starch and vegetable) = 5 gm fat or less

Desserts = 5 gm fat or less

b. 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.

c. Vitamins and Minerals. Vitamins and minerals are required for all bodily functions. It is important to provide a variety of foods on your menu to ensure availability of all key nutrients. Several key vitamins and minerals are discussed below:

(1) Vitamin A: A good source of vitamin A will be on the menu every 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.

(2) Vitamin C: A good source of vitamin C will be served daily. Good sources include citrus fruit and/or juice, kiwi fruit, cantaloupe, cranberry juice, strawberries, tomato juice.

(3) Folate: Good sources of folate will be offered daily. Sources include oranges/orange juice, kiwi, bananas, strawberries, spinach, broccoli, peas, green leafy vegetables, lentils, cereals, breads, rice and pasta.

(4) Calcium: In addition to milk at every meal, other good sources of calcium such as yogurt, cottage cheese and cheese should be offered daily.

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

NAVSUP P-486 - Food Service Management

2. MENU PLANNING/NUTRITION STANDARDS FOR ENTRÉES

a. When serving two entrées per lunch/dinner meal:

(1) A healthy option entrée (less than or equal to 15 grams fat) will be served at each meal.

(2) In addition to red meat (beef, pork, veal, lamb), poultry and fish will be incorporated in the menu.

(3) Lean cuts of beef and pork will be utilized. Refer to “The New Professional Chef” and “The Art and Science of Culinary Preparation” for additional information on lean cuts of meat.

b. When serving one entrée per lunch/dinner meal:

(1) A healthy option (less than or equal to 15 grams fat) should be served for either lunch or dinner.

(2) In addition to red meat (beef, pork, veal, lamb), poultry and fish will be incorporated in the menu.

(3) Lean cuts of beef and pork will be utilized. Refer to “The New Professional Chef” and “The Art and Science of Culinary Preparation” for additional information on lean cuts of meat.

c. Only one fried entrée will be offered per day to reduce daily fat intake. It is preferable to serve entrees that are baked, roasted, broiled, poached, or grilled. If serving a fried entrée, the alternate entrée will be a healthy option.

d. When a casserole entrée is served, offer an alternate entrée containing pre-portioned or sliced meat.

e. When serving high fat cold cuts such as bologna, offer lean, cold sliced roast meats such as turkey or lean roast beef to provide a healthy option.

f. Serve gravy/sauces on the side.

g. At breakfast, a minimum of one egg entrée will be prepared without added fat. Reduced cholesterol eggs should be available.

h. Reduced fat/fat free yogurt qualifies as a healthy entrée option for breakfast.

3. MENU PLANNING/NUTRITION STANDARDS FOR STARCHES

a. A healthy option starch (less than or equal to 5 grams fat) will be offered each meal when serving 2 starches per meal. When serving one starch per meal, a healthy option starch will be provided at either lunch or dinner. Starch options should include potatoes, rice, or pasta. Refer to the Armed Forces Recipe Service for recipe ideas.

b. At breakfast, assorted breads, english muffins, bagels and low fat muffins will be offered as a Healthy Navy alternate to high fat breakfast pastries.

c. At least one whole grain breakfast cereal will be offered daily. Prominently display whole grain RTE cereals on the breakfast serving line.

d. Whole grain (whole-wheat) bread will be offered at each meal.

NAVSUP P-486 - Food Service Management

4. MENU PLANNING/NUTRITION STANDARDS FOR VEGETABLES

a. A healthy option vegetable (less than or equal to 5 grams fat) will be offered at each lunch and dinner meal when serving 2 vegetables per meal. When serving one vegetable per meal, a healthy option vegetable will be provided at either lunch or dinner. Small amounts of butter/margarine (1 cup per 100 portions) can be added to vegetables and still remain below 5 grams fat per serving.

b. No more than one starchy vegetable (i.e., corn, peas, baked beans, pinto beans, black-eyed peas, lima beans) will be offered when serving two vegetables per meal.

c. Relish trays will include a variety of fresh vegetables. If dip is to be served with the relish tray, offer a low fat/fat free variety.

d. Ideally, two vegetables will be served at both lunch and dinner.

e. Vegetables should complement the entrée being served. For example, green beans complement spaghetti but harvard beets do not.

f. Vegetables will be prepared utilizing batch cooking techniques in order to preserve nutrients and provide flavorful and appetizing meals.

g. Vegetables served with cheese sauce or cream sauce are generally high in fat. Recommend serving sauces on the side.

h. Only one fried vegetable will be served per day.

5. MENU PLANNING/NUTRITION STANDARDS FOR DESSERTS

a. A healthy option dessert (less than or equal to 5 grams fat) will be served with every lunch and dinner meal. Examples include fruit, low fat yogurt, sherbet, fruit ice, gelatin, angel food cake or appropriate healthy option dessert recipe. Offer fruit selections as a dessert choice for the lunch and dinner meals.

b. Fresh fruit will be utilized to the greatest extent possible. 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. A minimum of two fruits will be offered every meal.

c. The dessert menu should take into account personnel resources and skills, preferences, eye appeal, climate, and cooking facilities. Each week's menu must be planned to provide an equitable distribution of favorite cakes, pies, fruit, ice cream, and cookies. The baker's schedule should allow adequate time and oven space to make the desserts. If bread and breakfast pastries are baked in the galley, production schedules must be coordinated.

6. MENU PLANNING/NUTRITION STANDARDS FOR SALADS/SALAD BARS/FRUIT BARS

a. A salad bar or a pre-made fresh green salad will be served at lunch and dinner pending availability of ingredients.

b. A minimum of two different fruits will be served at breakfast, lunch and dinner.

c. A salad bar menu will be planned to complement the cycle menu. Avoid duplication of food flavors between the menus. Several factors to consider:

NAVSUP P-486 - Food Service Management

(1) Seasonal availability. Fresh fruits and vegetables in season are a refreshing change from the processed varieties so often served while the ship is underway. Fresh fruit and vegetables should be served as often as their availability and the replenishment schedule allow.

(2) Temperature and climate. Cool, colorful salads are most welcome in warm weather. Lighter meals for hot weather go well with hearty chilled salads, such as potato, macaroni and tuna salads. Crisp relishes and green leafy salads are an enjoyable contrast with the hot, heavier dishes of cold weather meals.

d. Salad bar components:

(1) Every salad bar will include a raw vegetable salad, such as a tossed green salad. Take advantage of the wide variety of fresh greens such as romaine, escarole, endive, Chinese and red cabbage to add variety, color and texture to tossed green salad.

(2) Assorted vegetables such as diced/sliced/shredded celery, radishes, carrots, onions, tomatoes, cucumbers, cauliflower, broccoli flowerets, and green pepper rings may be included. Use seasonal fresh vegetables to the maximum extent possible (refer to Guidelines for Relish Trays or Salad Bars, M-G-1).

(3) Additional salad bar items may include: pickles, olives, bean sprouts, bacon bits, croutons, garbanzo beans (chick peas), red beets, diced hard boiled eggs, diced/cubed meat or cheese, and cottage cheese.

(4) Specialty salads such as coleslaw, pasta salad, potato/macaroni salad, and marinated black bean salad should be added to the salad bar as often as possible.

(5) Salad dressings. At least one reduced fat/fat free dressing will be offered at each meal.

(6) Fruit. When possible, fresh fruits should be offered on the salad/fruit bar. If fresh fruit is not available, canned fruit provides a suitable alternative. A minimum of two types of fruit will be offered every meal.

7. MENU PLANNING/NUTRITION STANDARDS FOR BEVERAGES

a. One percent low fat and/or skim milk will be offered at each meal. If chocolate milk is available, offer low fat chocolate milk. Deployed ships and overseas general messes are encouraged to use 1% low-fat milk when available.

b. Pure 100% fruit juice is recommended vice fruit drinks containing large amounts of sugar and minimal fruit juice.

8. HEALTHY INGREDIENTS

a. Substitute low fat/fat free ingredients wherever possible. For example, mayonnaise, sour cream, yogurt, and cheese products are available in low fat/reduced fat or fat free versions.

b. Cholesterol free eggs can be substituted for regular table eggs.

c. Use 90% lean, ground turkey or ground beef when possible.

NOTE: If mixing ground turkey with beef, the internal cooking temperature must reach 165° F. or higher for 15 seconds.

NAVSUP P-486 - Food Service Management

9. MARKETING MENU ITEMS

a. Menus are posted daily in the general mess to describe and merchandise meals. Recipe numbers should not be posted on menu boards. Utilize descriptive terms that sound appetizing (i.e., Seasoned Mixed Vegetables vice Mixed Vegetables or Fluffy White Rice vice Rice). Menu items will be listed in the following order:

Appetizer/Soup

Entrées (gravy, sauce if required)

Starches

Cooked vegetables

Salads

Breads/spreads

Desserts

Beverages

b. Healthy Option menu items will be identified. Galleys should utilize the marketing technique most effective for the individual galley. Options for Posting nutritional analysis (see Appendix J, P-486) include; Posting on cycle menu, menu boards, beginning of serving lines, or in front of the items on the serving line and specialty bars (i.e., potato, salad, chili bar, etc.) A special symbol such as a star or a heart can be placed next to the item on the cycle menu/posted menu. Additionally, a sample plate displaying the healthy options may be placed at the beginning of the serving line. These techniques provide a quick reference for those patrons desiring to select the healthy options.

c. Ensure serving line personnel are knowledgeable about the specific ingredients, portion size and nutritional value of the foods they are serving.

10. FOOD COMBINATIONS/SCHEDULING/VARIETY/INNOVATION

a. Check the menu to see if the combinations served are acceptable to most people. Vegetables and starches should complement both entrées. For example, red beets may complement roast beef, but they do not complement spaghetti.

b. Preparation methods will be varied in the same meal, on the same day and throughout the menu cycle. For example, potatoes can be served mashed, baked, oven-fried or with a variety of seasonings. Rice can vary from white, brown or wild.

c. Evaluate the menu for over-scheduling of popular items.

d. The Armed Forces Recipe Service (AFRS) will be used to the greatest extent possible. The menu should incorporate an assortment of different recipes throughout the cycle including recipes from the latest AFRS updates.

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

NAVSUP P-486 - Food Service Management

f. Variety breads such as cornbread, muffins, garlic bread, biscuits and similar items will be offered to complement the meal.

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

h. 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 serving entrées containing tomato sauce with tomato 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.

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

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

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

l. Theme meals will be included throughout the cycle. Theme/special meals are important as morale boosters and also allow Culinary Specialists to use their individual talents. With a few extra touches any meal can become fit for a special occasion. 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. For example, the menu for St. Patrick's Day could read "Irish Stew" rather than "Beef Stew." Special days are listed in Table 3-5. Meals on these days can be highlighted with one or more special dishes to commemorate the occasion along with printed menus and decorations.

TABLE 3-5 - SPECIAL OCCASION MEAL IDEAS

January

New Year's Day

Martin Luther King, Jr's Birthday

February

Black History Month

Valentine's Day

Presidents' Day

March

St. Patrick's Day

Easter Sunday (or April)

National Nutrition Month

May

Asian Pacific Heritage Month

Mother's Day

Armed Forces Day

Memorial Day

June

Father's Day

Flag Day

July

Independence Day

September

Labor Day

5-a-Day Month

October

Columbus Day

Navy Birthday

Halloween

November

Veteran's Day

Thanksgiving

Marine Corps Birthday

December

Christmas

NAVSUP P-486 - Food Service Management

11. CHARACTERISTICS OF AN AESTHETICALLY PLEASING MEAL

a. Color - Each meal should be colorful. The colors will complement, not contrast, one another. It is helpful to visualize the meal on a plate or to look at the meal on the steam table from the customer's side of the serving line. A meal of baked fish, steamed rice and seasoned corn provides no color contrast and is unappealing for the customer.

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

c. Texture - Food items that comprise a meal will vary in texture. A good rule to follow is to include a crisp, a firm and a soft food at every meal. Avoid a meal containing all saucy items or all soft items.

d. Flavor - Avoid too many similar flavors in a meal as well as too many different flavors in one meal. For example, corn should not be scheduled with a meal containing cornbread or cornbread dressing or sweet potatoes with pumpkin pie. Alternately, a meal consisting of lasagna, sweet and sour pork, southwestern rice and southern style beans contains too many different flavors that do not complement one another. Flavors represented throughout the meal should be complementary.

12. SPEED LINES

Speed lines provide quick "grab and go" items for those patrons not having the time to proceed through the serving line. Attempts will be made to include healthy options on the speed line whenever possible. In addition to burgers and fries, healthy sandwiches such as grilled chicken sandwiches, lean meat sandwiches/wraps and ready-made salads (such as a Chef salad) can be offered. Seasoned oven fries provide an appetizing, lower fat alternative to french fries. Fresh fruit is an easy addition to any speed line and provides a healthy dessert option for those patrons desiring one. Properly managed speed lines can encourage healthful eating and be successful in any general mess having the space and personnel to run them.

13. BRUNCH

The Brunch meal answers the patron's desire for a late breakfast and also provides the option of a more substantial mid-day meal. Generally, all breakfast options are available as well as a typical lunch entrée item such as a sandwich or casserole. Side dishes such as a starch and vegetable will accompany the lunch entrée. Healthy options will also be available for the brunch meal. The healthy option can be one of the breakfast entrées, however, it is preferable to offer a healthy sandwich or casserole as well.

14. NIGHT MEALS

The night meal is designed as an alternate meal for those who did not receive a lunch or dinner meal. Healthy option entrées and side dishes will be scheduled regularly throughout the night meal cycle.

NAVSUP P-486 - Food Service Management

3103 FOOD HANDLING AND NUTRIENT RETENTION

1. FOOD HANDLING:

The way food is handled greatly effects nutrient retention. Growing conditions and degree of processing effect nutritional value. Storage conditions are controlled by food service personnel. These principles apply to minimize nutrient loss during storage:

- (1) Store at recommended temperatures.
- (2) Provide ample air circulation to maintain recommended storage temperatures.
- (3) Provide cool, dry, ventilated conditions.
- (4) Practice first-in, first-out (FIFO) use of food items.
- (5) Long storage times result in greater nutrient loss.
- (6) Variable and excessive temperatures hasten nutrient loss.

2. FOOD PREPARATION:

Preparation methods affect nutrient content of food items. Refer to AFRS simmering and steaming instructions for vegetables. Avoid early preparation of all cooked foods. Hot foods continue to cook, losing nutrients, color, flavor and texture. Progressive/batch cooking techniques will be utilized. Prepare the minimum quantity required to maintain an even flow of freshly cooked products to serving lines.

3. TEMPERATURE MONITORING:

There are many types of thermometers used in food production to monitor storage temperatures as well as preparation temperatures.

<u>Location</u>	<u>Type of Thermometer</u>
Milk Dispenser	air measuring, spirit glass/dial
Refrigerator	air measuring, spirit glass/dial
Freezer	air measuring, spirit glass/dial
Ovens	air measuring, dial oven
Grill	surface measuring, grill
	stick type, candy or deep fry
Manual ware washing	stick type, pocket dial
Food	stick type, pocket dial

3104 ADVANCED FOOD

1. Advanced food is considered to be pre-prepared food which eliminates traditional "cook from scratch" preparation procedures. These foods are pre-cooked/cooked, prepared/pre-assembled and pre-breaded. Items that are fresh, chilled, seasoned, frozen, sliced, diced, and shredded are

NAVSUP P-486 - Food Service Management

included in this category. Other items are ready-to-serve (RTS) or ready-to-eat (RTE) items which may require re-heating, cooking or served directly from the original container. One-NSN meals can be used as an advanced food item.

2. NAVSUPNOTE 7330 (Fixed Price List), the Prime Vendor catalogs, and the Food Service Management System (FSM) version 250-02-05-00 and current versions contain an additional column identifying "Advanced Foods." These tools will assist in incorporating and maximizing the use of these items in the menu.

3. The following products are considered Advanced Food:

a. Pre-Cooked/Cooked. Preparation requires only re-heating vice complete cooking. These items can be served alone or as a component of another recipe. Examples are pre-cooked bacon, oven roast, chicken and corned beef.

b. Prepared/Pre-Assembled. Items containing two or more ingredients that have been assembled to create a complete recipe. Preparation requires heat and serve or minimal preparation. Items may be purchased frozen, chilled, canned or other dry packaging such as plastic, foil or cardboard, and may include entrées, side dishes or pie fillings and desserts. Examples: Lasagna, Pizza, Salisbury Steak, Beef Stew, Macaroni and Cheese, Baked Beans, Refried Beans, Chili, Beef w/BBQ sauce, Ravioli, Lumpia, Egg Rolls, Assorted Hors d'ouvres, Au gratin Potatoes, frozen or shelf stable dough products, cookie dough, frozen whole eggs/egg whites and condensed or frozen soups, stuffing mixes, rice mixes and flavored potato mixes.

c. Pre-Breaded. Items raw or pre-cooked, which have bread coating applied already. Preparation requires only heating and serving. These items are typically purchased in the frozen state. Examples of breaded products are shrimp, fish portions, veal/chicken/pork patties, onion rings and vegetables.

d. Pre-Cut/Sliced/Diced/Chopped/Cubed/Shredded/Grated. Items which have been pre-cut, sliced, diced, chopped, cubed, shredded, or grated, and are purchased fresh, frozen or chilled. Examples are pre-cut raw vegetables, sliced/diced/chopped cheeses and meats such as fajita strips and diced meat (chicken, turkey, etc.).

e. Ready-to-Serve (RTS)/Ready-to-Eat (RTE). Items that are fully prepared as purchased. They can be removed from the package and served as a stand-alone item without any further preparation other than portioning. Items may be purchased frozen, chilled, canned or in dry packaging such as plastic, foil or cardboard. Examples: Pre-made shelf stable or frozen cookies, brownies, cakes, pies, canned puddings, canned meat spreads, croutons, ready-made pie crusts, ready-made icing, salsa, pizza, cocktail, tartar and cheese sauces.

f. One-NSN Meal Initiative: In an effort to support the Fleet, NAVSUP has tested a process that will allow for the CS to order 1 NSN and receive the Protein, Starch, Vegetable and accompanying sauce (if required) to feed 50 portions. This initiative is an alternative for preparing food items from scratch, breaking out each individual item to prepare the entire menu. Instead, one stock number is broken out, re-thermalized and served. The quality is outstanding and efforts are ongoing to provide more NSN's to bring more variety and quality to the table. This concept will work well in certain situations such as Upkeep, Dinner Meals, Breakfast Meals and on Weekends.

4. TRADITIONAL FOODS

These foods are **NOT** Advanced Foods. They are fresh or processed by canning, dehydration, compression, freezing, or other methods to save labor and to reduce waste, storage space and refrigeration requirements. Fleet operations and ships' varying characteristics have historically

NAVSUP P-486 - Food Service Management

dictated a need for foods that save storage space and do not require refrigeration. These foods can greatly extend the endurance of ships. Some types of Traditional Foods are as follows:

a. Canned. These foods are practical to use because they can be safely stored in a wide temperature range, have a longer shelf-life than fresh or frozen foods, and are generally economical to use. Waste, such as skin, seeds and bones, has been removed. They are cooked and ready to heat or chill and serve. Canned foods available include fruits, vegetables, meats, poultry, fish and ice cream toppings, along with many others.

b. Beverages. Available as Bag-in-a-Box (BIB), canned, concentrated, Ultra High Temperature (UHT), dehydrated or instant for many beverages (coffee, tea, soda, fruit juices, milk, flavored beverages).

c. Dehydrated. The advantages of using dehydrated foods are the natural color, flavor, and texture of the food is preserved, less storage space is required since water is removed, and the food can be stored without refrigeration. Different methods of dehydration are used according to the individual characteristics and reactions of the food item. These are hot air, vacuum, spray, drum, and freeze-drying. Examples are: dehydrated shrimp, cottage cheese, instant potatoes, garlic and chives, cream substitute, sour cream mix, green beans, dessert topping, ice milk and milk shake mixes, yogurt mix and American cheese, among many others.

d. Fresh/Frozen. Foods commonly stocked are raw, unseasoned, unbreaded ground meats, fish, poultry, fruits, and vegetables. A variety of fresh items such as breads, rolls and pastries are available through local bakery contracts.

e. Other. Other kinds of traditional foods are mixes for bakery items and pudding. Additional items are salad dressings, jams, jellies, gravy, icing mixes, condiments (including individual portion packets), dry and instant cereals and spices.

3105 SPECIAL MEALS

In-flight and boat meals that are prepared and eaten away from general messes pose special problems. Facilities for storage, refrigeration, and cooking aboard aircraft and service craft may be limited or lacking, and thereby limit menu selections. Special meals often must be held for several hours. Careful consideration must be given to selection food items that can withstand delays between preparation and serving without risk of food-borne illness or loss of quality. Factors that effect choice of food items:

1. Highly perishable foods:

Sandwich fillings made with salad dressing, chopped and ground protein foods, eggs, fish and shellfish, pastry with custard fillings, creamed soups and sauces, and leftover, cooked poultry are highly susceptible to bacterial contamination and should be avoided when making special meals. The Manual of Naval Preventative Medicine, NAVMED P-5010-1 gives guidelines for safe food handling procedures.

Instead of meat spreads for sandwiches use sliced roast turkey, chicken, beef, pork, cheese, and peanut butter and jelly. If salad dressing is desired, use individual packages. Other items, such as catsup, mustard, lettuce, and tomato, should be packed separately so that the sandwiches will not become soggy.

2. Foods known to cause discomfort for aircrews, such as highly spiced and rich, fatty foods should be avoided. For some individuals, beans, raw onions, cabbage, soy bean products, and

NAVSUP P-486 - Food Service Management

carbonated beverages can cause intestinal gas at high altitudes. On the other hand, liquids and foods containing starch and sugar will help alleviate the effects of motion sickness, reduced oxygen and fatigue.

3. The amount of water available may be limited and this should be taken into consideration when planning meals that include dehydrated or concentrated food items.

4. When refrigeration is not available for meals:

- a. Personnel responsible for meal preparation must strictly follow sanitary precautions.
- b. Foods must be held at constant refrigeration while in the galley.
- c. Food must be eaten within 4 hours of issue.
- d. To ensure that customers are aware of the safe time limit the meals are to be consumed with, label the food with the following data:

- (1) Date and time of preparation;
- (2) Prepared by; and,
- (3) Keep under refrigeration or eat by _____(within 4 hours of issue).

e. Holding or reusing these meals for later consumption is hazardous and should be avoided.

5. Menu suggestions for special meals:

To increase the variety of food items for special meals utilize all of your resources (i.e., made from scratch items, pre-prepared items, individually wrapped items and boxed meals).

a. The following food items are suggested for inclusion in breakfast meals:

- Fruit
- Juice
- Cereal-Ready-To-Eat
- Breads, pastries
- Spreads (peanut butter, jam, margarine, cream cheese)
- Snacks (dried fruit, nuts, granola type bars, cheese and crackers)
- Beverages (cold or hot as applicable)

b. The following food items are suggested for inclusion in lunch and dinner meals:

- Fruit
- Juice
- Entrée/Sandwich
- Salad or relishes (raw vegetables, pickles)
- Breads or roll

NAVSUP P-486 - Food Service Management

- Accompaniments (cranberry sauce, applesauce)
- Condiment packets (ketchup, mustard, mayonnaise, dressings)
- Desserts (canned fruit or pudding, bakery items)
- Snacks (dried fruit, nuts, granola type bars, chips, pretzels, cheese and crackers)
- Spreads (peanut butter, jam, margarine, cream cheese)
- Beverages (cold or hot as applicable)

3106 BASIC GUIDES FOR FOOD PREPARATION

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.

3107 FOOD PREPARATION WORKSHEET

1. **REQUIRED USE.** All general messes with more than one Culinary Specialist assigned are required to use the NAVSUP Form 1090. The Leading Culinary Specialist will prepare and sign the NAVSUP Form 1090 for each food preparation space (see Figure 3-1). After signing, the Leading Culinary Specialist places the document in the appropriate spaces. The Leading Culinary 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 left over for each recipe. 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 justify 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);
- b. Recording serving line and scullery temperatures,
- c. Notes from the menu production review board, and,
- d. Food Preparation Worksheet Actual Portions Prepared Validity Check (See Appendix I, Attachment A).

NAVSUP P-486 - Food Service Management

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

Data Block and Caption

Instruction for Entry

HEADING SECTION

Reviewed by	Reviewed and signed by the Food Service Officer.
Document Number	Assigned through FSM program.
Day	Menu cycle day assigned through the FSM system.
Date	Appropriate calendar date.
Activity	Name of activity.
Leading Culinary Specialist	Leading Culinary 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

Recipe Card	Recipe card numbers corresponding to the menu items as assigned through FSM.
Menu Item	Menu items for preparation.
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.

NAVSUP P-486 - Food Service Management

Instructions	Provide instructions on preparation, batch size, service, and garnish. <i>(This field is optional at the discretion of the Leading CS)</i>
Start Preparation	Time to start preparation. <i>(This field is optional at the discretion of the Leading CS)</i>
Start Cooking	Guideline for time required to start cooking to ensure the meal begins at the proper time. <i>(This field is optional at the discretion of the Leading CS)</i>
Portions Left Over	Watch Captain enters the number of both prepared and unprepared portions left over after the meal.
Acceptability (%)	<p>General Messes operating under FSM will have their acceptabilities posted by the Recordskeeper. The manual entry on the 1090 is not required.</p> <p>Below are three guides for manually computing acceptabilities.</p> <p>First method is used when the food item prepared does not run out.</p> <p>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>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> <p>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.</p> <p>Divide portions prepared by the head count at the time the original food item ran out.</p>

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."

NAVSUP P-486 - Food Service Management

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

a. Normal Work Day

- (1) Watch Captain or work center supervisor on duty,
- (2) Leading Culinary Specialist,
- (3) The Food Service Officer will review and sign the completed worksheet to ensure all food items listed on the worksheet correspond to entries on the issue documents.

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 Culinary Specialist.
- (4) The Food Service Officer will review and sign 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.

FOOD PREPARATION WORKSHEET (NAVSUP FORM 1090)

F83112001										07JUL98 17:59		
* FOOD PREPARATION WORKSHEET (4061) * NAVSUP FORM 1090 (REV.5-82)		REVIEWED BY (Signature)	CONTROL NO.	DAY	DATE	MEAL	ALLOWED	%	PREDICTED	ACTUAL		
		W Hashov	8181-1-3-01-01	CYCLE DAY 30	06/30/98	BREAKFAST	220	142	40	92		
* ACTIVITY USS DUARTE (DDG * MAIN LINE * CYCLE MENU 3, GENERAL MESS * GALLEY (FORE)		LEADING MESS MANAGEMENT SPEC.	REVIEWED & RECEIVED BY	REVIEWED & RECEIVED BY								
		J.L. Clifton	J.B. Martin msr	K.L. Thomas msr								
* RECIPE CARD	MENU ITEM	PORTIONS TO PREPARE	ACTUAL PREPARED	INSTRUCTIONS	START PREPARATION	START COOKING	PORTIONS LEFT OVER	ACCEPT-ABILITY (%)	COMMENTS/DISPOSITION OF LEFTOVERS			
***** BREAKFAST *****												
* E001021	HOT BREAKFAST CEREALS (ROLLED OATS)	25	45	DO NOT OVERCOOK	5:45	6:00	4	37	Discarded			
* F004000	SOFT AND HARD COOKED EGGS	18	18		5:30	5:45	6	46	Saved for Lunch Salad Bar			
* L002001	OVEN FRIED BACON	45	45	COOK TO ORDER	5:45	6:00	3	64	Discarded			
* L091001	GRILLED SAUSAGE LINKS (BKFS.)	16	16	COOK TO ORDER	5:45	6:00	3	41	Discarded			
* X00324	CEREAL PREP. ASSY. 70 SERVINGS	31	31		5:45	6:00	3	71	Discarded			
* F007051	GRILLED EGGS TO ORDER	38	38	COOK TO ORDER	5:30	6:00	0	30	COOKED TO ORDER			
* F008001	ASS'T. 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	2	71	Discarded			
* X20202	ASSORTED BEVERAGES	11	11		5:30	6:00	0	21	NONE TO ORDER			
* Z04602	HASHED BROWN POTATOES (FROZEN, SHREDDED)	50	50		5:30	5:45	2	31	Discarded			
***** LUNCH *****												
* E005011	LYONNAISE RICE	77	77	DO NOT OVERCOOK	9:45	10:00	6	35	Discarded			
* L037001	SALISBURY STEAK	135	135		9:00	9:30	2	65	Discarded			
* L038001	SPAGHETTI WITH MEAT SAUCE	89	89	DRAIN OFF EXCESS FAT	8:00	8:30	2	39	Discarded			
* D016001	BROWN GRAVY	40	40	USE OVEN RACK	9:30	9:45	11	22	Discarded			
* Q024011	BRUSSELS SPROUTS PARMESAN	38	38	DO NOT OVERCOOK	10:15	10:30	1	32	Discarded			
* Q044001	BAKED POTATOES	45	35		9:15	9:45	2	25	Discarded			
* Q003211	MIXED VEGETABLES (FROZEN)	58	38	DO NOT OVERCOOK	10:15	10:30	10	32	Discarded			
* Z018031	CHICKEN-NOODLE VEGETABLE SOUP (DEHY)	59	59		9:30	9:45	7	33	Discarded			
***** DINNER *****												
* L013001	PEPPER STEAK	88	88	GRILL WITH LINE	15:00	15:45	12	46	Discarded			
* L103011	VEAL STEAKS	45	45		15:30	15:50	2	23	Discarded			
* P00802	KNICKERBOCKER SOUP (BEAN, TOMATO, BACON)	45	45		13:30	14:00	10	27	Discarded			
* Q01002	CAULIFLOWER POLONAISE	38	38		15:30	15:45	16	16	Discarded			
* Q04105	PEAS WITH MUSHROOM (CANNED PEAS)	45	45		15:30	15:45	5	21	Discarded			
* Q05100	POTATOES AU GRATIN	101	101		14:15	14:45	13	33	Discarded			

Acceptability is predetermined by past usage, automatically posted by FSM.

Figure 3-1

NAVSUP P-486 - Food Service Management

3108 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.

SUGGESTIONS TO THE FOOD SERVICE OFFICER

(sample form)



To: Food Service Officer (date) _____

I suggest consideration be given to:

Optional:

Name: _____

Email Address: _____

Phone: _____

Food Service Officer Response:

Food Service Officer

Figure 3-2

PART C: FOOD PRESENTATION

3200 GENERAL FOOD PRESENTATION

Knowledge in menu planning, creative food preparation, plate presentation and marketing skills are essential for establishing healthy dietary patterns within the Navy. Food must not only taste good, but it must also look and sound appealing.

1. APPLICABLE EQUIPMENT

a. Use the right-size steam table pans to ensure an appetizing appearance of food. Use shallow steam table pans for serving soft vegetables (broccoli, cauliflower) and breaded or fried foods to prevent a soggy product. Food items should be covered, when appropriate, to prevent shriveling and drying. The use of clear dome lids allows patrons to easily view food items on the serving line.

b. The use of proper serving utensils will promote traffic flow, provide good sanitary practices, and keep neat order of service lines. Portion size appropriate for each food item is the Culinary Specialists' responsibility and must be indicated on the Food Preparation Worksheet. The portion size that is indicated on the Armed Forces Recipe Service card is a guide, not a rule. Keep in mind that the nutrition information provided for each recipe is based on the serving size listed on the card. Periodically check excess tray waste, and if there is food waste, reduce portion sizes. The patron who desires more may request larger portions. For appropriate use of utensils, see NAVSUP-7, Guideline Card A-4, Table of Measuring Equivalents.

2. SERVICE AREAS

a. General guidelines

Coordinate menus with serving space available, as overcrowding detracts from visual appearance and slows service.

Watch colors closely - tomatoes clash next to red beets. Careful arrangement of hot and cold foods is extremely important. If possible, personnel should be routed to avoid delay and unnecessary congestion in serving and dining areas. If the physical setup allows, salad bars should be situated to permit the patron to stop there first before approaching the hot food serving line. Eliminating the stop at the salad bar enroute to the table will enable the hot food to be eaten while still hot.

If possible, separate the dessert bar from the serving line and place it in the center of the dining area. Using this setup, the patrons can pick up desserts after eating the main course. A reduction in the number of desserts consumed and a decrease in tray waste will usually be noticed.

b. Hot Foods

- (1) A steam table should keep food hot without continuing the cooking process.
- (2) All short order type items, such as pancakes, french toast, and eggs should be served from the grill on a prepared-to-order basis. Timing is important.
- (3) Hot foods should be batch cooked and replenished as required. Do not mix batches.
- (4) Avoid having hot vegetables stand in liquid on the steam table.

NAVSUP P-486 - Food Service Management

c. Cold Foods

- (1) Ensure items are properly chilled prior to service.
- (2) Cold items should be served in a refrigerated unit or in trays or pans on a bed of ice. If ice is used proper drainage is required.
- (3) Fresh fruits must be washed prior to serving.
- (4) Highly perishable desserts such as cream puddings and pies, custards, cream puffs and eclairs must be served chilled.
- (5) Cold drinks and juices should be dispensed by machine.
- (6) Butter patties should be served from a dispenser. If a dispenser is not available, the ready-to-serve patties may be placed on a tray and set over a container of ice on the serving line.

d. Miscellaneous

- (1) Bread will maintain freshness if served from dispensers, otherwise, bread should be opened as needed. To give a fresh-baked quality to breakfast pastries such as coffeecakes and sweet rolls, heat them in an oven (250° F.) for 8 to 10 minutes before serving.
- (2) Individual boxes of ready-to-eat cold cereal should also be served from dispensers. If a dispenser is not available, the individual packages should be arranged on a tray on the serving line.
- (3) To ensure adequate food temperatures are maintained during meal service, serving areas should be set up in sufficient time for the serving equipment to reach appropriate temperatures. Foods requiring temperature control will be set on the serving line as close to meal service as possible. The quality of the food as well as temperatures are best maintained when the food is held in equipment used for cooking, a warming box, or appropriate cold storage areas.

e. Self-Service Items

- (1) Protect food on display with sneeze guards or food shields, in direct line between the food and the mouth or nose of an average person.
- (2) Use long handled serving utensils to avoid patron contact with food, thus minimizing cross contamination.
- (3) In self-serving area careful attention should be give to arrangement of food items to eliminate reaching over one container of food to get to another.
- (4) Do not let patrons use soiled plates or silverware for refills.

3. MERCHANDIZING AND PLATE PRESENTATION

a. Merchandise your food by presenting items on the serving line in an attractive manner and your patrons will want to eat it. Eye appeal is just as important as taste. A well-planned meal should contrast in color, shape, size and texture. Foods within a meal should have harmonious colors and pleasing color contrasts. A serving line of all red foods or all bland foods, such as Navy bean soup, roast veal, buttered noodles, summer squash and rice pudding is not eye appealing.

NAVSUP P-486 - Food Service Management

b. A garnish is an ornament that is also used for flavor. Some garnishes are used merely as a decoration; others are planned to complement the flavor and texture of the dish as well as to add visual appeal. Generally, garnishes should be edible and should be an integral part of the food so that it will not be left on the plate. Clear guidelines or instructions for garnishing should be included on the Food Preparation Worksheet. Rules for garnishing are as follows:

- (1) The entire service setting should be viewed as a whole.
- (2) Plan simple garnishes. Do not sacrifice timely preparation of the meal just for the sake of garnishing.
- (3) Vary the garnishes such as lemon twists or slices; it should not become monotonous.
- (4) Overcooked or improperly prepared food will not be helped by an attractive garnish.
- (5) Use garnishes sparingly. Beware of parsley overkill.
- (6) Ensure the serving line is neat and attractive. Use decoratively folded napkins or a draped tablecloth, a small centerpiece or garnish to add color and interest to the serving area.

3201 SELF-SERVE SERVING LINES

1. GENERAL

The use of self-service feeding style afloat will reduce Food Service workload in support of serving lines during meal times. Self-service feeding style allows sailors to serve themselves from the main serving line vice a food service attendant performing that function. Although sailors serve themselves from the main serving line and the hot/cold serving stations, food service attendants will restock these serving stations and maintain proper sanitation.

This style of feeding is most efficient when additional hot and cold food serving stations are installed on the mess decks. Studies have demonstrated the advantages of the self-service feeding style include improved customer satisfaction, labor savings and a consistently faster throughput of patrons.

Challenges associated with self-service feeding include required serving line design modifications, possible increase in food waste, and potentially degraded sanitation.

2. SERVING LINE CONFIGURATION

The serving line should consist of 6-10 hot food wells designed to minimize the waiting time in serving lines. The hot food wells will be capable of "buffet style" (self-service) or "cafeteria-style" service. This may require minor modifications to the serving line such as raising of the serving line or relocation of current sneeze shield. Proper serving utensils are necessary to comply with portion control standards. Galley personnel will only need to re-supply food items, monitor temperatures, and maintain cleanliness of the serving line. An emphasis should be made on crew awareness and training on proper sanitation and hygiene. Locating hand sanitizing solution dispenser units at the beginning of each self-service line for crew use is suggested to improve sanitation.

3. MENU PLANNING

Menu planning and food production is important to the overall success of the self-serve concept. Listening to food service personnel feedback and crewmember comments are essential and could save literally thousands of dollars. Menus should have a wide variety of items to select

NAVSUP P-486 - Food Service Management

from and salad bars should be large enough to offer a large variety of fresh salads, vegetables, and fruits. Salad bars can be procured that are large enough to have a separate soup tureen station.

4. ADDITIONAL FOOD BARS

Installation of additional food serving bars on the mess decks will greatly increase the amount and variety of food offered.

- a. Speed line - featuring hamburgers, pizza, chicken wings, hot dogs, etc.
- b. Deli line - featuring sandwich making items for patron self-service.
- a. Traditional - featuring full meal, two entrée, starch, and vegetable selections.
- b. Potato bar - featuring baked potatoes with a variety of toppings.
- e. Suggested food items for an extended mess deck serving line for hot and cold items:
 - Buffalo wings
 - Pasta with sauce (meat or meatless)
 - Tacos (ground beef or turkey)
 - Fajitas (beef/chicken)
 - Burritos
 - Baked fish or chicken
 - Rice
 - Nacho machine with chips

5. FOOD CONSERVATION

Waste from food comprises roughly 75% of all waste produced on a ship. The self-serve concept could contribute to this waste stream if not controlled. One way of improving waste control would be monitoring the serving lines and scullery daily and reminders from the food service personnel to educate the crew. Any food left over that is taken off the serving line must be discarded at the end of the meal period. An additional means of controlling portions and waste is the arranging the serving line in the following order: vegetables, starches, and main entrées.

6. FOOD PRODUCTION

The galley captain/chief should be willing to give hands-on instruction and able to communicate exactly the expectations and goals of the Food Service Officer and Leading Culinary Specialist. They should manage by observing food production and take corrective actions as necessary. Proper planning, from meal predications to proper menu acceptabilities, is essential to a safe, efficient, and financially sound self-serve operation. Progressive cooking techniques along with utilization of prepared and advanced foods all need to be properly employed to ensure a successful operation. Low acceptability items should be deleted from the menu.

7. EXTENDED SERVING HOURS. Traditionally, serving lines are designed to feed the entire crew within two hours. Extending the meal periods will decrease customer waiting times. The

NAVSUP P-486 - Food Service Management

Food Service Officer can create an alternating/rotating schedule of galley operations to afford the crew a nutritious meal anytime and create "off hours" for galley cleaning.

8. SANITATION GUIDELINES

- a. Clean plates and bowls will be provided each time the customer returns to the serving line.
- b. Non-commercially prepared salad dressings used in open containers must be discarded after each meal.
- c. Potentially hazardous food must not be held for more than 4 hours between 41° F. -140° F. Food that has been held between 41° F. -140° F. for more than 4 hours is potentially hazardous and will be discarded.
- d. Serving utensils for self-service must be stored in food with the handles extended above the rim. Utensils should be cleaned and sanitized every four hours during continued use.
- e. Desserts must be in individual dishes.
- f. Soft serve ice cream should be dispensed from a dispensing machine. Hard pack ice cream will be dispensed by a dedicated server only using a proper ice cream scoop and hot water to assist in dispensing. The hot water used must be changed on a frequent basis.
- g. Do not mix "old" food with "new" food when replenishing items on the serving line. Once a food item has been depleted, remove the pan, discard the food and replace with new.
- h. Provide a sneeze shield in a position to allow for self-service of food and prevent contamination from patrons. The sneeze shield shall be from 14 inches to 48 inches above food. It must be positioned in a direct line between food and the mouth/nose of the average patron.
- i. Self-Serve Serving Lines will be maintained in accordance with NAVMED (Rev. 8/99) P-5010, Chapter 1, Section III, article 3-5.13 under the section titled "Buffets." Working closely with the local preventive medicine authority will ensure a safe-food operation.

PART D: SPECIAL FEEDING

3300 BATTLE FEEDING

1. GENERAL

The Damage Control Assistant has responsibility for the Afloat battle feeding plan. The Base Disaster Preparedness Plan contains the information on battle feeding for Ashore.

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 Culinary Specialists are available. If the galley or personnel are not available, the meal-ready-to-eat rations 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 entrées, 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. Afloat units sell officers meals on a credit basis from the general mess to simplify 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 CONSERVATION MEASURES

1. GENERAL. 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.

2. CONTROLLING TRAY WASTE. Simply monitoring the serving line during the service of a meal may not be enough in the effort to control tray waste. The Leading CS shall utilize various tools such as meal attendance prediction logs, accurate food acceptability logs, proper portion control, as well as conducting periodic crew preference surveys and effective menu review boards. Tray waste can be virtually eliminated when proper predictions are made, both in attendance and crew acceptability. Proper portion control while monitoring the serving line during the meal is essential. The basic guidelines are to give the sailor the food they like in the quantities recommended by NAVSUP P-7 (Armed Forces Recipe Service). Develop and publicize a command policy on the serving of second portions. Offering second portions rather than overloading the tray/plate the first time through the line will assist in controlling tray waste.

3401 BULK FOOD DONATION

1. BACKGROUND

In November 1996 an Executive Memorandum directed 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. 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 working in conjunction with the NFMT must ensure all efforts have been made to transfer the food items to other U.S. Navy ships or shore galleys, and other U.S. military dining facilities.

b. If there is still a need to eliminate these kinds of food items, then the food items are to be surveyed using a DD Form 200. If the dollar value of these items exceeds \$2,500.00, a request will be submitted to NAVSUP 51, via the TYCOM, to use the BULK FOOD DONATION PROGRAM. The following information will be included in the request:

- (1) Steps completed to ensure the requirements of subparagraphs a and b above have been met.
- (2) Endorsement from the TYCOM.
- (3) Complete list of items to be surveyed.

NAVSUP P-486 - Food Service Management

c. Upon approval, or for dollar values less than \$2,500.00, the following guidelines are provided:

(1) U.S. Army Veterinary Service must inspect the items for fitness for human consumption in accordance with VETCOM Prime Vendor Shelf Life Policy of 17 OCT 97. Items found to be unfit for human consumption will be discarded in accordance with guidelines in Chapter 6, para. 6000.

(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 DD 1348-1-A. The donating galley, for audit purposes, must retain copies of the DD 200 and DD 1348-1-A, and a copy must be 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: GENERAL MESSES OPERATING EXPENSES REPORT

3500 GENERAL (ASHORE ONLY)

Revised General Mess Operating Expense Report Requirements: In FY02, Office of Under Secretary of Defense (Compensation) suspended this requirement as a result of the Business Initiatives Council (Installations & Logistics Process/Functional Board) action to reduce reporting requirements. If this report becomes a requirement in the future, NAVSUP will provide specific reporting guidelines to all concerned via naval message near the end of the fiscal year.

PART G: WASTE MANAGEMENT OPERATIONS

3600 REGULATIONS

1. PLASTICS

Surface ships equipped with Plastic Waste Processors (PWP) are prohibited from discharging plastics into the sea. Currently, those ships without plastic processing capability or have non-operating Plastic Waste Processors must retain all plastic waste onboard or retrograde/transfer it to other ships. Discharge of plastics is 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 AND FOOD WASTE

Biodegradable trash (paper and cardboard) and food waste may be discharged beyond three 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. All waste management policy information can be found at <http://navyseic.dt.navy.mil/solid/solid.htm>.

1. PLASTICS

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 plastic waste onboard by utilizing odor barrier bags for storage of waste in accordance with the instructions provided in NAVSUP/NAVSEA PUB 726, Afloat Solid Waste Management Guide and OPNAVINST 5090.1B Change 2, Guide to Environmental Compliance Afloat.

NAVSUP P-486 - Food Service Management

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

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

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. NON-PLASTIC

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 onboard longer than necessary to process or properly dispose.

3602 SOLID WASTE PROCESSING EQUIPMENT

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

1. 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 Combat Logistics Force (CLF) ship during an underway replenishment or return to shore.

2. 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 (greater than 3 nautical miles) and during flight operations. Available are 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.

3. 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 for authorized discharge. Bags must be weighted for 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," "Biodegradable or Pulpables," and "Metal and Glass."

NAVSUP P-486 - Food Service Management

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 discs will enhance recycling.

3604 TRAINING

Food service personnel will be provided training on operation, source separation, waste disposal and waste discharge restrictions. Regular meetings should be held to ensure ship's 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 (DSN 430-5623) or NAVSEA at (703) 602-0351.

PART H: ASHORE FOOD SERVICE, FACILITY STRUCTURE AND HOUSEKEEPING

3700 GENERAL FACILITY STRUCTURE AND HOUSEKEEPING

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

1. 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.
2. Serving areas should be well-lighted, well-maintained and free from dirt, dust and food residue. The area should be organized and adequately stocked with food and supplies. A menu will be posted daily, include all food items offered for the meals served that day, and will be displayed at the front of the serving line. The use of plastic, paper or styrofoam tableware should be limited to take-out orders only.
3. 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 (NAVMED P-5010-1). Ashore general messes refer to Unified Facilities Criteria (UFC) 4-722-01, 27 JAN 03, Dining Facilities. This publication can be downloaded from the following websites: http://65.204.17.188/report/doc_ufc.html and <http://criteria.navfac.navy.mil>.

CHAPTER 4 PROCUREMENT

Part A: ESTABLISHING REQUIREMENTS

Instructions for Replenishment	4000
Stockage Objective	4001
Inventory Levels Ashore	4002
Establishing High and Low Limits	4003
Replenishment Action (Quantity to be Ordered).....	4004
Subsistence Endurance Levels	4005

Part B: REQUISITIONING REGULATIONS

Subsistence Prime Vendor	4100
Food Items Procured from Other Than Subsistence Prime Vendor.....	4101
Sources of Supply.....	4102
Procurement for Private Messes	4103
Preservation-Packaging and Packing for Food Items	4104

Part C: REQUISITIONING AND PROCUREMENT PROCEDURES

Requisition and Purchase Order Documents Used for Activities when not Ordering from Subsistence Prime Vendor	4200
Requisitioning Food Items from Navy Supply Activities	4201
Requisitioning Food Items from Commercial Vendors other than Subsistence Prime Vendor.....	4202

NAVSUP P-486 - Food Service Management

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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-5010-1. 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

A monthly supply demand review will be made of all Subsistence Ledgers (NAVSUP Form 335) in order to maintain the current in-stock position for all items with a recurring demand, and keep inventories within prescribed limitations. 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 (i.e., spices). 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 ashore will follow guidelines set by NAVSUP Instruction 7330 or Regional Commander's Guidelines.

4003 ESTABLISHING HIGH AND LOW LIMITS

1. GENERAL. A low and high limit will be established for each item of stock at least quarterly. Low limits and high limits should be adjusted as necessary for the following reasons:
 - a. Increases or decreases in crew size;
 - b. Anticipated operations;
 - c. Changes in crew preferences;

NAVSUP P-486 - Food Service Management

- d. Changes in the menu; and,
- e. Any other factors effecting 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:

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

NOTE: FSM will automatically compute and adjust low limits based on past usage. In accordance with Appendix A the FSM Users Manual must be printed 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.

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

$$\begin{array}{l} \text{total quantity consumed during the previous three one-month accounting periods} \\ \text{(less surveys and transfers)} \\ \text{divided by } (\div) \\ \text{days in the previous three one-month accounting periods (usually 90 days)} \\ \text{times } (x) \\ \text{number of days endurance for the high limit} \\ \text{(as established by the fleet or type commander)} \\ \text{equals } (=) \\ \text{high limit} \end{array}$$

NOTE: FSM will automatically compute and adjust low limits based on past usage. In accordance with Appendix A the FSM Users Manual must be printed 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.

NAVSUP P-486 - Food Service Management

To compute the ordering and shipping time quantity, use the following formula:

total quantity consumed during the previous three one-month accounting periods
(less surveys and transfers)
divided by (÷)
days in the previous three (1) month accounting periods (usually 90 days)
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.

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.

PART B: REQUISITIONING PROCEDURES

4100 SUBSISTENCE PRIME VENDOR

1. GENERAL. 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 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 minimum 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:

- a. Chilled products;
- b. Frozen fish, meat, and poultry;
- c. Semi-perishable food items (canned foods, condiments, sauces, seasonings, spices, fats, oils, confectionery, nuts, sugars, etc.);
- d. Frozen foods such as fruits, vegetables, and pastries.

The Prime Vendor will stock items in sufficient quantities to fill all ordering requirements. Items ordered will be delivered within the required timeframe 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) (and occasionally the SPV) will still supply fresh fruits and vegetables. Bread and dairy items will still be ordered from a local contracted vendor (not the SPV) via (FISC).

3. REQUIREMENTS. The following are required in order to place a Prime Vendor delivery for FSM:

- a. Subsistence Total Order Receipt and Electronic System (STORES).
- b. Fleet Industrial Supply Center (FISC).
- c. Streamline Automated Logistics Transmission System (SALTS).
- d. Printer (laser printer is highly recommended).
- e. 3-1/2 inch Diskettes.

NAVSUP P-486 - Food Service Management

- f. Electronic Transmission via E-mail.
4. NAVSUP SUPPORT. NAVSUP 51 administers the SPV program for Naval afloat and ashore activities. By coordinating with SPVs, DSCP, DSO, FISCs, TYCOMs, and CINCs, NAVSUP 51 ensures that all support issues are resolved expeditiously by coordinating with SPVs, DSCP, DSO, and FISCs. NAVSUP 51 chairs TYCOM Working Group Meetings that address all SPV issues and ensures that modifications to the SPV program are implemented efficiently. Afloat activities should submit SPV or DSO support concerns, which cannot be resolved by the FISC point of contact, to NAVSUP 51 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 NAVSUP 51 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 catalogs 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 fresh fruits and vegetables 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 will not contact their local prime vendor 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 catalog in response to fleet input. A monthly listing of non-catalog 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.
 - c. Send STORES Order Reports to the ships. Notify ships of locally procured items, NISs, substitutions and cancellations.
 - d. Process Receipts.

NAVSUP P-486 - Food Service Management

- (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).

e. Ships: Investigate the difference between the invoice posted in the FSM and the STORES printout from FISC. If it is an input error in receipt entries, 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 the FISC is notified for any quantity or price 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.

9. SUBSISTENCE PROCUREMENT SECURITY. All subsistence products should be purchased from an approved source of supply, as stated in NAVSUP Instruction 4355.10, USAEUR Circular 40-657, and VETCOM Circular 40-1 Directory of Sanitarily Approved Food Establishments for Armed Forces Procurement.

As food service experts, you are the first line of defense in ensuring the safety of food products served to the U.S. Military. When receiving products from prime vendors or produce suppliers, military personnel must demonstrate a high level of surveillance to ensure the product is safe for consumption. The following guidelines are provided:

- a. Purchase products only from an approved source.
- b. Become familiar with delivery organizations and personnel. Request proper identification if unfamiliar.
- c. Refer all unfamiliar brands or boxes not properly marked to the U.S. Army Veterinary Inspectors for further review.
- d. Any product that appears to be adulterated or tampered with should be segregated and placed on hold for further veterinary review. All cases must be reported.

Food safety procedures should be reviewed to ensure subsistence is safely stored upon receipt. Storage spaces should be adequately secured and monitored, with access to food supplies limited to appropriate personnel only. Any indication of food borne illness should be immediately reported to the U.S. Army Veterinary Service as well as your local Navy Preventive Medicine Officer.

The above procedures apply to the normal Subsistence Prime Vendor deliveries. Any subsistence procured via Husbanding Agents in foreign ports requires an increased level of security awareness. Any questions or concerns should be addressed to the Food Safety/Inspection Policy and Training Branch Head at NAVSUP.

NAVSUP P-486 - Food Service Management

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 Surgeon General's guidelines for food items used in DoD dining facilities; i.e., special dietary foods and diet supplements, alcoholic and look alike 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 and USAREUR Circular 40-657.

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.

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. 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 NAVSUP or contact the closest NFMT for assistance:

Commander
Naval Supply Systems Command
Attn: Food Service Division (NAVSUP 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 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

NAVSUP P-486 - Food Service Management

Acquisition Regulation (FAR) subpara. 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.

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 (Plastics Removal in Marine Environment) 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.

7. LIQUID BEVERAGE BASES AND BEVERAGE DISPENSERS. Carbonated and non-carbonated liquid beverage bases and associated dispensing equipment are authorized for use 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; i.e., 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 free of charge when purchased beverages from the SPV require special equipment for 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

NAVSUP P-486 - Food Service Management

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 NAVSUP 51 via Type Commanders for appropriate resolution. When a subsistence item has been identified as required in support of a menu and not available on the PV Catalog, the FSO should provide the item nomenclature, unit of issue, and anticipated monthly demand to their Type Command (TYCOM) or Navy Food Management Team (NFMT). The TYCOM or NFMT will identify the regional demand for the subsistence item, which generally should exceed 10 cases/month, and request Defense Supply Center, Philadelphia (DSCP) incorporate the item into the PV Catalog. DSCP will provide a local stock number upon inclusion of the subsistence item into the PV Catalog. It is anticipated this process should not exceed 14 days for CONUS requests, although OCONUS requests may take longer. The SPV should be utilized when procuring subsistence items. When an item is not available on the PV Catalog, every effort should be made to incorporate it into the PV Catalog. For those rare items/occasions when the PV Catalog cannot be utilized, ensure proper procedures are followed to procure subsistence items from sources outside the SPV.

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 with charge.

b. Sales 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 from the 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. NAVSUP 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;
- (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, NAVSUP 51.

d. Foreign Purchases (other than Prime Vendor). Meat, fish, poultry, dairy (to include eggs), and products of foreign origin will be purchased only in emergencies or when foreign sources are the regular supply sources. 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

NAVSUP P-486 - Food Service Management

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 upon 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

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 flour (general purpose and bread), granulated sugar and rice. They are listed with separate NSNs and are indicated as TP2 items on the quarterly NAVSUPNOTE 7330. The remaining semi-perishable items are listed under TP1 NSNs.

3. PLASTIC PACKAGING OF SUBSISTENCE. 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. 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:

a. Purchase bulk size – an item is packaged in a large size compared to other alternative package options for this type of item.

NAVSUP P-486 - Food Service Management

- b. Consider concentrated products – an item is compressed which allows more efficient storage for shipboard and reduced packaging.
- c. Single material packaging – an item consists of a single material that will not require sorting for shipboard waste processing.
- d. Non-plastic packaging – an item does not employ plastic packaging which would increase demands on plastic waste processor and storing requirements.
- e. 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.
- f. Refillable container – an item that is packaged in a container that can be refilled with the same material, i.e., cooking oil.
- g. Multiple use container – an item that is packaged in a container that can be used for other purposes once its initial function is complete.
- h. Processed food item – an item where some degree of preparation has already been performed on the item eliminating the need for separate packaging of ingredients.
- i. Low waste item – an item (likely a protein item) which 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. 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 will be entered as one line in block 4 of DD Form 1149:
Appropriation	17_1453.2241
Object Class	000 except "534" applies for overseas purchases of subsistence from local sources (Husbanding Agents).
Bureau Control No	41118

NAVSUP P-486 - Food Service Management

Sub-allot	0
Auth Acct	068732
Trans Type	2D
Prop Acct Act	Last two digits of the fiscal year followed by the four digit Julian date of the requisition
Cost Code	Must be twelve (12) digits, consisting of "0" (zero) plus one (1) digit service code: R-Pacific Fleet operating units, VAtlantic Fleet operating units, N-Activities other than operating units plus five (5) digit UIC of requesting activity followed by the five (5) digit functional account number: 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, para 4201
10. Signature	Name, rank and signature of the requesting official
11. through 15.	Leave Blank
(a) Item No.	Consecutively number each item to be requisitioned beginning with number "1"
(b) Federal Stock Number Code, etc.	Short description of each item, NSN and Food Item
(c) Unit of Issue	Two letter unit of issue
(d) Quantity Requested	Quantity of the item required
(e) Supply Action through (e through i)	
Total Price	Leave Blank
16. through 25.	Leave Blank

NAVSUP P-486 - Food Service Management

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
- (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. Documentation and payments for all commercial vendors must be completed prior to any ship departure. Guidance and information relative to authority and responsibility of contracting is contained in NAPS (Navy Acquisition Procedures Supplement).

2. DOCUMENT PREPARATION FOR DEFINITE/INDEFINITE DELIVERY CONTRACT. Unless local procedures direct the use of other forms, the document used for placing orders under definite/indefinite delivery contract from the open market is the Order for Supplies or Services (DD Form 1155) which is prepared when an order is placed. Unless annotated the procedures for definite/indefinite are the same. Figure 4-1 provides an illustration. A properly prepared DD Form 1155 with explanatory notes is as follows:

Data Block and Caption

Instruction for Entry

- | | |
|---|---|
| 1. Contract/Purchase Order Number | Appropriate contract number as assigned by field purchasing/contracting activities. Leave blank 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 |

NAVSUP P-486 - Food Service Management

6. Issued by UIC, name, hull number and FPO address of the ship
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
10. Deliver to F.O.B. point by
- a. Definite Required delivery date (RDD) which will be a definite calendar date (not ASAP) by which delivery is required.
- b. Indefinite Free on Board (F.O.B.) Destination will be specified for all subsistence items. Place an "X" in "DEST" block. Transportation cost 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.
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 Fleet 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:

CONUS ADDRESS:
DIRECTOR SERVICE NORFOLK
CODE FP
9712 VIRGINIA AVENUE
NORFOLK, VA 23511-3297

NAVSUP P-486 - Food Service Management

OCONUS ADDRESS:
COMNAVACT COMMERCIAL PAYING
BOX 49
FPO AE 09421

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(last date in FY applicable)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 | Last two digits of the fiscal year 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 R-Pacific operating units, V-Atlantic operating units, N-activities other than operating activities 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
- 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.
 - Under Fast Pay procedures the following entries will also be made: enter either of the following

NAVSUP P-486 - Food Service Management

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/Accepted

- a. Definite Purchase orders will indicate a definite quantity of the supplies or services requested.
- b. Indefinite 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 Form 30 will have to be prepared for the quantity received in excess of the estimated quantity.

21. Unit

Unit of issue of the item ordered.

22. Unit Price

Unit price of the item price from the Contract Bulletin.

23. Amount

- a. Definite Enter the total dollar value for each line item ordered (i.e., block 20 quantity ordered X block 22 unit price = block 23 amount.)
- b. Indefinite 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 distributed.

25. Total

- a. Definite Enter the total dollar value of all items ordered.
- b. Indefinite Leave blank.

3. SHIP STORE PURCHASES. The purchases of food items from the ship store may be done with the Supply Officer's approval. This sale is authorized for the purchase of individual serving size of food items for special meals including box lunches, flight meals, combat feeding, picnics, etc. All sales between the ship store and the General Mess must be documented on the NAVSUP 1149. **These transactions must be recorded as Receipts with Charge.**

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

NAVSUP P-486 - Food Service Management

- (1) Original - vendor
 - (2) All remaining copies - to Outstanding Purchase Order File
- b. Fast Pay Procedures
- (1) Original and 2 copies- vendor
 - (2) All remaining copies - to Outstanding Purchase Order File
- c. Fleet Fast Pay Procedures
- (1) Original and 2 copies- vendor
 - (2) Copy - DFAS
 - (3) All remaining copies - to Outstanding Purchase Order File

NAVSUP P-486 - Food Service Management

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. SP0300-98-D-V137		2. DELIVERY ORDER NO.		3. DATE OF ORDER 06/29/98		4. REQUISITION/PURCH REQUEST NO. V21111 9S24	
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				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			
14. SHIP TO USS DUARTE COMMANDING OFFICER USS DUARTE FPO-AE 28882				15. PAYMENT WILL BE MADE BY DEFENCE FINANCE AND ACCOUNTING SERVICE OPLOC NORFOLK 9712 VIRGINIA AVENUE - ATTN: CODE FP NORFOLK, VA 23511-3297		13. MAIL INVOICES TO SEE BLOCK 15	
16. <input checked="" type="checkbox"/> DELIVERY <input type="checkbox"/> PURCHASE		This delivery order is issued on another Government agency or in accordance with conditions of above numbered contract. Reference your _____ furnish ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND PERFORM THE SAME.					
NAME OF CONTRACTOR				SIGNATURE		TYPED NAME AND TITLE	
[] If this box is marked, supplier must sign Acceptance and return the following number of copies:							
17. 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 ACC' ACT'Y
ALL	17 1453.2241	000	41118	0	068732	20	00
20. QUANTITY ORDERED/ACCEPTED*	21. UNIT		22. UNIT PRICE		23. AMOUNT		
0001	CHOC 4OZ ICE CREAM, S24		12	EA	3.3432	40.1184	
0002	CHEESE, COTTAGE, U46		50	LB	1.2000	60.0000	
0003	VAN 4OZ CUPS 24 BOX, X91		24	BX	3.3432	80.2368	
*If quantity accepted by the Government is same as quantity ordered, indicate x. If different, enter actual quantity ordered and encircled.				24. UNITED STATES OF AMERICA		25. TOTAL 180.3552	
26. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED				27. OFFICER NO.		29. DIFFERENCES	
DATE				SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		30. INITIALS	
36. I certify this account is correct and proper for payment.				31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		33. AMOUNT VERIFIED CORRECT FOR	
DATE				SIGNATURE AND TITLE OF CERTIFYING OFFICER		34. CHECK NUMBER	
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	

Julian date of requisition
(Calendar year).

Last digit of current
fiscal year.

Indicate any discount
terms offered by the
supplier for prompt
payment.

Partial delivery not acceptable. Fast pay
procedures apply. The signed copy of this
order must accompany the invoice at the
time of submission to DFAS for payment.

Figure 4-1

NAVSUP P-486 - Food Service Management

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 V21111-9S18
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					b.			
4. APPROPRIATION AND SUBHEAD 17-1453.2241					OBJ. CL. 000	BUR. CONT. NO. 41118	SUBAL-LOT 0	AUTHORIZATION ACCT'G ACTIVITY 068732	TRANS TYPE 2D	PROPERTY ACCT'G ACTIVITY 00	COUNTRY CODE US	14. BILL OF LADING NUMBER	
ITEM NO. (a)	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES (b)							UNITY OF ISSUE (c)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE CONTAINER (f)	15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.	
0001	S18, ICE CREAM, BULK							GL	18			15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.	
16. TRANSPORTATION										17. SPECIAL HANDLING			
RECAPITULATION OF SHIPMENT	ISSUED BY	TOTAL CONTAINER	TYPE CONTAINER	DESCRIPTION	TOTAL WEIGHT	TOTAL CUBE	RECEIPT	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 ----->											
DD FORM 1149 (9 - PT) 1 MAR 59 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 REPLACES EDITION OF 1 MAY 58 WHICH MAY BE USED S/N 0102-LF-011-1801													

Julian date of requisition (Calendar year)

This digit represents the last digit of the fiscal year

Figure 4-2

NAVSUP P-486 - Food Service Management

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. CODE V21111		3. DATE OF ORDER 06/01/98		4. REQUISITION/PURCH REQUEST NO. V21111-9093				
6. ISSUED BY USS DUARTE (DDG) COMMANDING OFFICER USS DUARTE (DDG) FPO-AE 28882-1888				7. ADMINISTERED BY (if other than A) CODE		8. DELIVERY FOB <input checked="" 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				10. DELIVER TO FOB POINT BY (Date) 06/30/98		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED WOMEN-OWNED				
14. SHIP TO USS DUARTE (DDG 90) COMMANDING OFFICER USS DUARTE (DDG 90) FPO-AE 28882-1888				13. MAIL INVOICE SEE BLOCK		12. DISCOUNT TERMS NET				
16. ORDER TYPE <input checked="" type="checkbox"/> DELIVERY <input type="checkbox"/> PURCHASE 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 PREVIOUSLY PERFORM 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										
17. ACCOUNTING AND APPROPRIATION DATA NAME OF CONTRACTOR: _____ TYPED NAME AND TITLE: _____ DATE SIGNED: _____ <input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:										
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	17-1453-2241	000	41118	0	068732	2D	00	US	0V2111173170	
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/SERVICES				20. QUANTITY ORDERED/ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT		
0001	FLAVORED MILK, CHOCOLATE, U82				60	GL	2.2400			
0002	MILK, LOWFAT, 1%				120	GL	2.2200			
*If quantity accepted by the Government is same as quantity ordered, indicate by x. If different, enter actual quantity ordered and encircled.								25. TOTAL		
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								29. DIFFERENCES		
DATE _____ SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE _____								27. SHIP. NO.		
36. I certify this account is correct and proper for payment. DATE _____ SIGNATURE AND TITLE OF CERTIFYING OFFICER _____								32. PAID BY		
37. RECEIVED AT								34. CHECK NUMBER		
38. RECEIVED BY								35. BILL OF LADING NO.		
39. DATE RECEIVED								40. TOTAL CONTAINERS		
41. S/R ACCOUNT NUMBER								42. S/R VOUCHER NO.		

Figure 4-3

NAVSUP P-486 - Food Service Management

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CHAPTER 5 RECEIPT, INSPECTION AND STOWAGE

Part A: RECEIPT

General	5000
Anticipation of Receipts	5001
Receipt Documents Used	5002

Part B: RECEIPT AND INSPECTION PROCEDURES FOR SUBSISTENCE PRIME VENDOR

Background.....	5100
Quality Inspection	5101
Delivery.....	5102
Receipt and Inspection of Food Items Received from Subsistence Prime Vendor.....	5103
Authorized Returns	5104
Rejection and Re-Delivery of Discrepant Items at Delivery.....	5105
Receipt Document Processing	5106
Prime Vendor Markup (Cost Recovery Rate).....	5107
Discrepancies Detected After Receipt - Latent or Hidden Defects	5108
Reporting of Discrepancy in Shipment.....	5109

Part C: RECEIPT AND INSPECTION PROCEDURES FOR OTHER THAN SUBSISTENCE PRIME VENDOR

Inspection of Food Items Received from DLA, Naval and Other Government Sources.....	5200
Inspection of Food Items Received from Commercial Sources Other Than Subsistence Prime Vendor.....	5201
Inspection by the Medical Department	5202
Receipt on Board.....	5203
Receipt by the Authorized Receipt Inspector	5204
Unsatisfactory Subsistence Items.....	5205
Shortages in Shipment.....	5206
Overages in Shipment.....	5207

NAVSUP P-486 - Food Service Management

Part D: UNSATISFACTORY SUBSISTENCE ITEMS

Nonhazardous Food Items.....	5300
Hazardous Food Items.....	5301
ALFOODACTS.....	5302
Food Alert Messages	5303

Part E: POSTING AND PROCESSING RECEIPT DOCUMENTS

Pricing and Price Adjustments.....	5400
Erroneous Invoices	5401
Posting the Subsistence Ledger (NAVSUP Form 335).....	5402
Posting the Record of Receipts and Expenditures (NAVSUP Form 367).....	5403

Part F: DISTRIBUTION OF RECEIPT DOCUMENTS

Distribution of Receipt Documents from DLA and Naval Activities	5500
Distribution of Receipt Documents from Commercial Sources.....	5501

Part G: PROCESSING DEALER'S BILLS FOR PAYMENT

Prompt Payment Act.....	5600
Payment of Dealer's Bills In CONUS	5601
Payment of Dealer's Bills Out CONUS.....	5602
Precautions Against Duplicate Payments	5603
Discounts on Dealer's Bills	5604

Part H: STOWAGE

Stowage	5700
Air Circulation	5701
Storage Life of Frozen Perishable Food Items	5702
Freezing Point, Storage Temperature and Storage Life of Chilled Perishable Food Items	5703
Storage of Semi-Perishable Food Items.....	5704

NAVSUP P-486 - Food Service Management

Part I: HANDLING OF FRUITS, VEGETABLES, MEATS, ANIMAL PRODUCTS AND GARBAGE ABOARD NAVY SHIPS AND AIRCRAFT RETURNING FROM FOREIGN OR OFFSHORE UNITED STATES PORTS

General.....5800

Inspection5801

Voyage Outside of Territorial Limits and Return.....5802

Special Procedures for Handling Meat Carried as CARGO Aboard

 U.S. Military Vessels Returning From Foreign Countries5803

Handling Regulated Garbage Aboard U.S. Military Vessels.....5804

NAVSUP P-486 - Food Service Management

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CHAPTER 5

RECEIPT, INSPECTION AND STOWAGE

PART A: RECEIPT

5000 GENERAL

Subsistence items received aboard a ship or shore activity are accompanied by a variety of receipt papers depending upon the method of request and the issuing activity. Certain certifications are common to all receipt documents. Receiving personnel must:

- a. Date the document upon receipt;
- b. Circle the quantity accepted;
- c. Sign the document to indicate receipt;
- d. Inspect commercial source receipts for condition and request medical department or Veterinary Service inspection for products or questionable quality.

5001 ANTICIPATION OF RECEIPTS

1. GENERAL. Receipt of subsistence items can be anticipated by shipment notices, delivery dates requested on requisitions, or by other indications that deliveries will be made on specified dates. When deliveries of food items are expected, the Food Service Officer/receipt inspectors will be notified so that inspections for quality and quantity may be coordinated with medical department/veterinary representatives. Adequate storage space will be made available and working parties will be obtained.

2. RECEIVING CONTROL. Receiving subsistence items involves many separate steps. The general term "receipt" includes: planning, preparation, inspection, storage, processing receipts, posting records, and paying dealers' bills. Proper receipt of food items is important in establishing and maintaining control of the food service operation. The Food Service Officer will ensure proper receipt control procedures are followed when ordering, receiving, and storing.

3. WORKING PARTY ASSIGNMENTS. A ship's instruction will exist indicating the number of personnel each department must supply for the various working parties (i.e., 5-person, 10-person, etc.). A few days before, including the day of delivery, publish in the plan of the day the working party requirements for that day's delivery. Request a list from each department of the personnel they have assigned to the working party. Use this as a muster list when the working party is called away. When there is a working party consisting of personnel from other departments, use supply personnel as checkers, spotters, and supervisors to the greatest extent possible. Civilian work parties are available upon request by contacting local FISC SPVI coordinators.

4. STOREROOMS. Ensure the bulk storeroom custodian is aware that stores are going to be delivered and the storeroom is ready. Subsistence items will be arranged so that the oldest stock will be issued out first, (first in-first out), according to date of pack and condition of product.

5. RECORDS. It is advisable, whenever possible, to bring stock records in agreement with the actual stock on hand prior to receipt of new food items. Stock records will be posted and kept up

NAVSUP P-486 - Food Service Management

to date to provide the control needed in resolving any differences occurring during the receipt process.

6. **INCOMING MATERIAL FILE.** This file contains copies of all outstanding requisition and purchase documents for use by the bulk storeroom custodian who will physically receive the food items being ordered.

5002 RECEIPT DOCUMENTS USED

1. RECEIPTS FROM PRIME VENDOR

Receipt Document. Vendor's Delivery Invoice.

2. **RECEIPTS FROM COMMERCIAL VENDORS.** Receipt documents used for purchases from commercial vendors will be one of the following:

- a. Order for Supplies or Services/Request for Quotations (DD Form 1155), or
- b. Vendor delivery invoices.

3. RECEIPTS FROM MILITARY ACTIVITIES

a. Receipts from DLA and Naval Supply activities include receipts from the following:

- (1) DLA Supply activities,
- (2) Naval Supply activities,
- (3) Combat Logistic Force (CLF) ships, and
- (4) Other Military Services.

b. Receipt documents from Military activities will be one of the following:

- (1) DoD Single Line Item Release/Receipt Document (DD Form 1348-1-A),
- (2) Requisition and Invoice/Shipping Documents (DD Form 1149), or
- (3) As required by the issuing activity.

4. **RECEIPTS FROM OTHER END USERS.** The receipt document used for requisitions from other end users will be the Requisition and Invoice/Shipping Document (DD Form 1149).

PART B: RECEIPT AND INSPECTION PROCEDURES FOR SUBSISTENCE PRIME VENDOR

5100 BACKGROUND

1. DEFENSE SUPPLY CENTER, PHILADELPHIA (DSCP) GUIDANCE. The DSCP Prime Vendor Guide provides specific guidance on quality assurance during receiving. The contract quality assurance responsibility is assigned to DSCP-HFVN, Subsistence Prime Vendor Branch, Directorate of Subsistence.

Day-to-day quality assurance is the responsibility of the ordering activity. At many ordering activities the receiving official is the government's first line quality assurance representative and the final authority for accepting or rejecting products (see Figures 5-17, 18, and 19 in the back of this chapter for basic guidelines). Products where health factors, such as suspected unwholesomeness are concerned, will not be accepted without the concurrence of the responsible military medical authority.

Where Military Medical activities are supporting the ordering activities receipt inspection of multiple-line commercial products, medical receipt inspection should focus primarily on examination for quality, quantity, wholesomeness and sanitary approved sources, consistent with the direction of the responsible military medical authority.

When destination inspection at time of delivery is unreasonably difficult or will unduly delay delivery conveyances, a system for spot-checking may be employed, consistent with the direction of the responsible medical authority. Delivery conveyances will not be unduly delayed for the purpose of performing a receipt inspection.

2. FOOD SERVICE OFFICER RESPONSIBILITIES - GENERAL. The Food Service Officer is responsible for establishing systems and procedures that ensure products received from the Subsistence Prime Vendor conform to contract specifications and are properly inspected for quality, quantity, wholesomeness, and consistent with the direction of the responsible military medical authority.

3. MILITARY MEDICAL VETERINARY INSPECTION RESPONSIBILITIES. The U.S. Army Veterinary Service is responsible for the Food Safety and Product Compliance Evaluations. U.S. Army Veterinary Service will develop an installation support plan to ensure that the Subsistence Prime Vendor maintains a high level of performance. Routine inspections will be conducted to verify that the products received meet prescribed performance standards during storage, preparation, serving, and are of a satisfactory quality level. The inspections will ensure that no economic fraud, product misrepresentation, or unauthorized product substitution is occurring. The Army Vets will periodically inspect deliveries on the pier and will be permitted to come onboard ships to inspect the quality of food items received from the Subsistence Prime Vendor. The Food Service Officer or his/her representative can request U.S. Army veterinary service or the medical representative to assist with any determination that delivered food is in less than excellent condition.

4. SUBSISTENCE PRIME VENDOR RESPONSIBILITY FOR QUALITY. Subsistence items received from commercial vendors will originate from an approved source. All food items will be of US origin. No meat or meat food products delivered within the United States will be accepted unless each article bears on it, or on the original package, the stamp or label of the United States Department of Agriculture (USDA) to certify that the meat or meat products have been "U.S. Inspected and Passed." A United States Department of Commerce Certified Shellfish Shipper's

NAVSUP P-486 - Food Service Management

Certificate must accompany all unshucked shellfish shipments. This tag must be attached to the container. This tag is required to remain attached until the container is empty, and thereafter kept on file for 90 days. Fresh crustaceans (lobster and crab) must be alive to be accepted.

5101 QUALITY INSPECTION

1. **FOOD SERVICE OFFICERS.** Food Service Officers will inspect all subsistence items to determine the exact quantity received, that all products are received in excellent condition, and will sign the necessary papers in black ink to acknowledge receipt. In the absence of the Food Service Officer, the authorized receipt inspector may receive and inspect food items. Although not recommended, at the TYCOM's discretion the Bulk Storage Custodian may be authorized to be the receipt inspector. Veterinary assistance may be requested, in advance, for all load outs/deployments.

2. **U.S. ARMY VETERINARIAN INSPECTOR.** Deliveries made by the Prime Vendor are subject to random inspection by the Army Veterinarian Inspector (AVI). The MDR or AVI (if available) is still required to perform fitness-for-human consumption inspections on all food purchases made outside the normal prime vendor supply channels. Under subsistence prime vendor system the Army veterinary food inspection will be as follows:

a. Random inspection on deliveries will be conducted on the pier or ashore facility as they are received.

b. Routine customer service visits will be scheduled to evaluate products received and the vendor's performance.

c. Special product compliance evaluations will be performed to ensure that the items meet all the requirements in the purchase documents under which they were procured.

d. On-call assistance will be provided if a problem is noted during or after a delivery with a particular food product.

e. The dollar amount for any Army Vets sampling will be posted as a Survey. (Check the applicable section of this publication for the dollar value limitations in using the NAVSUP 1334, Loss without Survey, or the DD Form 200, Report of Survey).

5102 DELIVERY

1. **GENERAL.** All items will be delivered at designated areas, free of damage, with all packaging and packing intact. Food products will be covered for protection from inclement weather as necessary. The Subsistence Prime Vendor shall remove all excess pallets from the delivery point by prior arrangement between the SPV and the ordering activity. Deliveries may be decreased or increased dependent on mission requirements and upon agreement between the Food Service Officer and the Subsistence Prime Vendor and/or the FISC and DSCP.

2. **DELIVERY SCHEDULES.** Delivery schedules will be coordinated prior to arrival to ensure availability of equipment and/or personnel. Subsistence Prime Vendor contractors are aware that projected feeding strengths at each naval location are subject to fluctuations based on a variety of factors, i.e., seasonal increases/decreases in personnel, surges in personnel during crisis situations or deployments/homecomings. The Prime Vendor Customer Service Representative will maintain open communications with the FISC, TYCOMS, and Food Service

NAVSUP P-486 - Food Service Management

Officers to be aware of these fluctuations and provide the increased quantity and frequency of deliveries needed during these critical times.

If the Subsistence Prime Vendor does not make a delivery within the specified delivery window to any facility, they may be liable as specified in the contract except if:

- a. The Prime Vendor attempts delivery and is refused entry to the base or pier.
- b. The facility or FISC, acting as agent for the ship, cancels or refuses delivery.
- c. The vehicle is delayed, through no fault of the Subsistence Prime Vendor, at a prior delivery site resulting in delays to subsequent deliveries.

The Prime Vendor shall not be liable for any excess cost if the failure to conform to contractual schedules arises out of causes beyond the control and without the fault or negligence of the contractor.

3. DELIVERY VEHICLES. The Subsistence Prime Vendor will provide clean, closed delivery vehicles that are equipped with lift gates. Delivery vehicles will be capable of maintaining products at appropriate temperatures. The Food Service Officer or authorized receipt inspector will inspect delivery vehicles for sanitation at destination. Vehicles that are not sanitary, and are not equipped to maintain prescribed temperatures, or have food and non-food items stored together may be rejected without further inspection.

5103 RECEIPT AND INSPECTION OF FOOD ITEMS RECEIVED FROM SUBSISTENCE PRIME VENDOR

1. INSPECTION OF SUBSISTENCE. The Food Service Officer is responsible for the receipt, identification and inspection of all incoming subsistence items. All food items will be inspected at destination for conformance to all terms and conditions quoted or referred to in the contract. These terms will include, but are not limited to, count, condition, and identity. Under ordinary circumstances, deviations from the terms and conditions of the contract are not permitted. However, deviations may be allowed when approved prior to delivery by the Food Service Officer. Substitutions for ordered items are not permitted. When orders call for specific grade, type, or quality of food products, only the specified items will be accepted upon delivery. Food items will not be accepted if deviations or substitutions have been made, even if offered at reduced prices, unless approved by the Food Service Officer. The Food Service Officer or designated representative will inspect supplies as promptly as is practicable after delivery. Failure to promptly inspect or accept supplies does not relieve the contractor from responsibility or impose liability on any one of the ordering facilities for non-conforming supplies.

2. IDENTITY INSPECTION AT RECEIPT.

Food items will be inspected to ensure that the product is the item, type, style, and grade as ordered. Receipt inspectors will be familiar with contractual labeling requirements and thoroughly trained to determine shelf-life requirements and shelf-life remaining at receipt. All perishable products will have an "open coded" Date of Pack (DOP) and an open coded "Use by Date," "Best If Used By Date," "Sell By Date" or similar marking indicating the end of the guaranteed freshness date. The Subsistence Prime Vendor will deliver the freshest food possible, but as a minimum will comply with the contractual shelf life requirements. To obtain a copy of the applicable contractual requirements in your area, contact your local Navy Food Management Team or local Fleet Industrial Support Center (FISC). Products offered by the

NAVSUP P-486 - Food Service Management

Subsistence Prime Vendor are required to ensure the freshest available products are offered and are within the manufacturer's established shelf life. Refer to your specific contract requirements to determine requirements. For ashore activities the Subsistence Prime Vendor is only required to deliver the freshest food possible.

3. **QUANTITY/COUNT INSPECTION UPON RECEIPT.** Food items will be inspected to ensure proper quantity (quantity on receipt document matches quantity actually received). Each item must be checked to verify that the correct number of items are received, based on the unit of issue (bags, cans, lbs., etc.). Net weights marked on standard packages will be accepted. The count on the outside of containers will be confirmed by randomly selecting at least one case of each line item and ensuring that counts indicated on the outside of a container match the actual contents. The counts indicated on the container must be checked on any container that has been opened.

4. **QUALITY/CONDITION INSPECTION UPON RECEIPT.** Food items will be inspected to verify their acceptability and wholesomeness. This inspection must include, but not be limited to, temperature (for chill and frozen) and age (date of pack). At the time of delivery, the temperature (for chill and frozen) will be recorded by the Food Service Officer or his designated receipt inspector, and annotated on the receipt document. The products will be inspected to verify they are in the condition required by the contract; i.e., fresh, not wilted, in the case of vegetables, not off-condition in the case of meats. Packaging and Packing must be adequate to protect the product during storage and meet contractual requirements for general messes afloat. Samples should be selected from the rear, middle and front of the delivery van. Representative samples of each type of product should be included in the sampling for inspection. The contractor is responsible for proper product storage, segregation, and delivery of product in excellent condition. The following will apply:

a. Frozen food items will be delivered with internal temperatures not exceeding 0° F. Evidence of thawing and refreezing shall be cause for rejection of an item.

b. Case weight of frozen meat items should be at least 40 pounds and not over 60 pounds in weight with a 1/2-inch head space (air gap).

c. Items requiring "Protection from Heat" shall be delivered at a temperature below 70° F. or less.

d. Items requiring "Chilled" conditions will be delivered with internal temperatures between 32° F. to 41° F.

e. The recommended internal temperature for ice cream is -10° F. The temperature will not exceed 0° F.

f. Containers and wrapping must be intact and not damaged. Packages will be free of dripping and show no evidence indicating that the contents have been mishandled.

5. **MEDICAL DEPARTMENT CERTIFICATION.** A medical department certification is not required for deliveries made to a Navy or Marine Corps food establishment by a Subsistence Prime Vendor or a subcontractor under a Prime Vendor Contract. If there is any doubt as to fitness of any item, the product will not be accepted. It will be referred to local Army Veterinarian or Environmental Preventive Medicine Unit (EPMU) for resolution. Disposition instructions come from DSCP. Deliveries made by the Subsistence Prime Vendor are subject to random inspections by the Army Veterinary Service. Under the Subsistence Prime Vendor program, the veterinary food inspector's stamp is not required for the vendor to receive payment.

NAVSUP P-486 - Food Service Management

6. ACCEPTANCE OF FOOD ITEMS. The information gained in the course of receipt inspections is necessary to make the proper decision for initial acceptance of food items delivered under Subsistence Prime Vendor. The Food Service Officer or designated representative is the final authority on decisions to accept or reject deliveries, except in cases of suspected unwholesomeness and unapproved sources and Berry Amendment Compliance. Food found to be deteriorated, contaminated or infested at the time of delivery will be rejected and returned to the Subsistence Prime Vendor. Any item that has been mishandled, has incorrect internal temperatures at delivery, shows evidence of being thawed and refrozen, has freezer burn, is dehydrated, etc., will not be accepted. Food Service Officers will contact the Army Veterinary Service for disposition advice on all questions of fitness for human consumption or wholesomeness. In the absence of the Army Veterinary Service, the Food Service Officer must contact a medical department representative. Any food item received in less than excellent condition must be reported and rejected.

5104 AUTHORIZED RETURNS

The contractor will accept returns under the following (but not limiting) conditions:

- a. Products shipped in error;
- b. Products damaged in shipment;
- c. Products with concealed or latent defects;
- d. Products that are recalled;
- e. Products that do not meet shelf life requirements;
- f. Products that do not meet minimum quality requirements;
- g. Products delivered in unsanitary vehicles;
- h. Products delivered that fail to meet minimum/maximum temperature requirements; and,
- i. Over-ordered products in new condition.

5105 REJECTION AND RE-DELIVERY OF DISCREPANT ITEMS AT DELIVERY

1. RECEIVING ACTIVITY RESPONSIBILITY.

AFLOAT	ASHORE
Notify the FISC customer service representative for immediate resolution of the problem.	Notify Subsistence Prime Vendor and DSCP Account Manager for immediate resolution of the problem.
Submit SF 364 via FISC and TYCOM.	Submit SF 364 via DSCP Account Manager and Regional Representatives.

2. Immediately notify TYCOM/regional representative of any problem not resolved by the FISC or the Subsistence Prime Vendor.

NAVSUP P-486 - Food Service Management

a. Submit a Report of Discrepancy (SF 364) to DSCP for any problem that has not been resolved.

b. When products are rejected at time of receipt for medical inspection reasons, a copy of the Public Health Inspector's or Veterinary Inspector's inspection report shall be faxed to DSCP-HFS (DSN: 444-7320 or 215-737-7320) with a copy of the corresponding invoice.

3. DELIVERY TICKETS. In the event an item(s) is rejected, delivery tickets will be annotated as to the item(s) rejected. These items and their respective costs shall then be lined out and initialed by the driver and the receiving person. The receipt inspector will clearly annotate a reason for each item returned to the Subsistence Prime Vendor. Items rejected for any reason will be annotated with the specific reason, i.e., high temperature, mechanical damage, decay for FF&V, unapproved source, etc.

4. REPLACEMENTS. Replacements are authorized, dependent upon the needs of the command. Same day re-delivery of replacement items shall be provided when the customer requires immediate use of the item. In this instance, the Food Service Officer will notify FISC/Subsistence Prime Vendor to re-order the replacement items and request a same-day or a next day delivery date. Replacement items that are delivered the same day or later will require a new order entry and will be delivered under a separate invoice. These re-deliveries will not be considered as an emergency order. Replacement items may be delivered on an unlimited basis at no extra charge. The invoice signed by the receiving official should only reflect the items that were actually received. Commands must not sign for a replacement item until it is actually received. Replacement of rejected product will be ordered at the discretion of the Food Service Officer.

5106 RECEIPT DOCUMENT PROCESSING

1. GENERAL. Upon delivery, inspection, and acceptance of provisions from Subsistence Prime Vendor, the Food Service Officer/receipt inspector will:

a. Circle the quantity received and sign, date, and annotate the time of delivery on the delivery invoice. Any changes in quantity received, line out the incorrect quantity, initial the correction, annotate and circle the actual quantity received and the reason for the change, i.e., rejected, missing, substitution. The Subsistence Prime Vendor representative/driver must initial all corrections.

b. Return required number of copies of the completed invoice to the delivery vehicle driver.

c. Ashore - Forward copy of invoice to recordskeeper for posting to SPV. Afloat - Forward copy of invoice to recordskeeper and verify against the SPV receipt report from the FISC.

5107 PRIME VENDOR MARKUP (COST RECOVERY RATE)

Prime Vendor Markup rate should only be modified when instructed by DSCP. FSM will automatically delete the current markup rate upon fiscal year closeouts; therefore, personnel are responsible for updating the markup rate at the beginning of each new fiscal year. The markup rate helps to cover overhead expenses.

The markup rate must be established for the current fiscal year prior to processing any receipt diskette or manually posting prime vendor order receipt data. There are only two markup rates, CONUS and OCONUS. If you are posting manually and your receipt has the markup rate

NAVSUP P-486 - Food Service Management

already applied, then you are double posting your markup rate. You will have to go back and deduct the surcharge from each item on the receipt. If you are using the diskette, markup rate is already applied. For more information on Prime Vendor look in your Utility Module in the FSM.

Deployed ships departing the last CONUS port (i.e., Hawaii on the West Coast, Puerto Rico on the East Coast) should change in FSM the Prime Vendor mark-up rate (cost recovery rate) and ensure that the Prime Vendor contract number for the area in which provisions will be purchased is on file in FSM. It is recommended that all ships contact the local FISC prior to deployment to obtain the applicable contract number(s). This is done to ensure that the correct cost recovery rate is being charged for subsistence from the overseas Prime Vendor. Cost recovery rates are not applicable when making purchases utilizing DD Form 1155 overseas and for receipts from supply ships. Cost recovery rates will only apply if the supply ship was used as a carrier to transport provisions ordered through the Prime Vendor and a Prime Vendor receipt is issued. No cost recovery rate will apply when receiving subsistence from a supply ship and the receipt document issued from the supply ship was a DD 1348-1-A. Cost recovery rates are subject to change every fiscal year. Detailed instructions on changing the cost recovery rate and adding a new prime vendor contract are contained in Appendix A, Section 3.

5108 DISCREPANCIES DETECTED AFTER RECEIPT - LATENT OR HIDDEN DEFECTS

1. GENERAL. The Food Service Officer must request inspection by Army Veterinary Service personnel, when available, or medical representative personnel for product found to be defective after the initial delivery. Army Vets or Medical representative will substantiate the existence of hidden or latent defects and determine if the items are fit for human consumption.

2. PROCEDURES:

a. Ashore General Messes. Contact the Subsistence Prime Vendor/DSCP Account Manager and Regional Representative to arrange for return of the items for replacement. Consult with the supporting Army Veterinary Service representative to determine that appropriate local health authorities have been notified of confirmed wholesomeness problems.

b. Afloat Units In Port. Contact the TYCOM and FISC to arrange for return of the items for replacement. Consult with the supporting Army Veterinary Service representative to determine that appropriate local health authorities have been notified of confirmed wholesomeness problems.

c. Afloat Units Underway. Items inspected by medical personnel and found to be non-hazardous must be kept onboard until the ship is back to its homeport and items can be returned to the vendor for a replacement. However, if the storage capacity does not permit such action to be taken, these items must be surveyed. If surveyed obtain pictures if possible of the item, a certificate of unfitness for human consumption from the medical department and submit a copy of the survey form with the Report of Discrepancy (SF 364) to DSCP via TYCOM and NAVSUP 51 for credit resolution. Food Service Officers will follow the procedures set forth in this publication for surveying and disposing of food items deemed hazardous. If possible obtain a picture of the hazardous item(s). The medical department representative will provide a certificate of unfitness for human consumption form that confirms that the discrepancy was not due to action of the ship. The Food Service Officer will consult with medical personnel before discarding any food items suspected to be hazardous or unsafe. The Food Service Officer will submit a copy of the survey form with the Report of Discrepancy (SF 364) to DSCP (DSCP-HS

NAVSUP P-486 - Food Service Management

(CDCFP)) via TYCOM and NAVSUP 51 for credit resolution. A copy of the Public Health Inspector's or Veterinary Inspector's inspection report shall be attached to the SF 364.

5109 REPORTING OF DISCREPANCY IN SHIPMENT

Timely reporting of problems encountered in the delivery of subsistence is critical. Use the Report of Discrepancy (SF 364) to report any problem encountered in the delivery of subsistence by Subsistence Prime Vendor. Originators must be specific in describing the nature and facts of the problem being reported. Prior to submission, the Food Service Officer will ensure the report is reviewed for accuracy and detail. The basic questions of what, when, where, and why must be answered. Upon completion, forward the Report of Discrepancy (SF 364) to DSCP for action (via FISC and TYCOM for afloat commands).

In order to be credited for any discrepancy detected after the receipt documentation has been forwarded to DSCP, and the distributor has not provided a one for one replacement, a report of discrepancy must be completed to adjust your bill. Mail to the:

Defense Supply Center Philadelphia
ATTN.: DSCP-HS (CDCFP)
700 Robbins Ave.
Philadelphia, PA 19111-5906

PART C: RECEIPT AND INSPECTION PROCEDURES FOR OTHER THAN SUBSISTENCE PRIME VENDOR

5200 INSPECTION OF FOOD ITEMS RECEIVED FROM DLA, NAVAL AND OTHER GOVERNMENT SOURCES

An ashore supply activity will perform a quality inspection of food items upon acceptance from the original supplier. This inspection will be in accordance with NAVSUPINST 4355 (series) and will ensure that the food items conform to the contract requirements included in the purchase document. Such inspections will not be duplicated aboard ship. Prior to loading, the receiving individual along with the medical department representative will inspect all food items, in accordance with NAVMED P-5010-1, to detect any deterioration, contamination, or infestation that may have occurred since the quality inspection at the supplying activity. Special attention will be given to inspection of perishable and infestable type foods. Food found to be deteriorated, contaminated or infested at the time of delivery to ashore activities or ships in port will be rejected and returned to the supplying activity. Government owned subsistence items received in usable condition but unfit for storage will be used promptly and any loss surveyed. Foods received via underway replenishments that are suspected to be hazardous should be immediately separated and disposed of in accordance with paras. 5301, 6001 through 6002, and NAVSUP P-485.

5201 INSPECTION OF FOOD ITEMS RECEIVED FROM COMMERCIAL SOURCES OTHER THAN SUBSISTENCE PRIME VENDOR

1. GENERAL. Subsistence items received from commercial vendors will originate from an approved source. All food items will be inspected at destination for conformance to all terms and conditions quoted or referred to in the contract or purchase order. These terms will include, but are limited to, count, condition, and identity. Under ordinary circumstances, deviations from the terms and conditions of the contract or purchase order are not permitted. However, deviations may be allowed when necessary due to lack of time or other extenuating circumstances. Substitutions of food items shown on contracts or purchase orders are not permitted. When contracts or purchase orders call for specific grade, type, or quality of food products, only the specified items will be accepted upon delivery. Food items will not be accepted if deviations or substitutions have been made, even if offered at reduced prices, unless they are urgently needed. If food items are urgently needed, and therefore accepted at a reduced price, a modification to the contract or purchase order (Standard Form 30) is required (see para. 5208-3b).

2. SUBSTANDARD DELIVERIES. Food found to be deteriorated, contaminated or infested at the time of delivery will be rejected and returned to the supplying activity. No meat or meat food products delivered under contract within the United States will be accepted unless each article bears on it, or on the original package, the stamp or label of the Department of Agriculture that the meat or meat products have been "U.S. Inspected and Passed." All shucked and unshucked shellfish shipments must be accompanied by a United States Department of Commerce Certified Shellfish Shipper's Certificate. This tag must be attached to the container. This tag will remain attached until the container is empty, and thereafter kept on file for 90 days. Fresh crustaceans (lobster and crab) must be alive to be accepted.

NAVSUP P-486 - Food Service Management

3. **DISPOSITION OF RECEIPT DOCUMENTS.** The Food Service Officer will retain the signed copies of all DD Form 1155s under lock and key (accountability file) until the bills are forwarded for payment.

5202 INSPECTION BY THE MEDICAL DEPARTMENT

When ordering from sources other than Prime Vendor, a designated representative of the medical department will perform a fitness-for-human consumption inspection upon receipt of food items. The medical representative will sign the receipt document showing that the inspection has been performed. If there is any doubt as to fitness of an item, it will not be accepted. The item(s) will be referred to the local Army Veterinarian or Environmental Preventive Medicine Unit (EPMU) for appropriate disposition. When a receipt inspection is performed by the Army Veterinary Service or Preventive Medicine Unit at a central inspection point prior to delivery, proof of inspection is stamped on the vendor's delivery ticket and further medical inspection is not required during receipt.

5203 RECEIPT ON BOARD

The Food Service Officer is responsible for the receipt, identification and inspection of all incoming subsistence items. When subsistence items are received, the Food Service Officer will inspect these items to determine the exact quantity received and will sign the necessary papers in ink to acknowledge receipt. In the absence of the Food Service Officer, a responsible person who is authorized in writing by the Commanding Officer (see sample letter in Appendix B) may receive and inspect food items. Although not recommended, at Type Commander discretion, the bulk storeroom custodian may serve as the receipt inspector.

5204 RECEIPT BY THE AUTHORIZED RECEIPT INSPECTOR

1. **GENERAL.** Upon receipt of provisions from Navy or approved commercial sources, the receipt inspector will remove one copy of each receipt document and forward it to the bulk storeroom custodian prior to inspecting or counting the food items.

2. **QUALITY INSPECTION UPON RECEIPT.** Upon delivery, food items will be inspected to verify their acceptability before signing for receipt.

a. This inspection must include, but not be limited to, temperature (for chill and frozen), age (date of pack), and condition. Samples should be selected from the rear, middle and front of the delivery van. Representative samples of each type of product should be included in the sampling for inspection if it is a mixed load. This information is necessary to make the proper decision for initial acceptance and/or subsequent issue on board. Any food item received in less than excellent condition must be reported or rejected in accordance with 5200 or 5201.

b. A local code may be established (i.e., different color markings on cases) to identify the receipt date to be used in conjunction with date of pack (DOP) and inspection results so that a First In First Out (FIFO) procedure will be effective.

c. **First In-First Out (FIFO).** First in-first out is a procedure that only determines the order of precedence for issue. The final decision for issue will depend on product condition as determined by inspection.

NAVSUP P-486 - Food Service Management

3. QUANTITY INSPECTION UPON RECEIPT

a. Receipt from Navy Sources. The receipt inspector will inspect the quantity of food items received, circle the exact quantity received (unit of issue) and sign and date the receipt document (Figure 5-1). The receipt inspector ensures proper quantity (quantity on receipt document matches quantity actually received). Net weights marked on standard packages received from the Navy or other government agencies will be accepted. The quantity on the outside of the container received from government sources will be accepted providing the container has not been opened. The quantity indicated on the container must be checked if the container has been opened. The receipt inspector then forwards the receipt documents to the Food Service Officer.

b. Receipt from Commercial Sources other than Prime Vendor

Upon receipt of provisions from a commercial source, the receipt inspector will remove one copy of each delivery ticket and forward them to the bulk storeroom custodian before counting the food items. If only one copy of a delivery ticket is provided, an additional copy will be made and forwarded to the bulk storeroom custodian. The receipt inspector will then inspect and circle the quantity received and sign and date their copy with the date the items were actually received (Figure 5-2). The quantity on the outside of containers received from commercial sources will be confirmed by randomly selecting at least one case of each line item and ensuring that quantities indicated on the outside of a container match the actual contents. The quantity indicated on the container must be checked on any container that has been opened. This person then forwards the document to the recordskeeper for posting.

(1) Indefinite Delivery Contract. At the end of the month, the Order for Supplies or Services/Request for Quotations (DD Form 1155) is taken out of the outstanding purchase order file by the recordskeeper. The recordskeeper adds up the total receipts for the month using the retained copies of the delivery tickets, records and circles the exact quantity received during the month, then signs and dates the DD Form 1155 (Figure 5-3).

(2) Definite Delivery Contract. The recordskeeper records and circles the exact quantity received on the DD Form 1155 using the delivery ticket. This procedure is the same as that shown in subpara. 5202-3(1)a, except only one delivery ticket is used to annotate the DD Form 1155 instead of adding several delivery tickets.

4. SHORTAGES AND OVERAGES. Shortages and overages will be handled in accordance with paras. 5207 and 5208.

5205 UNSATISFACTORY SUBSISTENCE ITEMS

The subsistence supply system has quality provisions designed to guarantee the receipt of wholesome, satisfactory food items at military general messes. However, DoD procurement systems do experience breakdowns that allow some unsatisfactory products to filter into the military pipeline. As an aid to controlling or eliminating this situation, unsatisfactory food items must be reported promptly upon receipt in accordance with the procedures outlined in paras. 5300 and 5301. Speed and accuracy in reporting discrepancies is important particularly if the product is hazardous/suspect. In all instances, immediate reporting of defective food items will enable the contracting agency to initiate warranty action against the supplier, thereby protecting the financial interests of the government. Defects discovered after receipt, i.e., during inspections, breakouts, or preparation, should also be reported provided the defective condition is not due to mishandling or overaging of the item while in the custody of the using activity. This

NAVSUP P-486 - Food Service Management

will enable the contracting agency to initiate warranty action against the supplier, thereby protecting the financial interests of the government.

5206 SHORTAGES IN SHIPMENT

1. GENERAL. A shortage occurs when the quantity received is less than the quantity shown on the receipt document, regardless of the quantity on the original requisition. A shortage may occur due to a shipping-type (item) or packing discrepancy. If a shortage exists, immediate contact with the issuer/shipper in an attempt to resolve discrepancies will be initiated either in person or by message in an attempt to resolve the discrepancy. Refer to NAVSUP P-723 for further guidance. Shortages due to transportation discrepancies will be reported in accordance with DLA Regulation 4500.15. Receiving activities will notify the Supply/Transportation officer of all transportation discrepancies upon their discovery. In the event shortages still exist after investigation, regardless of the types of discrepancies, the receipt inspector or the bulk storeroom custodian will indicate on the receipt document the actual quantity physically received by drawing a single line through the invoiced quantity and recording and circling the actual quantity received (Figure 5-5). After the receipt inspector signs and dates the receipt documents in accordance with paras. 5202 and 5204, the documents are forwarded to the Food Service Officer.

5207 OVERAGES IN SHIPMENT

1. GENERAL. An overage occurs when the quantity physically received exceeds the quantity stated on the receipt document regardless of the quantity on the original requisition or purchase order. When this occurs, immediate liaison is to be established by the receiver with the issuer to resolve the discrepancies.

2. OVERAGES FROM A NAVY SOURCE. When discrepancies from a Navy source are unable to be resolved, the receipt inspector and bulk storeroom custodian will indicate on the receipt document the actual quantity physically received by annotating and circling the quantity actually received and drawing a single line through the invoiced quantity. The receipt inspector and bulk storeroom custodian will then sign and date the receipt document in accordance with paras. 5202 and 5204 (Figure 5-6), and forward the document to the Food Service Officer.

a. Items Received w/o a Receipt Document. A "Dummy Receipt Document" will then be prepared by the recordskeeper to document the excess quantity received. This dummy receipt document is a DoD Single Line Item Release/Receipt Document (DD Form 1348-1-A).

b. Dummy Receipt Document Preparation. DoD Single Line Item Release/Receipt Document (DD Form 1348-1-A) will be prepared as a "Dummy Receipt Document" (Figure 5-7) for overages in shipment. It will be used as the source document for posting the excess receipt to the Subsistence Ledger (NAVSUP Form 335) and the Record of Receipts and Expenditures (NAVSUP Form 367).

c. Prepare a DD Form 1348-1-A using all the information on the original receipt document with the exception of the quantity and total price block. The quantity block will contain the excess quantity actually received. Zero fill as necessary (i.e., 28 ea = 00028). The total price block will contain the dollar value of the excess quantity times the unit price. In addition, annotate on the document "DUMMY INVOICE TO COVER EXCESS SHIPMENT" and provide a statement cross referencing the original receipt document with the "Dummy Invoice" (Figure 5-7), to distinguish the dummy receipt from the normal receipt.

NAVSUP P-486 - Food Service Management

3. OVERAGES FROM A COMMERCIAL SOURCE.

a. When an overage occurs from a commercial vendor, the receipt inspector and bulk storeroom custodian will sign only for the requested quantities on the receipt documents in accordance with paras. 5202 and 5204 and forward the documents to the Food Service Officer. Any excess quantities will be returned to the vendor.

b. If food items are urgently needed and quantities in excess of the quantities requested on the Order for Supplies or Services (DD Form 1155) are accepted and received, an Amendment of Solicitation/Modification of Contract (Standard Form 30) will be prepared for the excess amount using the instructions on the reverse side of the form. This form is also used if any terms of the contract are being amended.

c. Distribution of the Standard Form 30. Distribution of the Standard Form 30 is the same as the corresponding DD Form 1155 (see para. 5501).

NAVSUP P-486 - Food Service Management

RECEIPT BY RECEIPT INSPECTOR
DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT
DD FORM 1348-1-A

DD FORM 1348-1A, JUL 91 ISSUE RELEASE/RECEIPT DOCUMENT S/N 0102-LF-114-5000

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	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	00																																																																																																																																																																										
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AOANNZ 3										BG										00024										N 32199										B PZ 9M EP5 12										00002 20										000189										21111										4. MARK FOR										5. DOLLARS										6. CTS										7. FRIT RATE										8. NMFC										9. PS										10. CTRY. REC'D										11. UP										12. UNIT WEIGHT										13. UNIT CUBE										14. UFC										15. SL										16. FREIGHT CLASSIFICATION NOMENCLATURE										17. ITEM NOMENCLATURE										18. 19. NO CONT										20. TOTAL WEIGHT										21. TOTAL CUBE										22. RECEIVED BY										23. DATE RECEIVED									
V21111										9H22										DATE										8925 01419 7021										National Stock Number										0000220										Unit Price										A. S. Fast										29 Jun 98										Signed and dated by the receipt inspector										SHIP FROM:										SHIP TO:																																																																																																																																																															

Figure 5-1

NAVSUP P-486 - Food Service Management

RECEIPT FROM COMMERCIAL SOURCES OTHER THAN PRIME VENDOR

Marva Maid Dairy
 5500 Chestnut Ave
 New Port News, VA 23605
 (757)245-3857 fax Fax Number

Invoice No. **34442**

INVOICE

Customer

Name USS DUARTE (DDG 90)
 Address PIER 12
 City NOB State _____ ZIP _____
 Phone _____

Date 6/29/98
 Order No. sp0300-98-D-V137
 Rep _____
 FOB _____

Qty	Description	Unit Price	TOTAL
(30)	MILK, FLAVORED CHOCOLATE, 2%	\$2.24	\$67.20
(60)	MILK, LOWFAT, 2%	\$2.22	\$133.20

Pay

Medical representative fit-for-human consumption certification

SubTotal	\$200.40
Shipping & Handling	\$0.00
Taxes State	_____
TOTAL	\$200.40

Received by A.S. East
 Date 29 Jun 98

Figure 5-2

NAVSUP P-486 - Food Service Management

RECORDING TOTAL MONTHLY RECEIPTS ON AN INDEFINITE DELIVERY CONTRACT (DD FORM 1155) USING RETAINED COPIES OF DELIVERY TICKETS

Marva Maid Dairy
5500 Chestnut Ave
New Port News, VA 23065
(757)245-3857 fax Fax Number

Invoice No. 34449

INVOICE

Customer: USS DUARTE (DDG 90)
Address: PIER 12
City: NOB State: ZIP
Phone:

Date: 6/29/98
Order No: 980300-98-D-V137
Rep: FOS

Qty	Description	Unit Price	TOTAL
30	MILK, FLAVORED CHOCOLATE, 2%	\$2.24	\$67.20
60	MILK, LOWFAT, 2%	\$2.22	\$133.20

SubTotal: \$200.40
Shipping & Handling: \$0.00
Taxes: \$0.00
TOTAL: \$200.40

Received by: *A. J. East*
Date: 30 Jun 98

Marva Maid Dairy
5500 Chestnut Ave
New Port News, VA 23065
(757)245-3857 fax Fax Number

Invoice No. 34442

INVOICE

Customer: USS DUARTE (DDG 90)
Address: PIER 12
City: NOB State: ZIP
Phone:

Date: 6/29/98
Order No: 980300-98-D-V137
Rep: FOS

Qty	Description	Unit Price	TOTAL
30	MILK, FLAVORED CHOCOLATE, 2%	\$2.24	\$67.20
60	MILK, LOWFAT, 2%	\$2.22	\$133.20

SubTotal: \$200.40
Shipping & Handling: \$0.00
Taxes: \$0.00
TOTAL: \$200.40

HM Jones Medical 29 Jun

DD FORM 1155

1. ISSUED BY: USS DUARTE (DDG 90) COMMANDING OFFICER
2. DELIVERY ORDER NO. V21111
3. DATE OF ORDER: 06/01/98
4. REQUISITION/PURCH REQUEST NO. V21111-9093
5. ADMINISTERED BY (if other than 6) CODE: 60591

9. CONTRACTOR: MARVA MAID DAIRY, 5500 CHESTNUT AVE., NEWPORT NEWS, VA. 23065

14. SHIP TO: USS DUARTE (DDG 90) COMMANDING OFFICER, 9712 VIRGINIA AVENUE - ATTN: CODE:FP, NORFOLK, VA 23511-3297

15. PAYMENT WILL BE MADE BY: DEFENSE FINANCE AND ACCOUNTING SERVICE, 9712 VIRGINIA AVENUE - ATTN: CODE:FP, NORFOLK, VA 23511-3297

ITEM NO.	APPROPRIATION SYMBOL AND SUBHEAD	OBJECT CLASS	BUREAU CONT. NO.	SUB-ALLOT	AUTY/N ACCT'G ACT'Y	TRANS TYPE	PROPERTY ACCT'G ACT'Y	COUNTRY	COST CODE	AMOUNT
0001	17-1453-2241	000	41118	0	068732	20	00	US	0V21111/3170	

20. QUANTITY ORDERED/ACCEPTED: 30 (circled), 60 (circled)

21. UNIT: GL

22. UNIT PRICE: 2.2400, 2.2200

23. AMOUNT: \$67.20, \$133.20

24. UNITED STATES OF AMERICA: W. B. ELLIS, BY: LTJG

25. TOTAL: \$200.40

26. QUANTITY RECEIVED: 30 (circled), 60 (circled)

27. SHIP. NO. [] PARTIAL [] FINAL

28. D. O. VOUCHER NO.

29. DIFFERENCES

30. INITIALS

31. PAYMENT: [] COMPLETE [] PARTIAL [] FINAL

32. PAID BY

33. AMOUNT VERIFIED CORRECT FOR

34. CHECK NUMBER

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

Recordskeeper adds up all quantities on retained copies of receipts, circles quantity actually received on the DD Form 1155, signs and dates DD Form 1155

Figure 5-3

NAVSUP P-486 - Food Service Management

RECEIPT BY BULK STOREROOM CUSTODIAN FROM COMMERCIAL SOURCES

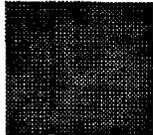
	Marva Maid Dairy 5500 Chestnut Ave New Port News, VA 23605 (757)245-3857 fax Fax Number	Invoice No. 34442									
INVOICE											
Customer											
Name <u>USS DUARTE (DDG 90)</u> Address <u>PIER 12</u> City <u>NOB</u> State _____ ZIP _____ Phone _____	Date <u>6/29/98</u> Order No. <u>spo300-98-D-V137</u> Rep _____ FOB _____										
Qty	Description	Unit Price	TOTAL								
(30)	MILK, FLAVORED CHOCOLATE, 2%	\$2.24	\$67.20								
(60)	MILK, LOWFAT, 2%	\$2.22	\$133.20								
<i>Am' Jones medical 29 Jun</i>											
Payment Details ○ ○ ○ _____ _____		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">SubTotal</td> <td style="text-align: right;">\$200.40</td> </tr> <tr> <td>Shipping & Handling</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Taxes State</td> <td style="text-align: right;">_____</td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right;">\$200.40</td> </tr> </table>		SubTotal	\$200.40	Shipping & Handling	\$0.00	Taxes State	_____	TOTAL	\$200.40
SubTotal	\$200.40										
Shipping & Handling	\$0.00										
Taxes State	_____										
TOTAL	\$200.40										
Received by <u>A.S. East</u> Date <u>29 Jun 98</u>											

Figure 5-4

PART D: UNSATISFACTORY SUBSISTENCE ITEMS

5300 NONHAZARDOUS FOOD ITEMS

1. Nonhazardous food items are products which do not meet expected or desired standards but do not constitute a health hazard to personnel if consumed. Subsistence contracts contain quality assurance provisions designed to guarantee the receipt of wholesome, satisfactory food items at military dining facilities. However, DOD procurement systems do experience breakdowns that allow some unsatisfactory products to filter into the military pipeline. As an aid to eliminating/controlling this situation, unsatisfactory food items must be reported promptly upon receipt in accordance with the procedures outlined in paras. 5300 and 5301. Speed and accuracy in reporting discrepancies is important, particularly if the product is hazardous and/or suspect. In all instances, immediate reporting of defective food items will enable the contracting agency to initiate warranty action against the supplier, thereby protecting the financial interests of the government. Defects discovered after receipt, e.g., breakdown during inspection, breakouts, or preparation, should also be reported provided that the defective condition is not due to mishandling or overaging of the item while in custody of the using activity.

Examples of nonhazardous, unsatisfactory food items are:

- a. Chicken wings in a box labeled breasts;
- b. Grill steaks containing such a large amount of fat and gristle as to be tough and unappetizing;
- c. Packaging which does not adequately contain the product; and,
- d. Deviations in case quantity.

2. REPORTING PROCEDURES

a. Ashore facilities and Afloat facilities while in port will report all unsatisfactory subsistence items to the supporting U.S. Army Veterinary Service. Food Service Officers will request inspection of the product, recommendation for disposition of the item, and assistance in completion of necessary reports. The Food Service Officer will determine use of items in the nonhazardous, unsatisfactory food category.

b. Unsatisfactory Nonhazardous Food Items received from Commercial Sources: A Standard Form 364 (ROD) will be prepared by all activities (afloat and ashore) receiving unsatisfactory food items that do not conform to specifications and are received directly from the Subsistence Prime Vendor and all other commercial vendors. DOD 4140.1 Material Management Policy sets policy and guidance, and NAVSUP P-723 sets procedures for resolving shipping type discrepancies.

The SF 364 will be prepared as follows (Figure 5-8):

NAVSUP P-486 - Food Service Management

<u>Date Block and Caption</u>	<u>Instruction for Entry</u>
Top of Form	Indicate whether shipping discrepancy or packaging discrepancy or both by placing an X in the appropriate box(es).
1 Date of Preparation	Year, month, day (i.e., 99 Jun 01)
2 Report Number	Serial number of the report (i.e., if this is the fifth report of the calendar year, enter 005/99) or enter the survey number assigned if the item was surveyed.
3 To	Commander Defense Supply Center Philadelphia, ATTN: DSCP-HQ (CDCFP), 700 Robbins Ave., PA 19111-5906
4 From	Name address and zip code of the reporting activity.
5a Shipper's Name	Name and address of shipper. Obtain from shipping documents or service supply activity.
5b Number and Date of Invoice	Leave Blank
6 Transportation	Leave Blank
7a Shipper's Number	Purchase order or contract number.
7b Office Administering Contract	Leave Blank
8 Requisitioner's Number	Requisitioning activities requisition number. Entry of the applicable requisition document number is mandatory in all instances, even though a contract/purchase order is involved. Note: The acquisition agency cannot process credit without the requisition number.
9a NSN and Nomenclature	Show each item on a separate line (maximum of three). Note: Reporting a single NSN per ROD will expedite resolution of the discrepancy.
9b Unit of Issue	Unit of issue indicated on the shipping documents.
9c Quantity Shipped/Billed	Quantity of item received.
9d Quantity Received	Quantity of item received.
10a Discrepancy Quantity	Quantity in error.
10b Discrepancy Unit Price	Unit price as billed or shown on shipping documents.

NAVSUP P-486 - Food Service Management

10c Discrepancy Total Cost	Enter the total value of Material (10a x 10b)
10d Discrepancy Code	Nature of the discrepancy using the discrepancy codes listed on the face of the form. If condition exists that is not listed use Z1 and explain action requested in item 12.
11 Action Code	Requested action from codes listed on the face of the form. If action is other than that covered by listed action codes, use 1Z and explain action requested in item 12.
12 Remarks	<p>Use for any supplemental information where the combination of discrepancy codes and action codes need clarification, where shipping-type (item) discrepancies need explanation, and where a breakout of cost to reports in terms of time and materials is required. Specific data such as appearance, lot/batch number, manufacture/packaging date, inspector number and inspection date, probable cause of improper packaging, and suggested corrective action. Include telephone (DSN and commercial) of the individual to be contacted for additional information if different than what is entered in item 4a. Provide photos where it would assist the shipping activity in determining the cause of the discrepancy/deficiency. When overaged material (expired shelf life) is received, enter the following information:</p> <ol style="list-style-type: none">1. Manufacturer's name,2. Contract/purchase order number if not shown in item 7a,3. Date of manufacture, pack, or expiration,4. Lot/batch number,5. Location of material,6. Name, address and telephone number (if available) of contract, and7. Nature of complaint, stating in detail why material is unsatisfactory.
13 Funding and Accounting Data	Leave Blank. For use by NAVSUP 51.

NAVSUP P-486 - Food Service Management

- 14a Typed or printed name, title,
and phone number of
preparing official Self Explanatory
- 14b Signature Self Explanatory
- 15 Distribution Addresses for copies Commander, Naval Supply Systems Command
Support Services Directorate
Food Service Division (NAVSUP 51)
5450 Carlisle Pike
P.O. Box 2050
Mechanicsburg, PA 17055-0791

c. Unsatisfactory Nonhazardous Food Items received from Naval and other Government Sources: A DD Form 1608 (UMR) will be prepared by all activities (afloat and ashore) receiving unsatisfactory food items that do not conform to specifications that were received from Naval and other government sources. (Figure 5-9):

<u>Date Block and Caption</u>	<u>Instruction for Entry</u>
1 Date Prepared	(YYMMDD) i.e., 990123
2A Name of Receiving Activity	Commander, Naval Supply Systems Command Support Services Directorate, Food Service Division (NAVSUP 51V)
2B Address	5450 Carlisle Pike P.O. Box 2050 Mechanicsburg, PA 17055-0791
3A Name of Originating Activity	Name of activity submitting report.
3B Address	Address of activity submitting report.
4A Item Nomenclature	State nomenclature in sufficient detail to ensure identity, e.g., Peaches, Whole, No. 10 can; Pork Chops, Boneless, etc. (See Federal Supply Catalog C8900-SL, Prime Vendor Catalog or Food Item Code List).
4B SIS Evaluation	Leave Blank.
5 National Stock Number	13 digit national stock number from the Group 89, Subsistence Prime Vendor Catalog or Food Item Code List.
6 Specification Number/IMPS Number	Leave Blank
7A Name of Contractor	Obtained from shipping container.
7B Plant Address	Obtained from shipping container.

NAVSUP P-486 - Food Service Management

- 8 Source of Shipment
Obtained from the service supply activity and/or shipping documents. State the name of the DLA depot or distribution point or the vendor's name.
- 9 Contract Number
Obtained from the shipping container.
- 10 Contractor Lot Number
Obtained from the shipping container.
- 11 Product Code
List the manufacturer's product code (usually shown as a series of numerals and letters printed or embossed on bottles, cartons and cans) found on primary containers. These codes may also be found printed or stenciled on the shipping container.
- 12 Date of Pack
(YYMMDD) obtained from shipping container.
- 13 Requisition Number
Enter complete requisition number (service designator and UIC followed by Julian date of requisition followed by the food item code preceded by 9).
- 14 Date Supplies Received
(YYMMDD) Date the food items were received.
- 15A Size of Lot/Shipment (Cases)
Total number of cases being reported as unsatisfactory.
- 15B Size of Lot/Shipment (Units)
Total number of units being reported as unsatisfactory (unit of issue as described in the FSC-8900-SL, Part I, Prime Vendor Catalog or NAVSUP Form 1059).
- 16 Quantity on Hand
Total on hand quantities of the food item being reported.
- 17 Narrative
Include a narrative description of the unsatisfactory condition which makes the item unsuitable for intended use or affects customer satisfaction or acceptance. List storage condition or other factors that may relate to the unsatisfactory condition of the product. Indicate current status of product, i.e., on hold, normal issue, or expedited issue.
- 18 Recommendations
State recommendations regarding disposition of supplies, revision of specification requirements, revision of purchase requirements as to size of units and quantities. List all other discrepancy forms reporting this same discrepancy and item.
- 19A Name of Verifying Officer
Name of accountable Food Service Officer.

NAVSUP P-486 - Food Service Management

19B Grade	Grade of accountable Food Service Officer.
19C Signature	Signature of accountable Food Service Officer.
19D Telephone Number	Telephone number of accountable Food Service Officer (include commercial and DSN numbers).
19E Title	Title of accountable Food Service Officer.
19F Date	(YYMMDD) date the report is signed and forwarded.

d. Distribution. After initial preparation, distribution will be made as follows:

- (1) Standard Form 364
 - (a) Original plus 1 copy - Food Service Division (NAVSUP 51)
 - (b) Copy - Report of Discrepancy File.
 - (c) Copy to TYCOM
 - (d) Supplying activity
 - (e) Supporting VET SERVICE UNIT
- (2) DD Form 1608
 - (a) Original plus 1 copy - Food Service Division (NAVSUP 51)
 - (b) Copy - Unsatisfactory Material Report File
 - (c) Copy to TYCOM
 - (d) Supplying activity
 - (e) Supporting VET SERVICE UNIT

5301 HAZARDOUS FOOD ITEMS

1. GENERAL. Hazardous food items are products which would certainly or possibly cause, or are suspected to have already caused, harm when consumed. Such items may be unfit for human consumption, suspected of being unfit for human consumption, or suspected to be the source of an outbreak of food-borne illness. Determination of "fitness for human consumption" is the responsibility of the medical officer or the appointed representative. Likewise, the medical officer will determine the suspected causes of the food-borne illness. Place the item on medical hold and submit samples for laboratory analysis in accordance with subpara. 3. The following are a few examples of potentially hazardous food items:

- a. Widespread presence of swollen or leaking cans. (The contents of bulged or swollen cans should never be consumed);
- b. Products with offensive or unusual odors and colors and/or any other evidence of deterioration, spoilage, or contamination. (Again, try to determine whether or not the hazardous

NAVSUP P-486 - Food Service Management

condition is due to an isolated instance of excessive storage or mishandling prior to reporting the item as hazardous);

c. Food items containing foreign objects such as glass, dirt, pieces of metal, etc. (Forward a sample of the contaminant to HQ, DSCP, ATTN: DSCP-HQS (CDCFP), by the most expedient means. Also indicate when the problem appears to involve only a single unit/container of product or report the estimated percentage of units/containers involved when possible);

d. Any apparently wholesome food items which, based on the best medical knowledge available, is suspected or known to harbor disease causing agents; and,

e. Insect infestation.

Food items that have become hazardous due to overage, mishandling while in the custody of the user, or other isolated instances of abuse will not be reported under these procedures.

2. DISPOSITION. Items that are suspected to be hazardous will be separated and suspended from issue subject to determination by medical representative that they are unfit for human consumption. Items determined to be unfit for human consumption will be surveyed and disposed of under the supervision of the responsible supply and/or medical personnel by burning, burial, or dumping at sea. Hazardous products will be completely disposed of to prevent any possibility of consumption. Samples, as noted in subpara. 3, should be retained. Prior to destruction, all available identifying information, including contract numbers, will be obtained. If possible, photographs of the defects should be taken. When the medical authority cannot make a positive determination that an item is unfit for human consumption, destruction will be delayed pending the results of laboratory tests.

3. SAMPLES AND TESTS

a. Ashore Activities. Samples of the product (both normal and abnormal) will be supplied when considered necessary by the medical or veterinary representative (Figures 5-10 and 5-11). Contact the local veterinary service for assistance in sampling procedures, completion of test request forms, and shipment of the samples to the laboratory.

b. Afloat Activities. At the direction of the medical representative, samples of the food product (both normal and abnormal) will be turned in to the nearest Navy shore activity, which will arrange for veterinary inspection of the product in accordance with subpara. 3a. In the event that local Veterinary Service personnel are not available, send samples to the nearest facility (addresses are as follows):

Commander
VETCOM Food Analysis & Diagnostic Laboratory
ATTN: MCVS-SCL
2472 Schofield Road
Building 2632
Ft. Sam Houston, TX 78234
Comm: (210) 295-4604 DSN: 421-4604
Fax: (210) 270-2559

NAVSUP P-486 - Food Service Management

U.S. Army Veterinary Laboratory
64th Medical Detachment (VS)
CMR 402
APO AE 09180-3619
ETS 486-8300/7241
Comm: 06371-86-8300/7241

Food Analysis Laboratory
CENPAC DVC
ATTN: MCVS-PAC-SF
Bldg 673, Glennen Road
Schofield Barracks, HI 96857-5460
Comm: 808-433-7925/7926/7928

Samples will be sent with an original and four copies of the Request for/and Results of Tests (DD Form 1222) (see figure 5-10). If a DD Form 1222 is not available, a letter request will be submitted containing all the pertinent data contained on the form. A representative number of backup samples will be retained until test results are known, provided that retention will not constitute a health or sanitary hazard. Test results will be transmitted expeditiously, usually by telephone.

<u>Data Block and Caption</u>	<u>Instruction for Entry</u>
1. To	See Note #1.
2. From	Activity requesting results of test.
3. Prime Contractor and address	Obtained from unit container and/or shipping container.
Contract Number	Obtained from unit container and/or shipping container.
4. Manufacturing Plant Name and Address	Obtained from unit container and/or shipping container.
5. End (Food) Item and/or Project	Item nomenclature or brand name.
6. Sample Number	The number of items that are being shipped for sampling.
7. Lot No.	Obtained from unit container and/or shipping container.
8. Reason for Submittal	Insert "Special Testing."
9. Date Submitted	Date forwarded for sampling.
10. Material to be Tested	Same as block 5.
10a. Quantity Submitted	Same as block 6.
11. Quantity Represented	Total quantity of the item that is being sampled.

NAVSUP P-486 - Food Service Management

12. Spec. & Amend. Obtained from unit container and/or shipping container, if available.
13. Purchased from or Source Where the item was received from.
14. Shipment Method (Fastest Method).
15. Date Sampled and Submitted by Name, rank and signature of the Food Service Officer and date.
16. Remarks Enter "Test for Suitability and for Human Consumption." (Include any special tests, analysis, or examinations for suspected conditions that are required).
17. Send Report of Test to Enter "Same as Block #2" or designate otherwise. In addition send to the following addresses:

Commander
Defense Supply Center Philadelphia
ATTN: DSCP-HQ
700 Robbins Ave.
Philadelphia, PA 19111-5906

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

Commander
Naval Supply Systems Command
Food Service Division
ATTN: NAVSUP 51V
5450 Carlisle Pike
P.O. Box 2050
Mechanicsburg, PA 17055-0791

4. REPORTS. The discovery of a valid hazardous food item will be immediately reported by priority message to the Defense Supply Center, Philadelphia (DSCP-HQS (CDCFP)) (see Figure 5-11). This message report is in addition to the information provided in the laboratory analysis request. The message will be prepared in the following format:

Data Block and Caption

Instruction for Entry

From

Activity sending the message.

To

DSCP PHILADELPHIA PA// DSCP-HQ//

NAVSUP P-486 - Food Service Management

Info	COMNAVSUPSYSCOM MECHANICSBURG PA //51V/51// BUMED WASHINGTON DC//JJJ// Activity that supplied the material Service Force Commander (if material was supplied by supply ship) Closest Navy Environmental and Preventive Medicine Unit (NEPMU) (see Note #1 for list) and/or Closest Navy Disease Vector, Ecology and Control Center (DVEEC) (if material is infested) (see Note #2 for list)
Subj	SUSPECTED HAZARDOUS FOOD ITEM
1A	Nomenclature of item being reported.
1B	Prime Vendor Catalog #
1C	Prime contractor/subcontractor/manufacturer/ distributor and addresses.
1D	Government inspection plant code, i.e., USDA establishment number.
1E	Contract/purchase order/delivery order number(s).
1F	Source of item, i.e., specific depot, supply point, direct vendor delivery, supply ship, etc.
1G	Date item received.
1H	Quantity of item received.
1J	Manufacturer's lot number(s), production code(s), or other coded information on unit containers and/or cartons.
1K	Date of manufacture/pack from unit container and/or cartons.
1L	Quantity of product on hold.
1M	Reason item is suspected to be hazardous.
1N	Symptoms of illness or death attributed to or suspected to be caused by the item, numbers of persons affected, and contact point for medical authority cognizant of the incident.

NAVSUP P-486 - Food Service Management

10 Laboratories to which samples have been submitted for test. N/A for infestations (unless samples sent to NEPMU or DVEEC).

NOTE #1

List of Navy Environmental and Preventive Medicine Units are as follows:

NAVENPVETMEDU SEVEN NAPLES IT

NAVENPVETMEDU TWO NORFOLK VA

NAVENPVETMEDU SIX PEARL HARBOR HI

NAVENPVETMEDU FIVE SAN DIEGO CA

NOTE #2

List of Navy Disease Vector, Ecology and Control Centers are as follows:

NAVDISVECTECOLCONCEN ALAMEDA CA

NAVDISVECTECOLCONCEN JACKSONVILLE FL

The symbol "NA" will be used to indicate nonavailability or nonapplicability of information. Every effort will be made to include an identifying contract number so that the item can be traced through the supply system.

5302 ALFOODACTS

Headquarters, Defense Supply Center, Philadelphia, is designated as sole worldwide agent for the Department of Defense to coordinate all hazardous food and non-prescription drug recalls which may involve the services. All food items, including brand names procured by appropriated or nonappropriated fund activities, are involved in this recall system. The Consumer Safety Officer (CSO) transmits ALFOODACT messages only when an item is known to be a threat to public health, and is suspected or known to be in government supply channels world wide. NAVSUPINST 10010.8 sets policy and guidance and assigns responsibilities. HQ, DPSC, issues a written message via AUTODIN transmission using a designator code ALFOODACT when advising food activities of status of a particular food item. Suspected items are to be identified and separated as quickly as possible. If required by the ALFOODACT message, reply to ALFOODACT messages by priority message to DSCP PHILADELPHIA PA//DSCP-HQ//. Ensure that all information transmitted is provided in the ALFOODACT message. This information is important to determine the scope/magnitude of the problem before warranty/recovery action begins and disposition instructions are issued by DSCP.

5303 FOOD ALERT MESSAGES

Food Alert messages are transmitted by the CSO to a localized area or customer group, i.e. Navy ships, Navy Exchanges, etc. The purpose of these messages is to keep the customers informed of ongoing hazardous food investigations or to provide information and disposition instructions on products which possess minimal health risk but are aesthetically unacceptable. When a product is known to be in supply channels and if short lists of military customers are involved, these locations will be notified by a FOOD ALERT MESSAGE. When there is any doubt about the distribution of a potentially hazardous item, an ALFOODACT will be transmitted.

NAVSUP P-486 - Food Service Management

Food Service Officers and their representatives will respond to Food Alert messages in the same manner as ALFOODACTS. Instructions for the product disposition and reporting procedures will be transmitted in each Food Alert message.

REPORT OF DISCREPANCY (ROD) (STANDARD FORM 364)

PAGE 1 OF 4										
REPORT OF DISCREPANCY (ROD) (X) SHIPPING (X) PACKAGING					1. DATE OF PREPARATION 06/29/98		2. REPORT NUMBER 001/98			
3. TO (Name and address, include ZIP Code) COMMANDER, DEFENSE PERSONNEL SUPPORT CENTER ATTN: DPSC-HQS (CDCFP) 2800 S. 20TH STREET PHILADELPHIA, PA 17055-0791					4. FROM (Name and address, include ZIP Code) USS DUARTE (DDG 90) COMMANDING OFFICER USS DUARTE (DDG 90) FPO-AE 28862-1888					
5a. SHIPPER'S NAME HEINTZ 208TH STREET PHILADELPHIA, PA 17055				5b. NUMBER AND DATE OF INVOICE		6. TRANSPORTATION DOCUMENT NUMBER (GBL, Waybill, TCN, etc.) V211181809405				
7a. SHIPPER'S NUMBER (Purchase Order/shipment, Contract, etc.) DLA-134-98-C-444			7b. OFFICE ADMINISTERING CONTRACT			8. REQUISITIONER'S NUMBER (Requisition, Purchase Request, etc.) V211181809405				
9. SHIPMENT, BILLING, AND RECEIPT DATA					10. DISCREPANCY DATA			11. ACTION CODE		
NSN/PART NUMBER AND NOMENCLATURE (a)	UNIT OF ISSUE (b)	QUANTITY SHIPPED/BILLED (c)	QUANTITY RECEIVED (d)	QUANTITY (e)	UNIT PRICE (f)	TOTAL COST (g)	CODE (h)	ACTION CODE (i)		
D9501389525 HOT SAUCE, PEPPER SAUCE, EXT HOT, 12	BT	120	120	48	1.24	59.52	C2	1E		
12. REMARKS (Continue on separate sheet of paper if necessary) APPROXIMATELY TWO THIRDS OF THE PRODUCTS HAVE RUSTED CAPS										
(Previous edition is obsolete.)										
364-101		7540-00-159-4442				STANDARD FORM 364 (REV. 2-80)				

PAGE 2 OF 4		
REPORT OF DISCREPANCY (ROD)		
CONDITION OF MATERIAL C1 - In condition other than that indicated on release/receipt document C2 - Expired shelf life C3 - Damaged parcel post shipment SUPPLY DOCUMENTATION D1 - Not received D2 - Illegible or mutilated D3 - Incomplete (proper or without authority (Only when receipt cannot be properly processed)) MISDIRECTED MATERIAL M1 - Addressed to wrong activity OVERAGE/DUPLICATE SHIPMENTS O1 - Quantity in excess of that on receipt document O2 - Quantity in excess of that requested (Other than unit of issue pack) O3 - Quantity duplicates shipment PACKAGING DISCREPANCY P1 - Improper preservation P2 - Improper packing P3 - Improper marking P4 - Improper utilization	PRODUCT QUALITY DEFICIENCIES Q1 - Deficient material (Applicable to Grant Aid and FMS shipments only) SHORTAGE OF MATERIAL S1 - Quantity less than that on receipt document S2 - Quantity less than that requested (Other than unit of issue pack) S3 - Non-receipt of parcel post shipments ITEM TECHNICAL DATA MARKINGS (i.e., Name Plates, Log Books, Operating Handbooks, Special Instructions, etc.) T1 - Missing T2 - Illegible or mutilated T3 - Precautionary operational markings missing T4 - Inspection data missing or incomplete T5 - Serviceability operating data missing or incomplete T6 - Warranty data missing WRONG ITEM (Identify requested item as a separate copy in item 9 above) W1 - Incorrect item received W2 - Unacceptable substitute OTHER DISCREPANCIES Z1 - See remarks	1A - Disposition instructions requested (Reply on reverse) 1B - Material being retained (See remarks) 1C - Supporting supply documentation requested 1D - Material still required expedite shipment (Not applicable to FMS) 1E - Local purchase material to be returned at supplier's expense unless disposition instructions to the contrary are received within 15 days (Reply on reverse) (Not applicable to FMS) 1F - Replacement shipment requested (Not applicable to FMS) 1G - Reshipment not required. Item to be re-requisitioned. 1H - No action required. Information only. 1Z - Other action requested (See remarks)
13. FUNDING AND ACCOUNTING DATA		
14a. TYPED OR PRINTED NAME, TITLE, AND PHONE NUMBER OF PREPARING OFFICIAL ELLIS, WILLIAM B 564-2290		14b. SIGNATURE <i>W.B. Ellis 03/98</i>
15. DISTRIBUTION ADDRESSES FOR COPIES COMMANDING OFFICER NAVAL SUPPLY SYSTEMS COMMAND SUP51 5450 CARLISLE PIKE PO BOX 2050 MECHANICSBURG, PA 17055-0791		
(Previous edition is obsolete.)		
364-101		7540-00-159-4442
		STANDARD FORM 364 (REV. 2-80)

Figure 5-8

NAVSUP P-486 - Food Service Management

UNSATISFACTORY MATERIAL REPORT (SUBSISTENCE)
(DD FORM 1608)

UNSATISFACTORY MATERIAL REPORT (Subsistence)		1. DATE PREPARED (YYMMDD) 980629	PAGE 1 OF 2	
2A. NAME OF RECEIVING ACTIVITY NAVAL SUPPLY SYSTEMS COMMAND SUP51V		3A. NAME OF ORIGINATING ACTIVITY USS DUARTE (DDG 90)		
2B. ADDRESS (Include Street, City, State and ZIP Code) COMMANDING OFFICER NAVAL SUPPLY SYSTEMS COMMAND SUP51 5450 CARLISLE PIKE PO BOX 2050 MECHANICSBURG, PA 17055-0791		3B. ADDRESS (Include Street, City, State and ZIP Code) COMMANDING OFFICER USS DUARTE (DDG 90) FPO-AE 28882-1888		
4A. ITEM NOMENCLATURE HOT SAUCE, PEPPER SAUCE, EXT HOT, 12		4B. SIS EVALUATION [] YES [x] NO		
5. NATIONAL STOCK NUMBER 8950013893825		6. SPECIFICATION NUMBER/IMPS NUMBER		
7a. NAME OF CONTRACTOR HEINTZ		8. SOURCE OF SHIPMENT (Depot, Distribution Point, Direct Delivery, etc.) PRIME VENDOR		
7B. PLANT ADDRESS (Include Street, City, State and ZIP Code) 101 MAIN STREET NEW YORK, NY 99887-2233				
9. CONTRACT NUMBER DLA-134-98-C-444	10. CONTRACTOR LOT NUMBER LOT #4, CODE D	11. PRODUCT CODE 9272, 9235, 924	12. DATE OF PACK (YYMMDD) 950412	
13. REQUISITION NUMBER V2111181809H05	14. DATE SUPPLIES RECEIVED 06/13/98	15. SIZE OF LOT/SHIPMENT A. CASES 20.0 B. UNITS 120		16. QUANTITY ON HAND 48
FOR ALL USERS (Food Service, Commissary, Veterinary, Troop Issue Subsistence, Etc.)				
17. NARRATIVE DESCRIPTION OF UNSATISFACTORY QUALITY AND IDENTIFICATION OF DEFECTS PRODUCT IS WEAK TASTING, HAS LITTLE FLAVOR, IS THIN, WITH WATERY APPEARANCE. SOLIDS AND LIQUIDS IN PRODUCT HAVE SEPERATED AND WILL NOT MIX. APPROXIMATELY TWO THIRDS OF THE PRODUCTS HAVE RUSTED CAPS.				
18. RECOMMENDATIONS PRODUCT HAS BEEN SURVEYED. RECOMMEND THAT OLD AGE STOCKS NOT BE ISSUED TO SHIPS.				
19A. NAME OF VERIFYING OFFICIAL (Last, First, MI) ELLIS, WILLIAM B.		19B. GRADE LTJG	19C. SIGNATURE	
19D. TELEPHONE NUMBER (A-AUTOVON C-COMM.) (A)564-2290 (C)(757) 444-2290		19E. TITLE FFSO	19F. DATE (YYMMDD) 980629	
DD Form 1608 82 SEP		EDITION OF 1 APR 77 IS OBSOLETE		S/N 0102-LF-001-6082

UNSATISFACTORY MATERIAL REPORT (Subsistence)								PAGE 2 OF 2
INSPECTION RESULTS (When appropriate, report can be forwarded by users without this section being completed)								
20A. TYPE OF EXAMINATION	20B. INSPECTION LEVEL	20C. AQL	20D. CLASS OF DEFECT	20E. ACCEPTANCE NUMBER	20F. REJECTION NUMBER	20G. SAMPLE SIZE	20H. NUMBER OF DEFECTS OR DEFECTIVES	20I. SAMPLE UNIT
21A. TYPED NAME OF AUTHORIZED INDIVIDUAL				21B. GRADE	21C. SIGNATURE			
21D. TELEPHONE NUMBER (A-AUTOVON C-COMM.)				21E. TITLE	21F. DATE (YYMMDD)			
DD Form 1608 82 SEP				EDITION OF 1 APR 77 IS OBSOLETE			S/N 0102-LF-001-6082	

Figure 5-9

NAVSUP P-486 - Food Service Management

REQUEST FOR RESULTS OF TESTS
(DD FORM 1222)

REQUEST FOR AND RESULTS OF TESTS				PAGE NO. 1	NO. OF PAGES 1
SECTION A - REQUEST FOR TEST					
1. TO: <i>(Include ZIP Code)</i> COMMANDER DOD: VETERINARY SERVICE ATTN: MCVS-SCL BUILDING 2630 FT SAM HOUSTON TX 78234-6200			2. FROM: <i>(Include ZIP Code)</i> FOOD SERVICE OFFICER USS DUARTE (DDG 90) FPO-AE 28882-1888		
3. PRIME CONTRACTOR AND ADDRESS <i>(Include ZIP Code)</i> HEINTZ 101 MAIN ST NEW YORK, NY 99887-2233 CONTRACT NUMBER DLA-134-98-C-444			4. MANUFACTURING PLANT NAME AND ADDRESS <i>(Include ZIP Code)</i> HEINTZ 2008 PARKWAY PL SPRINGFIELD ILL. 38790 P.O. NUMBER		
5. END ITEM AND/OR PROJECT HOT SAUCE		6. SAMPLE NUMBER 2	7. LOT NO. LOT #4 CODE D	8. REASON FOR SUBMITTAL SPECIAL TESTING	9. DATE SUBMITTED 06/30/98
10. MATERIAL TO BE TESTED HOT SAUCE	10a. QUANTITY SUBMITTED 2 BOTTLES	11. QUANTITY REPRESENTED 48	12. SPEC. & AMEND AND/OR DRAWING NO. & REV. FOR SAMPLE & DATE		
13. PURCHASED FROM OR SOURCE PRIME VENDOR(MONARCH)		14. SHIPMENT METHOD (FASTEST METHOD)	15. DATE SAMPLED AND SUBMITTED BY W. B. ELLIS, LTJG, SC, USN		
16. REMARKS AND/OR SPECIAL INSTRUCTIONS AND/OR WAIVERS. TESTED FOR SUITABILITY AND FIT-FOR-HUMAN CONSUMPTION					
17. SEND REPORT OF TEST TO SAME AS BLOCK 2, ALSO COMMANDER, NAVAL SUPPLY SYSTEMS COMMAND, FOOD SERVICE DIVISION ATTN: SUP 51V, AND COMMANDER DEFENSE SUPPLY CENTER PHILIDELPHIA, DSCP-HQ.					
SECTION B - RESULTS OF TEST <i>(Continue on plain white paper if more space is required)</i>					
1. DATE SAMPLE RECEIVED		2. DATE RESULTS REPORTED		3. LAB REPORT NUMBER	
4. TEST PERFORMED		RESULTS OF TEST	SAMPLE RESULT	REQUIREMENTS	
DATE		TYPED NAME AND TITLE OF PERSON CONDUCTING TEST		SIGNATURE	
DD FORM 1222, FEB 62 (EF) REPLACES DD FORM 1222, 1 JUL 58, WHICH IS OBSOLETE.					

Figure 5-10

NAVSUP P-486 - Food Service Management

SUSPECTED HAZARDOUS FOOD ITEM MESSAGE

SAMPLE

UNCLASSIFIED
PAAUZYUW 0011400-UUUU-RULSTGX
ZNR UUUUU
P R 011400Z JAN 93 ZYB
FM USS DUARTE
TO DSCP PHILADELPHIA PA // DSCP-HQ //
INFO COMNAVSUPSYSCOM MECHANICSBURG PA // 51V/51 //
BUMED WASHINGTON DC // JJJ //
FISC SAN DIEGO CA // JJJ //
NAVENPVNTMEDU FIVE SAN DIEGO CA // JJJ //
BT
UNCLAS // N06260 // BUMED PASS TO 314 / 3112
MINIMIZE CONSIDERED
MSGID / GENADMIN / DUARTE //
SUBJ / SUSPECTED HAZARDOUS FOOD ITEM //
REF / A / DOC NAVSUP P-486 / 30JUN90 //
AMPN / VOL I, PARA 5301-3 //
POC / ENS W.B. ELLIS / FSO /-/-/TEL: DSN 526-1234 / TEL: COMM 619-556-1234 //
RMKS / 1. IAW REF A, INFORMATION ON THE FOLLOWING SUSPECTED HAZARDOUS FOOD
ITEM IS FORWARDED:
A. SALAD DRESSING
B. 8950-00-205-0936
C. S&S SALAD DRESSING. 1205 5TH AVE., NY, NY 09591
PLANT ADDRESS: 28 S. ST., NEWARK, NJ 09900
D. N/A
E. DLA 13H-78-C-29A4
F. DDDC SAN DIEGO, CA
G. 10 MAY 92
H. 240 CANS
I. TYPE II, CLASS I, NO. 2.5, 24 CANS PER CASE
J. A3550, A3551
K. LOT #3550-MAR 92, LOT #3551-APR 92
L. LOT #3551-192 CANS
M. CANS OF SUSPECTED SALAD DRESSING APPEAR ABNORMAL
N. 25 OF 350 CREW HAVE SEVERE STOMACH CRAMPS, VOMITING, DIZZY,
SYMPTOMS DISAPPEAR WITHIN 24 HOURS, CDR JONES, FLT MED
LIAISON OFF. NAVREDMEDCOM SAN DIEGO, DSN 526-9876
O. ANALYSIS / LETTERMAN ARMY MEDICAL CENTER, PRESIDIO OF SAN
FRANCISCO, CA //
BT

Figure 5-11

PART E: POSTING AND PROCESSING RECEIPT DOCUMENTS

5400 PRICING AND PRICE ADJUSTMENTS

1. UNIT PRICES

a. General. The recordskeeper will post receipts to the Subsistence Ledger (NAVSUP Form 335) and the Record of Receipts and Expenditures (NAVSUP Form 367) (paras. 5402 and 5403). Food items will be taken up at actual cost price on the NAVSUP Form 367, but will be carried at the unit price of the receipt, rounded off to the nearest cent on the NAVSUP Form 335.

b. Receipts on Unpriced Invoices. When food items are received on unpriced invoices, a dummy invoice will be prepared and the food items will be taken up at the last receipt price as shown on the NAVSUP Form 335. The dummy invoice will be attached to the unpriced invoice. When the priced invoice for the food item is received, the receipt unit price, rounded off to the nearest cent, will be the unit price for the item. The priced invoice will be attached to the related dummy invoice and, if required, an additional line entry will be posted on the NAVSUP Form 367 for any difference.

2. ROUNDING OFF PRICES. Unit prices for food items will be carried to four places to the right of the decimal when posted to the NAVSUP Form 335. Gains or losses by rounding off prices will be absorbed in the price adjustment at the end of the accounting period.

5401 ERRONEOUS INVOICES

1. GENERAL. An erroneous invoice is an invoice that is received where the invoice quantity times the unit price does not equal the total dollar value.

2. ERRONEOUS INVOICES FROM NAVY SOURCES. When an invoice is received containing an error of \$5.00 or more, a corrected or credit invoice will be requested from the issuing activity. The error will be lined through on the original receipt document (Figure 5-12) without erasing the erroneous figure and the correct amount will be inserted and posted to the NAVSUP Form 367. Upon receipt, the corrected or credit invoice will be attached to the original receipt and filed. Errors of less than \$5.00 will be posted as is to the NAVSUP Form 367 and the difference absorbed in the price adjustment at the end of the accounting period.

3. ERRONEOUS INVOICES FROM SUBSISTENCE PRIME VENDORS. Invoices will be corrected at the time of delivery.

4. ERRONEOUS INVOICES FROM COMMERCIAL SOURCES. When an invoice is received containing an error from a commercial vendor, regardless of dollar value, a corrected invoice will be requested. The error will be lined through without erasing the erroneous figure and the correct amount will be inserted and posted to the NAVSUP Form 367. Upon receipt, the corrected invoice will be attached to the original invoice and filed.

5402 POSTING THE SUBSISTENCE LEDGER (NAVSUP FORM 335)

1. GENERAL. The Subsistence Ledger (NAVSUP Form 335) (Figure 5-13) is maintained by the recordskeeper and is used to record, by quantity only, receipts, expenditures (transfers, surveys, sales and issues), and the running balance on-hand for each food item. A separate ledger will

NAVSUP P-486 - Food Service Management

be prepared for each food item carried in stock. Each NAVSUP Form 335 will have the following information:

<u>Data Block and Caption</u>	<u>Instruction for Entry</u>
Stock Number	13 digit stock number from the Prime Vendor Catalog or Master Item Identification List.
Item	Nomenclature as listed in the Prime Vendor Catalog or Food Item Code List.
Unit of Issue	Unit of issue as listed in the Prime Vendor Catalog or Master Item Identification List.
High and Low Limit	In computing high and low limits, see para. 4003.
Fixed Price	Latest fixed price and date as listed in the current NAVSUPNOTE 7330. (OPERATIONAL RATIONS ONLY)
Receipt Price	Latest receipt price and date rounded to the nearest whole cent as indicated on the latest receipt document.

2. POSTING THE RECEIPT QUANTITY.

a. General. During the accounting period each receipt will be posted to the "Receipts" column as follows (Figure 5-13):

<u>Data Block and Caption</u>	<u>Instruction for Entry</u>
Month & Day	Month and date the food item was received.
Receipts	Quantity of food item received as indicated on the receipt document.
On-Hand	The sum of the receipt quantity and the previous on-hand balance.

b. Overages from Navy Sources. Post quantity actually invoiced and on the next line post same date with excess quantity received using the dummy invoice (para. 5208-2) as the reference document (Figure 5-14).

c. Shortages from Navy Sources. Post quantity actually invoiced. Paras. 6001 and 6002 discuss posting, as a separate entry, the quantity not received (Figure 5-15).

d. Overages or Shortages from a Commercial Source. Post quantity actually received.

3. POSTING THE LAST RECEIPT PRICE. The last receipt price, if changed, will be posted to the NAVSUP Form 335 as follows (Figure 5-13):

NAVSUP P-486 - Food Service Management

Data Block and Caption

Instruction for Entry

Month & Day

Month and day the food item was received if last receipt price changed from the last time the food item was received.

Receipt Price

Post change in the last receipt price rounded to the nearest cent.

5403 POSTING THE RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367)

1. GENERAL. The NAVSUP Form 367 (Figure 5-16) is a document used to record all increases and decreases, by total money value, during an accounting period in the Food Service Officer's accountability. This document is maintained in the records office. Receipt transactions will be posted as indicated below

2. RECEIPT TRANSACTIONS. Receipt transactions recorded on the NAVSUP Form 367 will include:

- a. Value of inventory carried forward (recorded as the first entry on the first day of the accounting period);
- b. Receipts from a requisition document (as occurring);
- c. Receipts from a purchase order document (as occurring); and,
- d. Receipts from transfer (as occurring).

Receipts must be classified as "receipts with charge" or "receipts without charge" when posting to NAVSUP Form 367. "Receipts with charge" cause a reduction in Navy Subsistence Appropriation funds. "Receipts without charge" are subsistence products received from other Navy sources where Navy Subsistence Appropriation funds have previously been charged. The following table is a guide for determining if a receipt is "with" or "without" charge.

<u>Type of Transaction</u>	<u>Type of Receipt</u>
Subsistence Prime Vendor	With Charge
Ships Store	With Charge
Commercial sources	With Charge
Navy stock points (FISC)	With Charge
Stores Ships (TAFS, AOE, AOR)	With Charge
Other government agencies (DSCP, USA, USAF, USCG)	With Charge
From one General Mess to another	Without Charge
From a non-stores ship (e.g., submarine from submarine tender)	Without Charge

3. POSTING TRANSACTIONS

NAVSUP P-486 - Food Service Management

a. Heading. In the upper right hand corner insert activity name, hull number and UIC code.

b. Inventory. The first entry on the NAVSUP Form 367 will be the total money value of the inventory brought forward from the previous accounting period. The first entry for a fleet ballistic missile (FBM) submarine will be the total money value of the inventory transferred between the blue and gold crews on the Requisition and Invoice/Shipping Document (DD Form 1149). FBMs will post this total value next to the caption "Inventory BF."

c. Recording Receipts. The total money value of receipts will be posted to the NAVSUP Form 367 as occurring as outlined in subpara. 3d. Shortages in shipment will be handled in accordance with para. 5207. Material received without an invoice will be handled the same as an overage in shipment in accordance with para. 5208. Delivery documents for food items received under indefinite delivery type contracts may be posted as occurring or posted as a single total entry on the last day of each month. Postings will not be delayed because of nonreceipt of the vendor's invoice. When necessary, an adjustment will be made in the same manner as for material received without an invoice as prescribed in para. 5208.

d. Posting Receipts

(1) Receipt documents will be posted as they occur as follows:

Data Block and Caption

Instruction for Entry

Month & Day

Month and day the food items were received.

Source

Activity from where the food items were received.

Document Number

First Column:

Julian date of the requisition number from the requisition/purchase document.

Second Column:

9 plus the food-item code of the first line item on the requisition/purchase document.

Third Column:

9 plus the food-item code of the last line item on the requisition/purchase document. When posting requisition/purchase documents containing only one item, the third column will be left blank.

Value

The total dollar value of the receipt(s) from a single source, on the same day with the same requisition/purchase number.

NAVSUP P-486 - Food Service Management

ANNOTATING AN ERRONEOUS INVOICE FROM NAVY SOURCES

Circle quantity actually received

1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5
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NAVSUP P-486 - Food Service Management

POSTING A RECEIPT TO THE SUBSISTENCE LEDGER (NAVSUP FORM 335)

*** SUBSISTENCE LEDGER (NAVSUP FORM 335) ***

NAVSUP FORM 335 (Rev. 2-78)
S/N 0108-LF-500-3350

SUBSISTENCE LEDGER (4442)

STOCK NO. 8925010607495 ITEM H29, SUGAR, REFINED, CONFECTIONERS, 1 LB

HIGH LIMIT: 131		EXPENDITURES										ON HAND		EXPENDITURES										ON HAND	
LOW LIMIT: 61		1998		RECEIPTS		GENERAL ISSUED		MESS CUM. TOTAL		OTHER		ON HAND		19__		RECEIPTS		GENERAL ISSUED		MESS CUM. TOTAL		OTHER		ON HAND	
UNIT OF ISSUE: LB		MO.	DAY											MO.	DAY										
1998		06	01	BBF								29.00													
*FIXED PRICE		06	03			1.00		1.00				28.00													
MO. & DAY		06	04			1.00		2.00				27.00													
04/01		06	05							OTH 5.00		22.00													
1998		06	08			12.00		14.00				10.00													
#REC/P/T PRICE		06	09	24.00								34.00													
MO. & DAY		06	09			11.00		25.00				23.00													
BF		06	10			5.00		30.00				18.00													
06/30		06	11			4.00		34.00				14.00													
		06	12			2.00		36.00				12.00													
		06	12							OTH 6.00		6.00													
		06	16	24.00								30.00													
		06	19			2.00		38.00				28.00													
		06	27			1.00		39.00				27.00													
		06	30	30.00								57.00													
		06	30							OTH 7.00		50.00													

* Use to extend issues to General Mess. # Use to extend inventory and to price sales and transfers.
ISSUED CODES: 1 - 9 = BRANCH MESS CODE OTHER CODES: LW = LOSS WITHOUT SURVEY; RI = RETURN OF ISSUE FROM PRIVATE MESS; SV = SURVEY; TR = TRANSFER OUT; TI = TRANSFER IN; SM = SPECIAL MEAL
***** END OF REPORT *****

NAVSUP FORM 335

Post actual quantity received and add to the "on hand" balance

DD FORM 1348-1A, JUL 91 ISSUE RELEASE/RECEIPT DOCUMENT, S/N 0102-LF-114-5000

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	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	00
AOANNZ 3 BG 00024 N 32199 R PZ 9M EP5 12										1. TOTAL PRICE DOLLARS CTS 66 00										2. SHIP FROM 000189										3. SHIP TO 21111																																																																					
DATE: V21111 9H22										4. MARK FOR 0002 20 52.80										5. NMFC										6. NMFC										7. FRT RATE										8. TYPE CARGO										9. PS																																							
8925 01 491 7021										10. UNIT WEIGHT										11. UP										12. UNIT WEIGHT										13. UNIT CUBE										14. UFC										15. SL																																							
SHIP FROM: N00189 FISC NORFOLK										SHIP TO: V21111 USS DUARTE										16. FREIGHT CLASSIFICATION NOMENCLATURE										17. ITEM NOMENCLATURE										18. FT CONT										19. NO CONT										20. TOTAL WEIGHT										21. RECEIVED BY A. S. Fast										22. DATE RECEIVED 29 Jun 98																			
24. DOCUMENT NUMBER & SUFFIX (30-44)										25. NATIONAL STOCK NO & ADD (8-22)										26. RIC (4-6)										27. ADDITIONAL DATA										28. RECEIVED BY										29. DATE RECEIVED																																																	

Post last receipt price if different from previous receipt

Enter the last three (3) digits of the julian date

Enter julian date (Calendar Year)

DD FORM 1348-1-A

Figure 5-13

NAVSUP P-486 - Food Service Management

POSTING AN OVERAGE FROM NAVY SOURCES TO THE SUBSISTENCE LEDGER

DD FORM 1348-1-A 21111

AOANNZ 3 LB 00040 N 32199 B PZ 9M EP5 12

N21 11 9V03
DATE

8915 01 088 8749

LB 00040 A 0000058

DD FORM 1348-1-A 21111

AOANNZ 3 LB 00040 N 32199 B PZ 9M EP5 12

N21111 9V03
DATE

8915 01 088 8749

LB 00040 A 0000058

Original receipt with excess quantity received

Post quantity actually invoiced on first line

NAVSUP FORM 335

Post Excess quantity from "Dummy Invoice" on next line

Figure 5-14

NAVSUP P-486 - Food Service Management

POSTING RECEIPTS TO THE RECORD OF RECEIPTS AND EXPENDITURES
(NAVSUP FORM 367)

F84600001 TIME: 14:45 *** RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367) *** DATE: 01JUL98 PAGE: 5

RECORD OF RECEIPTS AND EXPENDITURES (4442)
NAVSUP FORM 367 (Rev. 1-80) S/N 0108-LF-500-3670

ACTIVITY COMMANDING OFFICER
NAVAL STATION DUARTE 28882-1888 U.I.C
N21111

RECEIPTS						EXPENDITURES					
*1998						*1998					
Mo.	Day	SOURCE	DOCUMENT NO.			VALUE	Mo.	Day	ACTIVITY/ PURPOSE	DOCUMENT NO.	VALUE
6	23	MARVA MAID DAIRY	8174	9S24	9Z51	129.7856					
6	23	MARVA MAID DAIRY	8174	9S24	9Z51	124.9280					
6	23	NSC NORFOLK	8174	102	9V03	60.8000					
6	26	KOTARIDES BAKING	8177	9W67		327.1500					
6	29	DOUGHTIES	8170	101	9X88	1,201.4678					
6	29	MARVA MAID DAIRY	8152	9U93		200.4000					
6	29	NSC NORFOLK	8181	101	9H22	52.8000					
6	30	MARVA MAID DAIRY	8152	9U93		200.4000					
6			8181	103	9H29	646.5000					
6			8181	104	9Q95	166.8000					
6			8181	9A08	9A21 *	98.4000					
6	30	TOTAL				75,690.2550					

Annotations:

- Julian date of requisition (points to 8181 in document no.)
- Food item code of the first food item preceded by "9" (points to 9S24)
- Food item code of the last food item preceded by "9" (points to 9Z51)
- Total dollar value of all receipts with the same requisition number (points to 129.7856)

Figure 5-16

PART F: DISTRIBUTION OF RECEIPT DOCUMENTS

5500 DISTRIBUTION OF RECEIPT DOCUMENTS FROM DLA AND NAVAL ACTIVITIES

Food items which are received from Navy activities will normally be documented by a Requisition and Invoice/Shipping Document (DD Form 1149), DoD Single Line Item Release/Receipt Document (DD Form 1348-1-A), or other type as provided by the supplying activity. At least two copies of a receipt document will be received. The copies will be distributed as follows:

- a. Original - Signed by the designated receipt inspector or bulk storeroom custodian. This will be used by the recordskeeper to post the Subsistence Ledger (NAVSUP Form 335), the Record of Receipts and Expenditures (NAVSUP Form 367) then placed in the accountability file.
- b. Remaining copies may be discarded.

5501 DISTRIBUTION OF RECEIPT DOCUMENTS FROM COMMERCIAL SOURCES

1. FAST PAY PROCEDURES APPLICABLE. The DD Form 1155 will be distributed as follows when fast pay procedures apply:

- a. Definite Delivery DD Form 1155
 - (1) At time of Receipt and Pending Receipt of a Copy of the Dealer's Bill
 - (a) Original - Signed by the designated receipt inspector or bulk storeroom custodian. This will be used by the recordskeeper to post the Subsistence Ledger (NAVSUP Form 335), the Record of Receipts and Expenditures (NAVSUP Form 367) then placed in the accountability file.
 - (b) Remaining copies retained in the Outstanding Purchase Order File pending receipt of the dealer's bill.
 - (2) Upon Receipt of the Dealer Bill
 - (a) Copy from the Accountability File will be stamped with bill paying information (para. 5601-1c) and re-filed in the Accountability File until the end of the month.
 - (b) Copy - Completed Purchase Order File.
 - (3) At the End of the Month
 - (a) Copy from the Accountability File will be placed in the retained returns.
 - (b) Copy from the Receipts with Charge File may be discarded.
- b. Indefinite Delivery DD Form 1155. After the receipt inspector or bulk storeroom custodian has signed each delivery ticket acknowledging responsibility for the food items, it will be filed in the accountability file and the total amount of the delivery noted on the DD Form 1155 at the end of the month. When final delivery has been made, distribution of the DD Form 1155 will follow the procedures as outlined in subpara. 1a. (NOTE: If the total quantity actually received during the month exceeds the quantity ordered on the DD Form 1155, a Standard Form 30 will also be completed for the quantities received in excess of the requested amount in

NAVSUP P-486 - Food Service Management

accordance with para. 5208-3. Distribution of the Standard Form 30 is the same as the corresponding DD Form 1155).

2. FAST PAY PROCEDURES NOT APPLICABLE. The DD Form 1155 will be distributed as follows when fast pay procedures are not applicable:

a. Definite Delivery DD Form 1155

(1) At time of Receipt and Awaiting Dealer's Bill

(a) Copy - signed by the bulk storeroom custodian and placed in the Accountability File.

(b) Copy - signed by the receipt inspector and placed in the Receipts with Charge File. This copy will be used by the recordskeeper to post the Subsistence Ledger (NAVSUP Form 335), and the Record of Receipts and Expenditures (NAVSUP Form 367).

(c) Remaining copies - retained in the Outstanding Purchase Order File pending receipt of the dealer's bill.

(2) Upon Receipt of the Dealer Bill

(a) Copy from the Accountability File will be stamped with bill paying information (para. 5601-2b) and re-filed in the Accountability File until the end of the quarter.

(b) Two copies (one with original certification) - attached to the original and three copies of the dealer's bill and forwarded to the appropriate paying activity (DFAS).

(c) Copy - completed Purchase Order File.

(3) At the End of the Quarter

(a) Copy from the Accountability File will be placed in the retained returns.

(b) Copy from the Receipts with Charge File may be discarded.

b. Indefinite Delivery DD Form 1155. After the bulk storeroom custodian has signed each delivery ticket acknowledging responsibility for the food items, it will be filed in the accountability file and the total amount of the delivery noted on the DD Form 1155 at the end of the month. When final delivery has been made, distribution of the DD Form 1155 will follow the procedures as outlined in subpara. 1a. (NOTE: If the total quantity actually received during the month exceeds the quantity ordered on the DD Form 1155, a Standard Form 30 will also be completed for the quantities received in excess of the requested amount in accordance with para. 5208-3. Distribution of the Standard Form 30 is the same as the corresponding DD Form 1155).

PART G: PROCESSING DEALER'S BILLS FOR PAYMENT

5600 PROMPT PAYMENT ACT

Under the provisions of the Prompt Payment Act (Public Law 100-496), U.S. Code, Chapter 39 of Title 31, federal agencies are required to pay interest penalties for late payment of a proper dealer's invoice. In the interest of better business relationships with vendors, improved efficiency of the bill paying functions and reduced cost of goods and service, all activities with procurement authority are required to certify and forward proper invoices promptly to the paying activity specified in the purchase order. For most purchases, payment is due within 30 days of the date of acceptance of material/services or receipt of invoice, whichever is later, unless another date is specified in the contract. In order for the paying activity to comply with the above time frames, all activities are required to submit invoices for payment within five working days following certification and acceptance of the goods or services.

5601 PAYMENT OF DEALER'S BILLS IN CONUS

1. FAST PAY PROCEDURES APPLICABLE

a. Payment to the Vendor. The Fast Pay and Certificate of Conformance Procedures are designed to expedite payment to the vendor. Under these procedures, a dealer's bill is paid when the vendor can certify delivery of food items to a common carrier or shipment via other means to the point of first receipt by the government. Payment for food items will be made upon submission by the vendor to the paying activity of the following:

- (1) Original and one copy of the purchase order;
- (2) Proof of delivery or shipment; and,
- (3) Original and three copies of the dealer's bill.

One copy of each dealer's bill will be forwarded to the activity.

b. Checking Dealer's Bill. Upon receipt, the copies of all dealer's bills will be annotated with the date the bill is actually received on board. The copy of a dealer's bill will be checked by the Food Service Officer against the copy of the purchase order in the Accountability File. The dealer's bill will be checked to ensure that:

- (1) Items listed on the dealer's bill are the same as the items received on the purchase order;
- (2) Quantities billed are the same as the quantities received; and,
- (3) The prices listed on the dealer's bill are the same as the prices on the purchase order.

Discrepancies in quantities billed by dealers or incorrect prices will be reported immediately to the vendor and the appropriate Defense Finance and Accounting Service activity.

c. Document Distribution. After the copy of the dealer's bill has been checked, the retained copy of the DD Form 1155 from the Outstanding Purchase Order File awaiting dealer's bill will be placed in the Completed Purchase Order File along with the copy of the dealer's bill. The following information will be stamped or typed on the copy of the DD Form 1155:

NAVSUP P-486 - Food Service Management

DATE MATERIAL RECEIVED
DATE DEALER'S BILL RECEIVED
NUMBER OF DEALER'S BILL
DATE FORWARDED FOR PAYMENT
PAYING ACTIVITY

In the "Date Forwarded For Payment" block, "Fast Pay" will be entered.

2. FAST PAY PROCEDURES NOT APPLICABLE

a. Checking Dealer's Bills. Upon receipt, all dealer's bills will be annotated with the date the bill is actually received on board. The dealer's bill will then be checked by the Food Service Officer against the two copies of the purchase order in the Accountability File awaiting dealer's bill. The dealer's bill will be checked to ensure that:

- (1) Items listed on the dealer's bill are the same as the items received on the purchase order;
- (2) Quantities billed are the same as the quantities received; and,
- (3) Prices listed on the dealer's bill are the same as the prices on the purchase order.

All dealer's bills will be forwarded to the paying activity within five days from the date of receipt of the material or the dealer's bill, whichever is later. Food Service Officers will take necessary action to ensure that dealer's bills are forwarded within the prescribed time. If a dealer's bill is incorrect, the vendor will be notified and a corrected bill requested. If the corrected dealer's bill is not received within five days or prior to the ship's departure from the area, the incorrect dealer's bill will be processed for payment. The paying activity will pay only that part of the bill that agrees with the certified purchase order.

b. Document Distribution. After the dealer's bill has been checked by the Food Service Officer, the following will be forwarded to the paying activity:

- (1) Two certified copies of the purchase order in the Accountability File awaiting the dealer's bill; and,
- (2) Original and three copies of the dealer's bill.

A copy in the Outstanding Purchase Order File will be stamped with the following information and placed in the Completed Purchase Order File with a copy of the dealer's bill:

DATE MATERIAL RECEIVED
DATE DEALER'S BILL RECEIVED
NUMBER OF DEALER'S BILL
DATE FORWARDED FOR PAYMENT
PAYING ACTIVITY

NAVSUP P-486 - Food Service Management

5602 PAYMENT OF DEALER'S BILLS OUT CONUS

1. **GENERAL.** Payment of dealer's bills for food items from foreign vendors will be made under the terms of current contracts and following fleet and force commander's instructions covering foreign purchases. Dealer's bills will be processed following para. 5601-2. The bill will be submitted to the ship's disbursing officer unless payment by another official is required.

2. **DISBURSING OFFICER MAKES PAYMENT.** When a dealer's bill is received from a foreign vendor, it will be paid by the ship's disbursing officer unless payment by another official is required. To support payments by the ship's disbursing officer, the Food Service Officer will provide the following documents:

- a. Two certified copies of the purchase order in the Accountability File awaiting the dealer's bill; and,
- b. Original and three copies of the dealer's bill.

3. **PAYING ACTIVITY MAKES PAYMENT.** If payment cannot be made by the disbursing officer, the following will be forwarded under a letter of transmittal to the activity designated to pay the bill:

- a. Two certified copies of the purchase order in the Accountability File awaiting the dealer's bill; and,
- b. Original and three copies of the dealer's bill.

5603 PRECAUTIONS AGAINST DUPLICATE PAYMENTS

Duplicate payments for food items can occur when an activity provides vendors with duplicate original purchase orders. The Food Service Officer must not prepare a duplicate DD Form 1155 until verifying the following:

- a. Check for a retained copy of the DD Form 1155 and a copy of the dealer's bill in the Completed Purchase Order File; and,
- b. Check with the appropriate Defense Finance and Accounting Service activity to ensure payment has not already been made, or that the original DD Form 1155 has not already been received.

5604 DISCOUNTS ON DEALER'S BILLS

Dealer invoices offering discounts upon payment within the discount period will be processed immediately and forwarded to the disbursing officer or to the Defense Finance and Accounting Service designated in the purchase document for preparation and payment of the public voucher. Afloat activities will process the invoices as prescribed by NAVSUP P-485. Ashore activities will process the invoices in accordance with the DoD Financial Management Regulation (FMR) Volume 10, Contract Payment Policy and Procedures.

PART H: STOWAGE

5700 STOWAGE

1. **GENERAL.** Care will be taken to keep food items away from areas where asphalt, fuel, creosote, or lubricating oils are present. Smoking in food storage spaces will be prohibited to avoid fire and to prevent certain food items from absorbing the odor of smoke. Under normal conditions, food items will be stored in their original containers. Items in damaged containers or bags will be issued immediately if they are fit for human consumption; otherwise, they will be surveyed. If there is any doubt about the fitness of food for human consumption, the item will be inspected by medical representatives, including veterinary personnel (if available), and surveyed if found to be unfit. All items will be inspected regularly for signs of damage, spoilage, insect infestation, or rodent contamination (that is, perishables daily and semi-perishables on a cyclical basis as required). If heat pipes are present, they should be well insulated to prevent the transfer of heat to stored food items. Storage areas, especially chill and freeze spaces, and refrigeration equipment should be painted with quick-drying, odor-free paint to avoid absorption of paint odors by food items.

2. **ARRANGEMENT AND PRESERVATION.** Storerooms in which food items are stored will be kept clean and clear of unnecessary traffic and unpleasant odors and arranged in a neat and orderly fashion. Bulk food should be stowed by item and date of manufacture or date of receipt to facilitate breakouts, inventories and proper rotation of stock. Case lots should be stowed on grating and not be placed directly on the deck. Open spaces will be provided between stacks of cases or pallets. Space will also be provided between cases and structural obstructions (such as steam pipes) to permit maximum ventilation. Stagnant air is detrimental to perishable items.

3. **ISSUING AND ROTATION.** The oldest food supplies on hand in the bulk storeroom should be issued first. Generally, it is "first in, first out." However, when deployed overseas, food supplies may be received from Combat Logistic Force (CLF) ships which were manufactured before the stock procured in the United States when loading out. Manufacturers' age codes are especially important in this case as they indicate the date of manufacture. In this instance, the "new" food supplies received are actually older than the food supplies already in the bulk storeroom and should be issued first.

4. **SPECIAL STORAGE PRECAUTIONS.** Storage guidance contained herein is based on the availability of adequate storage facilities designed to give the normal range of protection for various types of food items. If food items are stored in other than normal facilities (such as rail cars, portable reefers, or substandard storerooms), food service personnel must exercise special and continuous close surveillance over such spaces to ensure that prescribed storage temperatures are constantly maintained to prevent damage to products stored. Severe deviations from normal storage temperatures should not be tolerated.

5. **FRESH ITEMS.** Fresh items will be handled expeditiously to reduce their exposure to weather elements and will be kept free of foreign materials that could cause spoilage. Citrus fruits, onions, tomatoes, cabbages, cantaloupes, and celery should not be stored with eggs or butter or in rooms where it is possible for odors from such fruits and vegetables to be absorbed. All fast moving food and drink items must be kept refrigerated at the proper temperature except when being prepared or served. The following conditions for storage will be observed:

- a. All refrigerated spaces will be kept in a clean, neat, and orderly manner;

NAVSUP P-486 - Food Service Management

b. Stocking should start from the bulkheads and work inward toward the center, starting at least four inches in from the bulkheads or coils; and,

c. Overloading the storerooms decreases the efficiency of the cooling equipment, makes cleaning more difficult, and provides the opportunity for other sanitation problems to arise.

6. **FROZEN ITEMS (FRUITS, VEGETABLES, MEATS, AND DAIRY PRODUCTS).** Upon delivery, frozen fruits and vegetables should be transferred promptly to a low temperature storage space. The temperature of the load will be checked upon arrival by checking internal temperatures of items selected at random throughout the load.

5701 AIR CIRCULATION

Air circulation in a storeroom, plus proper temperature and humidity, plays an important part in the correct storage of fresh and frozen foods. The use of a fan or duct system is helpful in maintaining good circulation in all parts of the room. Generally, when the recommended temperature in all parts of the refrigerated space is the same and is maintained within the stocks in the freezer space, the circulation of air may be considered adequate. Storerooms containing fresh fruits and vegetables do not usually require outside air, but when the compartment is kept tight at temperatures of 40° F. or higher, the carbon dioxide given off by the fruits and vegetables will sometimes reach a high level. If this condition should occur, a supply of fresh air should be let into the room before personnel are allowed to work there. The use of Ethylene Absorber Blankets and/or Ethylene filters are strongly encouraged to also reduce ethylene gas levels and prolong the storage life of perishable foods.

5702 STORAGE LIFE OF FROZEN PERISHABLE FOOD ITEMS

1. **GENERAL.** Frozen perishable food items can be considered shelf-stable because of their long shelf life. A storage temperature of 0° F. is generally considered desirable when storing frozen food items. All frozen food items will deteriorate with time, at a rate that largely depends on the sum of all the time-temperature experiences. Frozen food items become less stable and are likely to deteriorate faster when stored at temperatures in excess of 0° F. As a rule of thumb, for every 18° F. rise in temperature, the rate of deterioration can double, triple, or quadruple, depending on the item. The effect of excessive temperature changes on quality is cumulative, therefore, frequent inspections during storage are essential. When inspections of frozen food items show signs of deterioration, efforts should be taken to ensure the item is suitable for intended use and immediate issue. This will keep losses at a minimum. Rotation of frozen food items is extremely important. Frozen items should not be allowed to accumulate in storage, and a first in-first out (FIFO) policy should be strictly followed. Issues of frozen food items must be based on results of inspection performed by a veterinary food inspector or a designated representative of the medical department when a product's suitability for intended use is suspected.

2. **OPTIMAL CONDITIONS.** Storage temperature for all frozen perishable food items will not exceed 0° F. During shipment the temperature will not be higher than 10° F.

3. **LESS THAN OPTIMAL STORAGE CONDITIONS.** The storage life of frozen food items is greatly reduced when stored in temperatures greater than 0° F. Such storage conditions will cause either an unacceptable product or one of reduced quality. Thawed food items must not be refrozen to prolong shelf life. The items will be consumed immediately or discarded, dependent upon inspection results.

NAVSUP P-486 - Food Service Management

5703 FREEZING POINT, STORAGE TEMPERATURE AND STORAGE LIFE OF CHILLED PERISHABLE FOOD ITEMS

Bulk storeroom storage temperature for chilled perishable food items is generally within the temperature range of 32° - 41° F. For some items, better quality is maintained at temperatures higher or lower than this range. Reach-in refrigerators used for short term storage of chilled perishable food items should be maintained with a temperature range of 32° - 41° F.

5704 STORAGE OF SEMI-PERISHABLE FOOD ITEMS

1. GENERAL. The term "semi-perishable food items" refers to food items that are canned, dried, dehydrated, or otherwise processed to the extent that such items may, under normal conditions, be stored in non-refrigerated spaces. Although semi-perishable food items are not nearly as susceptible to spoilage as perishable food items, spoilage can and will occur if the products are mishandled, improperly stored, or stored for long period of time. The length of storage should be based on the date of pack and not on the date of receipt.

2. STORAGE CONDITIONS

a. General. The optimum storage conditions for most semi-perishable food items are clean, cool, dry, well-ventilated storage areas. High temperature and high humidity accelerate spoilage by promoting the deterioration of containers and the growth of bacteria in the food product. Freezing is detrimental to the quality of products with a high water content but most items remain edible after having been frozen and thawed. Infestation by rodents and insects can cause great damage to items packaged in bags, boxes and cartons. Such items also tend to absorb odors and lose flavor. This is especially true in storage areas that lack adequate ventilation.

b. Physical Environmental Factors

(1) Freezing. Dry products such as flour, sugar, and dehydrated foods ordinarily are not injured by freezing. The usefulness and palatability of wet-packed items likewise is not effected by freezing, although their physical appearance may suffer due to softening of their texture. Emulsions, such as canned cheese, prepared mustard and cream soups, will be destroyed by freezing, which results in loss of quality, although the food is not spoiled.

(2) High Temperatures. High storage temperatures encourage bacteria and mold growth, insect infestation, and are particularly dangerous when accompanied by high humidity. In addition, natural chemical action is accelerated, causing rancidity in many items. This is due to food acids present within the cans becoming activated and results in pinholing, blackening of the interior, and hydrogen swells. High temperature is the chief cause of accelerated spoilage in canned foods and should be controlled when possible by providing adequate ventilation.

(3) Moisture (Humidity). High humidity is detrimental to stored food items in many respects in that it accelerates the growth of bacteria and mold, promotes insect infestation, and causes mustiness in flour, rice, and similar foods. High humidity will also cause caking of products that absorb moisture, such as salt and sugar. Moisture also causes rusting of cans. Rust, unless it actually penetrates the can causing leakage, will not harm the content or in itself serve as a reason for survey.

3. OVERAGED STOCK. The safe storage period for dry subsistence varies with the type of product, storage temperatures, humidity control, handling care, protection from weather, and

NAVSUP P-486 - Food Service Management

type of packaging and packing. The maximum shelf life of all food items will be decreased by extremes in temperature and humidity.

4. IDENTIFICATION OF SPOILED ITEMS. A change in color of a food product indicates a loss of quality and may also indicate spoilage. Unpleasant odors and flavors are the best indications of spoilage without submitting the item to a qualified laboratory for examination. Swollen cans, referred to as swellers, springers and flippers, depending on the degree of gas formation, are caused by chemical or bacterial action, or overfilling. Regardless of the suspected cause, cans having such defects should be separated and placed on hold status. Items suspected of being unfit for human consumption will be inspected by the Army veterinary technicians when assigned, senior medical representative, Navy preventive medicine unit, or station sanitation officer, for confirmation of the unsatisfactory condition prior to initiating survey action.

PART I: HANDLING OF FRUITS, VEGETABLES, MEATS, ANIMAL PRODUCTS AND GARBAGE ABOARD NAVY SHIPS AND AIRCRAFT RETURNING FROM FOREIGN OR OFFSHORE UNITED STATES PORTS

5800 GENERAL

1. SECNAVINST 6210.2 (series) directs conformance with regulations of the United States Departments of Health and Human Services, Agriculture, Homeland Security, and Commerce. The Government regulations are intended to prevent the introduction and dissemination, domestically or elsewhere, of diseases of humans, plants and animals, prohibited or illegally taken wildlife, arthropod vectors, and pests of health and agricultural importance. Introduction and dissemination of these products into the United States and its territories, commonwealths, and possessions may occur by movements of U.S. Military ships, aircraft, or other transport of the Armed Forces arriving at or leaving military installations in the United States and foreign countries, or ports or other facilities under the jurisdiction of the aforementioned Federal agencies.
2. Commanders are responsible to maintain liaison with local representatives of Department of Homeland Security, Bureau of Customs and Border Protection, Agriculture Inspection (DHS-CBP-AI) and Veterinary Services of the Animal and Plant Health Inspection Service (APHIS), United States Department of Agriculture (USDA), as well as other appropriate government agencies. Inspectors of these agencies will be notified by the commanders in advance, so far as it is practical, of the arrival or departure of any vessel under the purview of established regulations.

5801 INSPECTION

1. An inspector or a designated representative of the DHS-CBP-AI will board U.S. Military ships and aircraft, at the first United States port of entry to inspect for fruits, vegetables, and meat that have been grown, produced, or processed outside the United States, to include Hawaii, Guam, Puerto Rico, and the U.S. Virgin Islands. If fruits, vegetables, and meat are found, the inspector will determine what disposal or safeguarding action is necessary. In 1992, APHIS granted the Navy special procedures for handling meat carried as cargo aboard U.S. Military vessels returning from foreign countries.
2. Whenever a U.S. Military ship or aircraft has called on any foreign port and returns to any United States port it will be boarded by a DHS-CBP-AI inspector. The DHS-CBP-AI inspector will determine from the commanding officer or the designated representative the identity of all port visits and/or underway replenishments, to determine if fruits, vegetables, meat, milk, or eggs aboard were procured outside the United States. Opened cartons of U.S. origin fruits, vegetables, meat, milk, and eggs will be handled as if the items were procured outside the United States. Fruits, vegetables, meat, milk, and eggs of foreign origin, as well as opened cartons of like items of U.S. origin, will not be permitted to leave the vessel, unless handled as regulated garbage.

NAVSUP P-486 - Food Service Management

5802 VOYAGE OUTSIDE TERRITORIAL LIMITS AND RETURN

When no foreign or United States offshore ports were visited, ships moving between coastal ports within the United States or between continental United States and Alaskan ports will not be subject to boarding by the DHS-CBP-AI inspector, nor are ships required to adhere to garbage requirements; unless the ship was issued meat, not of U.S. origin, from a secure Navy stock point, which is discussed in the paragraph below.

5803 SPECIAL PROCEDURES FOR HANDLING MEAT CARRIED AS CARGO ABOARD U.S. MILITARY VESSELS RETURNING FROM FOREIGN COUNTRIES

1. The DHS-CBP-AI inspector will inspect and supervise the movement for handling meat which may have been stored at U.S. Military Depots in foreign/affected countries or stored on ships that have made port calls in foreign/affected countries and carried as cargo aboard U.S. Military vessels returning from foreign countries. The following applies.

a. End Use Ships (ships other than CLF ships):

(1) Meat of U.S. origin. All unopened cartons, marked as a product of the United States, will be released without any restriction by the DHS-CBP-AI inspector.

(2) Meat, not of U.S. origin, may be transferred using refrigeration units, from one U.S. Military vessel to another (controlled cross-decking), put in secure storage (sealed) for re-issue to outbound ships only, or destroyed, under the supervision of the DHS-CBP-AI inspector. Consumption of meat, not of U.S. origin, by outbound vessels is not authorized, until outbound ship has departed the United States. Meat, not of U.S. origin, transferred to a secure storage site, will not be used for consumption ashore.

NOTE: If meat, not of U.S. origin, has been cross-decked to another vessel, the DHS-CBP-AI inspector will document this transfer on the Plant Protection and Quarantine (PPQ) Form 288, by writing "Meat or meat products transferred, foreign meat/meat products aboard." The DHS-CBP-AI inspector will advise the Captain to retain the form until the vessel returns to the United States.

NOTE: A U.S. Army Veterinarian may be requested to assist the DHS-CBP-AI inspector in documenting the transfer of meat, not of U.S. origin, from secure storage to outbound ships only, by writing, "Meat transferred, foreign meat aboard" and advise the Captain to retain a copy of the transfer document until the vessel returns to the United States.

b. Combat Logistics Force (CLF) Ships and Overseas Stock Points. Meat of U.S. origin carried and stored as cargo for underway replenishment or off loaded at overseas facilities, that is then transshipped back into the United States is permitted entry back into the United States for issue to ashore dining facilities under the following conditions:

(1) Products are in original unopened cartons; and,

(2) Cartons are identified/marked as a product of the United States.

5804 HANDLING REGULATED GARBAGE ABOARD U.S. MILITARY VESSELS

1. Federal Regulation 9CFR94.5 defines garbage as all waste material derived in whole or in part from fruits, vegetables, meats, or other plant or animal (including poultry) material, and other refuse of any character whatsoever that has been associated with any such material on board

NAVSUP P-486 - Food Service Management

any means of conveyance, and including food scraps, table refuse, galley refuse, food wrappers or packaging materials, and other waste material from stores, food preparation areas, passengers' or crews' quarters, dining rooms, or any other areas on means of conveyance. Garbage is derived in whole or in part from fruits, vegetables, or other plant products or animal products. Garbage from any Navy ship that has visited any foreign country will be handled in the following manner:

a. Garbage will be placed in leak-proof, covered containers and disposed of following port procedures authorized by, or under surveillance of, the DHS-CBP-AI representative.

b. If regulated foreign stores are present and are not purged or transferred to an outbound vessel prior to docking, all garbage aboard will be treated as foreign and will be required to be sterilized or incinerated. If foreign stores are present, the DHS-CBP-AI inspector will not apply the "24 hour rule." Once the foreign stores are used up or otherwise disposed of, the "24 hour rule" will apply. Until those stores are used up or disposed of, the DHS-CBP-AI inspector will continue to regulate the ship's garbage as any other foreign vessel.

NOTE: If foreign stores are present and were purged or transferred to another vessel, the DHS-CBP-AI inspector will document this purging or transfer on the PPQ Form 288. The DHS-CBP-AI inspector will annotate in writing, "Purged or transferred, now Domestic." The DHS-CBP-AI inspector will advise the Captain to retain the form until the vessel departs the mainland as proof of Domestic status.

c. The "24 hour rule." If there are no foreign stores aboard the vessel all garbage aboard the vessel at docking and all garbage produced during the first 24 hours will be sterilized or incinerated. Once the garbage is incinerated or sterilized at the first U.S. port, no further action is required at subsequent U.S. ports.

GENERAL CHARACTERISTICS OF GOOD QUALITY MEATS

<u>TYPE OF MEAT</u>	<u>ACCEPTABILITY STANDARDS</u>
Beef	Bright red color, smooth texture
Veal	Grayish pink color, smooth texture
Lamb	Light red color, lean portions finely textured
Pork	Light pink color, firm to touch
Sausage meats	Should be firm to the touch and free of any sliminess and mold which indicate decomposition of sausage, outer casing should not be broken. External mold is common, dry sausage such as salami can be washed off provided it does not break casing.

Figure 5-17

NAVSUP P-486 - Food Service Management

Characteristics of Good Quality Meats

<u>FRUIT</u>	<u>ACCEPTABLE/UNACCEPTABLE CHARACTERISTICS</u>
Apples	Best grades are firm, of good color, without blemishes, and flavorful. Poor color and lack of flavor are indicators of an immature product. Overripe apples are dull and maybe wilted. Freezing or bruising will leave skin brown, water soaked, tough and leathery.
Bananas	Yellow peel indicates ripe fruit. Yellow peel flecked with brown indicates fully ripe product and should be eaten immediately. Black peel indicates exceptionally ripe fruit and may be used for cooking. Do not store bananas in refrigerated storerooms. Store at room temperature.
Cantaloupe	Outside netting is thick and stands out from main covering. No trace of stem and a delicate aroma indicate quality product. Seeds will be heard when shaken. Skin beneath netting should be yellow but too deep a yellow indicates over ripeness.
Cherries	Acceptable cherries are bright in color. Immature cherries have a bitter taste. Soft, over ripe or shriveled fruit should not be used.
Grapefruit	Acceptable grapefruit is firm, but springy to the touch; not soft, wilted, or flabby. A course skin, puffiness, and sponginess indicate lack of juice or flavor or both. Decay is indicated by soft, discolored areas.
Grapes	Acceptable grapes are plump and each is firmly connected to the stem. Decay is indicated by wetness or the presence of mold.
Honeydew	Quality melons have thick, green-colored, sweet, fine-flavored flesh with a distinct, pleasant odor. Decay generally is indicated by mold or dark, sunken, watery areas.
Lemons	Quality lemons are greenish-yellow in color with a smooth, fine-textured skin. Mold and soft spots on ends indicate decay.
Nectarines	Appearance is similar to peaches without fuzz. Fruit should be firm and plump with reddish, white, or yellow flesh.
Oranges	Skin is yellowish-orange in color, smooth and fine in texture. Puffy, spongy fruit is not acceptable. Check for hidden, decayed fruit.
Peaches	Acceptable peaches are firm, with smooth skin, and are well filled-out. Over ripeness is indicated by deep reddish-brown color and softness.
Pears	Acceptable pears are firm, shiny and free of brown spots. Green pears should be ripened before serving. Pears develop off the tree and should be fully ripe for use.
Pineapples	Fully ripe fruit is slightly soft to the touch, golden yellow in color with a piney odor. Slight decay at the base and dark watery spots on the sides are signs of over-maturity.
Plums	Acceptable if in full color and soft enough to yield to slight pressure. If hard and poor in color or flavor, the fruit is immature. Over ripe fruit is soft and usually leaky.
Strawberries	Good quality fruit is firm, plump, and bright red. Over ripe strawberries are dull in color, soft, leaky, and should not be used. Mold at the surface indicates decay.
Tangerines	Discolored skins or extremely soft, mushy spots indicate decay.
Watermelons	The surest way to determine quality is to cut a plug extending to the center. A fully ripe watermelon has a thin outer skin that peels easily when scraped with the fingernail. Interior

NAVSUP P-486 - Food Service Management

meat is firm, watery, and sweet. Ground rot will appear as soft spots on the skin.

Figure 5-18

Characteristics of Acceptable/Unacceptable Fruits

NAVSUP P-486 - Food Service Management

Due to the perishability of fresh vegetables, handle with extreme care. Unnecessary handling should be avoided. Acceptable quality produce is indicated below.

<u>VEGETABLES</u>	<u>ACCEPTABLE/UNACCEPTABLE CHARACTERISTICS</u>
Cabbage	Heads are solid, well compacted, and not discolored.
Carrots	Bright color and well shaped.
Cucumbers	Firm to touch and dull green in appearance.
Lettuce (iceberg)	Heads firm, but spongy to touch. Leaves should be medium green in color.
Onions (green)	Bright, clean, hard, and well shaped with dark skin.
Peppers, sweet	Well shaped, thick walled with dark skin.
Potatoes	Clean, firm, and free from eyes and growth cuts.
Radishes	Smooth, crisp, and firm consistency.
Tomatoes	Firm to touch, well formed and free of blemishes.

Figure 5-19

Characteristics of Acceptable/Unacceptable Vegetables