

4400 Ser N43/058 16 Nov 2020

From: Commander, Naval Supply Systems Command

#### Subj: RELEASE OF THE NAVAL SUPPLY SYSTEMS COMMAND PUBLICATION 486 – FOOD SERVICE MANAGEMENT GENERAL MESSES VOL I & II, REVSION 9

Encl: (1) NAVSUP P-486 Volume I & II, Revision 9 – Food Service Management General Messes

1. <u>Purpose</u>. Food Service Management General Messes are established for the operation and management of food service operations afloat and ashore. The NAVSUP P-486, Vol I & II, Revision 9, reflects current policy and changes since the Revision 8 that was signed out on August 2016. NAVSUP P-486 Volume I & II Revision 9 supersedes Revision 8.

2. <u>Background.</u> Volume I and Volume II is designed to 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 contained in this publication are the minimum essential acceptable food service management procedures and are mandatory unless specifically stated as being optional. The Force or Type Commander, Commanding Officer or Supply Officer may prescribe additional controls when circumstances indicate the need for more stringent controls. This publication is also intended as a training manual for officers, enlisted personnel, and civilians, and as a guide in handling food service problems that are not a matter of regulation.

3 <u>General.</u> The NAVSUP P-486, Revision 9, incorporates updates to food service management procedures to reflect Standard Core Menu procedures; Go For Green® Program and training information; Denied Communications for subsistence support in a denied environment; Navy Food Management Team (NFMT) assessment criteria; Provision On-Load Program; Mobile Feeding Program; and incorporated changes to ensure compliance with Department of Defense Financial Improvement and Audit Readiness (FIAR) compliance;

4. <u>Management and Maintenance Responsibility</u>. The responsibility of the NAVSUP P-486 will reside in NAVSUP N432.

5. <u>Records Management</u>

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned according to the records disposition schedules found on the Directives and Records Management Division (DRMD) portal page: https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/SitePages/Home.aspx. b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local Records Manager or the DRMD program office.



Releasability and distribution:

This instruction is cleared for public release and is available electronically only via the Naval Logistics Library (NLL) Web site, <u>https://my.navsup.navy.mil/apps/ops\$nll.home</u>



NAVAL SUPPLY SYSTEMS COMMAND

# FOOD SERVICE MANAGEMENT GENERAL MESSES



## **NAVSUP Publication 486**

Volume I, Revision 9, November 2020

COG 01 STOCK NO. 0530-LP-011-1940

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.

## NAVY DEPARTMENT NAVAL SUPPLY SYSTEMS COMMAND 5450 CARLISLE PIKE PO BOX 2050 MECHANICSBURG, PA 17055-0791

This publication is issued for the information and guidance of all food service management personnel. This publication supersedes NAVSUP Publication 486, Volume I, Rev 8, August 2016.

NAVSUP issues its policies to general messes using 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.

TOPOULOS

## 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 that are essential to good food service management. These procedures are mandatory unless it is specifically stated that they are optional. However, these procedures are not limiting when conditions warrant additional controls. When it is considered necessary, heads of supply departments, commanding officers, or a higher authority may supplement procedures not in conflict with this publication.

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

## **RECORDS MANAGEMENT**

Records created as a result of this instruction [notice, change transmittal], regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at

https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx.

For questions concerning the management of records related to this instruction [notice, change transmittal] or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.

#### 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.

## **DOCUMENT SIGNATURES**

For the purpose of this publication all signatures required for all food service documents to include letters, receipts, certifications, surveys, cash meal payment book, etc. must be signed with a legible signature using non-erasable black/blue ink.

## **ARRANGEMENT OF SUBJECTS**

The chapters of the publication are organized so the topics are in order as they occur under working conditions. An attempt 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 is not always 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 FOR REFERENCES

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, or other communications 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 this case reference to a specific item may be made as follows:

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NAVSUP Publication 486, para. 2111 - 2d(1)(a) item 2
PARAGRAPH FORMATTING
2111
1.
a.
(1)
(a)
i
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#### 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 beginning with 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 to delineate the principles outlined in the written instructions.

## 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 that does not logically lend itself to location by this method may be located by referring to the Index at the end of the publication.

#### **AUTOMATIC DISTRIBUTION OF COPIES**

Upon authorization to establish a new mess, NAVSUP Support Services Directorate, Food Service Division (SUP 423), adds the activity to the automatic distribution list. Please be aware that placement on the automatic distribution list does not provide you with additional copies. NAVSUP will provide each activity with a standard number of copies.

## **ORDERING COPIES**

To order publications, access the Naval Supply Systems Command Naval Logistics Library (NLL) at <u>https://my.navsup.navy.mil/apps/ops\$nll.home</u>. Click on registration. Use the Quick-Start Guide for registration and online ordering.

For viewing and printing, click on NLL Login, click on the Accept, click on "Instructions & Publications". Type in a Keyword (such as "486") to search for the instructions and publications.

## EMBEDDED LINKS SEARCH FUNCTION

The NAVSUP P-486, REV 9, VOL I and VOL II PDF contains embedded links (underlined text) for the Table of Contents, Chapter Paragraphs, Appendix I Checklist References and Indexes. When the NAVSUP P-486 VOL I and VOL II are separated as individual PDFs links for Appendix I will only work for the individual PDF volume opened.

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## **CHAPTER 1**

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## 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 wholesome and nutritious meals to active duty military personnel who are entitled to Rations-in-Kind (RIK). The Department of Defense Food Service Program, DoD Instruction 1338.10, states, "It is DoD policy to provide the highest quality and cost-effective food service to authorized military and civilian personnel." Food service personnel, at all levels, shall strive continually to attain the highest quality food service by efficiently and effectively using the latest food service management techniques.

#### 1001 ETHICS

It is essential that all Department of the Navy personnel adhere to the highest standards of integrity and ethical conduct. This requires more than mere compliance with a body of laws and regulations. Navy Supply Community professionals must maintain trust and confidence by constantly reinforcing ethical principles and avoiding any actions that create the appearance of impropriety or that call our integrity into question. Each member of our Navy Supply Community is a leader and role model and must demonstrate a personal commitment to support the Navy principles and to maintain the trust of the American people we so proudly serve.

In accordance with Article 1158 of the Navy Regulations, no person employed in the service of the General Mess (GM) shall receive any compensation from persons entitled to subsist in the mess. For purposes of this regulation, compensation refers to the unauthorized exchange or unauthorized sale of meals or food items for cash, gifts, favors, or any other item of value. The Food Service Officer (FSO) will ensure that the GM staff complies with this regulation.

#### 1002 AUTHORITY

GM activities are organized under the operational control of the Commanding Officer (CO) or Commander of a vessel or shore activity. Responsibilities include the following:

- Providing staffing and funding for GM operations.
- Establishing, disestablishing, managing, controlling, and inspecting GMs by following current policies established by the Naval Supply Systems Command (NAVSUP).

#### 1003 NAVAL SUPPLY SYSTEMS COMMAND

1. GENERAL. The Fleet Support Division (N43) leads initiatives supporting Quality of Life Programs (QOL) and Warfighter Support programs. N43 provides policy and oversight for Household Goods (HHG), Postal Operations, Food Service Operations, Navy Cash, Integrated Logistics Support (ILS), the Global Distance Support Centers (GDSC) and the Logistics Support Centers (LSC).

2. FLEET SUPPORT DIVISION. The Navy Food Service (NFS) Code N432 is responsible for administering the Navy's Food Service Program. Authority, services, and Deputy Commander responsibilities are discussed below.

- a. Authority. Authority is delegated by the Commander, Naval Supply Systems Command.
- b. Services. NFS provides technical direction and financial control of all FS operations.
- c. Deputy Commander Responsibilities. The Deputy Commander for Support Services manages subsistence funding and policy.

#### 1004 NAVSUP FLEET LOGISTIC CENTERS

1. GENERAL. NAVSUP headquarters has a network of seven Fleet Logistics Centers around the globe from Yokosuka, Japan and across the United States to Sigonella, Italy. The FLC's services and contracting support are discussed below.

- a. Services. NAVSUP FLC provides global logistics and business support services to Fleet, shore, and industrial Commands of the Navy, Coast Guard, Military Sealift Command (MSC), and other joint and allied forces.
- b. Contracting Support. Provides contracting support that allows Naval Supply Systems Command to deliver sustained weapons support, global logistics, and quality-of-life support enabling the Navy to be ready to fight and responsibly employ its resources.

#### 1005 NAVY FOOD MANAGEMENT TEAMS AND DETACHMENTS

1. GENERAL. The Navy Food Management Teams (NFMTs) assist all Food Service operations in meeting the required quality and standards of food service. The NFMT's support and training and assistance are discussed below.

- a. Support. Under NAVSUP FLC the NFMTs provide support to NAVSUP N432, Commander Naval Installations Command (CNIC), and Fleet Logistics Centers.
- b. Training and Assistance. NFMTs provide training, assistance, and preparation for assessments (see Appendix H for additional information).

#### 1006 GENERAL MESS AUTHORIZATION AND ESTABLISHMENT (AFLOAT)

- 1. GENERAL. Establishing a GM afloat is discussed below.
  - a. Authority. The CO or Prospective Commanding Officer (PCO) of a ship may establish a GM. The GM is established when food service personnel and equipment have been provided.
  - b. Request Letter. The activity will submit a letter90 days before establishing a GM to the Bureau of Naval Personnel (BUPERS) via Type Commander (TYCOM)/NAVSUP (endorsement) for authorization to use Subsistence in Kind (SIK) Line of Accounting (LOA). See Appendix D-17 for a sample letter.
  - c. TYCOM Responsibility. TYCOM will input Operational Maintenance Navy (OMN) Surcharge LOA in the Food Service Management (FSM) System.

#### **1007 ALTERNATIVE FEEDING (AFLOAT)**

The recommended method for alternative feeding afloat is Pier Feeding using an MWR RIK Feeder concept. COs must request establishment of an alternative mess a minimum of 6 months in advance. The justification for the request must include feeding plans, menu requirements, and personnel plans. This request requires TYCOM's endorsement for approval with a copy to NAVSUP. NAVSUP will forward TYCOM's approval to BUPERS (N10). Upon approval, BUPERS will provide specific guidance for Subsistence in Kind reimbursement to Command.

A Memorandum of Agreement (MOA) between and among the Commanding Officer; TYCOM; Morale, Welfare, Recreation (MWR); NAVSUP; and BUPERS is required to establish Pier Feeding with MWR support. See Appendix D-23 for a sample letter.

#### 1008 TEMPORARY CLOSURE OF A GENERAL MESS (AFLOAT)

1. GENERAL. When a Navy GM will be closed temporarily or will be in an inactive status (30 days or longer) for overhaul, remodeling, or renovation, the FSO will provide written notification to NAVSUP N432 via TYCOM. See Appendix D-24 for a sample letter. The procedure for temporary closure is discussed below.

a. Notification. Notification, which must be submitted 30 days before the proposed closure date, shall include the closure date, the reason for closure, and the expected reopening

date. If the reopening date is delayed, NAVSUP N432 shall be advised within 5 days of the revised reopening date in writing via TYCOM using NAVSUP P-486, Appendix D-23.

- b. Disposition of Food Items. Before the GM is closed for extended periods, all efforts must be made to use or to transfer food items to other U.S. Navy ships or to shore galleys working in conjunction with TYCOM.
- c. Monthly Close-Outs. The mess will continue to conduct monthly close-outs in the usual manner.

#### 1009 PERMANENT CLOSURE OF A GENERAL MESS (AFLOAT)

1. TIMING. Closing an established GM afloat can be a very time-consuming operation. Proper planning from 6 months to 1 year prior will ensure that all closing requirements are met on time. At least 90 days before the anticipated closure date, the CO will forward written notification to TYCOM for endorsement with a copy to NAVSUP. NAVSUP will forward a copy to BUPERS. See Appendix D-22 for a sample letter.

2. PRE-NOTIFICATION REQUIREMENTS. Before closure of a GM the following actions must be taken:

- Depleting inventory per TYCOM guidance (transfers and menu modifications).
- Ensuring that all undeposited sales have been deposited.
- Reconciling Food Service Records Close-Outs with NAVSUP.
- Contacting TYCOM for the placement and/or storage of retained returns.

#### 1010 GENERAL MESS AUTHORIZATION AND ESTABLISHMENT (ASHORE)

1. AUTHORIZATION. The CO or PCO may request establishment of a GM with approval through the major claimant and BUPERS. The request must include a favorable endorsement from Commander Naval Installation Command (CNIC) and must be submitted 90 days before the proposed start date. See Appendix D-17 for a sample letter. Proper prior planning of 6 months to 1 year ensures that all requirements are met on time.

The following information is necessary for justification:

- A cost analysis point paper (business case analysis) that details the following:
  - whether this is an existing structure (requires a habitability survey)
    - whether it is new construction
- A manning study (military/contract cost)
- The percentage of RIK to feed
- The days and hours of operation
- The return on investment (ROI)
- All geographic information
- Information on alternative feeding

The request shall provide the location of the nearest GM, the anticipated number to be fed, the current feeding situation, and a report of adequate personnel and equipment. Upon BUPERS approval, NAVSUP N432 will provide operating instructions and policy information to the activity.

NAVSUP will provide a copy of the approval to set up a Subsistence Total Order Receipt and Electronic System (STORES) profile to Defense Logistics Agency (DLA) Troop Support. BUPERS will establish a fund code at Defense Finance and Accounting Services (DFAS) and in the Fund Administration and Standardized Document Automation (FASTDATA) system.

2. ESTABLISHING A BRANCH GENERAL MESS. The steps for establishing a branch GM are discussed on the next page.

- a. Requests. Requests submitted to the major claimant (copy to NAVSUP N432) must include the following:
  - Justification (the necessity for remote feeding)
  - Anticipated benefits (consolidated returns, central control, and reduced workload)
- b. Branch Mess. The branch mess is added to the FSM parent activity (UIC) one month before becoming a branch mess to allow time to print out NAVSUP 1090s and 1282s.
- c. Forms Submission. Complete and submit individual FSM access SAAR forms for the SUPPO, FSO, Leading Culinary Specialist (LCS), and Recordskeeper (RK). Submit all SAAR forms to <u>NAVSUP.FSM.ROM@Navy.mil</u> for processing. Allow ample time for submission before establishing a general mess.
- d. Satellite Galleys. Tenant Commands seeking to open satellite galleys should submit a request through their local command, region, or CNIC for inclusion in the parent activity's UIC.

Note: Refer to Appendix M for Mobile Feeding Policy.

#### 1011 ESTABLISHING AN ALTERNATIVE MESS (ASHORE) RIK FEEDER

1. GENERAL. Guidance for establishing alternative or structure change of the GM is discussed below.

- a. Installation Commanding Officers. Installation Commanding Officers (ICO) must request establishment of an alternative mess a minimum of 6 months in advance. This request will be sent to CNIC via the respective region with a copy to NAVSUP. See Appendix D-23 for a sample letter.
- b. Justification. Justification for the request must include the following:
  - anticipated cost savings
  - feeding plans
  - menu requirements
  - personnel plans
- c. Approval. NAVSUP will forward CNIC's approval to BUPERS (N10). Upon approval, BUPERS will provide specific guidance for SIK reimbursement to commands/units.

2. MEMORANDUM OF AGREEMENT. The Memorandum of Agreement (MOA) is discussed below.

- a. Parties to the MOA. The MOA shall be between and among Region, Command, BUPERS, NAVSUP, and CNIC.
- b. Establishment of an MWR Alternate Mess. The MOA establishes an MWR Alternate Mess. See Appendix D-23 for a sample letter.
- c. Alternative Feeding. Alternative feeding may be authorized when *all* of the following conditions exist:

The regular GM is permanently closed or closed for alterations or repair.

The payment of a cash allowance for subsistence would not meet the needs of enlisted personnel.

The cost of acquiring and maintaining the food service equipment necessary to establish a GM could not be justified given the number of personnel fed or the temporary nature of the requirement.

#### 1012 TEMPORARY CLOSURE OF A GENERAL MESS (ASHORE)

1. GENERAL. When it is anticipated that a Navy GM will be temporarily closed or in an inactive status (15 days or longer) for overhaul, remodeling, or renovation the FSO will provide written notification to NAVSUP N432 via the Region/CNIC. Region endorsement is required. See Appendix D-24 for a sample letter. Notification and extended closure are discussed below.

- a. Notification. Notification, which must be submitted 30 days before the proposed closure date, shall include the closure date, reason for closure, and expected reopening date. If the reopening date is delayed, NAVSUP N432 shall be advised of the revised reopening date in writing via the Region/CNIC.
- b. Extended Closure. When the GM is closed for extended periods, all efforts must be made to transfer food items to other U.S. Navy ships or to shore galleys working in conjunction with the Region's NFMT. GMs will continue to conduct monthly close-outs in the usual manner.

#### 1013 PERMANENT CLOSURE OF A GENERAL MESS (ASHORE)

1. GENERAL. Closing an established general mess ashore can be a very time-consuming operation. Proper planning from 6 months to 1 year prior will ensure that all closing requirements are met on time.

At least 90 days before the anticipated closure date, the CO will forward written notification to CNIC for endorsement with a copy to NAVSUP. NAVSUP will forward a copy to BUPERS. See Appendix D-22 for a sample letter.

2. PRE-NOTIFICATION REQUIREMENTS. Before closure of a GM the following actions must be taken:

- Depleting inventory (transfers and menu modifications).
- Ensuring that all undeposited sales have been deposited.
- Reconciling Food Service Records Close-outs with NAVSUP.
- Contacting Region for the placement/storage of retained returns.

#### 1014 GENERAL MESS HOMEPORT, NAME, AND UIC CHANGES

Unit Identification Codes (UIC), NAVSUP, and BUPERS shall be notified of any activities that change homeport and command names to ensure continuance of the requisitioning of food and the payment of vendor bills via DFAS and DLA. A notification letter from ships, submarines, and ashore facilities is required 30 days before the anticipated date of the change. See Appendix D-17 for an example.

#### 1015 GENERAL MESS ORGANIZATION CHART

1. GENERAL. Figure 1-1 on the following page shows a typical afloat organizational chart for an Afloat Navy GM. Figure 1-2 shows a typical ashore organizational chart for an Ashore Navy GM. The Commanding Officer may authorize changes in area of responsibility assignments. Figure 1-3 shows supporting establishments for a Navy GM.

2. ORGANIZATION OF THE GENERAL MESS. The following Branches make up the General Mess:

- Records Branch: Requisitions, inventories, and financial returns.
- Food Preparation Branch: Food preparation, training, and service.
- Subsistence Branch: Receipt, storage, and issue of subsistence.
- Mess Services Branch: Patrons control, messing, scullery, and FSA management.
- Administration Branch: Food Service Administration, Publications, and Instructions including training records.

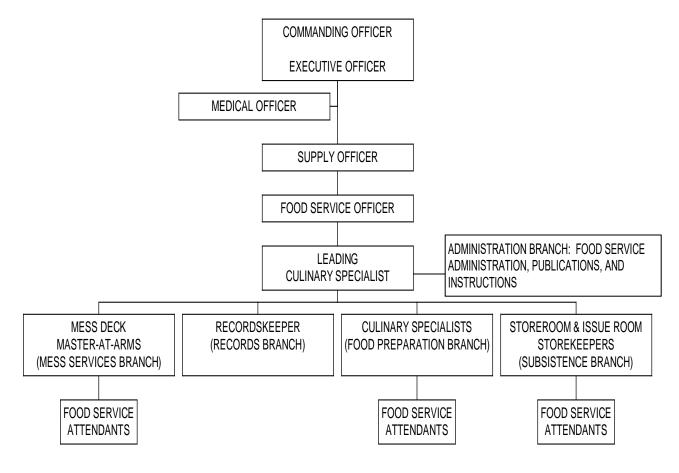


Figure 1-1 Organizational Chart for an Afloat General Mess

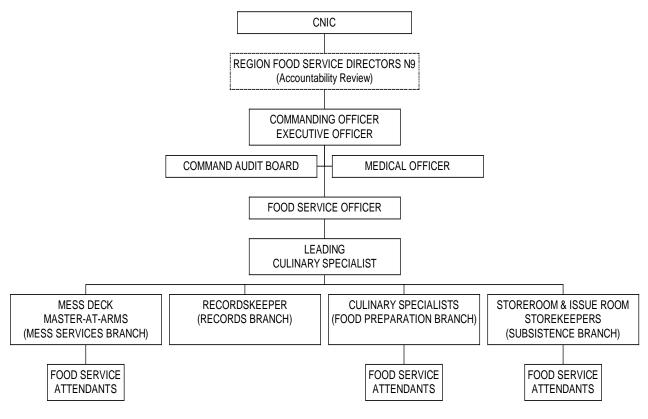
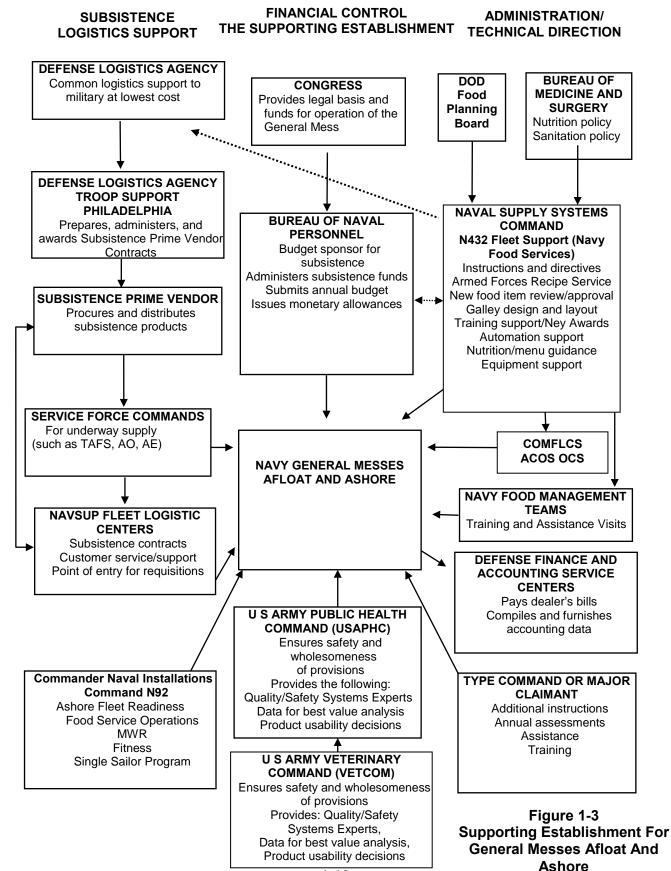


Figure 1-2 Organizational Chart for an Ashore General Mess



1-10

## PART B: ADMINISTRATION - DUTIES AND RESPONSIBILITIES

#### 1100 THE COMMANDING OFFICER

The Commanding Officer (Afloat and Ashore) has overall responsibility for administration of the GM through policies established by NAVSUP and CNIC.

According to U.S. Navy Regulations, the CO shall require that records prescribed by current instructions be maintained properly and that personnel under the CO's command maintain a satisfactory state of health (Ref: DONI General Regulations, Ch.8, 0820).

A designated meal sampler (Commissioned Officer or Senior Enlisted in the Duty Section) as assigned by the CO samples and reports a sampling of random meals per TYCOM guidance (Ref: DONI General Regulations, Ch. 11, 1158). When a Commissioned Officer is not assigned to a Duty Section on a shore installation, a designated Command Duty Officer will sample the meal. The FSO shall not be designated as a Duty Section Meal Sampler. The CO shall review the evaluation and shall take action to address any problems related to poor food quality or to unsanitary conditions. There will be no charge for sample size portions. The prescribed meal rate will apply for full portion samples. See sample letter D-25.

After the evaluation is completely reviewed and initialed by all reviewers and Chain of Command, the CO shall distribute all General Mess Meal Evaluations (Appendix B) to the FSO to retain with NAVSUP Forms 1090 in the FSO Non-Accountability File.

NOTE: The CO may designate enlisted personnel in pay grades E5 through E9 only when they are in a small Command and there are not sufficient Commissioned Officers in the Duty Section to sample the meal.

The CO approves the appointment of the FSO and the signing of the "Pledge of Service to Our Patrons." The Pledge of Service must be displayed appropriately at the head of each mess line.

#### 1101 THE EXECUTIVE OFFICER

The Executive Officer (XO) provides the following assistance to the FSO:

- Provides information on changes in the estimated number of personnel to be fed in the GM. The XO may delegate to the Personnel Officer the responsibility for providing the daily changes to the ship's muster report to account for all guests and for calculating the allowed rations.
- Provides the information necessary to determine the category of visitors using the GM.
- Records and certifies on the Monthly General Mess Summary Document (NAVSUP Form 1359) the cumulative total number of in-kind rations, as described in the Naval Military Personnel Manual (NAVPERS 15560D, Par 1746-030), that were allowed for the period.
- Assigns personnel to the Supply Department for temporary duty for the following when manning documents or food service contracts do not provide permanent support:
  - Mess Decks Master-at-Arms (MDMAA) personnel shall be assigned as necessary to supervise good order and maintenance of mess gear and spaces with a recommended tour length of 120 days to 180 days.
  - The XO shall establish circumstances and procedures under which the FSO may be required to furnish or preserve rations outside of normal meal hours for personnel on working parties, flight operations, or special details.
  - FSA Manning requirements (OPNAVINST 3120.32D, Chapter 6, 6-23) specifies the following:

- All Departments and embarked units (medical and dental Departments and units are exempt) must provide FSAs in a ratio of 1 to 25 for ship's company and 1 to 18 for embarked commands.
- A normal tour is 90 days; a second tour may be authorized only by the XO.

#### 1102 THE DESIGNATED MEDICAL REPRESENTATIVE

The Designated Medical Representative exercises constant surveillance of the sanitary aspects of food preparation and service and assists in the following:

- Performing fitness-for-human-consumption inspections of subsistence at receipt.
- Inspecting food items when there is any doubt about fitness for human consumption.
- Preparing Forms SF 364 (ROD), DD Form 1608, DD Form 7539, DD Form 1222, or DD 200 for damaged items or items found unfit for use or possibly harmful to health as described in paragraphs 5300 and 5301.
- Disposing of or collecting samples required for analysis as possible Hazardous Materials.
- Establishing and maintaining a food handler's training program.
- Inspecting food service spaces in accordance with Tri-Service Food Code (NAVMED P 5010-1).
- Providing assistance in conjunction with the Army Vet in determining actions and reporting procedures for subsistence items being recalled or having potential risks as detailed within the DLA's Troop Support ALFOODACT Message System.

#### 1103 THE SUPPLY OFFICER

1. SUPPLY OFFICER (AFLOAT) ASSIGNMENT. The assignment of a SUPPO is discussed below.

- a. Smaller Platforms. The CO may designate (in writing) that a SUPPO on smaller platforms will perform the duties of the SUPPO and the FSO.
- b. Larger Platforms. An Officer or Chief Warrant Officer shall be appointed in writing by the CO to perform the duties of the FSO. See Appendix D-12 for a sample letter.

2. DUTIES AND RESPONSIBILITIES. The SUPPO/FSO duties and responsibilities include the following:

- Assuming full time duties and accountability as the FSO on various afloat units.
- Supervising food service operations.
- Issuing instructions for food service safety, precautions, sanitary regulations, and equipment operation.
- Managing Navy SIK accounting.

3. ACCOUNTABLE OFFICIALS. The term "accountable official" is used in 31 U.S.C. 3527 to refer to the class of officers or employees of an agency who are liable, on a pecuniary basis, for repayment of losses or deficiencies of public money, vouchers, checks, securities, or records. Such officials are appointed using DD Form 577 (Appointment/Termination Record - Authorized Signature). Only officers and employees of an agency are eligible for appointment as accountable officials (DoD FMR 7000.14R, VOL 5, 0202).

#### 1104 REGIONAL GALLEY PROGRAM MANAGER (ASHORE)

1. DUTIES AND RESPONSIBILITIES. The Regional Galley Program Manager (Ashore) is responsible for the following:

- Providing general supervision of food service operations across the region.
- Issuing guidance to FSOs and providing Galley Program Managers with recommendations for region-wide policies.

- Providing liaison with NAVSUP and BUPERS (N10) via CNIC HQ to ensure that common goals and policies are synchronized.
- Managing regional food service budgets and contracts.

#### 1105 THE FOOD SERVICE OFFICER

1. GENERAL. The FSO shall be designated in writing by the CO and will be held accountable for GM operations. Further guidance is provided below.

- a. FSO (Ashore). The FSO shall be a Supply Corps Officer, Chief Warrant Officer (CWO), or a qualified GS or NAF civilian equivalent. When a billet for a qualified Supply Corps Officer, CWO, or civilian is not available to assume the duties of the FSO, a designated senior enlisted member (E-7 to E-9) may hold the title of FSO. A request for a senior enlisted member must be forwarded to NAVSUP N432 via CNIC N92. All candidates may be approved for an entire length of tour or a temporary/alternate assignment with a designated period of time when a qualified officer is unavailable or when the officer billet has been removed. The length of tour will be based upon the FSO billet requirement and the performance of the candidate. The Regional Galley Program Manager will make the final decision for the tour length of the FSO position.
- b. FSO (Afloat). The FSO will be a Supply Corps Officer or CWO. When a qualified Supply Corps Officer or CWO is not available to assume the duties of the FSO, a designated senior enlisted member (E-7 to E-9) may temporarily assume the duties of the FSO for up to 90 days.
- c. Requests. A request for a senior enlisted member must be forwarded to NAVSUP N432 via TYCOM and must answer the following questions:
  - 1. Why is there no qualified FSO?
  - 2. When did the FSO billet become vacant?
  - 3. When is the anticipated date for the arrival of a qualified FSO?
- d. Unforeseen Circumstances Ashore/Afloat. There may be instances when the Food Service Officer (FSO) may be unavailable (emergency leave or TAD). In these instances, the following procedures shall be followed:
  - 1. FSO shall ensure there is a CO's LOA on file designating an Alternate FSO in their absence.
  - 2. Request a Region's endorsement for the enlisted Alternate FSO.
  - 3. Submit a copy of the CO's LOA and Regions/TYCOM endorsement to NAVSUP.
  - 4. Submit a new SAAR with the FSO role identified.
- 2. RESPONSIBILITIES. The Food Service Officer is responsible for the following:
  - Ensuring that the current approved Navy Standard Core Menu is prepared as written using the associated Master Load List (MLL) of authorized ingredients.
  - Preparing and providing instruction to all food service personnel who are responsible for the operation (including roles and access) and security of the FSM computer.
  - Ensuring the Food Preparation Worksheet (NAVSUP 1090) is properly prepared by the LCS.
  - Ensuring that approved recipe cards are adhered to in accordance with the NSCM.
  - Authorizing menu changes to subsistence support and operational commitments. (General Quarters (GQ), Flight Quarters (FLT QTRS), Replenishment at Sea (RAS)).
  - Ensuring that proper and efficient operation of the GM including sanitation, orderliness, and upkeep.
  - Ensuring that all food service personnel receive proper training in their appointed positions with a clear understanding of their responsibilities.
  - Encouraging use of the NFMT, Afloat Training Group, and Immediate Superior in Command (ISIC).

• Supervising the food service division to ensure the organization follows Navy Regulations, General Orders, Naval Supply Systems Command directives along with Fleet, Force, Type, and station commander directives.

3. ACCOUNTABILITY AND CONTROL. All food entrusted to the FSO belongs to the

BUPERS subsistence account for which the FSO is held personally and legally responsible under Title 31, U.S. Code Section 17.Food Service Division (NAVSUP N432) manages subsistence funding and policy for BUPERS. The FSO must maintain positive control and accountability for the following:

- Reviewing, auditing, and signing all general mess records and returns.
- Exercising authority to approve food orders and to ensure that all receipt files include the following:
  - o a document number
  - Local Stock Number
  - o **nomenclature**
  - o quantity
  - o unit of issue

All food orders shall be generated through FSM. Document numbers will be generated by the ordering activity and approved by the FSO before release to the NAVSUP FLC/CLO STORES Web Operators for processing. Hard copy requisitions such as Military Standard Requisitioning and Issue Procedures (MILSTRIPs), commercial vendor receipts, DD 1348s, and DD 1149s will be maintained in the Food Service Accountability File for 10 years.

- Subsistence Prime Vendor (SPV) catalogs are pushed weekly in FSM during replication to ensure that the most recent price changes are updated. Contact STORES Web Operators/TYCOM immediately for assistance when the most recent SPV catalog cannot be obtained.
- Establishing an accountability file from the first day of the accounting period to maintain security of all accountable transactions.
- Retaining indefinitely under lock and key the accountability file that becomes part of the FSO's retained returns file at the end of the accounting period. See Chapter 7, Part D, Section 2.
- Issuing and serving all GM food stocks in fulfillment of the ration entitlement.
- Disposing of GM food stocks properly.
- Monitoring and depleting dead-stock items before their expiration dates.
- Collecting funds for all cash sales for individual meals and for the sale of bulk subsistence items.
- Taking all practical and necessary actions to protect the food and cash entrusted to the FSO's care.
- Ensuring that provisions received meet the highest quality standards.
- Reporting any packaging deficiencies directly to DLA via TYCOM/NAVSUP immediately through the Report of Discrepancy (SF 364). (Submit photos with SF 364s whenever practical).

4. INSTRUCTIONS FOR FOOD SERVICE PERSONNEL. The FSO will prepare safety, sanitary, and operating instructions for equipment use, food preparation, and maintenance of spaces. All instructions on safety, operation of equipment, and sanitation shall be prominently posted on or near the equipment or function to which they pertain. See NAVSUP P 486, Volume 2 for examples of authorized foodservice equipment operating procedures.

5. PERSONNEL MANAGEMENT. The FSO assigns duties to personnel based on their rate, ability, training, and aptitude. The FSO's other duties include the following:

Maintaining the Division Officer's notebook.

Obtaining and assigning undesignated personnel for the food service division.

Recommending advancements in rating.

Assigning evaluation marks.

• Maintaining an on-the-job training program for all food service personnel.

Ensuring that Command recognition programs are established to recognize outstanding food service personnel. (Awards, Culinary Specialist (CS) and FSA of the Month/Quarter, NAVSUP P476 Food Service Finest).

Understanding Billet Based Distributions (BBDs) and/or the Ship's Manning Document (SMD). Maintaining specified NECs under BBD.

6. SANITATION, ORDERLINESS, AND UPKEEP. The FSO is responsible for the prevention of food borne illnesses and must adhere to the following:

- All food service personnel *must* receive initial and refresher courses in sanitation in accordance with Tri-Service Food Code (NAVMED P 5010-1).
- Rules and regulations for the following must be strictly enforced:
  - General cleanliness
  - Equipment and utensil sanitation
  - Clean working uniforms
  - Proper storage of material
  - Sanitary procedures for preparing and serving food
- Weekly inspections shall be conducted of all food service personnel. This includes a daily walk-thru of food service spaces compliant with the Tri-Service Food Code (NAVMED P 5010-1).
- Proper maintenance, repairs, or alterations of all food service spaces and equipment shall be carried out with the close coordination of TYCOM/Regional Food Service Staff in conjunction with the Public Works Officer (PWO) or Engineering Officer as required for support and review.
- The FSO must ensure immediate documentation of each piece of equipment that is degraded, out of commission, or needs replacement.
- All GM equipment afloat must be Coordinated Shipboard Allowance List (COSAL) supported.
- The appearance and general working conditions of the facilities and equipment must meet standards.
- Technical and financial support from NFMT, ATG, CLASSRON, TYCOM, and NAVSUP shall be used.
- Positive and effective relationships with command to support equipment and facility maintenance, allocation of manpower, and coordination of special requirements shall be maintained.

7. REPORTS AND RETURNS. The FSO shall have responsibility for maintaining required letters of authority/appointment, records, and forms and for submitting required reports and GM returns on time. Appendix B through Appendix D list these letters of authority and/or appointment, forms, and records. The FSO may use additional local forms and reports to operate the GM and to prepare returns. All Food Service Accountability Files shall be maintained under lock and key for a period of 10 years.

#### 1106 LEADING CULINARY SPECIALIST

1. GENERAL. The LCS is the senior enlisted person assigned to fill the LCS billet in the food service division. The LCS is responsible to the FSO for the proper management of the operation. The LCS may be assigned as the Alternate Food Service Officer in the absence of the FSO as shown in 1105d. The duties of the LCS shall be performed by military personnel.

However, at shore operations when military personnel are not available, the duties may be assigned to government or contractor employees, subject to Region approval.

- 2. DUTIES. The LCS is responsible for the following duties:
  - Supervising and assigning food service personnel to appropriate food service positions.
  - Approving food orders when authorized in writing by the CO.
  - Ensuring that required records and forms are prepared, audited for accuracy, submitted, and maintained in accordance with NAVSUP directives.
  - In conjunction with TYCOM/Region, being responsible for following the Navy Standard Core Menu and with the Master Load List (MLL) of authorized ingredients. The LCS shall supervise food issue/preparation and shall ensure the proper use of the Food Preparation Worksheet (NAVSUP 1090), Food Item Request/Issue Document (NAVSUP Form 1282), and approved Armed Forces Recipe Cards (AFRS). The management and approval of Food Preparation Worksheet must not be delegated to junior CSs.
  - Maintaining a high level of sanitary cleanliness in the GM to ensure proper food preparation and handling. Conduct a daily walk-thru of all food service spaces.
  - Maintaining all equipment, fittings, and cooking utensils at maximum efficiency and ensure timely completion of Preventive Maintenance Systems (PMS). Ensure appropriate food preparation thermometers are on hand, are accurate, and are used effectively in food preparation. Provide to the FSO all reports needed for corrective actions, repairs, or alterations of equipment.
  - Mustering assigned personnel; conduct personnel inspections for clothing, sanitation, and individual cleanliness; and report inspection findings and absentees to the FSO each morning.
  - Conducting senior leadership training "over the shoulder".
  - Conducting hands-on foodservice training that includes industry best practices, scratch cooking methods, and speed scratch cooking methods.
  - Ensuring that a Supervisor (Leading Culinary Specialist (LCS), Galley Watch Captain (GWC), or Watch Captain (WC) sample each item during preparation to ensure quality. This should be done early enough to take any necessary corrective action.
  - Ensuring that substitute items are equal to or exceed the acceptability of the item replaced. For example, beef should be substituted when necessary with another type or cut of beef, and fish should be substituted with another type of fish.
  - Approving the Food Item Request/Issue Document (NAVSUPForm1282) to ensure that the food items requested support the quantity of the menu and ensure that foods are used before their expiration dates.
  - Ensuring that the "Pledge of Service to our Patrons" and all other safety posters and placards are posted.
  - Being the mentor to and coordinating training for CSs assigned to the LCS's command regardless of the place of duty.
  - Ensuring that all personnel are properly trained and/or qualified on the operation of equipment.
  - Performing other duties that may be prescribed by the FSO.

3. EXCEPTIONS. To maintain a prudent separation of authority and accountability, no person other than the FSO and the assigned RK will have access to the Accountable Food Service records. This restriction includes the LCS. However, on small afloat and small ashore commands with no Supply Corps Officer assigned, and where CS personnel levels are greatly restricted, the FSO may assign the LCS to be the RK and to prepare the accountable returns. In all cases, the LCS should be permitted controlled access to GM records that are required for proper menu and meal planning, for timely use of perishable food stocks, and to ensure endurance levels are maintained.

#### 1107 CULINARY SPECIALIST POSITIONS

1. LEADING PETTY OFFICER. The Leading Petty Officer (LPO) will be responsible to the LCS for the good order and discipline of food service personnel; training; administrative duties; and for the care, operation, and upkeep of all assigned equipment and spaces.

2. GALLEY CAPTAIN/GALLEY SUPERVISOR. This is a management position created when personnel are available. This position may be created to assist the LCS/LPO in supervising the galley watch teams.

3. WATCH CAPTAIN. The Watch Captain carries out the daily routine work in the galley. The Watch Captain takes charge and directs all personnel in the galley watch section including personnel in the vegetable preparation room and the bakery. The Watch Captain's duties include the following:

- Ensuring all instructions of the LCS/Galley Captain, including those on the Food Preparation Worksheet, are carried out and that all food is wholesome and prepared in accordance with the AFRS.
- Sampling all food during production, again before the serving line is opened, and periodically throughout the meal.
- Frequently monitoring food temperatures on the serving line during meal service. Documenting food temperatures, specifically entrees, three times during a meal on NAVSUP 1090 worksheets is recommended. See required food temperatures in the Tri-Service Food Code (NAVMED P 5010-1).
- Ensuring that the safety and quality of food that is prepared, served, and saved as leftovers meets all standards (see the Tri-Service Food Code (NAVMED P 5010-1)).
- Maintaining foods in the proper temperature zone from the start of preparation through the verification of leftovers.
- Reviewing NAVSUP Form 1282 to ensure the food items requested support the quantity of the menu items on the NAVSUP Form 1090.
- Ensuring that standard volume measuring devices and scales are on hand and are being used properly.
- Performing a daily personnel inspection of all assigned food service personnel in the galley and related food service spaces.

4. RECORDSKEEPER. The RK shall be designated in writing by the FSO. See Appendix D-6 for an example. The RK reports directly to the FSO on all matters related to the financial management of the GM and on issues of accountability. The RK must keep the LCS informed of all administration matters and financial concerns of the general mess. The RK shall generate all subsistence requisitions in FSM for approval by the FSO or the LCS. In no case will the RK assume the duties of Bulk Storeroom Custodian.

5. RECEIPT INSPECTOR. The receipt inspector is responsible to the FSO for the quality inspection and receipt of incoming subsistence items. Designated in writing by the FSO, the receipt inspector will check for conformance to all terms and conditions referred to in any and all contractor and regulatory governance that may include specific grade, type, quality, labeling, dates of pack, and shelf life.

6. BULK STOREROOM CUSTODIAN. The Bulk Storeroom Custodian (BSC) must be designated in writing by the FSO. See Appendix D-6 for an example. In no case will the BSC or the Stores Receipt Inspector be assigned as the GM RK or have direct access to GM records. *The only authorized exception* will be in some cases on small ships, submarines, and at small

isolated ashore facilities where it may be impossible to separate those duties. Bulk Storeroom Custodian duties include the following:

- Acting as custodian of dry, chilled, and frozen provision spaces and of the subsistence issue room (if one is used).
- Maintaining security and inventory accuracy of all accountable food and preserving its condition until issue or proper expenditure.
- Reporting any compromise to accountability immediately to the FSO.
- Reporting any potential loss of food stock as a result of storeroom conditions such as flooding, fire, high temperature, expired shelf life, manufacturers' defects, ALFOODACTS, deteriorations, and pest infestation.
- Monitoring and recording internal temperatures of bulk, chill, and freeze storage areas twice daily on the back of the NAVSUP 1090 or refer temperature log book.
- Maintaining the material condition of all storerooms.
- Acting as receipt inspector when receiving subsistence items as assigned by the FSO.

7. STORES OPERATOR – Ashore. The Stores Operator shall upload subsistence requisitions (FSM MILSTRIP file) into STORES the same day the requisition is generated and approved in FSM to keep consistency with the order requisition number.

8. CASH COLLECTION AGENT. An enlisted member or civilian employee shall be appointed by the FSO as the Cash Collection Agent (CCA). CCAs may not be assigned as the RK at ashore dining facilities. The CCA will receive, review, and validate all cashier records and reports including a daily settlement report from the credit card machine. The FSO may designate an individual to be a collection agent or an authorized custodian and appoint them to an established position. See Appendix D for a sample letter. The GM cashier shall not be designated as a CCA. The individual responsible for funds must be provided with a threetumbler combination safe or a separate locked compartment in a larger safe. The Cash Collection Agents duties include the following:

- Preparing separate Cash Receipt Books (NAVSUP Form 470) for daily cash sales and credit card sales transactions.
- Completing the Daily Recapitulation of Meals Record (NAVSUP Form 1292) (Ashore).
- Preparing a Cash Collection Voucher (DD Form 1131) reflecting the dollar value amount entered in the NAVSUP Form 470.
- Recapping the monthly credit card transactions on DD Form 1131 (Ashore).

9. CASHIER. Any military member or civilian assigned to the GM may be appointed as a cashier. Cashiers disburse, collect, and account for cash; and they perform other duties as required concerning the receipt, custody, safeguarding, and preparation of checks. GMs with few cash sales may assign cashier duties to the Watch Captain or RK. Cashiers may not be assigned as the CCA. Funds held by the cashier in excess of the allowed amount of change will be collected daily, with the exception of cash received in connection with meals sold on weekends or holidays that will be retained by the cashier in a secured safe with a three-tumbler combination lock. At the close of each meal period, the cashier will be personally responsible for the safekeeping of all funds in the cashier's possession until the funds are deposited with the authorized collection agent (two-person verification is required). No drop box safe is authorized. Combination locks will be changed when an individual knowing the combination no longer requires access. (Ref: SECNAV M-5510.36). Afloat units that use NAVY CASH are required to follow NAVY CASH collection and deposit procedures.

10. WARDROOM/CPO MESS CULINARY SPECIALIST. CSs are responsible for performing the functions associated with the management and operations of messes and living spaces afloat.

11. CULINARY SPECIALIST (COOK ON WATCH). CSs assigned to the GM, Chief Petty Officer (CPO) Mess, and/or Wardroom will work directly under the supervision of the Watch Captain. The CS is responsible for the following duties:

- Ensuring that all products are prepared in accordance with the AFRS.
- Sampling assigned products to ensure that they are appealing at all times on the serving line.
- Monitoring the temperature of food products before placing them on the line.

#### 1108 MESS DECK MASTER-AT-ARMS AND FOOD SERVICE ATTENDANTS

Information relating to the responsibilities, duties, and guidelines for the Mess Deck Master-at-Arms and Food Service Attendants (FSAs) is located in NAVSUP P 486, Volume 2, Chapter 2. Refer to <u>OPNAVINST 3120.32D, Chapter 6</u> for MDMAA and FSA manning requirements.

If CSs are assigned as MDMAAs: It is highly recommended that this duty be filled by personnel from the ship's rotational pool of TAD personnel.

#### 1109 MANPOWER PLANNING

General messes are expected to maintain the traditional fine quality of Navy food service with limited manpower resources. This requires an efficiently organized system that considers the following management of manpower resources:

- Evaluation of factors that have an impact on manpower use.
- Proper use of the Daily NAVSUP 1090 to assist in advance workload planning and in meal planning.
- Use of techniques that improve work flow and performance (often referred to as "work simplification").
- Scheduling work efficiently.

By periodically using analysis techniques developed in the four areas listed above, the FSO should be able to improve manpower use. This basic management function of planning and controlling the total manpower efforts is the sole responsibility of top food service management.

#### 1110 MANPOWER USE

Table 1-1 on the following page is a guide to use when shortages (below 90 percent of Ship's Manning Document (SMD) levels) of CS personnel exist resulting in difficulties in maintaining the full level of patron and food service standards. The functions and tasks are arranged by staffing level in relationship to CS SMD levels (that is, manned at 60 percent to 69 percent, 70 percent to 79 percent, and 80 percent to 89 percent). Final actions taken to correct reduced manning levels will need to be developed according to a ship's/station's specific circumstances and talent levels. Cross training of all assigned personnel is highly recommended. This matrix presents alternatives only; it is not intended as a definitive answer to manning problems.

It should be noted that reducing equipment and consolidating redundant jobs (separate Damage Control Petty Officers (DCPOs), Repair Parts Petty Officers (RPPOs), and administrative POs for S-2/S-5 divisions on large deck ships) can help reduce manpower requirements.

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

## Table 1-1Culinary Specialist Personnel Shortages Guide

#### 1111 MANPOWER EVALUATION

CSs and FSAs must know what is expected of them in terms of manning levels. Production objectives and work tasks must be developed for all levels and translated into daily plans. Management control must be established to ensure that all available man-year-hours are used to the best possible advantage.

There are many time-loss factors inherent in any food service operation. Examples of time-loss factors include sick call, personnel injuries, required breaks, physical fitness considerations, unauthorized absences, watch-stations, and shipboard training. Time loss from these factors may be of less consequence than time wasted from improper management planning. The following factors that are attributable to a lack of management planning may cause lost personnel hours:

- Failure to follow recipe cards.
- Improper requisitioning and inadequate production planning.
- Inefficient production techniques.
- Unplanned/non-communicated delivery support.
- Shortage of equipment and/or utensils.
- Lack of instructions.
- Overstaffing in one functional area while understaffing in another.
- Use of spaces that are not actually required (for instance, securing Wardroom and CPO Mess on weekends).

#### 1112 CLOTHING FOR PERSONNEL

1. GENERAL. Basic mandatory requirements for food service clothing include cleanliness and sanitation. It is not the responsibility of an individual to purchase organizational clothing when

serving as galley staff. CSs must not wear standard Navy issued uniform (for instance, NWUs or coveralls) in food service operational areas. Commands must purchase appropriate items using operation and maintenance allotment funds. Clothing for civilian personnel employed as GM attendants shall be issued as required by contract and hiring specifications. Tee shirts, trousers, caps, aprons, and serving jackets are authorized to be issued as ship's use to CSs and food service attendants working in a galley, bake shop, or dining area. The following guidance for uniforms shall be followed:

- Plan and submit annual budgets to outfit culinary personnel with uniforms.
- Be prepared to justify budgeted figures and volume of uniforms.
- Maintain strict inventory control.
- Have an effective planned replacement process to ensure that the budget covers losses.
- Monograms and heraldic patches of the unit are authorized to be issued as ship's use for wear on issued articles of clothing.

2. COMUSFLTFORCOM MSG: APPROVAL OF MATERIAL FOR USE IN AFLOAT CULINARY SPECIALIST FLAME RESISTANT ORGANIZATIONAL CLOTHING. The Navy Clothing and Textile Research Facility (NCTR) conducted a suitability test of domestically-manufactured commercial-off-the-shelf (COTS) fabrics for use in a two-piece flame resistant (FR) CS uniform. The following items were deemed to have met or exceeded the basic physical property requirements:

- Milliken-Dupont protera 6.7-ounce twill (65 percent modacrylic, 33 percent aramid, 2 percent anti-static)
- Milliken-Springfield dual hazard 7.5-ounce twill (48 percent lyocell, 40 percent modacrylic, 12 percent aramid)
- Tencate tecasafe plus 700a 7.0-ounce twill (48 percent modacrylic, 32 percent lyocell, 20 percent aramid)
- Itex banwear style bw700-t (88 percent cotton, 12 percent nylon twill)
- Itex banox certified style bxc700-t (100 percent cotton twill)
- Various suppliers' 6.5oz to 8.5-ounce twill (100 percent flame retardant-treated cotton)

Units may purchase these items at their own discretion and as funds allow. The materials are readily available and ships have the authority to customize colors, styles, and logos representative of their Command.

#### 1113 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, and in other rulings, decisions, and directives. A final conclusion on any question of accountability generally depends on the facts involved in that particular case; any specific rule expressed in a particular case, although of general interest, may not be suitable for general application. The definitions in a, b, and c below describe the accountability relationships involved in handling stock and monies.

- a. Accountable Officer. The term "accountable officer" is construed to mean a Commissioned Officer detailed to duty involving financial responsibility for public funds and property in the Officer's 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 for which an individual is responsible. This individual is charged by law, lawful order, or regulation with the responsibility for keeping accurate records of public funds or property and assumes a public trust that such funds or property will be used 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 provide receipt for and to assume jurisdiction and continuous security over public funds or public property that may come into this person's physical possession because of the person's 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 GM are those of the FSO, the Bulk Storeroom Custodian, the Cashiers, and any Cash Collection Agents.

3. ABSENCE OF AN ACCOUNTABLE PERSON. When necessary, the CO or SUPPO (if designated by the CO) may permit that the duties of an accountable person be performed by another qualified individual, with the consent of that person. This situation may occur when a member accountable for public property or funds representing sales or meals sold from the GM becomes physically incapacitated or begins a period of authorized absence such as leave or temporary additional duty.

4. FINANCIAL IMPROVEMENT AUDIT READINESS POLICY. A financial audit is an independent evaluation of whether an organization's financial statements are fairly presented in accordance with appropriate accounting standards. Audit readiness is a state of being prepared at all times to demonstrate proper manual and automated processes and documentation (such as process controls, financial controls, and Information Technology (IT) controls) that are executed in accordance with policy and appropriate accounting standards.

The Department of the Navy (DON) has moved toward audit readiness. The adequacy and availability of supporting documents will be critical to a successful financial audit. Enforcement of food service accountability must be adhered to. In accordance with the memorandum dated 25 January 2015 from the Deputy Assistant Secretary of the Navy (Financial Operations), the DON must retain all documentation in support of a financial statement audit for 10 years. This includes all SIK records such as food purchase requests, food receipts from vendors, STORES, 1149s, and any other relevant transaction history data. The DON maintains a constant state of audit readiness by having business processes that are sustainable, traceable, and repeatable. FIAR is congressionally mandated.

5. ASSERTION IN AUDIT OR AUDITING. Assertion in audit or auditing means that which Management Claims: It is the responsibility of the entity's management to prepare financial statements in which all the assets, liabilities, incomes, expenses, and other financial data are recognized, measured, presented, and disclosed in accordance with the applicable financial reporting framework. In other words, it is the responsibility of management to prepare financial statements that give a true and fair view of the business.

6. COMMITMENT AND/OR OBLIGATION. These are financial transactions that require future payment. FSOs, as the Departmental Accountable Officials, are financially accountable for obligations they create.

7. EXPENDITURE. These are the funds that are spent when a payment is made.

8. UNMATCHED DISBURSEMENT. This is a disbursement transaction that has been received and accepted by an accounting office but has not been matched to the correct detail obligation.

This includes transactions that have been rejected and sent back to the paying office or central disbursement clearing organization by an accounting office. Some examples are incorrect LOAs, invalid DODAACs, incorrect requisition numbers, cancelled orders, and incorrect STORES profiles.

- 9. CONTROL ACTIVITY DESCRIPTION. Information on control activity is provided below.
  - a. Key Control Objective (KCO) This is an objective that an auditor will examine and look for in the course of an audit. An example is checking to ensure that all obligations from FSM are recorded in the Standard Accounting and Reporting System (STARS-FL).
    - (1) SIK3: Obligation Recording Before the release of an order, the Food Service Officer or the person designated via Commanding Office's letter of authority, reviews SIK requirements for time, purpose, and amounts evidenced by the signature, legibly printed name, and date on a printout of the FSM requisition file. The person signing must have a letter of authority from the Commanding Officer (see Appendix D, page D-14). The hard copy printout must be physically or electronically (scanned) retained.
    - (2) SIK4: Disbursement Recording The Department Accountable Official (DAO) receives all material via manual or electronic entry into the Business Logistics Application (BLA) as evidenced by circle, legibly printed full name, signature, and date on the hard-copy receipt; the hard copy must be physically or electronically (scanned) retained.
    - (3) SIK 8: Price and Catalog Change This is the weekly catalog update processing into FSM. The Catalog Update Change file from STORES is uploaded to FSM Central Enterprise Database to ensure that the best available prices are resident in the Business Logistics Applications (BLA). Retention of the FSM catalog uploads screenshots.
  - b. Key Supporting Document (KSD) This is supporting documentation on a process or system operation. For example, describing how obligations associated with SIK requisitions are created and passed to the accounting system.
    - (1) KSD SIK3: FSM orders an FSM requisition file is required. For manual orders, a manually generated MILSTRIP order (email/message), signed TYCOM memo authorizing food orders generated outside FSM.
    - (2) KSD SIK 4: Receipts Physical hard-copy includes Commercial vendor receipts, DD Form 1149s, DD Form 1348s, and administrative receipts.

#### 1114 FINANCIAL LOSSES AND ACCOUNTABILITY

1. GENERAL. The member designated as the FSO 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 FSO is required to reimburse the Government for all losses of property or funds resulting from theft, loss of cash, and uncollected payments for credit sales of meals. If circumstances warrant, the FSO may request relief from financial accountability using the guidelines specified in DoD 7000.14R, Financial Management Regulation Vol 5, Chapter 6, Section 0606 that 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.

Reviewing authorities should consider conducting a preliminary inquiry when recurring losses or excesses indicate carelessness in handling public funds or property and when regular management reviews and reports are not considered adequate to remedy this situation. A loss *not* directly caused by theft, fraud, or willful misconduct (adjustments due to errors in records, issues, or posting) of less than two percent will not require a Judge Advocate General (JAG) Investigation.

When discrepancies result in a loss or gain by adjustment in excess of two percent of the total subsistence inventory dollar value, the Commanding Officer/CNIC (Ashore) must be notified by the SUPPO/FSO/Regional Galley Program Managers (Ashore OCONUS). The CO/CNIC must review and, if required, shall assign an audit and/or investigating panel of two or more Board Members (E7-above) outside the Supply Department to determine if a JAG Investigation is warranted. Refer to NAVSUP P-486, Para 7101, Inventory Management.

- 2. CASH SALE LOSSES. Cash sale losses are discussed below.
  - a. Losses of \$10.00 or Less. Losses from cumulative cash differences during any single month amounting to \$10.00 or less will be reported on the "Other Sales of Meals" line of the General Mess Summary Document (NAVSUP Form 1359) in accordance with paragraph 7002-3. No further action is required.
  - b. Losses of More Than \$10.00 and Less Than \$750.00. This situation requires NAVSUP N432 approval to use the "Other Sales of Meals" line on the General Mess Summary Document (NAVSUP Form 1359). A JAG investigation is not necessary for cash overages or for any shortage caused by unforeseen circumstances such as counterfeit bills or electronic payment disconnections.
- 3. REQUESTS FOR RELIEF OF FINANCIAL ACCOUNTABILITY FOR LOSSES OF MORE THAN \$750.00. A letter requesting relief from financial accountability must be submitted by the FSO via the Chain of Command (with an endorsement from TYCOM/CNIC) for any loss with the exception of legitimate inventory adjustments (cash sales/subsistence inventory) of more than\$750.00. This must be done regardless of whether the loss is identified as theft, embezzlement, fraud, fault, or negligence of the accountable officer. The request letter shall be forwarded to the Support Services Directorate, Food Service Division (NAVSUP N432).

For losses of more than \$750.00, a JAG or NISO investigation must be conducted to determine whether the loss was caused by theft, embezzlement, fraud, or fault/negligence of the accountable officer. Copies of all investigations must be forwarded with the CO's endorsement. See Appendix D-16 for a sample letter. The CO's endorsement must include, at a minimum, the following items:

- Specific duty assignment of the individual requesting relief at the time of loss.
- Experience, or lack thereof, of the individual.
- Information detailing when, how, and by whom the loss was discovered.
- Actions taken to verify loss and to determine how the loss occurred.
- When the last cash count was made and balanced before discovery of the shortage.
- The prevailing circumstances (such as any special physical conditions) at the time of the loss.
- Details on security, storage conditions, and any regulations that established and/or enforced.
- Procedures that were in use to reduce the possibility of losses or shortages of cash.
- A statement that pertinent regulations and instructions were or were not followed.
- Any past involvement of the individual in any other losses.
- A statement about whether or not theft or criminal actions were deemed to be involved.
- The manner in which the loss currently is being carried in activity records
- An opinion as to whether or not the loss or deficiency was caused by the Individual's fault or negligence.

#### 1115 LETTERS OF AUTHORITY AND APPOINTMENT

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. It may be required to have more than one person authorized to perform the same function; in those cases it is permitted to address multiple persons on a single letter. The FSO is required to maintain a current file of all such letters pertinent to the operations of the food service operation. See Appendix D for sample templates of such letters.

#### 1116 FOOD SERVICE EVALUATION, TRAINING, AND ASSESSMENT CHECKLIST

1. GENERAL. NAVSUP P-486 contains the minimum standards and requirements for all GMs unless otherwise directed by the Type Commander, major claimant, CO, or FSO. General messes should review Type Commander and/or major claimant instructions governing any rules or regulations 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 GMs. These methods include Navy Food Management Team assistance visits, Supply Management Certification, Supply Management Inspection, and Ney Memorial Awards Evaluations. Supply Management Certifications and Supply Management Inspection checklists are written and enforced at the TYCOM level. 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 a recommended and useful tool for all internal food service self-assessments.

This checklist details all the minimum standard requirements outlined throughout NAVSUP P-486. Each activity must review the TYCOM/Major Claimant instructions that provide additional or increased standards to those outlined in the checklist.

3. USE. Appendix I was developed to encompass all situations regardless of how a GM operates. To determine grade, divide the total points assigned by the applicable total points.

#### 1117 THE BOARD OF INSPECTION AND SURVEY

The Board of Inspection and Survey (INSURV) is an inspection that a ship participates in approximately every 3 to 5 years from the time the ship is commissioned. TYCOMs work closely with INSURV teams and should be used to identify potential issues with various afloat platforms.

To reach the INSURV inspection portal click on the below website link and click on the resources tab and then click on the Web Master link to send an email to the INSURV Web Master requesting access:

https://www.public.navy.mil/fltfor/insurv/Pages/Inspection\_Resources.aspx

The request will be sent to the tenant/sponsor, via the UIC supplied, for approval. Navy 311 should be contacted for assistance at 1-855-NAVY311 if there are issues with account approval or SAAR submissions.

#### 1118 ASHORE ACCREDITATION

An ashore GM must complete an annual ashore accreditation review to ensure that they are providing quality and nutritious meals with great service to their customers and to ensure that all applicable policy is being followed. GMs will conduct a self-assessment before a validation review from CNIC. This process is used to determine nomination for participation in the annual Captain Edward F. Ney memorial awards competition. The accreditation checklist must be standardized throughout the enterprise and will be provided by CNIC.

## PART C: FOOD SERVICE SPACES AND SECURITY

#### 1200 STOREROOMS AND COMPARTMENTS

1. GENERAL. Food service spaces include accountable and non-accountable areas. Storerooms contain food items that are desirable, easily pilfered, and easily converted 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) shall 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 the personnel to be contacted in case of an emergency. Use the standard Navy placard (NSN 0118-LF-020-3200). Ashore may use locally prepared placard provided all information is stated.

2. ACCOUNTABLE SPACES GROUP II. All bulk subsistence storerooms, including refrigerated storerooms for keeping food chilled and frozen, are accountable spaces. Any subsistence issue rooms in use also are accountable spaces. All subsistence in these spaces is in the custody of the Bulk Storeroom Custodian who is responsible to the accountable FSO for its safekeeping. Storage spaces will be maintained in a neat and orderly fashion. Food items shall be stored in accordance with applicable regulations and as outlined in Appendix F of this manual and Tri Service Food Code. Temperatures of bulk refrigerated spaces will be taken from thermometers *inside the spaces* at least twice daily and shall be recorded on the back of NAVSUP Food Preparation Worksheet 1090 or in a separate temperature logbook. The engineering department is required to maintain a separate log with temperatures taken from remote sensors. Temperatures exceeding authorized ranges will be immediately reported to the FSO. Access to these spaces will be strictly controlled by the FSO. Ice build-up can cause increased temperatures; therefore, ice shall not be allowed to accumulate more than one-quarter of an inch on interior surfaces and on coils inside all bulk refrigerated spaces.

3. NON-ACCOUNTABLE SPACES. Access to all food preparation and holding spaces and to 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 be secured only long enough to complete cleaning and during periods of setting up for, and securing after, meals.

#### 1201 SECURITY OF FOOD SERVICE SPACES

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

- Accountable food items always will be kept under lock and key. Responsibility for the security of spaces lies with the individual in charge of each space.
- Food service spaces will be kept locked when not attended by authorized personnel. Subsistence storerooms must always be locked in the absence of the storeroom custodian.
- Permission for persons not authorized to have access will be obtained from the SUPPO, the FSO, or a delegated assistant.
- Keys to food service spaces will not be taken from the area of the ship or shore activity.
- In accordance with NAVSUP P-486 Para 1202, a key log will be maintained to identify the holders of keys removed from the lockable key box in the food service office.
- All padlocks will be of a key type because combination locks present a greater security risk. The key locks will contain dead bolts with pin tumblers and will be made either of brass or bronze. The recommended type of padlock can be obtained from the Afloat Shopping Guide, Federal Class 5340. Offices are to be kept locked when not open for business. Distribution of office keys will be at the discretion of the SUPPO/FSO.

• 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 the following functional areas:

- a. Group I. All supply department spaces and general stores spaces including storerooms, special lockers, and other related spaces.
- b. Group II. All 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 Group IV. Group III spaces consist of the ship's 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 shall be opened by an original key and a duplicate key that shall be different from the keys to any other space. Each group must have a master key and one duplicate master key capable of opening every lock in the group. There also must be a grand master key and one duplicate grand master key capable of opening every lock in every group. Note: Group III spaces have special keyless padlocks that are exceptions.

3. LOCKS ASHORE. The locks of ashore GM food service divisions may or may not be integrated with other locks of the supply department. In either case, the FSO must be aware of the existence of, and the controls over, any master key and duplicate master keys that can open food service spaces. A key log shall be maintained to identify the holders of keys removed from a lockable key box.

4. INADEQUATE STORAGE SPACE AFLOAT. Accountable food items always must 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 must not be done without the knowledge and concurrence of the SUPPO and/or FSO. For small platforms such as submarines, the CO must approve of all food stored outside of lockable storage locations with the understanding that the FSO is still accountable for the food.

Physical inability to store all items under lock and key may mitigate, but does not relieve, the FSO of responsibility for accountability. Local procedures must be put in place to safeguard and maintain accountability of food items not under lock and key. Each ship must develop a plan based on the ship's stowage situation and the best method of maintaining an accurate inventory.

#### 1202 CUSTODY AND HANDLING OF KEYS (AFLOAT)

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

The keys to the galley, bake shop, bread room, and vegetable preparation room may pass between Watch Captains as they relieve each other; but these keys may not leave the ship or activity. Keys for accountable storerooms, chill boxes, and reefers will be turned in to the

general key locker at the end of each working day. The FSO must ensure that there is adequate control of the key locker and keys for all food service spaces.

Duplicate keys must be kept in a duplicate key locker in the supply office or in the SUPPO's safe. The SUPPO may authorize the FSO to maintain 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 SUPPO may prescribe in writing alternate procedures to ensure proper control of keys and access to spaces.

3. MASTER AND GRAND MASTER KEYS. The SUPPO will maintain custody of a grand master key to all supply department spaces. The SUPPO may authorize the use of a duplicate grand master key as a turnover item among duty SUPPOs. Using a duplicate grand master key requires providing strict accountability for possession of the key between duty SUPPOs. The master key, which will open all locks in Group II but must be different from the master key to Groups I and IV, also will be in the custody of the SUPPO. A duplicate Group II master key may be placed in the custody of an officer (usually the FSO) or LCS designated in writing by the SUPPO.

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 FSO. These areas often are 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 SUPPO (afloat) has overall accountability and right of access to all food service spaces. As division officer, the FSO also has overall accountability and right of access to all food service spaces. This right of access must not compromise accountability.

#### 1204 MAINTENANCE OF FOOD SERVICE EQUIPMENT

1. GENERAL. The optimum situation is to have dedicated engineering personnel permanently assigned to the supply department to keep food service equipment at the highest efficiency. However, when dedicated personnel cannot fix or repair equipment services may be obtained 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 company-qualified maintenance personnel will make repairs. It is the responsibility of the FSO and the LCS to know the Preventive Maintenance System requirements for food service equipment and to monitor timely performance of Preventive Maintenance System checks by government or commercial personnel. Ashore and afloat guidance is provided below.

- a. Ashore. An evaluation of which method provides the best service for the cost must be made when the option is available to choose between repairs made by Public Works or commercial contractor.
- b. Afloat. Use dedicated engineering department personnel who are capable of performing repairs and who are properly trained to perform maintenance on all galley equipment. Prime Vendor equipment must be serviced by commercial companies when in homeport. Before deployment, a repair kit must be acquired from vendors to ensure an adequate supply of spare parts (known failures)in the Current Ships Maintenance Project (CSMP) using Organization Maintenance Management Systems -- Next Generation (OMMS-NG).Eight o'clock reports and trouble call logs should be used for the ship's records and to assist in placing requisitions through Supply for repair parts or for equipment

replacements. These records also can be used for tracking all equipment repairs and supporting a equipment phased replacement program. Only Food Service Equipment authorized by NAVSEA/NAVSUP can be installed onboard Afloat Units.

2. INSPECTION. Personnel who operate food service equipment will conduct a thorough cleanliness and material inspection each morning. The material inspection should include the location of loose nuts, bolts, parts, connections, and similar problems before starting equipment operation. Inspections on afloat units are very important because continuous ship vibrations may affect machinery. Equipment on afloat units must be thoroughly inspected after each use. Every effort must be made to maintain the appearance and general working condition of all facilities and equipment in the GM.

3. SAFETY OF EQUIPMENT. No food service equipment will be modified from the 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. The Subsistence Prime Vendor under the Defense Logistics Agency -- Troop Support is responsible for maintaining the equipment that they own and provide to the Navy. Adequate spare parts, repair kits, and maintenance instructions must be available for equipment owned and maintained by a Subsistence Prime Vendor. Endurance load levels of spare parts for Prime Vendor equipment must be acquired before deploying.

## PART D: FOOD SERVICE MANAGEMENT SYSTEM

#### 1300 FOOD SERVICE MANAGEMENT

The FSM system is a multi-user, web-based automation system for afloat and ashore GMs that have been certified by the Naval Supply Systems Command through the Navy Authorization to Operate (ATO) and/or Type Accreditation. NAVSUP Business Systems Center (NAVSUPBSC) developed the system and provides technical and project management support. The FSM ashore platform resides with NAVSUP; the FSM afloat web application is deployed on the shipboard IT-21 server or on the shipboard Navy Information Application Product Suite (NIAPS) server or on the Consolidated Afloat Enterprise System (CANES).

All Navy personnel requiring FSM system access must submit a SAAR form per the instructions in NAVSUP P486, Volume I, Appendix A, Food Service Management System under the Procedures for FSM system access. Submit all SAAR forms to <u>NAVSUP.FSM.ROM@Navy.mil</u> for processing. For additional guidance and documents, FSM user guides, and FSM user access procedures log into MyNAVSUP at <u>https://my.navsup.navy.mil</u> and click on the Sites tab then click on the link for Food Service Management (FSM) 3. If this is the first time accessing MYNAVSUP you must first register at <u>https://my.navsup.navy.mil/registration/</u>.

When requesting FSM access all requested roles must be indicated on the SAAR-N form. It is extremely important to provide a detailed justification for all FSM activities required especially when requesting access for an enterprise role. FSM enterprise roles are based upon an individual's assigned position so ensure you are requesting the proper role based upon your current assigned position. The following are the current active enterprise roles: Enterprise TYCOM, Enterprise BUPERS, Enterprise NFMT, and Enterprise ATG/ISIC.

## **CHAPTER 2**

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## CHAPTER 2

# **RATION SYSTEM**

## PART A: RATION ENTITLEMENT

#### 2000 PERSONNEL ENTITLED TO RATIONS IN KIND

1. PERSONNEL ENTITLED TO RATIONS IN KIND. Regular and reserve enlisted personnel of the armed services who are Active Duty for Training (ADT) and who are not receiving Basic Allowance for Subsistence (BAS) are entitled to rations in kind (RIK). The following list provides examples:

- Officer Candidates/Midshipmen of the armed forces academies training in a duty status.
- Prisoners of war and detainees from the search and seizure of a foreign or domestic vessel.
- Reserve Officer Training Corps (ROTC) (Cadets from colleges not attending one of the service academies).
- 2. PERSONNEL CONDITIONALLY ENTITLED TO RATIONS IN KIND. Personnel who are conditionally entitled to RIK are discussed below.
  - a. Retired Enlisted Personnel. Retired enlisted personnel confined to a hospital or dispensary are entitled to RIK.
  - b. Destitute Survivors of Disasters at Sea. Destitute survivors of disasters at sea may be fed without charge in Navy General Messes (GMs) at sea. The Commanding Officer (CO) must make the determination that the survivors are in fact destitute. The information furnished in the Certification of Rations Issued Form establishes this entitlement (Figure
  - c. 2-1). Ration credit is treated the same as for RIK personnel and shall be recorded on the monthly NAVSUP Form 1359, General Mess Summary Document under Ration Breakdown, listing the Type of Personnel as Disaster Survivors (see Table 2-2).
  - d. Wounded Warrior Program Participants. A member of the armed forces who is undergoing medical recuperation or therapy, or otherwise is in continuous care (including outpatient care) at a military treatment facility for an injury, illness, or disease shall *not* be required to pay for meals. Reference: DoD Financial Management Regulation Volume 71, Chapter 25.

#### 2001 PERSONNEL AUTHORIZED SALE OF MEALS

1. GENERAL MESSES AFLOAT. GMs are designed, staffed, and operated specifically to provide meal service to active duty personnel. The Manual for the Department of Defense Food Service Program (DoD 1338.10M), Financial Management Regulation, Vol 12, Chapter 19 and Financial Management Regulation, Vol. 7A, Chapter 25 establish specific guidelines under which non-RIK enlisted personnel (such as Basic Allowance for Subsistence (BAS) or Per Diem), officers, civilian employees, official visitors, and guests are authorized to obtain meals on a reimbursable basis or cash basis from the GM, subject to the Supply Officer (SUPPO) and/or FSO's written approval. See Appendix D for a sample Letter of Authority. The following criteria shall be considered in determining when sales of GM meals are permitted:

- Sales do not result in a direct increase in resources.
- There are a sufficient number of food service personnel available.
- Existing facilities are adequate.
- Sales do not result in a decreased quality of food service to enlisted members.

If approved by the SUPPO and/or FSO, the following categories of personnel are authorized for sale of meals from the GM (see Appendix D for a sample letter):

- Active Duty Personnel US and Foreign Military
- Reservist Inactive Duty Training (IDT) and ADT
- National Guard
- Escorted dependents of active duty or activated reservist
- Personnel detained or incarcerated
- Federal civilian employees
- Nonprofit Youth Organization and Military sponsored tour
- Foreign Military
- Red Cross and Federal Emergency Management Agency (FEMA) personnel
- Others visiting the command

2. GENERAL MESSES ASHORE. Ashore GMs are defined as food service operations on a Navy Installation that are funded through appropriated dollars. They are designed, staffed, and operated specifically to provide meals to active duty personnel and active reserve personnel. The following specific categories of authorized patrons are in accordance with CNICINST 4061.1:

- Active Duty Personnel US and Foreign Military
- Reservist IDT, ADT, Inactive Duty Training Travel (IDTT), Active Duty for Special Work (ADSW), and Annual Training (AT)
- National Guard
- Navy Reserve Officers Training Corps (NROTC) Midshipmen
- Midshipmen and cadets of U.S. Military Academies
- Wounded Warriors assigned to military treatment facilities (MTFs)
- Escorted family members of active duty personnel and reservists on active duty
- All government civilian and contractor travelers (on orders) when authorized to subsist from the ashore galley
- Civilian and contractor personnel who work in the galley (only in their work location)
- Nonprofit Youth Organization and Military sponsored tours that have been vetted through the installations security department and approved by the Commanding Officer
- International Military Education Training (IMET) students
- Foreign Military
- Junior Reserve Officers Training Corps (JROTC)
- Students in DoD schools overseas (only if the GM can accommodate them)
- Red Cross/Federal Emergency Management Agency (FEMA) personnel (OCONUS facilities must request approval from Commander Naval Installation Command (CNIC))
- The Installation CO may authorize discretion for opening the galley to retirees and other civilians for special event days such as Thanksgiving, Christmas, or cultural heritage days

In remote locations where no alternative feeding other than the galley is established, the CO may submit a waiver request to CNIC via the Regional Commander to authorize civilian contractors and government employees that work on base to have meals in the galley on a reimbursable basis with waiver approval from CNIC.

#### 2002 DISASTER, EMERGENCY, OR HUMANITARIAN FEEDING ASHORE AND AFLOAT (INCLUDING DETAINEES / MARITIME INTERDICTION OPERATIONS (MIO) / DESTITUTE SURVIVORS OF DISASTERS AT SEA AND/OR MEALS ON KEELS)

1. GENERAL. The CO/Regional Commander must issue a written directive to the FSO declaring that an emergency or disaster exists and subsistence must be provided to persons other than those normally authorized. A base lockdown, sabotage, or malicious attempts to destroy government property are situations that may be considered when setting up emergency feeding. Unique situations not listed above must be addressed with NAVSUP N432 before approval of emergency feeding. A letter, certifying the nature and duration of the disaster or emergency and signed by the CO, shall be forwarded to NAVSUP N432 via TYCOM/Region. The CO does not need to issue a written directive when a State of Emergency, including a natural weather disaster such as a hurricane or wild fires, has been declared.

2. ACTIONS TO BE TAKEN TO REIMBURSE THE NAVY FOR MEALS FURNISHED TO THE VICTIMS OF THE DISASTER OR EMERGENCY. Actions taken for meal reimbursement are discussed below.

- a. Cash Collection. Cash shall be collected, at the appropriate sale of meal rate, from those persons able to pay (as determined by the CO) and signatures shall be recorded on DD Form 1544. The ration credit shall be recorded on the monthly NAVSUP Form 1359 under Ration Breakdown (Figure 2-2).
- b. Persons Unable to Pay. Persons unable to pay must sign NAVSUP Form 1291, Meal Signature Record (Figure 2-3). NAVSUP FORM 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. Record ration credit in the Food Service Management System (FSM) under the appropriate category within the RIK headcount section function. When large numbers of personnel are involved, use NAVSUP Form 1292 Recapitulation of Meal Record, (Figure 2-4) to record mass feeding (See sample on Figure 2-20). The FSO should contact the local disaster coordinator to determine if reimbursement can be obtained from any of the following:
  - Federal Emergency Management Agency
  - The American Red Cross
  - Navy Relief
  - A business (contractor responsible for causing an evacuation)
  - Other disaster relief organizations
- c. When Payment Cannot be Collected. FSOs unable to collect payment for meals must forward a Certification of Rations Issued Form (Figures 2-1a, 2-1b, and 2-1c), in accordance with Paragraph 2003 below, to NAVSUP N432 with the monthly NAVSUP Form 1359 to document the disaster/emergency/humanitarian feeding.
- d. Accounting for Reimbursement. FSOs receiving reimbursement after the close of the accounting period for meals that were recorded as Emergency rations shall make deposits using DD FORM 1131 and citing the SIK LOA. This must not be recorded in FSM because there is no cash sales associated with it. A copy of DD FORM 1131 shall be forwarded to NAVSUP N432. All sale of meals occurring in the same fiscal year must be deposited before the end of that fiscal year.

3. GUIDELINES FOR THE FSO TO INITIATE TRANSFER OF SUBSISTENCE. The steps for initiating transfer of subsistence are discussed below.

a. Identify. Identify all food items to be transferred and document them as an emergency breakout on NAVSUP Form 1282. At the top of NAVSUP Form 1282, identify the unique disaster/emergency/humanitarian situation and include the Command and country for afloat units outside of the United States.

- b. Break Down Rations. Break down rations for the transfer of subsistence.
- c. Convert. Convert the dollar value of the transfer into ration credit: divide the total value of transferred subsistence by the current Basic Daily Food Allowance (BDFA) and add the applicable allowances for the day of issue. Example: \$500.00 worth of supplies divided by \$9.84 (\$7.84 BDFA plus \$2.00 Prime Vendor (PV) allowance) equals 50.8 rations (round to 51). NOTE that the PV allowance is used as the applicable allowance for the day of issue.
- d. Record. Record the total rations for disaster/emergency/humanitarian feeding in the appropriate category in the ration breakdown section of NAVSUP Form 1359. This ration value must agree with and be supported by a Certification of Rations Form forwarded to NAVSUP N432 with the monthly NAVSUP Form 1359. Ration credit shall be taken daily for all meals (breakfast, lunch, and dinner) that equal rations converted from the dollar value.
- e. Annotate. Annotate any additional headcounts that exceed the allowed amount at the top of NAVSUP Form 1090.
- f. Define the Rations. Indicate that the rations were issued for disaster/emergency/ humanitarian feeding in the comments section of NAVSUP Form 338.

4. MARITIME INTERDICTION OPERATIONS. Maritime Interdiction Operations (MIOs) are naval-conducted operations that aim to delay, disrupt, or destroy enemy forces or supplies en route to the battle area; they are similar to Air Interdiction Operations. When boarding operations are conducted, the GM may be required to provide food items for health reasons as part of complying with international codes and policies. Under MIO, the CO must authorize, in writing to the FSO, the transfer of food items to another ship.

5. GUIDELINES FOR THE FSO TO INITIATE TRANSFER OF SUBSISTENCE DURING MARITIME INTERDICTION OPERATIONS. The steps for initiating transfer of subsistence are discussed below.

- a. Identify. Identify all food items to be transferred and document them as an emergency breakout on NAVSUP Form 1282. At the top of Form 1282, mark **MIO OPS** and include the ship and country name if possible.
- b. Break Down Rations. Break down rations for the transfer of subsistence.
- c. Convert. Convert the dollar value of the transfer into ration credit: divide the total value of transferred subsistence by the current Basic Daily Food Allowance (BDFA) and add the applicable allowances for the day of issue. Example: \$500.00 worth of supplies divided by \$9.84 (\$7.84 BDFA plus \$2.00 Prime Vendor (PV) allowance) equals 50.8 rations (round to 51). NOTE that the PV allowance is used as the applicable allowance for the day of issue.
- d. Record. Record the total rations for MIO Operations in the appropriate category in the ration breakdown section of NAVSUP Form 1359. This ration value must agree with and be supported by a Certification of Rations Form forwarded to NAVSUP N432 with the monthly NAVSUP Form 1359. Ration credit shall be taken daily for all meals (breakfast, lunch, and dinner) that equal rations converted from the dollar value.
- e. Annotate. Annotate any additional headcounts that exceed the allowed amount at the top of NAVSUP Form 1090.
- f. Define the Rations. Indicate that the rations were issued for MIP OPS in the comments section of NAVSUP Form 338.

6. MEALS ON KEELS. Personnel assigned as Temporary Additional Duty (TAD) to oil platforms under Contingency Operations in the Unites States Central Command Area of

Responsibility (USCENTCOM AOR) are entitled to government-provided meals. When the oil platforms are in operation, GMs from afloat units may be required to provide food items for TAD personnel on the oil platforms. The ships providing the prepared meals and/or bulk food may take the ration credit from the appropriate category of the ration breakdown section of NAVSUP FORM 1359. Each ship shall identify these rations as Meals on Keels rations and shall send in a certification letter to support the rations with NAVSUP Form 1359.

7. GUIDELINES FOR THE FSO TO INITIATE TRANSFER OF SUBSISTENCE FOR MEALS ON KEELS. The steps for initiating transfer of subsistence are discussed below.

- a. Identify. Identify all food items to be transferred and document them as an emergency breakout on NAVSUP Form 1282. At the top of Form 1282, mark MEALS ON KEELS and include the ship and country name if possible.
- b. Break Down Rations. Break down rations for the transfer of subsistence.
- c. Convert. Convert the dollar value of the transfer into ration credit: divide the total value of transferred subsistence by the current Basic Daily Food Allowance (BDFA) and add the applicable allowances for the day of issue. Example: \$500.00 worth of supplies divided by \$9.84 (\$7.84 BDFA plus \$2.00 Prime Vendor (PV) allowance) equals 50.8 rations (round to 51). NOTE that the PV allowance is used as the applicable allowance for the day of issue.
- d. Record. Record the total rations for MEALS ON KEELS Operations in the appropriate category in the ration breakdown section of NAVSUP Form 1359. This ration value must agree with and be supported by a Certification of Rations Form forwarded to NAVSUP N432 with the monthly NAVSUP Form 1359. Ration credit shall be taken daily for all meals (breakfast, lunch, and dinner) that equal rations converted from the dollar value.
- e. Annotate. Annotate any additional headcounts that exceed the allowed amount at the top of NAVSUP Form 1090 (Wardroom/Chief Petty Officer (CPO) head counts).
- f. Define the Rations. Indicate that the rations were issued for Meals on Keels in the comments section of NAVSUP Form 338.

#### 2003 CERTIFICATION REQUIREMENTS

1. REQUIREMENTS. Personnel not entitled to RIK who are provided meals at no charge for reasons authorized by this publication require a Certification of Rations Issued Form (Figure 2-1 a, Figure 2-b, Figure 2-c). See Table 2-1 for the Certification of Rations Requirements Guide. Use the personnel category chart listed in Table 2-2.

2. PREPARATION OF CERTIFICATION OF RATIONS ISSUED LETTER. Certification requirements include completion of the Certification of Rations Issued Letter (Figure 2-1 a, Figure 2-b, Figure 2-c). Prepare the certification(s) as shown below.

Entry
Name of activity
Activity UIC
Include only actual date for subsisting personnel (for example, 17-19 Jun 20). Do not combine different months.
Number of people; not number of rations (for example, 31 people)
Actual number of rations fed (cannot exceed the number of days multiplied by the number of people receiving rations (Line "a" multiplied by Line "b"). This should match the rations reported on NAVSUP Form 1359.

Type of personnel

Authority to subsist

Activity and address

Appropriation to charge

Certification Letters and supporting funding documents are required for all rations reported under the Foreign and Miscellaneous categories. Do not combine different categories on a single certification form. Official Foreign Personnel funding documentation must be submitted to NAVSUP and must be retained in the activity's accountability file. At times when rations for foreign or miscellaneous categories have been recorded under cash sales, a certification letter is required to support the funding document used to pay for the rations. Certification Letters are no longer required for Coast Guard, Full Time Support (FTS)/Training and Administration of Reserves (TAR), ROTC, and Naval Academy personnel. Supporting documents (orders, letters, alpha rosters, or messages that authorize the rations) must be obtained for Naval Academy and ROTC personnel. The roster should identify names, dates, and location of drill. The supporting documents need to be retained with the monthly returns. Funding Documents are used to obligate funds from

Funding Documents are used to obligate funds from one line of accounting to another. Before submission of a funding document, there normally is an agreement to provide meals or bulk food items to other agencies. There are several kinds of funding documents used to reimburse the Subsistence in Kind account: Voucher for Transfers between Appropriations and/or Funds (Standard Form 1080), Cash Collection Voucher (DD FORM 1131), Military Interdepartmental Purchase Request (DD FORM 448), and the Order for Work and Services (NAVCOMPT FORM 2275). DD Form 448 and NAVCOMPT Form 2275 require BUPERS acceptance before providing services from requesting activities.

Identify orders, letters, or messages that authorize the rations. For foreign government personnel, attach a copy of the individual's or group's orders and cite the paragraph that authorizes rations without charge to the individual or group. Enter the office to bill listed on the orders, letters, or funding document that authorizes the rations. Specify the accounting data to charge taken from Standard Form 1080, DD Form 448, and NAVCOMPT 2275/2276. Provide the appropriation to charge information on this line. DD FORM 448 (used for DoD Service Agencies other than the Navy) and NAVCOMPT FORM 2275s (used for Navy and USMC under DON) are routine to pay for services rendered by a GM to support essential<br/>mission requirements. These documents are<br/>prepared in advance and saved in PDF Format.<br/>See Examples in Appendix D.SignatureSignature of the FSO for all categories of personnel.<br/>(Signature required validating rations).Grade/rate/titleGrade/rate/title of the signing official.<br/>Service/Country

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

- Navy enlisted (regular and reserve)
- Marine Corps enlisted (regular and reserve)
- Marine Corps officer candidates
- Army enlisted (regular and reserve)
- Army reserve (officer training corps)
- Air Force enlisted (regular and reserve)
- Army and Air National Guard (verify with State requirements)
- Cash sales (all categories of personnel)
- Coast Guard (regular and reserve)
- Full Time Support (FTS)/ Training and Assistance of Reserves (TAR)
- Naval Academy Midshipmen
- NROTC Midshipmen

4. CATEGORIES NOT LISTED. Certification of meals furnished is required for any categories of personnel not listed in 2003-1 and 2003-3 above if meals are provided at no charge. Supporting funding documents may be required for payment of meals.

5. SUBMISSION OF CERTIFICATION LETTERS AND ORDERS. Signed certification letters, funding documents, and supporting certification documents may be sent via email to NAVSUP at NAVSUP\_HQ\_FSM\_RETURNS@navy.mil. The certification letter should accompany NAVSUP Form 1359 monthly reports. Before submitting the certification letter, ensure that the categories of personnel are reflected correctly from the orders. It is the responsibility of the FSO and the Leading Culinary Specialist (LCS) to ensure that the rations recorded on NAVSUP Form 1359 are valid and recorded under the correct category. Electronic submission ensures compliance with the submission deadline of within 5 days following the end of each regular monthly accounting period. If activities are unable to submit certification letters and orders via desired electronic submission, every attempt must be made to inform the NAVSUP N432 Auditor that certification and orders have been mailed within the prescribed number of days following the end of the accounting period.

6. PERSONAL IDENTIFICATION INFORMATION. Required certification letters and orders that contain Personal Identification Information (PII) must be marked For Official Use Only (FOUO)-Privacy Sensitive before submission. Documents sent by email must have FOUO-Privacy Sensitive on the subject line; the email must be sent encrypted. Orders and certifications no longer are required for active or reserve U. S. Armed Forces personnel.

CATEGORY	CERTIFICATION REQUIREMENTS	
Foreign Government Personnel Humanitarian Missions Funding Documents (SF1080, DD FORM 448, NAVCOMPT 2275, DD FORM 1131)	<ol> <li>Authority for providing rations is required.</li> <li>Name and address of activity to be billed is required.</li> <li>Funding documents required.</li> <li>Cross check meal charges required</li> <li>Appropriation to charge is required.</li> <li>Supporting documents must be submitted to NAVSUP N432 with monthly NAVSUP Form 1359</li> </ol>	

 Table 2-1

 Certification of Rations Requirements Guide

		DATE:	
rom	_	UIC:	
0:	Na 54	val Supply Systems Command, Food Service Division NAVSUP 50 Carlisle Pike, P.O. Box 2050, Mechanicsburg, PA 17055-07	N432 91
ubj:	CE	RTIFICATION OF RATIONS ISSUED REQUIRING REIMBUR	SEMENT
. F	lein	bursement has not been received for rations issued as follows:	
	a.	Date(s) issued;	Cross Check 2020 SOMR
	<u>b.</u>	Number of personnel receiving rations:	Bx\$2.60/\$3.50= Lx\$4.30/\$5.65=
	<u>c.</u>	Number of rations issued:Match (1359)	Dx\$3.70/\$4.90=
		Bold Alligator BALTOPS Continuing Promise Southern Partnership Station (SPS)	
		Other i.e. CARAT, RIMPAC	
	<u>e.</u>	Authority to subsist: NAVSUP P-486. Para. 2001	
		Authority to subsist: <u>NAVSUP P-486. Para. 2001</u> Activity and address to bill:	

FSO Signature NAME/RANK/GRADE: FSO signature required (validates correct rations and categories)

> Figure 2-1a Certification of Ration Forms (Example)

Misc	ellane	eous:		
			DATE: _	
From	:		UIC:	
To:	Naval	Supply Systems Command Carlisle Pike, P.O. Box 2050	Food Service Division	NAVSUP N432
Subj:	CERT	TFICATION OF RATIONS IS	SUED NO REIMBURS	EMENT
1.	Reimbu	rsement has not been receiv	edfor rations issued as f	follows:
	1.112	ate(s) issued <u>:</u>	171	Cross Check 2020 SOMR B\$2.60/\$3.50=
	<u>b.</u> Nu	umber of personnel receiving	grations:	Lx\$4.30/\$5.65= Dx\$3.70/\$4.90=
	<u>c.</u> N	umber of rations issued:	Match	(1359)
		Dest Evacu MIO		
		Prisol		
		Pirate	'S	
	<u>e.</u> Au	uthority to subsist: <u>NAVSUP</u>	P-486, Para. 2001	
	<u>f.</u> Ad	ctivity and address to bill:		

FSO Signature NAME/RANK/GRADE: FSO signature required (validates correct rations and categories)

> Figure 2-1b Miscellaneous

		DATE:	
om		UIC:	
0:	Na 54	val Supply Systems Command, Food Service Division NAVSUP 1 50 Carlisle Pike, P.O. Box 2050, Mechanicsburg, PA 17055-079	1
ubj:	CE	RTIFICATION OF RATIONS ISSUED REQUIRING REIMBURS	EMENT
F	Rein	nbursement has not been received for rations issued as follows:	
	<u>a.</u>	Date(s) issued;	Cross Check 2016 SOMR
	b.	Number of personnel receiving rations:	Bx\$2.60/\$345=
	5	Number of rations issued:Match (1359)	Lx\$4.20\\$5.55= Dx\$3.65\\$4.85= Total
	<u>d.</u>	Type of personnel: Check appropriate category and insert type	
		Non-Government Official (NGO)	
		Escorts	
		Patients Foreign	
		Other	
	<u>e.</u>	Authority to subsist: NAVSUP P-486, Para, 2001	
	1.	Activity and address to bill:	
	_		
	g.	Appropriation to charge:	
	<u>g.</u>	Appropriation to charge:	hase Request is and/or Funds

FSO signature required (validates correct rations and categories)

Figure 2-1c Reporting Rations for Survivors of Disasters and Disaster/Emergency Feeding Ashore/Inport to the General Mess Summary Document

Disaster/Emergency	<ol> <li>Authority for providing rations is required.</li> <li>Name and address of activity to be billed is not required.</li> <li>CO's letter declaring an emergency or disaster is required.</li> <li>Appropriation to charge is not required.</li> </ol>
Destitute Survivors Prisoners of War Detainees Search and Seizure MIO Meals on Keels Pirates Wounded Warriors	<ol> <li>Authority for providing rations is required.</li> <li>Name and address of activity to be billed not required.</li> <li>CO's letter declaring situation</li> <li>Appropriation to charge is not required.</li> </ol>
Cadets (Military, Coast Guard)	<ol> <li>Authority for providing rations not required.</li> <li>Name and address of activity to be billed required.</li> <li>Copy of letter and/or orders required, must contain personnel name, SSN, activity, and appropriation to charge is required.</li> </ol>
Civilian Applicants Other/ as applicable Requires reimbursable funding documents	<ol> <li>Authority for providing rations is required before exercise/mission via letter or email to NAVSUP.</li> <li>Name and address of activity to be billed required.</li> <li>Funding documents required.</li> <li>Cross check meal charges required</li> <li>Appropriation to charge is required.</li> <li>Supporting documents must be submitted to NAVSUP N432 with monthly NAVSUP 1359</li> </ol>

# Table 2-2Food Service Management RIK Other Category

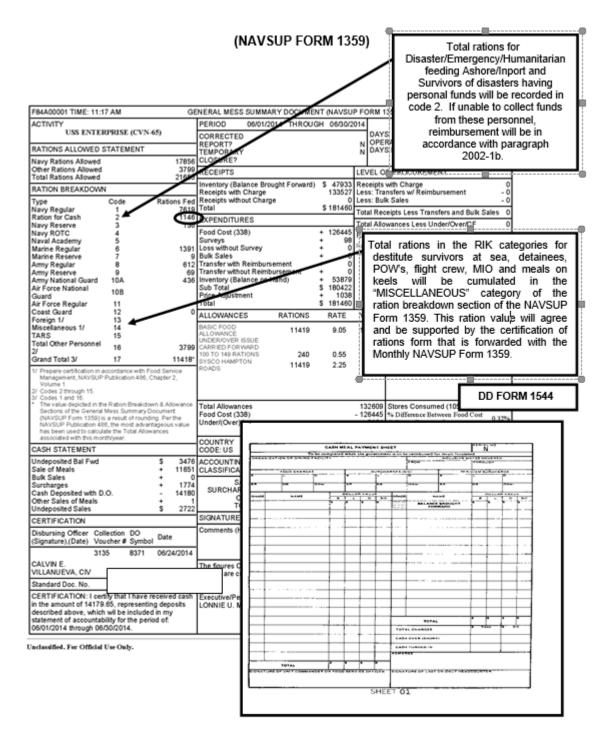


Figure 2-2 Disaster/Emergency/Humanitarian Feeding Ashore and Afloat

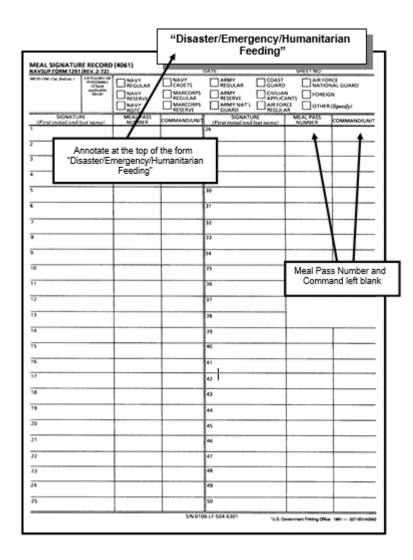


Figure 2-3 NAVSUP Form 1291 Reporting Rations for Survivors of Disasters and Disaster/Emergency Feeding Ashore/Inport to the General Mess Summary Document

REG	CAPITULATION OF MEAL R	ECORD (4061)			PER-00 08	0	
	CATEGORY OF PERSONNEL	BREAKFAST	LUNCH	DI	NNER	NIGHT/OTHER	T
	REGULAR						
,	AESERVE						
MAVY	NOTE			<u> </u>			-
	CADETS						
žv	REGULAR						
CORPS	ALSEAVE						
	REGULAR						
VIIII	AESEAVE						
	NATIONAL GUARD						
CAS	T GUARD				Meale	provided to p	atrons who are
	IAN APPLICANTS				unab	le to pay shou	ld be recorded
	REGULAR						ategory of the section of the
FORCE	NATIONAL GUARD		/	11	"Dis	NAVSUP For aster/Emerge	
ORE	IGN		//	$\mathcal{T}$			
отне Брион				-			
	1ST SUBTOTAL			· .			
ASH	SALES INCLUDE CONTRACT PERSONNELI						
	2ND SUBTOTAL	<b>†</b>	1		/		
	ING LINE		-/	$\checkmark$			
_	GRAND TOTAL		17				
ONV	ERSION FACTOR	20%	1 100		40%	% APPLICABLE	
ATIC	ON CREDIT		$\square$				
-	***		И в 25	% I 4	10% D	35%	
			023	70 L -	10 /0 12		
he u	indersigned certify the above to be, f	Meals provided	to cash natro		ining facility	meals receipted for.	
GAA	TURE AND RANK, RATE, OR GRADE	should be record	rded under ca		ining facility	means receipted for.	
(CINA)	TURE AND RANK, RATE, OR GRADE	sa	iles				
ONA1	TURE AND RANK, RATE, OF GRACE						
_							
/N (	0108- LF- 501- 2920				T.S. Governa	ent Printing Officer 1	988-505-007/90739 2-1

Figure 2-4 Disaster, Emergency, Humanitarian Feeding Ashore and Afloat

# PART B: SPECIAL ENTITLEMENT

#### 2100 FEEDING PERSONNEL AWAY FROM THEIR NORMALLY SUPPORTING GENERAL MESS

1. GENERAL. Personnel of any service entitled to RIK generally are expected to use the GM that has been established to support their organization. However, work details or other situations occasionally may result in a different GM being more accessible during a meal period. A GM should support personnel in these situations. Verification of entitlement must be made before Ship personnel using shore-based galleys must supply a allowing access to the mess. memorandum from their command verifying RIK entitlement. The requesting ship must furnish the supporting ship galley or shipyard with a memorandum or letter addressing the dates, meals, ration credit totals (Officer, CPO, and enlisted) allowed for transfer from ship to ship or galley to galley. These totals must be included in the rations allowed statement section of the monthly NAVSUP Form 1359. The shipyard or tender must take ration credit on their NAVSUP Form 1359 for the meals their activity furnishes to the requesting ship's crew. File documents used to support the rations allowed figure on NAVSUP Form 1359 in the retained returns. The memorandum should be written on activity letterhead and signed by the Personnel Officer or other responsible officer. Personnel coming from a Command where they recently were drawing Basic Allowance for Subsistence (BAS) and now are on RIK shall use their check-in sheet for RIK status validation until their pay record is changed to show the RIK status. This situation, which generally occurs on weekends when personnel support is unavailable, is discussed further below.

- a. 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 GM where personnel dine must receive a memorandum from the parent activity's FSO verifying RIK entitlement.
- b. Feeding Ships' Crews in Other GMs. When the ship's GM closes during a shipyard period or availability, support must be requested from the Commanding Officer of the base, ship, or shipyard at least 30 days in advance of the closing date. Arrangements to feed the crew may include having the requesting ship provide the shipyard GM or tender GM with personnel to support the additional workload. Each month the requesting ship must provide a memorandum or letter that summarizes the daily number and type of enlisted personnel aboard the supporting ship during that period. The host Command must use standard headcount procedures (Ashore 1291 for individual meals and Ashore 1292 mass feeding for box meals provided) as outlined in Paragraph 2303.
- c. Individuals Desiring a Meal. Individuals desiring a meal must have proof from the command of their TAD status (that is, they must display a copy of their orders). The following statements apply to individuals desiring a meal:
  - Such individuals shall sign NAVSUP Form 1291 for ashore GMs. Individuals from another shore establishment shall annotate NAVSUP Form 1291 with their Meal Pass number in the Meal Pass number block.
  - Individuals who arrive at a facility that is not their host Command, and who cannot identify their entitlement to RIK, shall be handled as cash patrons.
  - A receipt from the cashier shall be provided to such individuals for reimbursement after they return to their host Command.
  - A copy of the memorandum or letter must 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 files.

2. FEEDING AFLOAT RIK PERSONNEL RESIDING IN SINGLE GOVERNMENT QUARTERS. Personnel residing in single government quarters are entitled to RIK meals in the local ashore GM. Sailors using home port ashore Unaccompanied Housing (UH) need to ensure that their pay record is current so that the correct meal entitlement code is shown when they use their Common Access Card (CAC) at the galley. The ashore galley shall take ration credit only for meals furnished by their GM. Personnel coming from a command where they were recently drawing BAS and are now on RIK shall use their check-in sheet for RIK status validation until their pay record is changed to show the RIK status. This generally occurs on weekends when personnel support is unavailable.

#### 2101 FEEDING NAVAL RESERVE PERSONNEL ON INACTIVE DUTY TRAINING (IDT)

Inactive Duty Training (IDT) personnel are authorized to receive RIK. RIK shall be provided to Navy Reserve enlisted personnel performing multiple drills following the provisions of the Bureau of Naval Personnel Instruction 1001.39F (series).

#### 2102 FEEDING NAVAL RESERVE PERSONNEL ON INACTIVE DUTY TRAINING WITH TRAVEL

Inactive Duty Training with Travel (IDTT) personnel receiving BAS and collecting per diem expenses are not entitled to RIK.

#### 2103 FEEDING NAVAL RESERVE PERSONNEL ON ACTIVE DUTY TRAINING (ADT) AND ANNUAL TRAINING

1. GENERAL. The provisions of the Naval Personnel Manual dealing with 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 shall receive meals from a GM when a GM can provide this support. BAS may be authorized in accordance with the Naval Personnel Manual.

3. GENERAL MESS NOT AVAILABLE. When a GM not available, Naval Reserve personnel are entitled to BAS as prescribed by the Department of Defense Military Pay and Allowance Entitlement Manual.

#### 2104 REPORTING RATIONS PROVIDED TO NAVAL RESERVE PERSONNEL

1. GENERAL. Include RIK provided to Naval Reserve personnel on the monthly NAVSUP Form 1359 (Figure 2-5). Report these rations under the ration breakdown section of NAVSUP Form 1359 in the Other Navy, Reserve block.

2. FULL TIME SUPPORT AND TRAINING AND ADMINISTRATION OF RESERVES. Report RIK provided to Naval Reserve enlisted personnel who are FTS separate from other types of personnel. Include the ration credits for FTS Naval Reserve enlisted personnel under the ration breakdown section of NAVSUP Form 1359 in the Block indicated (Figure 2-5).

#### 2105 FEEDING FLIGHT CREW PERSONNEL

Aircraft flight rations may be furnished with charge to members of the naval service and to civilian employees of the Department of the Navy while engaged in flight operations. Rations provided to flight crew personnel shall be in accordance with the DoD Financial Management

regulation (DoD 7000.14R, Vol 12, Chapter 19) and must be recorded as cash sales. The discounted meal rate shall be charged to officers, enlisted personnel, and federal employees who are not receiving the meal portion of per diem and who are on a U.S. Government aircraft on official duty either as a passenger or as a crew member engaged in flight operations.

#### 2106 FEEDING FOREIGN SERVICE PERSONNEL

1. GENERAL. Civilian and military personnel of a foreign government shall be furnished with meals in accordance with specific arrangements made between the U.S. Government and the foreign government. Charges for food costs and related food service operating expenses shall be made on the same basis as for U.S. Government personnel of equal rank. When there is no authorized mission requirement in place with a Mutual Logistics Support (MLS) Order Form Acquisition and Cross Servicing Agreement (ACSA), payment of meals is required and must be collected from all foreign personnel. Arrangements must be made before feeding to determine the upfront method of payment. The Fleet ACSA Manager shall approve the transaction by signing the MLSO form. The requesting Command's Supply Officer is responsible for contacting the ACSA manager or Approving Officer in the event that no prior arrangements have been made. The TYCOM must be contacted to obtain access to the ACSA Manager or Approving Officer at the designated Fleets for additional assistance.

2. ACQUISITION AND CROSS SERVICING AGREEMENT (ACSA). The Acquisition And Cross Servicing Agreement (ACSA) is an agreement under which the United States agrees to provide logistic support, supplies, and services to military forces of a qualifying country or organization in return for the reciprocal provision of logistic support, supplies, and services by such government or organization to elements of the United States armed forces. Reference: US Law, 10 USC, Section 2342(a)(2).

3. MUTUAL LOGISTICS SUPPORT ORDER FORM. The Mutual Logistics Support (MLS) Order Form is an order, receipt, and invoice form under the ACSA agreement to complete logistic support services.

#### 2107 ESSENTIAL STATION MESSING

Essential Station Messaging (ESM) is declared by the installation, base, or station commander responsible for the single government quarters when it is essential to operate the GM efficiently and economically or when it is necessary for the health and safety of enlisted personnel permanently assigned to single quarters. Those categories of enlisted personnel included in ESM must be charged for all meals made available whether eaten or not, except for approved missed meals. ESM only applies to individual sailors, and has no effect on the galley's management. The signature headcount system will be used to record the signature for each individual subsisting in the dining facility at no charge. When using the automated headcount system the entry of each transaction is recorded. Altering any dining facility forms to include signature headcount sheets by adding fictitious signatures for the purpose of obtaining additional monetary credit is a violation of the Uniform Code of Military Justice (UCMJ) and will be cause for investigation and action by the Commanding Officer. Refer to DoD INSTR 1418.5, 4.2.1 for additional guidance.

F84A00001 TIME: 11:12	AM		GE	NERAL MESS SUM	MARY DOCUME	NT (NAVSU)	FORM	1359)	DATE: 8/26/2014		
ACTIVITY				PERIOD 06/	01/2014 THROUG	GH 06/30/20	014				
USS ENTERPRISE (CVN-65) RATIONS ALLOWED STATEMENT				CORRECTED REPORT? TEMPORARY				RATED 30	UIC 12345 MERGED N RETURN? N		
Navy Rations Allowed			17856	CLOSURE?					FINAL RETURN? N		
Other Rations Allowed Total Rations Allowed			3799 21655	RECEIPTS			LEVEL C	LEVEL OF PROCUREMENT			
RATION BREAKDOWN			21000	Inventory (Balance				Receipts with the second se			
	Code	Dette	ns Fed	Receipts with Char Receipts without C	ge	133527	Less: Tra Less: Bu				
Type Navy Regular	1	Ratio	7619	Total	naige	\$ 181460	Total Re		tal rations for Na	val	
Ration for Cash Navy Reserve	3		C126	XPENDITURES			Total Allo		erve Personnel		
Navy ROTC	4		-	Feed Cost (338)		+ 126445	Ratio		ecorded in code		
Naval Academy Marine Regular	5		1391	Surveys Loss without Surve	N.	+ 98	Ratio less				
Marine Reserve	7		9	Bulk Sales	-	+ 0	salos were			1	
Army Regular Army Reserve	8		612 69	Transfer with Reim Transfer without Re		+ 0					
Army National Guard	10A			Inventory (Balance	on Hand)	+ 53879 \$ 180422					
Air Force National Guard	10B			Sub Total Price Adjustment		\$ 180422			Total Rations	for Training	
Air Force Regular	11			Total		\$ 181460				istration of	
Coast Guard Foreign 1/	12 13		0	ALLOWARCES	RATIONS	RATE	VALUE	LAST FULL PI	Reserve (FT)		
Miscellaneous 1/ TARS	14	_		BASIC FOOD ALLOWANCE	11419	9.05	103342		will be recorde		
Total Other Personnel	16		3799	UNDER/OVER ISSUE			+ 3442	Number of Day	WIII DE TECOTO	a in code 15.	
2/ Grand Total 3/	17		11418*	100 TO 149 RATIONS		0.55	132	Inventory Accu	Review Par	rt B, 2100-	
1/ Prepare certification in ad	1/ Prepare certification in accordance with Food Service Management, NAVSUP Publication 488, Chapter 2, Volume 1, 2/ Codes 2 through 15.			SYSCO HAMPTON ROADS	11419	2.25	25693		2105 for information.	additional	
Sectors of the General A (NAVSUP Form 1359) is NAVSUP Publication 495 has been used to calcula associated with this mont	less Summary D a result of roundi , the most advant to the Total Allow	ng. Per tageout	t the	Total Allowances Food Cost (338) Under/(Over) Issue COUNTRY			- 126445	Stores Consur % Difference Be & Stores Consu % Under/(Ove			
CASH STATEMENT				CODE: US	SUB	OBJ	, SUB	TRANS			
Undeposited Bal Fwd Sale of Meals		\$ +		ACCOUNTING CLASSIFICATION	APPROP HEAD	CLASS BCI	ALLOT	AAA TYPE			
Bulk Sales Surcharges Cash Deposited with D. Other Sales of Meals Undeposited Sales	D.	* * *	0 1774 14180 1 2722	SALES SURCHARGES O&MN TOTAL	17410045283.20				924SIK09T \$12354.00 924GLSURT \$ 1825.65 \$14179.65		
CERTIFICATION				SIGNATURE / CON	MMENTS						
Disbursing Officer Collection DO (Signature),(Date) Voucher # Symbol				Comments (Hand V	Written Note):		Revi	iewed By Leading	g CS (Signature)		
3135 8371 06/24/2014				1							
CALVIN E. VILLANUEVA, CIV				The figures Contain column are correct		nd corre	RTIFY that the al ect to the best of				
Standard Doc. No.				belief.		belie	ef.				
CERTIFICATION: I certify that I have received cash in the amount of 14179.65, representing deposits described above, which will be included in my statement of accountability for the period of: 06/01/2014 through 06/00/2014.					Executive/Personnel Officer (Signature) (Date) CONNIE U. MAYER, CDR GABRIEL R. STEVENS, CWO4						

Unclassified. For Official Use Only.

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Figure 2-5 Reporting Rations for Naval Reserve Personnel to the General Mess Summary Document (NAVSUP Form 1359)

# PART C: SALE OF MEALS

#### 2200 MEAL CHARGES

1. GENERAL. The basic food charges and surcharges for meals purchased from the GM are prescribed by the Under Secretary of Defense (Comptroller). Two separate charges apply to meals purchased from the GM: The first charge recovers the cost of food (also referred to as the discounted meal rate) and, when applicable, the second charge is a surcharge that recovers operating expenses. All GMs must use the correct prescribed basic meal charges and surcharges. Sale of Meal Rates and the conditions under which surcharges apply are published in the current NAVSUPNOTE 7330 Quarterly Guidelines and Procedures for Food Service Financial Accountability. This information can be found on the MyNAVSUP website at https://my.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. When meals are sold on a cash basis, the FSO must designate in writing a cashier or cashiers to receive payment for meals sold. See Appendix D-4 for a sample letter. All Cashiers and Cash Collection Agents (CCAs) must have a Letter of Appointment on file. A GM cashier may be assigned responsibility for taking the meal count required at GMs.

NOTE: Ashore General Mess activities using CNIC's Credit Card program may receive payment in accordance with procedures outlined in the CNIC Food Service Ashore Desk Guide for the Galley Credit Card program. DD Form 1544 must be available and maintained in the event of loss of power or other unforeseen emergency conditions. The Cash Meal Payment Book (DD Form 1544) is discussed below. See Figure 2-6 through Figure 2-9.

- a. Meals Sold for Cash. When meals are sold for cash at a GM, DD Form 1544 must be used in the manner prescribed below. Original pre-serialized DD Forms 1544 must be used. Copies are prohibited.
- b. Transfer Control and Receipt. The Commanding Officer (when the Supply Officer also is the FSO) must assign a Control Officer (see Appendix D-4 for a sample letter for making this assignment) to manage and ensure the security of DD Form 1544. This assignment is a collateral duty and may be listed in the command notice of collateral duties. The Transfer Control and Receipt (four numbered coupons per book) must be used to complete books (see Figure 2-7). Individuals authorized to receive cash meal payment sheets or books must sign the Transfer Control and Receipt No. 1 at the time of receipt. The coupon must be retained by the Control Officer transferring the book as a receipt. A Transfer Control and Receipt must be used to return the completed books. The Transfer Control and Receipt coupon also must be used when the Cash Meal Payment Book is turned over to station audit boards (if the book's pre-numbered coupons are used, a copy must be prepared and pre-numbered consecutively, by the Control Officer, beginning after the last number (4) contained in DD Form 1544).
- c. Cash Meal Payment Sheet Register. The cash meal payment sheet register (see Figure 2-8) must be used to record the issuance and return of individual cash meal payment sheets. Before sheets are issued, the date, signature, and organization of the person receiving the sheets must be entered on the applicable lines of the register. Care must

be taken to ensure that sheet serial numbers correspond with the line number of the register. When sheets are returned, an entry must be made on the applicable lines for the date, amount of cash collected (food charges and surcharges), and initials of the person receiving the sheets.

When cash is turned in to the Navy Disbursing Officer (DO) the serial and sheet numbers must be entered on NAVSUP Form 470 (Cash Receipt Book – Figure 2-14).

The headings (Organizations, Installation) must be filled in by the designated Control Officer. The individual authorized to receive cash meal payment sheets (normally cashiers) must sign and insert the organization and date on the cash meal payment sheet register ensuring that the sheet numbers correspond on the payment sheets and on 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" must be filled in. The "Voucher No." column must not be filled in (this column may be used at some future date).

- d. Cash Meal Payment Sheet (Figure 2-11) The following information is provided for use and control of the cash meal payment sheets:
  - The Unit Commander or FSO shall authenticate all cash meal payment sheets before use.
  - Current meal rates must be entered in the appropriate spaces provided at the top of the form.
  - Individuals paying cash for meals must enter their grade, signature, the food charge for the meal taken, and any surcharge(s). Lines must be used in consecutive order.
  - If a sheet is used for more than one day, the individual collecting cash for each day shall enter the rank, name, and date on the next unused line.
  - After the sheet is completely used, the money values for each meal shall be totaled. The completed sheet must be signed by the person making the last collection.
  - Used sheets must be filed in the Cash Meal Payment book.
  - The headings on the Cash Meal Payment Sheet must be filled out before the meal as shown below.

Data Block and Caption	Instruction for Entry
Signature of Unit Commander or FSO	Signature of FSO (use other than black ink to facilitate authentication).
Enter the name of activity. From/Through	Organization or Dining Facility Enter the inclusive dates that the Cash Meal Payment Sheet covers.
Food Charges	Before the meal, enter the basic meal rates for each charge block as provided by the current NAVSUPNOTE 7330.
Surcharges (S/C)	Before the meal, enter the surcharge rates for each charge block as provided by the current NAVSUPNOTE 7330.

- The cashier must ensure that all individuals paying cash for meals sign their names and complete DD Form 1544.
- Mass feeding of cash sales on DD Form 1544 may be done for large groups (such as Scout groups or working party personnel). Before the group's arrival, the senior person in charge of the group must notify the command in advance to ensure that proper cash sale values are determined and that seating is available. When a group arrives, the duty cashier and Mess Deck Master-at-Arms are responsible for counting

all personnel passing through the line and must ensure that the correct meal charges are applied. This dollar value shall be provided to the senior member responsible for the group. The senior member of the group must pay the duty cashier by cash or by check for all meals consumed. When feeding a group of personnel, all meals may be annotated under the approriate catagory and collected for in one full payment. (Figure 2-5)

• Instructions for completing DD Form 1544 are shown below.

Data Block and Caption	Instruction for Entry
Grade	Insert rank (O-1, E-5, etc.); civilian personnel shall insert CIV; Military Family Members (MFMs) shall insert MFM.
Name - Normal Feeding	Individuals shall sign their names (first initial and last name).
Name - Mass Feeding	Senior members of the group shall sign first initial and last name.
Dollar Value	Cashier (or, if local policy dictates, the individual paying for meals) must insert the applicable charges after the signature.
Total	The sum of each Dollar Value column for each individual Cash Meal Payment Sheet (B, L, D, S/C).
Total Charges "Food"	The sum of the "Total" Line for breakfast, lunch, and dinner
Normal Feeding	(do not include surcharges in this block).
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"	The difference between the total of the "Total Charges" line
Cash Over (Short)	(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. Enter total rations by meal per sheet for auditing purposes.
Signature of Last or	Signature of last or only headcounter.

Only Headcounter

- When required, the daily cash meal payment sheet must be completed with all totals, the cashier must sign with his rate and date, and the sheet must be turned in to the Control Officer agent. The DD Form 1544 serial and sheet numbers must be entered next to the signature of the individual turning in the cash in the Cash Receipt Book (NAVSUP Form 470). All original DD Form 1544 sheets (1 through 50) must be maintained in the book and audited to ensure sheets 1 through 50 are present by initialing and dating the register in the book.
- The FSO shall review and audit all DD Forms 1544, Ration Entitlement Verification System (REVS) reports, and Cash Receipt Books (NAVSUP Form 470) at least weekly and must ensure that the total cash sales for that period match the cash being deposited with Disbursing/United States Government General Depository.
- e. Complete Cash Meal Payment Books. After all sheets have been used and all funds applicable to the sheets have been deposited, the completed book and one copy of each Cash Collection Voucher (DD Form 1131) must be retained by the Control Officer.

At Navy activities an audit trail may be established by comparing the value of cash turned in to a collection agency by the cashier against the receipted NAVSUP Form 470 (Cash Receipt Book) retained by the cashier.

- f. Overages and Shortages. Overages and/or shortages in cash received from the sale of GM meals must be recorded on DD Form 1544 by the cashier and reviewed and verified by the FSO. The collection agent, during the daily audit, shall verify the difference during the weekly DD Form 1544 inspection and must determine the cause of cumulative cash differences. Any cash discrepancies involving possible fraud or criminal act, regardless of value, must be reported as outlined in the Navy Comptroller Manual. Total overages and shortages (including those that result from thefts) exceeding ten dollars during the month shall be reported as Undeposited Sales on NAVSUP Form 1359. This amount must be maintained as Undeposited Sales until approved by NAVSUP. Then they shall be moved to Other Sales of Meals. A letter must be prepared and submitted with NAVSUP Form 1359 to explain the circumstances involving the gain or loss and to request authority to use the other sale of meal line to reduce the (gains) or (losses) reported on the Undeposited Sales line.
- g. Errors or Erroneous Write-Overs. Errors and/or erroneous write-overs are not acceptable on DD Form 1544. Errors or entries that require correction must be lined out and initialed by both parties involved in the transaction. For example, if the cashier or customer makes an error, both parties involved must initial the correction and a new entry must be made.
- h. Ration Entitlement Verification System (REVS) Automated System. Information about REVS is discussed below.
  - (1) All accounting functions must be done by the automated process when meals are sold on a cash basis using the REVS system. In this case, cash sales are submitted via electronic transmission. Commands using this system are no longer required to use DD Form 1544.
  - (2) DD Form 1544 shall be available and maintained in the event of loss of power or other unforeseen emergency conditions.
  - (3) The FSO shall conduct a cash audit of the CAC 1544s and the REVS Daily Summary 1292s against the total cash received and the cash shall be deposited at least weekly.
  - (4) Mass feeding cash sales must be recorded on DD Form 1544 (as outlined in Section 2201-1(3)(i) and must be entered into the REVS card system at the end of the meal in the presence of the LCS or FSO.
  - (5) Mass Feeding of RIK personnel shall be done in accordance with Paragraph 2303.6, and headcounts must be entered at the end of the meal in the presence of the LCS or FSO.
  - (6) All REVS Forms (1291, 1292, and 1544e) are required to have the same signatures and overage/shortages of cash portions completed that the manual forms have.
  - (7) For sales of GM meals ashore, GMs using the REVS must check and scan all customers' REVS through the system for security, validity, and proper entitlement determination and verification. Payments for meals may be done as a cash or credit card transaction. Meals must not be sold on a reimbursable basis using the REV system.
  - (8) Customers without a CAC (whether lost or not issued) shall be entered as a cash sale under a non-card patron. All non-card patrons must present proper identification and must be charged the appropriate sale-of-meal rate unless orders state that the member is an RIK patron.
  - (9) Mission essential and/or group exercises are authorized to use e NAVSUP Form 1046 Credit Sale function in FSM. Specific funding arrangements must be made before the credit sale period. Prompt payment is due upon completion of the exercise.

- (10) The Standard Operating Procedure (SOP) for the CAC can be accessed at <u>https://www.cac.mil/Policies/</u>.
- (11) DD Form 1544 shall be available and maintained in the event of loss of power or other unforeseen emergency conditions.
- (12) The FSO shall conduct a cash audit of the CAC 1544s and the REVS Daily Summary 1292s against the total cash received and the cash shall be deposited at least weekly.
- (13) Mass feeding cash sales must be recorded on DD Form 1544 (as outlined in Section 2201-1(3)(i) and must be entered into the REVS card system at the end of the meal in the presence of the LCS or FSO.
- (14) Mass Feeding of RIK personnel must be done in accordance with Paragraph 2303.6; headcounts must be entered at the end of the meal in the presence of the LCS or FSO.
- (15) All REVS Forms (1291, 1292, and 1544e) are required to have the same signatures and overage/shortages of cash portions completed that the manual forms have.
- (16) For sales of GM meals ashore, GMs using the REVS must check and scan all customers' REVS through the system for security, validity, and proper entitlement determination and verification. Payments for meals may be done as a cash or credit card transaction. Meals must not be sold on a reimbursable basis using the REV system.
- (17) Customers without a CAC (whether lost or not issued) shall be entered as a cash sale under a non-card patron. All non-card patrons must present proper identification and must be charged the appropriate sale-of-meal rate unless orders state that the member is an RIK patron.
- (18) Mission essential and/or group exercises are authorized to use e NAVSUP Form 1046 Credit Sale function in FSM. Specific funding arrangements must be made before the credit sale period. Prompt payment is due upon completion of the exercise.
- (19) All accounting functions must be done by the automated process when meals are sold on a cash basis using the REVS system. In this case, cash sales are submitted via electronic transmission. Commands using this system no longer are required to use DD Form 1544.

2. CREDIT CARD SALES ASHORE. The guidance/policy for processing credit card sales is published by CNIC for all ashore commands. The recoupment of bad credit card purchases is the responsibility of the FSO. The FSO shall notify the member and provide due process. Figure 2-10 provides the Memorandum that gives notice of indebtedness to the United States. If after the FSO exhausts all measures to recoup the funds, then the FSO must issue a Pay Adjustment Authorization Form (DD Form 139) with all supporting documents including copies of the due process letters sent to the member's supporting Personnel Support Detachment (PSD) for processing.

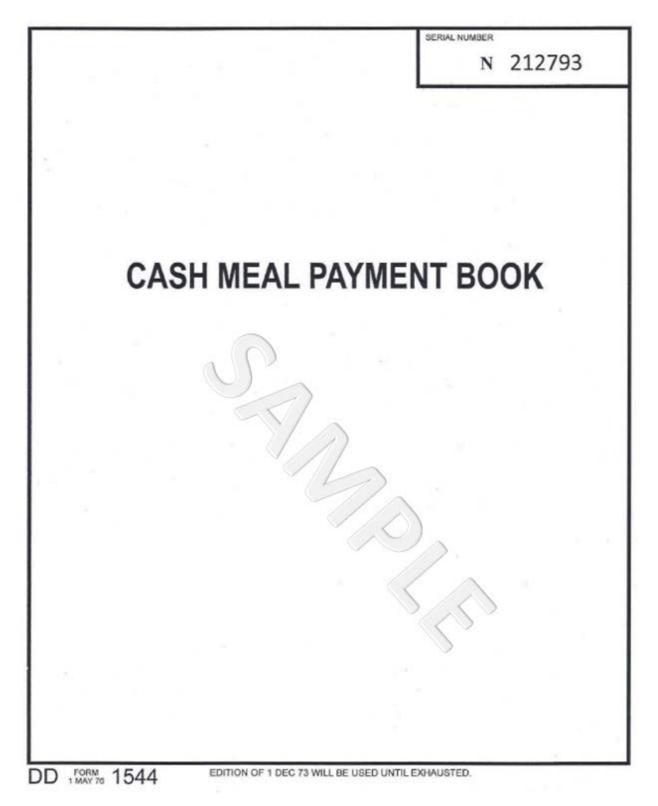


Figure 2-6 Cash Meal Payment Book

CASH MEAL PAYME	OL SERIAL NO. N 212793	3			
SECTION I- CONTROL OFFICE	SECTION II- ISSUE	SECTION III · TURNED IN	III - TURNED IN BY		
CONTROL OFFICER TITLE, ORGANIZATION AND LOCATION.	TO: (Organization and location) FROM:	NAME: ORGANIZATION AND LOCATION	NO. CASH TURN IN VOUCHERS ATTACHED		
SIGNATURE AND DATE		OFFICER TURNING IN BOOK	DATE		

4	TRANSFER CONTROL AND RECEIPT - CASH MEAL PAYME	SERIAL NO. N 212793		
NAME AND	LOCATION OF ACTIVITY RECEIVING CASH MEAL PAYMENT BOOK			
ISSUED OR TU	IRNED IN BY (Signature )	RECEIVED BY (Signature )		DATE

3 TRANS	FER CONTROL AND RECEY - CA	AL PAYMENT BOOK		SERIAL NO. N 212793	
NAME AND LOCATION	OF ACTIVITY RECEIVING CASH MEAL P	EV OOK			
ISSUED OR TURNED IN BY	Signaturn )	eceiver	'BY( <i>Siq</i> notwr)		DATE

2	TRANSFER CONTROL AND RECEIPT - CASH MEAL PAYM	T BOOK	SERIAL NO. N 212793	
NAME AND	LOCATION OF ACTIVITY RECEIVING CASH MEAL PAYMENT BOOK	L.		
ISSUED OR T	URNED IN BY (_Signatura )	RECEIVED BY ( <i>Signature</i> )		DATE

1 TRANSFER CONTROL AND RECEIPT - CASH MEAL PAYMEN	SERIAL NO. N 212793		
NAME AND LOCATION OF ACTIVITY RECEIVING CASH MEAL PAYMENT BOOK			
ISSUED OR TURNED IN BY ( <i>Signaturn</i> )	RECEIVED BY (Signature )		DATE

## Figure 2-7 Cash Meal Payment Sheet – Transfer Control

(	CASH MEAL PAY	MENT SHEET REG	N 212739							
ORGAN	IZATION		INSTALL	INSTALLATION						
Sheet No.	ISSU Signature	IED TO Organization	DATE DA			OLLECTED Surcharges	RECEIVED BY	VOUCHER NO.		
1	orginatore	organization			Food	ouronarges				
2										
3										
4										
5										
6										
7		N								
8			22							
9			Ľ	$\sum$						
10				1						
11			C		$\sim$					
12					$O)_{}$					
13					$\leq 2$					
14					$\langle \ $					
15					$\sim$	$\sim$				
16						>				
17										
18										
19										
20										
22										
22										
23										
24										
25										

Figure 2-8 Cash Meal Payment Sheet Register

				CAS	H MEA	L PAYM	ENT SH	EET		SERIAL	.NO. 12793				
		To be	e compl	eted wh	en the g	overnme	ent is to b	e reimbursed fo	r meals furnisl	_					
ORGANIZAT	TION OR DINING FACIL	_ITY							INCLUSIV	E DATES (	COVERED				
								FROM		THROL	JGH				
FOOD CHARGES SURCHARG										PER DIE	4 SURCH				
в	L	D		в		L		D	В	L		D			
BR	DB	Other	Other		Other			DB		Other	BR	DB		Other	
GRADE	NAME			DOLLA	R VALU	E	GRADE		AME	+	DOLL	AR VAL	UE		
GRADE	NAME		В	L	D	S/C	GRADE	144	4MC	В	L	D	S/C		
			\$	\$	\$	\$			BROUGHT WARD	\$	\$	\$	\$		
								101		+			+		
				-											
				$\left( \right)$											
			$\ominus$	) –	+							+			
				1	5										
				55	$\nabla /$										
				$\rightarrow$	× /										
					$\swarrow$	2 L									
						V/									
						1		~					+		
						F/	$\square$	<u> </u>					_		
							$\bigvee$	$(\mathbb{D})$							
						(	$\sim$								
									~						
							(	$\leftarrow$							
								$\nabla/$	$\langle \rangle$						
								TOTAL		\$	\$	\$	\$		
										\$	Food	\$	SIC		
							TOTAL	HARGES		<b>•</b>	1000	•	JIC		
					CASHO		VER (SHORT)								
							CASHIT	JRNED IN							
							REMARK	s				1			
			\$	\$	\$	\$	-								
	TOTAL					•									
SIGNATURE	OF UNIT COMMANDE	ERORFOO	D SERV	ICE OFFI	CER		SIGNATU	RE OF LAST OR	DNLY HEADCOU	INTER					

Figure 2-9 Cash Meal Payment Sheet

Date

## MEMORANDUM From: Food Service Officer, Command ABH3 Doe, Richard USN, Command, Location To: Via: Officer in Charge, Division, Location Subj: INDEBTEDNESS TO THE U.S. GOVERNMENT Ref: 1. Per reference (a), you are hereby advised of indebtedness to the U.S. Government of amount \$0.00. This indebtedness is the result of erroneously Credit Card purchases. 2. If you wish, you may inspect and copy all records pertaining to the debt. If you believe you have already paid the debt, please provide the Food Service Officer with a receipt, or other evidence of payment. If you consider the debt to be invalid, you should inform the Food Service officer, either orally or in writing, explaining your position. The Food Service officer will then assist you in resolving the issue. 3. You have the following option for liquidating this indebtedness, cash repayment in a lump sum. If you have not made remittance or expressed a preference in 7 days from the date of this letter, your pay will be checked at the maximum rate provided by law. Therefore, you are strongly urged to consult with the Food Service Officer in order to arrive at a satisfactory resolution. 4. Any portion of the debt which remains outstanding at the time of separation will be collected from your final pay and allowances. FSO Signature

#### Figure 2-10 Memorandum Notice of Indebtedness to the U.S. Government

3. CREDIT SALES AFLOAT. If the sale of meals from afloat GMs has been authorized, and it is considered more practical, the FSO is authorized to sell meals on a credit basis to officers, enlisted, and the other subsistence categories on a daily basis. When meals are sold on a credit basis from a GM, NAVSUP Form 1046 (Sale of General Mess Meals -- see Figure 2-12) shall be filled out as instructed below.

Data Block and Caption	Instruction for Entry
Month and Year	Enter appropriate month and year.
Name	The FSO shall enter the full name, grade or rate, and branch of
	service of the person receiving the meal. Because of PII
	restrictions, Social Security Numbers (SSNs) shall not be used
	under any circumstances.
Meal B, L, D	A Culinary Specialist shall be assigned the duty of maintaining
	NAVSUP Form 1046 in writing by the FSO. See Appendix D for a sample letter. The CS shall place a check mark or maintain a

	running total in the appropriate block opposite each name to indicate consumption of a meal. The form must be posted in a conspicuous location where it can be inspected visually by all mess members. At the end of the month, NAVSUP Form 1046 shall be audited to ensure that all figures match Standard Form 215. All
	discrepancies need to be resolved before returns are processed. See Appendix C for a sample of SF 215.
Total Sales	The FSO shall total the sum of each meal (B, L, D) for the month for each member.
Rate	The FSO shall enter the applicable meal rates for each meal (B, L,
	D) as prescribed by the current NAVSUPNOTE 7330.
Values	"Total Sales" x "Rate"
Total Value	The sum of the three "Values" blocks (B, L, D) for each member.
Total under	The sum of each meal (B, L, D) under the "total sales" column.
Total Sales Column	
Total under	The sum of all "total value" columns.
Total Value column	
Signature	Signature of FSO (Supply Officer).
Date	The last day of the month or the date of detachment of the accountable FSO.
Rations	Total rations.
Total Cash Collected	Total dollar value of cash collected.

- a. Payment. The payment for all meals sold on a credit basis are required to be deposited no later than 15 days following the month in which the meals were sold. The Wardroom Treasurer and FSO must ensure all deposits have been verified, calculated correctly, and deposited. Justification must be provided to TYCOM when deposits have not been made as required. Individuals detaching permanently or for an extended period from the unit/vessel must make payment to the FSO/DO before detachment. The FSO shall furnish a receipt for the cash paid (Figure 2-13). 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 caused by death, transfer, refusal to pay, or other reasons must 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 NAVSUP 1046. The FSO shall sign and date NAVSUP Form 1046 when all meals have been verified and calculated correctly.
- b. Officers Under Confinement. Officers under confinement receive BAS and therefore are obligated to pay for meals that should be reported as cash sales daily. However, because they are in confinement, credit sale of meals is authorized.

4. GENERAL MESS MEALS FURNISHED TO INPATIENTS IN HOSPITALS AND DISPENSARIES. This paragraph applies when there is no hospital mess in operation. All personnel not entitled to RIK will pay cash at the appropriate rate published in the current NAVSUPNOTE 7330. 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."

5. GENERAL MESS MEAL SALES AFLOAT. While in port, cash paying customers (Officers and visitors) shall be charged only for meals consumed. While conducting Simulated at Sea Exercises where personnel cannot leave the ship, cash paying customers will be charged for all meals made available. 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. Officer or Chief Petty Officer (CPO) messes subsisting out of the GM will use the same menu as the GM and will be provided with the required amount of provisions to feed the number of persons subsisting in that mess. If additional items are desired by messes, and are not on the standard menu for that day, those items will be purchased separately in the form of a bulk sale (in accordance with Paragraph 6300 of this document). The use of subsistence appropriation funds (SIK Account) to defray the cost of these additional food items is not authorized.

# 2202 RECEIPT, HANDLING, SECURITY, AND RECORDING OF FUNDS

1. RESPONSIBILITY. The FSO is responsible for obtaining applicable basic charges and surcharges and for collecting and depositing such funds received from the sale of meals from the GM (except meals sold to inpatients in station hospitals and dispensaries). These funds will be handled in accordance with Paragraph 2201-3. When wardroom members are furnished meals from the GM, whether on a continuous basis or during inport periods, the mess treasurer shall be responsible for the collection/reimbursement for such meals. The GM may at times be required to render services to support mission essential requirements for other agencies. During this process the use of a Military Interdepartmental Purchase Request (MIPR) DD448, Order for Work and Services (NAVCOMPT Form 2275), Voucher for Transfers Between Appropriations and/or Funds (SF1080), Public Voucher for Purchases and Services other than Personal (SF1034), and Voucher for Cash Collection (DD Form 1131) will be required to pay for meals from the GM The preparation of the NAVCOMPT 2275, SF1080, DD448, DD 1131, and SF1034 shall be completed by the agency providing the funding, not by the GM. The agency preparing the NAVCOMPT 2275 and DD448 must forward the documents to BUPERS for acceptance. When the process is complete and BUPERS accepts these funding documents they will be forwarded back to the agency that prepared them and to the GM providing the service. These documents will be used as justification for the use of the other sale of meal line.

2. COLLECTION OF FUNDS. All sales in the GM are made on a cash or credit basis. Cash will be accepted for sales in the GM as described below. Types of GM Funds are discussed below.

- a. United States Currency. Only United States currency will be accepted for sales in the GM.
- b. Personal Checks. Handling of personal checks is discussed below.
  - (1) Personal checks from active duty and active duty for training personnel, authorized groups, and ship riders will be accepted in the GM and will be made payable to the FSO or U.S. Treasury. 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. Social Security numbers are no longer required on checks.
  - (2) The purchaser must sign the check in the presence of the GM cashier. The cashier is responsible for positively identifying the presenter of a check as an active duty or active duty for training person.
  - (3) All ashore Commands must follow CNIC guidance for procedures in depositing funds directly to an authorized government depository such as a local bank or financial institution. See CNIC Credit/Debit Card SOP Manual.
- c. Returned Checks. Handling of returned checks is discussed below.

- (1) When a check is returned because of insufficient funds or for any other reason, the FSO will reimburse the DO with funds on hand that were collected from the sale of meals and/or bulk sales.
- (2) The check will be placed in the accountability file.
- (3) Pending settlement of the check, the amount will be carried as undeposited sales.
- (4) When cash, a certified check, or a money order is received for settlement, the insufficient fund check will be returned to the individual purchaser. The FSO will include the dollar value of the returned check as Cash Deposited with the DO on NAVSUP Form 1359.
- d. Uncollectible Checks. Handling of uncollectible checks is discussed below.
  - (1) If normal collection efforts fail, the FSO will request the DO to make a pay record checkage in accordance with (FMR) Financial Management Regulation, Volume 7A, Chapter 25, Table 25-1. After the checkage has been made, the DO will remit the collection to the FSO. The FSO will return the check to the individual purchaser and include the dollar value of the returned check on the Cash Deposited with DO line on NAVSUP Form 1359.
  - (2) If the check is considered uncollectible after four months of diligent collection effort, the FSO will request relief of accountability in accordance with Paragraph 1114.
- e. Payroll Deduction Credit Sale. On small afloat units (such as submarines) that use the Payroll Deduction Credit Sales, sales of meals must be deposited by the DO. If funds cannot be deposited in accordance with Paragraph 2202.3, funds shall be deposited at the first available opportunity.
- f. Navy Cash Sale. Commands using Navy Cash must maintain the Navy Cash monthly reports and reconciliation worksheets for 10 years. The Navy Cash Merchant Sales Summary will be reconciled at the end of each month, and the Navy General Mess Daily Transaction Detail Report will be reconciled on a daily basis. The General Mess Refund Control Log must be retained on file for 10 years. The Cash Meal Payment Book (DD Form 1544) used to account for "Visitor" Navy Cash Cards also will be part of the retained returns. Reminder: Navy Cash visitor headcounts must be posted to FSM on a daily basis.
- g. Authorized Persons. Collections and subsequent deposits may be made by the following persons under the authority indicated below:

position

Authorized Person	Authority
FSO	Assignment of accountable duties
Collection Agent or	Appointment to an established pos
Authorized Custodian	

h. Cash Receipt Book. Cash received from the cashier will be receipted in the Cash Receipt book (NAVSUP Form 470) by the person collecting the cash (Figure 2-14). NAVSUP Form 470, which shall be retained by the cashier, must in all cases show the collection date and the amount collected (shown in figures and in words). It 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 NAVSUP Form 470 that shows erasures or alterations. Any such entry must be ruled out and initialed by the person collecting the cash.

3. END-OF-THE-MONTH CLOSE OUT AND DISBURSING DEPOSIT. Information on the endof-the-month close out and disbursing deposit is discussed below.

a. The Food Service "Operation. The Food Service operation will submit a NAVSUP 1359 before the 27th of each month, and/or the day specified by their local DO for the final

monthly deposit (1359 annotated "For Deposit Only"), using a Cash Collection Voucher (DD Form 1131).

ASHORE: GM must close out all credit card transactions at the end of the month.

The certification section on NAVSUP Form 1359 does not apply to Ashore Commands. NAVSUP Form 1359 must not be used as a collection vehicle for the Defense Finance and Accounting Office (DFAS); it is used for reporting purposes only.

- b. The Recordskeeper. The Recordskeeper (RK) will continue to post records in FSM3 for the remaining month and close out at the end of the month.
- c. Generating NAVSUP Form 1359. After closeout the RK shall generate another NAVSUP 1359 to present to Disbursing. The left hand side of NAVSUP Form 1359 (Cash Statement) must match the "Deposit Only" 1359 provided to Disbursing. A copy must be provided to Disbursing by the 7<sup>th</sup> day of the month following the end of the reporting period.
- d. Cash Transactions. Food service will hold all cash transactions. These monetary amounts will remain as un-deposited sales until the beginning of the new month.

NOTE 1: Disbursing will dictate the "final" date for S-2 deposits in support of Disbursing NAVY CASH close out procedures.

NOTE 2: Disbursing will not allow and/or accept any S-2 deposits and/or cash after the monthly close-out. Any funds collected from ship riders, Officers, and other cash out transactions shall be placed on hold with the Wardroom Officer and/or in FSO custody. The funds and any remaining funds that were not collected before the Disbursing Office closed for the month will be deposited via the NAVSUP 470 Form on the first day of the following month.

4. DEPOSIT OF FUNDS. When practical, funds in excess of the change fund shall be deposited daily with the DO and/or General Depository ashore. When it is not practical to make daily deposits, the cash must be deposited at least twice weekly. To deviate from daily or twice weekly deposits, Commands must submit a request to NAVSUP 432 via TYCOM and/or the Regional Director. Afloat Commands must make deposits weekly when possible or at their first available opportunity. When it is not practical 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 it will be turned in by the collection agent to the FSO. When cash is turned in by the FSO to the DO, a Cash Collection Voucher (DD Form 1131) will be used to make the deposit. The FSO shall ensure the signature of the DO is placed on NAVSUP Form 470. Each transfer of funds will be receipted 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 directly with the DO, the cash may be deposited with a United States Government General Depository for credit to the account of the DO. The deposit number of the Deposit Ticket OCR (Standard Form 215) obtained from the DO will be recorded on NAVSUP Form 470 in the space provided for the signature of the DO. Collection documents (DD1131s, SF1080s, pay checkage via DS01 DJMS) crediting SIK LOA must have the correct SDN, PAA, or Cost Code. This will ensure tracking of collections and will minimize unmatched disbursements. Note: Refer the NAVSUP NOTE 7330 1st guarter.

NOTE: Navy Subsistence in Kind (SIK) Line of Accounting (LOA) is updated annually by NAVSUP, and the Surcharge OMN LOA is updated by the TYCOM/Region SDN = N0002220MDSIK20 PAA = DSIK20 COST CODE = N0022MHC53UY

When there is no DO available (such as on MCMs and submarines), funds in the custody of the FSO will be deposited with any government DO (such as other services finance officers or

another ship's DOs). If funds cannot be deposited in accordance with Paragraph 2202.3, funds must be deposited at the first available opportunity.

For ashore facilities, regular deposits are made to the DO or to an assigned U.S. Depository such as a local bank or financial institution at least twice a week; current regulations apply. Additionally, the FSO will prepare a Cash Collection Voucher (DD Form 1131), in accordance with the CNIC Credit/Debit Card Desk Guide, that must be submitted to the DO to document the value of cash and credit card sales collected and deposited. The FSO's Collection Agent must ensure that an electronically prepared record of deposit transaction is received from the U.S. Depository/Institution/Bank when deposits have been made. Original bank copies are turned over to the cognizant DO, with photocopies retained by the FSO for in the appropriate records. When these copies are furnished to the DO, the NAVSUP 470 (Cash Receipt Book) must be properly annotated or signed.

In addition to the above requirements, and in accordance with FMR VOL 5, Chapter 5, all cash collected from sales will be deposited with the DO or with a United States Government General Depository according to the following rules:

- Before the last day of each month and the day specified by the local Disbursing Office for the final monthly deposit.
- The following Accelerated Reporting Requirements must be adhered to:
  - Make the deposit in FSM and print out a copy of the 1359. This issued for DEPOSIT ONLY with disbursing. A Cash Collection Voucher (DD Form 1131) must be used to make the deposit. The DD From 1131 Cash Collection Voucher is retained for 10 years.
  - Label the top of the NAVSUP 1359 as "Deposit Only". THIS IS NOT THE FINAL REPORT.
  - Continue in FSM for the remaining days and close out at the end of the month.
  - Any money remaining uncollected will remain as undeposited sales
- On relief of the FSO.
- At the end of the fiscal year (30 September). All uncollected funds will remain as undeposited sales. The last deposit of the month will be deposited in FSM and a copy of NAVSUP Form 1359 will be forwarded to disbursing. Label the NAVSUP Form 1359 as a deposit and retain. This is not the final NAVSUP Form 1359 report; proceed with normal transactions until the end-of-the-month closeout.
- The following are the correct deposit procedures:
  - Make a deposit in FSM (DO NOT USE "Other Sales of Meal Line") and print two copies of the 1359.
  - Label the top of the NAVSUP 1359 as "Deposit Only".
  - Fill out the cash collection voucher (if required by your DISBO/General Depository).
  - Deposit the money using DD Form 1131; then have the DO sign the Cash Receipt Book NAVSUP 470 and Form 1359.
  - The Form 1359, cash collection voucher, and Navy Cash prints outs must be maintained with the retained returns.
  - Continue in FSM for the remaining days and close out at the end of the month
  - Any money remaining uncollected will remain as undeposited sales

5. DEPOSITS WITH NAVY CASH. Actions to be taken by parties dealing with deposits of Navy Cash are discussed below.

a. The RK and/or FSO. The RK and/or FSO shall send NAVSUP 1046 mess bills to the Wardroom Mess Treasurer.

- b. Mess Members. Mess members shall make payments to the Wardroom Mess Treasurer/FSO or appointed custodian (approved by the FSO) through Navy Cash/K-22.
- c. Wardroom Treasurer/Accountable Custodian. Wardroom Treasurer/Accountable Custodian shall deposit the fund to the FSO account via Navy Cash K22/Point of Sale (POS) in FSO/S2 office. POS transactions shall be immediately downloaded and must never be stored on the POS device. All transactions shall be counted once they have been downloaded.
- d. FSO. The FSO will make Deposits to the DO (DISBO) using a Navy Cash Merchant Card/K-22.
- e. FSO and/or RK. The FSO and/or RK shall confirm GM collection using the Merchant Sales Summary Report before the DO indicates End-of-Month (EOM). After the DO closeout Navy Cash, FSO generates NS1359 "FOR DEPOSIT ONLY" and provides to DO for amount and LOA verification. DO will provide applicable supporting documents to include prepare Deposit Ticket (SF215), EOM Voucher Summary Report and Monthly Transaction Detailed Reports. The value of collections does not change with the final NAVSUP 1359 upon closeout.
- f. Ship Riders. All ship riders are billed on DD Form 1544 and must pay for meals, as they occur, to the appointed cashier via Navy Cash/POS.

NOTE: The Wardroom Mess Treasurer should NOT directly deposit funds to DISBO. The deposits will not match the NAVSUP 1359 and NAVSUP 1046.

6. CHANGE FUND (Afloat Only). The DO receiving deposits from a collection agent shall entrust change funds to the custody of the collection agent upon the written request of the DO of the activity to which the collection agent is assigned. See Appendix D for a sample letter. The signed Change Fund Letter is placed in the DO's accountability file. The amount advanced to the cashier must 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 2-13) shall be furnished to the DO by the collection agent or cashier. The change fund will be returned to the DO in exchange for the receipt when the collection agent or cashier is replaced, when the operation is discontinued, or upon relief of the FSO. The total funds in the possession of each collection agent and/or cashier shall be verified at an unannounced time at least once each month as outlined in the Navy Comptroller Manual. The verification must 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, including the amount and the status of funds, will be made to the Commanding Officer (Figure 2-15). A copy of the report will be furnished to the DO that advanced the change fund.

					Γ				eding Cash	· ]					
	CASHMEAL PAYMENT SHEET N 162294														
To be completed when the government is to be reimbursed for meals furnished															
		N OR DNG							FROM		IVE DATE			)	
USS Sh	ip.								1 January 2	110			in 2015		
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BR		DB	Other		BR		DB		Olher	1R.	04	3	pro	vided.	
GRADE		NAME		2	L	R VALU	SJC	GRADE		NAME	-	в	L	0	212.
				2	2	2	2		BALA	CE BROUGH	п <b>5</b>		2	2	2
	Name	of sponsor	r					Гто		of people	_	٦			Γ.
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		number of ring Lunch (						_	Repeat	he above p	rocess fo	or			
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		number of													
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	-			-		-	-	Tot	al number	of people re	acaiving		5		
		number of ring Breakfa		65.00			21.25	bre	akfast with	surcharge	e.g. 5 pe	ople			
	With	surcharge					7			lays = 258 x Surcharge			Ľ		
Total number of people receiving Lunch e.g. 5															
		surcharge													
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							6147		H TURNED	IN					
SHEET 10															
DD Form 1544 Control Officer must sign in blue, red, or green ink before the sheet is issued to the before the sheet is issued to the					mman										
ashi	before the meal.						noul.								

### Figure 2-11 DD Form 1544 Cash Meal Payment Book -- Cash Meal Payment Sheet

TIME: 14:03 USS INSTRUCTOR 10 (DDC-10), MAIN GALLEY		*** SALE OF GENERAL MESS MEALS (NAVSUP FORM 1046) ***	AAVSUP FORM 1046) ***			
NAME	MONTH: December YEAR: 2011 Maai 11 12 13 14 15 16 17 18	1 11 11 11 11 11 11 11	21 31 32 32 32 32 32 32 32 32 32 32 32 32 32	TOTAL SALES	Reta	TOTAL VALUE
		N S C		1		
Johnson, Donald Robert		ont	X			\$15.00
Ensign		uri tro	X		\$3.65 \$3.65	07.01
	H	ty lleo us			\$5.95 \$5.95	
		b			- 11	
	<u>щ</u>	um in	X			
Jones, John Paul		nbo foi		3	\$3.65 \$10.95	\$22.50
Captain	D	rm		1	\$3.65 \$3.65	0
	H	s d lat		1	\$5.95 \$5.95	
		or io				
		n		0	\$1.95 \$0.00	
Roosevelt, Theodore NMN	T	he sł		3	\$3.65 \$10.95	614 10
Commander	D	er NOL		2	\$3.65 \$7.30	07.126
	H	Jld			\$5.95 \$5.95	
				-		-
	B		5	2	\$1.95	\$3.90
TOTAL			2 3 2	7	\$3.65 \$2	\$25.55 \$61 90
SALES			1 2 1	4	\$3.65 \$1	\$14.60
	H H		3	3	\$5.95 \$1	\$17.85
			TOTAL	TOTALS 0.40 2.80 1.60 1.95 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXX	XX TOTAL CASH
					XXXXXXXXXXXXX	COLLECTED
I CERTIFY THAT THE ABOVE TOTALS REPRESENT MEAN	I CERTIFY THAT THE ABOVE TOTALS REPRESENT MEALS CONSUMED IN THE MESSES AND THAT THE AMOUNTS HAVE BEEN COLLECTED THIS DATE AS INDICATED ABOVE	AVE BEEN COLLECTED THIS DATE AS INDICATI	D ABOVE SIGNATURE (SUPPLY OFFICER)	DATE	RATIONS 6.75	\$61.90
LEGEND	LEGEND: 4- Individual Charged Full Rate					
	X - In Port, S - At See					
	Meal Surcharges: B - \$9.36; L - \$9.00; D - \$0.00; H - \$1.05					
	RECORD COUNT = 3					

# Figure 2-12 NAVSUP Form 1046 Sale of General Mess Meals

CASH RECEIPT CERTIFICATE
RECEIVED FROM L.T. Ron A. Aldridge THE SUM OF <i>Histy Jub Dollars and 100</i> DOLLARS <b>s</b> 32 40 <i>Son which</i> those myself accountable to The UNITED States of America
PURPOSE (State reason for receipt of funds) <u>Payment for meals cold on credit in May 2020</u> SIGNATURE <u>D. J. COCK</u> NAVCOMPT FORM 2114 (REV. 1-70) S/N 0104-LF-703-9602 <u>D. A. 18088</u>

Figure 2-13 NAVCOMPT Form 2114 Cash Receipt Certificate

General Mess Name

			-	
CASH RECEIPT	E BOOK		Activity	
Dollar amount colle	cted spelled out		Month of Jure	
AMOUNT IN WOR	RDS	AMOUNT IN	I hereby certify that cash received from sales in the amount set opposite my name has been	I hereby acknowledge receipt, from the cashier/ collection agent, of the amount set opposite our
Dollars	Cents	FIGURES	turned over to the collection agent or disbursing officer.	names.
2 Jun 98 Juc hundred seventy seven 5 Jun 98 Juic hundred thirty seve	Junety One	277 90 236 01	7.M. Jones MSZ (430011/23-23) 7.M. Jones MSZ (430011/28-30)	R.C. Family ENS R.C. Family ENS
9 Jun 98 Jus hundred exiteen	forty one	216 41	7. M. Mones MS2(M30011/31-35)	R.C. Farily ENS
12 Jun 98 Jive hundred ninety seven 16 Jun 48 One hundred ninety nine	fifty suity fire	297 50	7. M. Joneo MSZ (230011/36-39) 7. M. Nonso MSZ (230011/40-42)	
19 Jun 98 Three hundred dourteen	twenty six	314 26	7. M. Opres MSZ(230011/43)	R.C. Farily ENS
23 Jun 98 Juic Lundud ten 26 Jon 96 Jarre hundred three	twenty seventy-two	210 2C 303 72	7. M. Jens MS2 (230011/44-46) 7. M. Jonus MS2 (23001 47-50)	R.C. Family ENS R.C. Family ENS
Source State Turneras Flore	werting - The O	<u>60 14</u>		K.C. Parnily m
Date (day, month, year)	Amount collected	1 	Signature of person performing deposit and the Voucher number placed beside name	

# Figure 2-14 NAVSUP Form 470 Posting Deposits to the <u>Disbursing Officer</u> in the Cash Receipt Book

(date)	I	N REPLY REFER TO	
<ul> <li><u>MEMORANDUM</u></li> <li>From: Senior Member, Cash Verification Board</li> <li>To: Commanding Officer</li> <li>Subj: MONTHLY VERIFICATION OF OFFICIAL FUNDS IN THE CUSTODY OF THE GENERAL MESS COLLECTION AGENT</li> <li>Ref: (a) DoD FMR Volume 5, Chapter 3 (b) NAVSUP P-486, para 2202-4</li> <li>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 DO's cash advance to the Collection Agent for the General Mess.</li> </ul>			
Very respectfully, <i>(signed)</i> J. B. Topchop			
Copy to: DO	ADD - Copy to: Supply Officer, FSO		
File			

# Figure 2-15 Monthly Verification of Official Funds in the Custody of the General Mess Collection Agent

# PART D: RATION CREDIT DETERMINATION ASHORE

# 2300 ASHORE RATION CREDIT DETERMINATION

1. FIELD CONDITIONS. When field messes are operating in support of maneuvers, war games, field exercises, or similar operations where the galley is the only reasonable source of government subsistence with no other eating establishments within a reasonable distance, ration credit shall be taken for all enlisted members entitled to RIK 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 members (including officers) on duty under circumstances where EUM has been declared will be charged for all meals made available whether eaten or not. Ration credit shall be taken for all rations sold as cash in accordance with Paragraph 2201.

EUM is declared when members travel together with limited or no per diem. An appropriate authority is essential for operational readiness, military operations, or effective training where members are required to use a government mess or meals provided on behalf of the government. Members must be in a travel status and are entitled to travel reimbursement for incidental expenses but not for subsistence. Designation for EUM will apply only to organizational units and to operational elements and detachments and will not apply to individual service members. All members on duty under circumstances where EUM has been declared will be charged for all meals made available whether eaten or not except for approved missed meals. (Ref: DoD 7000.14-R Financial Management Regulation Volume 7A, Chapter 25).

Field Duty consists of any maneuvers, war games, field exercises, or similar operations where a member is assigned to an organization drawing field rations or to a unit being subsisted in a dining facility operated by, or on behalf of, the U.S. Government. Members may be on per diem orders. All members on field duty will be charged for all meals made available whether eaten or not, subject to approved missed meals. (Ref: DoD 7000.14-R Financial Management Regulation Volume 7A, Chapter 25 and OPNAVINST 7220.13A).

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

<u>Data Block</u>	Instruction for Entry
and Caption	
(1) Day of Mo.	Enter the appropriate day of the month.
(2) B	Actual number of breakfast meals sold for cash as recorded on DD Form 1544.
(3) L	Actual number of lunch meals sold for cash as recorded on DD Form 1544.
(4) D	Actual number of dinner meals sold for cash as recorded on DD Form 1544.
(5) N	Actual number of night meals sold for cash as recorded on DD Form 1544.
(6) Daily	Column (2) x $.25$ + Column (3) x $.40$ + Column (4) x $.35$ + 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 current NAVSUPNOTE 7330.

2. STANDARD CONDITIONS. Ration credit determination is based on the number of signatures from enlisted members entitled to RIK recorded on the Meal Signature Record (NAVSUP Form 1291) and the number of rations sold as cash in accordance with Paragraph 2201. GMs operating the REVS automated system will determine ration credit by the total number of patrons whose CAC was scanned for proper entitlement. The RK will manually enter headcounts in FSM.

#### 2301 ASHORE GENERAL MESSES

The following activities are considered GMs ashore:

- Ashore activities except naval hospitals operating a hospital mess
- Mobile construction battalions operating GMs ashore
- Fleet and force commands operating GMs ashore
- Cargo handling battalions operating in GMs ashore
- Inactive service craft facilities
- Naval beach groups
- GMs operated aboard permanently moored ships that grant liberty. Examples include shore commands including naval inactive ship maintenance facilities.

#### 2302 MEAL PASS AND THE REVS

1. GENERAL. The meal pass (NAVSUP Form 1105) is no longer required for use with a CAC system. The diner's CAC must be used to determine diner identity and the meal entitlement status properly. The GM duty cashier will be responsible for handling and scanning the diner's CAC through the REVS automated system. Galleys not having REVS will continue to use DoD ID number.

NOTE: The REVS database reflects the diner's most current pay record status as defined by DFAS. Because of this, there should be no confusion about a diner's meal entitlement status (RIK or cash). Leave and Travel, Orders, TAD Orders, and Permanent Change of Station (PCS) Orders are discussed below.

- a. Responsibility of Diner's Parent PSD. It is the responsibility of the diner's parent PSD to key in changes to the member's pay entitlement records where situations of Leave and Travel orders, TAD orders, and PCS orders are concerned. Changes in entitlements will be reflected in the DFAS database the REVS program accesses.
- b. Enlisted Personnel on Travel Orders. Enlisted personnel under official travel orders that indicate the individual is entitled to Subsistence-In-Kind will be allowed access to the GM at no charge. The travel order number and issuing command shall be recorded in the meal signature record and shall be annotated in the original travel orders indicating the exact meals provided at no cost.
- c. Individuals Who Are TAD. Individuals who are TAD from other commands and desire a meal must provide either a copy of their orders or a current NAVSUP 1105 Meal Pass. TAD personnel must sign the Meal Signature Sheet (NAVSUP Form 1291). The meal pass number must be annotated on NAVSUP Form 1291.
- d. TAD Personnel Without RIK Entitlement. TAD personnel who cannot establish RIK entitlement will be treated as cash patrons. A receipt will be provided for the purpose of reimbursement.

2. RATIONS ALLOWED ASHORE. Two types of rations are allowed ashore: those for enlisted personnel entitled to SIK and those for personnel authorized to use the GM on a cash payment basis.

a. RIK Personnel. The FSO shall include, as allowed, Navy Regular rations (those rations that are provided to all Navy RIK). The supporting PERSUPPDET or, if there is no supporting PERSUPPDET, the Command Executive or Personnel Officer shall furnish the required rations allowed information for RIK personnel. The process is discussed below.

- (1) At the beginning of the month, the FSO or the Executive Officer/Personnel Officer shall obtain a list of all personnel on RIK and shall estimate the daily number of RIK personnel entitled to be fed. The FSO must be advised of any known circumstances such as training exercises, reservists training, large visiting groups, or change in BAS policy that might substantially affect the number of anticipated rations to be fed during the month.
- (2) At the end of the month the FSO will obtain from the PERSUPPDET (or from the Executive Officer and/or Personnel Officer) the total number of RIK rations allowed for the period. This number is the potential number of rations that are allowed to be fed at government expense. It is equal to the number of man-days that enlisted personnel are entitled to government rations during any given period. This excludes days when personnel who generally are entitled to RIK were receiving a BAS because of leave, travel, or hospitalization; it excludes days when generally entitled personnel were on unauthorized absence. This report must be made for each of two categories: Navy Regular and Other Personnel. The Other Personnel category includes all personnel entitled to be furnished RIK who are not regular Navy enlisted (such as other service regular, reserve, or guard; midshipmen or cadets; Coast Guard; foreign military; and Navy reservists).

b. Cash Sales. The FSO shall include rations sold for cash as allowed rations under the Other Personnel category. Certifications must be prepared as required and must be completed and signed before the departure of the affected personnel.

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

1. GENERAL. CONUS ashore GMs shall use the REVS automated system. Each member's CAC will be scanned through the system to properly identify the card holder and the meal entitlement. Facilities not currently on the automated system shall use the Meal Signature Records (NAVSUP Form 1291) for RIK personnel. Each person receiving a meal must sign the Form and annotate the 1291 with the DoD ID card number. Cash patrons must sign a prepared DD Form 1544 as shown in Paragraph 2201.

NOTE: Audit boards must use the resulting headcount numbers to verify ration credits claimed on NAVSUP Form 1292 and NAVSUP Form 338.

2. MEAL SIGNATURE RECORD (NAVSUP FORM 1291) PREPARATION. Preparation of the meal signature record is discussed below.

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

Data Block and Caption	Instruction for Entry
Date	Enter current date.
Sheet No.	Enter the sheet number consecutively starting with
	number 0001. Ensuring that each sheet is numbered and
	dated before 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 FSO (see Appendix D for sample letter) will supervise the signing of the NAVSUP Form 1291 sheets (Figure 2-16). This individual, positioned behind the signature counter, will verify meal passes and direct personnel to the correct signature sheet. The Master-at-Arms shall determine the eligibility of personnel passing through the serving line to eat in the GM and shall require each person to show a valid meal pass and military identification card (this procedure will ensure that only persons who are entitled to RIK will eat meals at government expense). Signatures and meal pass numbers must be legible. The signature section of NAVSUP Form 1291 will be filled out as shown below:

Data Block and Caption	Instruction for Entry
Signature	Individuals legibly sign their last name.
Meal Pass Number	Individuals legibly enter their meal pass number or, when there is an REVS System, the DOD ID number from the
	individual's CAC will be added when scanned.
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 differentiate the tenant activity personnel from the meal pass members. Transient personnel must annotate NAVSUP Form 1291 with their command/unit.

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

3. CONTRACT FOOD SERVICE PERSONNEL. Activities that have contract food service personnel will pay at the point of sale for meals at the time of consumption.

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. ASHORE regions that offer continuous feeding at their facilities shall begin the lunch meal rate at 1000.

5. SPECIAL MEAL FEEDING. Special meal feeding includes picnics, barbecues, cookouts, and other similar events. The individual supervising the event shall count the number of personnel who are authorized ration credit at the event and shall complete a Recapitulation of Meal Record (NAVSUP Form 1292). Additional information is presented below.

- a. Advance Arrangements. Arrangements must be made by the sponsor with the FSO 72 hours in advance of the event. The sponsor must provide a muster report or NAVSUP Form 1292, and payment of NON-RIK personnel must be collected before the special meal feeding. (Prior notification is required in order to adjust the quantity of subsistence and ensure proper manning is in place for the event.)
- b. Cashier Assignment. The individual supervising the event must make arrangements with the FSO to assign a GM cashier at the event or to make other arrangements to collect money for meals sold for cash. The number of personnel must be reported on NAVSUP Form 1292 for the GM meal that the special event replaced.

6. MASS FEEDING. 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 the Meal Signature Record (NAVSUP Form 1291). Mass feeding occurs at recruit training centers, schools, brigs, and with groups fed outside the GM such as picnic events or boat crews. Further information about mass feeding is discussed below.

- a. Adding Personnel with REVS. Commands with a REVS card system have the capability to override their system to add personnel not passing through the line with approval from the FSO. (FSM currently does not have a "Personnel Not Passing Through the Line" function.)
- b. Documenting Mass Feeding In the General Mess on NAVSUP Form 1292 (Figure 2-17). The person in charge of the group will must record the number of each category of personnel fed at the meal on NAVSUP Form 1292 as shown below:

Data Block and Caption	Instruction for Entry
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 -
First Signature Line	school" or "mass feeding - picnic." Print and sign name and grade or rate.

The person in charge of the group shall present the completed form to the Master-at-Arms who is on the serving line. The Master-at-Arms and/or Cashier must count the personnel in the group to verify the first subtotal figure. The Master-at-Arms shall make the annotations shown below:

Data Block and Caption	Instruction for Entry
Remarks	Write "total verified".
Second Signature Line	Sign name and grade or rate.

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

NOTE: Requests for Mass Feeding must be coordinated with the FSO in advance in writing and signed by a Commissioned Officer. Requests must include the circumstances that cause the requirement for mass feeding and the names of all enlisted personnel affected. The Requesting Officer must certify that all personnel are entitled to Rations-in-Kind.

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 shall sign NAVSUP Form 1291 and shall be excluded from the count on the "Mass Feeding" NAVSUP Form 1292.

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

Data Block and Caption	Instruction for Entry
Period or Date	Enter current date for that meal.
1st Subtotal Block	Enter the total in the first subtotal block.

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 and grade or rate.

The responsible person designated in charge of the group shall present the completed form to the GM RK as soon as possible after the meal but no later than the following morning.

The GM Cash Collection Agent (CCA) shall check for errors in completing the form and shall check as required to verify the total. The CCA will then make the following annotations:

Data Block and Caption Remarks Second Signature Line Instruction for Entry Write "checked." 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 subparagraph 2303.6.c above). When more than one authorized representative supervises the different meals, each representative must initial the subtotal for the meal supervised and must sign on the first signature line.

The authorized representative shall make sure that the FSO receives the completed daily NAVSUP Form 1292 no later than the following morning. The GM RK must check for errors in the completed form. The RK must sign the second signature line and ensure that NAVSUP Form 338 reflects these additional meal totals for ration credit computation.

NOTE: Requests to feed personnel who cannot pass through the serving line must be coordinated in advance in writing and signed by a Commissioned Officer. Requests must include the reason why the individual(s) cannot pass through the serving line, the time period, and the names of the individual(s). The Requesting Officer must certify that all personnel are entitled to Rations-in-Kind. Because of quality-of-life concerns, efforts shall be made to minimize the number of individuals passing through the serving line and the timeframes that personnel cannot pass through the serving line.

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

1. GENERAL. NAVSUP Form 1292 shall be used to summarize the daily ration credit total. GMs using the REVS program must produce the electronic version of the daily summary 1292 from the official REVS website. The URL may be obtained from CNIC HQ Code N925. The REVS summary 1292 shall be used as input to the FSM 3.0 database. For non-automated facilities, an original and one copy shall be prepared.

2. RESPONSIBILITIES AND DOCUMENT PREPARATION. Personnel responsibilities and document preparation are discussed below.

a. Master-at-Arms. Immediately after securing the serving line, the Master-at-Arms shall assemble NAVSUP Form 1291s in sequence by category of personnel fed. The Master-at-Arms shall determine the number of signatures for each category. Figures for breakfast, lunch, dinner, and night/other meals shall 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:

Data Block and Caption	Instruction for Entry
Period or Date	Enter the current date.
Breakfast, Lunch,	Enter the numbers in the appropriate blocks.
Dinner, Night/Other	
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 GM office where the required entries will be made. When more than one Master-at-Arms supervises meals during the day, each will initial the subtotal(s) for the meal(s) supervised. All Master-at-Arms personnel supervising a meal during the day will sign on the first signature line of NAVSUP Form 1292.

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

Data Block and Caption	Instruction for Entry
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 GM cashier collects money during the day, each cashier shall initial the "cash sales" block for the meals for which they collect money (see Figure 2-18). All GM cashiers collecting money during the day will sign on the second line of the daily NAVSUP Form 1292. The entry beside the "cash sales" block will include all GM 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 the following:

- Meals sold for cash recorded on the Cash Meal Payment Book (DD Form 1544) sheets (see Paragraph 2201-1b);
- Signatures recorded on the Meal Signature Record (NAVSUP Form 1291). See Paragraph 2303-3 for contract food service personnel.
- c. Food Service Cash Collection Agent . The GM CCA shall audit the forms used by the Master-at-Arms and shall verify the head count. Contract food service personnel will sign NAVSUP Form 1291 and the head count (including contract personnel) will be included opposite the "cash sales" block of NAVSUP Form 1292. The CCA must audit both forms and must coordinate any required corrections with the person responsible for the error must initial the correction.

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

Data Block and Caption	Instruction for Entry
2nd Subtotal	"1st subtotal" + "cash sales (including contract
	personnel)."
Personnel Not Passing	Enter the total of each category of personnel not
Through the Serving Line	passing through the serving line.
	Assemble NAVSUP Form 1291 sheets and/or
	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
	the 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 Cash Collection Agent (CCA) then shall give the paperwork to the RK to post the number of meals sold for cash and RIK meals fed for each meal on NAVSUP Form 338 (Figure 2-19 and Figure 2-21).

NOTE: The RK must include the number of personnel not passing through the serving line in the appropriate blocks of NAVSUP Form 338. Entries on NAVSUP Form 338 shall be made as shown below:

Data Block and Caption	Instruction for Entry
(1) Day of Mo.	Enter the appropriate day of the month.
(2) B	Actual number of meals sold for cash as recorded on
	NAVSUP Form 1292 (cash sales (include contract
	personnel) block), breakfast column.
(3) L	Actual number of meals sold for cash as recorded on
	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
	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
	NAVSUP Form 1292 from the (cash sales (include
	contract personnel) block), night/other column.
(6) Daily	Column (2) x .25 + Column (3) x 40 + Column (4) x .35 +
	Column (5) x (if breakfast meal .25, if dinner meal .35).
	(Do not round this value).
(7) B	Actual number of meals fed - RIK as recorded on
	NAVSUP Form 1292 (1 <sup>st</sup> subtotal block), breakfast column.
(8) L	Actual number of meals fed - RIK as recorded on
(0) L	NAVSUP Form 1292 (1 <sup>st</sup> subtotal block), lunch column.
(9) D	Actual number of meals fed - RIK as recorded on
	NAVSUP Form 1292 (1 <sup>st</sup> subtotal block), dinner column.
(10) N	Actual number of meals fed - RIK as recorded on
()	NAVSUP Form 1292 (1 <sup>st</sup> subtotal block), night/other
	column.
(11) Daily	Column (7) x .25 + Column (8) x .40 + Column (9) x .35 +
	Column (10) x (if breakfast meal .25, if dinner meal .35).
	(Do not round this value).

- (12) RIK/Cash Sales
   Column (6) + Column (11) (round to the nearest whole ration).
   (12) Currentative Total
   Column (12) + the nearised dayle entry in Column (12).
- (13) Cumulative Total Column (12) + the previous day's entry in Column (13).

3. DISTRIBUTION. The FSO will retain the original (NAVSUP Forms 1291 and 1292, supporting daily summary NAVSUP Form 1292 attached) for use in preparing the monthly NAVSUP Form 1292.

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

1. PREPARATION. When using the REVS System, the monthly summary NAVSUP Form 1292 can be produced from the automated FSM 3.0 program. Otherwise, the FSO shall prepare the 1292 as shown below:

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

Add the ration credits for all meals and enter the total in the "total credit" block (round to the nearest whole ration when entering into the FSM).

The RK shall sign the first signature line of NAVSUP Form 1292, Monthly Recapitulation. The LCS shall sign the second line, and the FSO and the senior member of the Station Audit Board shall sign the third line (ashore only).

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 NAVSUP Form 338. When this occurs, use the figure most advantageous to the GM after making adjustments.

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 shown below:

Data Block and Caption	Instruction for Entry
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.

When the "total credit" figure on the monthly NAVSUP Form 1292 is greater than the "cumulative total" (Column 13) of NAVSUP Form 338, the figure contained on the monthly

NAVSUP Form 1292 and the remarks section of the NAVSUP Form 338 must be noted accordingly.

3. SUBMISSION TO AN AUDIT BOARD. The FSO shall submit the records used to obtain monthly ration credit figures to an audit board on a monthly interval based on Command procedures. The FSO shall assemble the monthly records and supporting documents in an orderly fashion. The monthly records and supporting documents include the following:

- General Mess Control Record (NAVSUP Form 338)
- General Mess Summary Document (NAVSUP Form 1359)
- Monthly Recapitulation of Meal Record (NAVSUP Form 1292)
- Cash Meal Payment (DD Form 1544) Sheets used during the month
- Credit card transactions
- Daily Recapitulation of Meal Record (NAVSUP Form 1292) Sheets used during the month
- All supporting Meal Signature Record (NAVSUP Form 1291) Sheets used during the month
- Any other documents supporting the daily ration credit figures

# 2306 RESPONSIBILITIES

- 1. FOOD SERVICE OFFICER AND/OR LEADING CULINARY SPECIALIST RESPONSIBILITIES. The FSO and/or the LCS are responsible for the following:
  - Managing and monitoring the head count procedures.
  - Training personnel to perform assigned duties.
  - Ensuring that only authorized personnel receive RIK at government expense.
  - Preparing and submitting required records and reports to the audit board.
  - Ensure the safeguarding of funds and accountable documents.
- 2. MESS DECK MASTER-AT-ARMS RESPONSIBILITIES. The Mess Deck Master-at-Arms is responsible for the following:
  - Determining the eligibility of personnel passing through the serving line to eat in the GM.
  - Requiring each person to show a valid military CAC identification card (this procedure will ensure that only persons entitled to RIK eat meals at government expense).
  - Obtaining signatures and legible meal pass numbers on NAVSUP Form 1291.
  - Assisting the GM Cashier in obtaining signatures on DD Form 1544 sheets for cash sales.
  - Receiving NAVSUP Form 1292 from a group's supervisor for mass feeding in the GM, counting the number of personnel in the group as they enter the serving line, verifying the total number of personnel in mass feeding, and entering TOTAL VERIFIED in the Remarks Block when signing the second signature line of the form.
  - Preparing a daily NAVSUP Form 1292 that summarizes the information in the supporting documents.
  - Ensuring that no food is removed from the mess decks and taken out of the galley; this does not include hot or cold box lunches that, by design, are meant to be eaten offsite.
- 3. GENERAL MESS RECORDSKEEPER RESPONSIBILITIES. The GM RK verifies the entries made on NAVSUP Form 1292 by the Mess Deck Master-at-Arms personnel and GM cashiers and makes the entry on the form for personnel not passing through the serving line. The RK also is responsible for the following:
  - Verifying the totals for each type of category of personnel listed.

- Checking cash sales figures and ensuring that the number of meals sold for cash includes credit sales.
- Ensure that the NAVSUP Form 1292 for duty food service personnel does not include personnel receiving BAS.
- Checking meals requested and furnished for other types of personnel not passing through the serving line and ensuring that the assigned personnel complete the required forms.
- Ensuring that the number of signatures from contract food service personnel on NAVSUP Form 1291 does not exceed the number of personnel on duty during the meal.
- Reporting problems to the FSO for corrective action.
- Making required corrections to personnel counts and coordinating the corrections with the person making the errors.

# 2307 AUDIT BOARD

1. COMPOSITION. The Commanding Officer and/or Regional Galley Program Manager of the activity shall appoint personnel to an Audit Board to review a GM's records and procedures. The Audit Board shall consist of one to three individuals who are not associated with the food service operation. One of the individuals must be familiar with basic food service accounting. Members of the Audit Board must include a minimum of one commissioned officer, or a civilian employee of appropriate grade, or an enlisted E7 through 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 shall conduct a thorough review of head count procedures at least once each month.

4. REVS AUTOMATED SYSTEM AUDIT. For GMs using the REVS automated system, the audit shall ensure that the proper protocol is exercised to ensure the security and safety of PII when a customer's CAC is handled and scanned. The audit also shall determine that the Command ensures that proper information is recorded and reflected on the customer's pay and personnel record.

The Audit Board shall observe procedures used during a meal to review compliance with regulations. Specific procedures to observe include the careful handling and scanning of CAC cards, cash handling, obtaining legible signatures (for messes **not** using the automated system), and documenting overrides in the automated system for certain situations such as mass feeding of select groups.

5. AUDIT OF RATION CREDIT TOTALS. The purpose of the audit of ration credit totals is to verify daily ration credit figures and to ensure that 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 must agree with the daily summary NAVSUP Form 1292. The Audit Board then shall 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 must agree with the daily summary NAVSUP Form 1292.

The Audit Board shall review the month's daily summary NAVSUP Form 1292 documents. The total number of ration credits must agree with the monthly NAVSUP Form 1292 prepared for the Audit Board by the FSO.

The Audit Board then shall review the following records to ensure that the monthly total ration credit figures agree:

- Monthly NAVSUP Form 1292
- Monthly NAVSUP Form 338
- Monthly NAVSUP Form 1359

Accommodations for rounding errors will be accounted for following the procedures outlined in Paragraph 2305.3. The RK shall sign the first signature line of the NAVSUP Form 1292 monthly recapitulation and shall pass it to the Audit Board who shall make any required corrections and will reconcile all corrections with the FSO (the FSO shall initial the changes and sign the monthly NAVSUP Form 1292). The signed original monthly NAVSUP Form 1292 document shall be sent back to the FSO with the daily summary NAVSUP Form 1292s. Upon completion of the audit, all audited daily NAVSUP Form 1292s will be maintained for 10 years. NAVSUP Form 1291s will be discarded after command audit is complete.

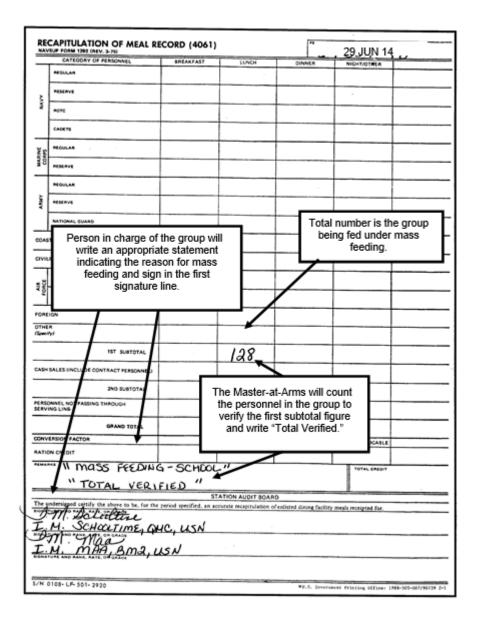
6. REPORTS TO THE COMMANDING OFFICER. The Audit Board shall make a summary report of audit findings to the Commanding Officer after conducting each audit. The report must include a statement citing compliance with procedures and directives or the report must state otherwise. Problems in controlling meal passes, determining eligibility for personnel in the serving line, or documenting mass feeding must be reported when discovered. The Audit Board shall retain the summary report after the Commanding Officer's review and shall forward one copy to the activity's FSO. The summary report, and the working papers used to develop the report, shall be retained for 10 year in the non-accountability file.

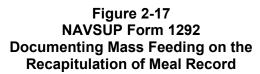
If any individual discovers personnel on BAS eating meals at government expense, the individual must take appropriate action to document the offense properly. A report must be made to the Commanding Officer or to the Command to which the perpetrator is attached for appropriate action.

**7.** REPORTS TO THE SUPPORT SERVICES DIRECTORATE, FOOD SERVICE DIVISION (NAVSUP N432). The FSO shall submit corrected reports and returns resulting from audits of ration credit totals by following the procedures discussed in Paragraph 7004 (P-486, Chapter 7) for submitting corrected reports and returns to NAVSUP N432.

LESS LINE 194, METER) CATEGORY OF PERSONNEL (Check applicable block)		NAVY CADETS MARCORPS REGULAR MARCORPS RESERVE				GUARD
SIGNATURE (First initial and last near)	MEAL PASS C	OMMAND/UNIT	(Eirer Ani	IGNATURE 1 al and last name)	MEAL PASS NUMBER	OMMAND/U
E. Cemo	13713511		JB	eepes	B 103359	
C. adolphia	0713515		<u>"</u>	. Hapel	13703486	
R. Fraham	B703499		" \v	rightuck	1223596	
BEng	25703467		"	Taplus	B 703491	
D. Wuton,	13 1103516		E.R.	Surren	13 703349	
A. E. Wes	B703522		Ð.	Juin	B70549	
andreus	B703343		$"\overline{\mathcal{D}}$	hym .	13703330	
Lalesment.	3713476		Ĩ	Eque SA)	B703500	
Bund	B703466		d.A.	which	B705574	
S. Johnson	B703512		61.12	erlibric	B703506	
B. Thathan	13243427		"-G1	maging	19 703393	
O. Ring	B-703374		" Lib	millin	B703421	
V. Blackwell.	8703573		79. u	ala -	A 205595	
T. Cardwal	15704318		00 /	Johnson	B713449	
Q. Williams	0703467		*/	- hwelly	Brosyn	
n.Minor	A 703459		5-	Diva	B703339	
1 Puter	B703575		" H	Bantie	13/23383	
P. Sraham	8703429		" ej	no lance	B 703552	
Q Baka	8703518		" q	Jochback.	B703460	
F. murel		j	<u> </u>	hain	87034	
	sonnel who do neal pass use t			Ban	B103572	
P. gray	numbe			Pomes	B 703401	
AWills				Bridgestry	B703569	
2 Blow	2 703522		Ono	Thormac	B703 447	<del>.</del>
K Kon	B703437		201	latts	3388	

# Figure 2-16 NAVSUP Form 1291 Meal Signature Record





	MEAL RECORD (4061)				PERIOD OR D	ATE	
AVSUP FORM 1292 (REV. 3-	OF PERSONNEL		FAVEACT	1.1111011	07/31/2014		
CATEGORY		BR	EAKFAST	LUNCH	DINNER	_	
	REGULAR		73	56		50	
NAVY	RESERVE					-	
	ROTC					_	
	CADETS					_	
MARINE CORPS	REGULAR					_	
	RESERVE						
	REGULAR						
ARMY	RESERVE						
	NATIONAL GUARD						
COAST GUARD							
CIVILIAN APPLICA	NTS						
AIR FORCE	REGULAR						
AIRFORCE	NATIONAL GUARD						
FOREIGN							
OTHER	TAR						
(Specify)	OTHER						
	1ST SUBTOTAL		73	56		50	
CASH SALES (INCLU PERSONNEL)	DECONTRACT		10			7	
	2ND SUBTOTAL		83	58		57	
PERSONNEL NOT PA THE SERVING LINE	SSING THROUGH			$\nabla T$			
	GRAND TOTAL		83	58		57	
CONVERSION FACTO	DR		When	more than			
RATION CREDIT				supervise:		8	
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				subtotal(s			62.
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The set of set	STATION						
The undersign SEGNATURE AND RANK, RA	el cartify the above to be, for the period specific TE OR GRADE	ol, an ari	serate recapitaliation of o	rolisted dining facilit	y meals receipted fi	#. <u>.</u>	
SEGNATURE AND RANK, RA	IE OR GRADE						
SIGNATURE AND RANK, RA	TE OR GRADE						

\*\*\* END OF REPORT \*\*\*

# Figure 2-18 NAVSUP Form 1292 Documenting Daily Meal Summary on the Recapitulation of Meal Record

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

ROL RECOR	ID (4061)		Ľ	NAVS	SUP FOR	RM 3	38				BDFA E.W	
dion)					U\$\$ EN	TERPRIS	E (CVN-6	IS)				
				VEAL	S MED						10-101	Γ
	NEALS S	ILD FOR C	NSH .		M	ALSTED	MINIONSI	N KIND		KATION C	ACU1	
365A0-ASI 205 (2)	LUNCH 4% (7)	UNNER 475 (4)	NCHI 225/425 (3)	DAILY (9)	1962ARPASI 20% (7)	LUNCH 475 (8)	UNNEX 45 (2)	NCHI 205/405 (10)	DAILY (11)	NIKICASH SALES DAILY TOTAL (12)	CUNULATIVE TOTAL (13)	
6	109			55.90	131	155	ıc	0	162.20	213	505	┝
	220			-	100	100	100				50	t
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UP FORM 1292							Page 1	of 1		J	400	Γ
NAVY MARINE COR	ROTO CADO PS REST REST REST	STS ILAR RVE ILAR						Total n	ratior iust be	ns for the day e the same		~
COAST GUARD		ONAL OUN	RD			-	_					
CIVILIAN APPLI	RECT	TAR	-			_			2020			t
AIR FORCE FOREIGN		ONAL OUA	RD .			-			7			
OTHER (Specify)	TAR	R IST SUBT	VITAT		3 56	50						
CASH SALES (DX PERSONNEL)	CLUDE COR	TRACT		1	0 2	7						
PERSONNEL NOT THE SERVING LP	PASSING 1	2ND SUBT HROUGH GRAND T		,	0 58	57		/				
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SECUTURE AND RANK			/SUP	FOR	M 1292							
nified. For Official	Use Only.											

Figure 2-19 Posting Rations From the Daily Summary (NAVSUP Form 1292) to the General Mess Control Record (NAVSUP Form 338)

RECAPITULATION OF M NAVSUP FORM 1292 (REV. 3-75			(	07/01/2014 - 07	/31/2014
CATEGORY	OF PERSONNEL	BREAKFAST	LUNCH	DINNER	NIGHT
	REGULAR	2917	3580	2458	
N1 4 X7X7	RESERVE	96	283	31	
NAVY	ROTC				
	CADETS	17	17	14	
MARINE CORRE	REGULAR	779	1194	707	
MARINE CORPS	RESERVE	10	9	2	
	REGULAR	463	376	270	
ARMY	RESERVE	36	58	34	
	NATIONAL GUARD	296	225	170	
COAST GUARD					
CIVILIAN APPLICAN	TS				
AID FORCE	REGULAR		1		
AIR FORCE	NATIONAL GUARD				
FOREIGN					
OTHER	TAR				
(Specify)	OTHER				
	1ST SUBTOTAL	4614	5743	3686	
CASH SALES (INCLUD PERSONNEL)	1256	2306	383		
	2ND SUBTOTAL	5870	8049	4069	
PERSONNEL NOT PAS THE SERVING LINE	SING THROUGH				
	GRAND TOTAL	5870	8049	4069	
CONVERSION FACTOR	ર	20%	40%	40%	
RATION CREDIT		1174.0	3219.6	1627.6	
REMARKS				TOTAL CRE	DIT
					6021
	ST/				
-		ECORDS K	EEPER"		
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	"L	EADING CS'	"		_
SIGNATURE AND RANK, RATE	OR GRADE				
	"冖				
SIGNATURE AND RANK, RATE		OOD SERVI	CE OFF	ICER	

Unclassified. For Official Use Only.

#### Figure 2-20 NAVSUP Form 1292 Documenting Monthly Summary of Meals on the Recapitulation of Meal Record

# 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. Ration credit must be taken for all enlisted personnel entitled to RIK in the GM plus ration credits obtained by converting meals sold for cash to rations.

2. SEA DUTY. Sea Duty is any service performed in a self-propelled vessel with berthing and messing facilities that is in an active status, in commission, or in service. This term applies to members who are either permanent party or aboard for temporary duty. All members on sea duty who are not a member of an authorized private mess will be charged for all meals made available whether eaten or not, subject to approved missed meals. (Ref: DoD 7000.14-R Financial Management Regulation Volume 7A, Chapter 25).

3. DAYS IN PORT. In port means at berth or at anchor in ports located in the United States or overseas when liberty is granted. Ration credit shall be taken only for meals fed, except for the day of leaving and the day of returning to port as mentioned above.

4. SIMULATED AT SEA EXERCISES. Take full ration credit for all enlisted personnel aboard ship who are entitled to meals served during the time period of the simulated at sea exercises. While conducting simulated at sea exercises, and when personnel cannot leave the ship, cash paying customers (such as officers and ship riders) shall be charged for all meals made available. Ration credit is obtained by converting meals sold for cash to rations during days of simulated at sea exercises in port. These exercises include for example, fast cruise, general quarters, force protection drills, and engineering casualty control (ECC) drills.

5. CROSSING THE INTERNATIONAL DATELINE. Ration allowances shall be adjusted to compensate for the change in the calendar day resulting from crossing the 180<sup>th</sup> meridian. When time is set back one day in crossing from the west (Japan) to the east (United States), ration credits shall be taken for the extra day and a menu shall be created for the gained day in the FSM system. See Appendix A for a discussion of this topic. When the time is advanced one day in crossing from the east (United States) to the west (Japan), ration credits shall not be taken for the lost day.

6. HOLIDAY RATION CREDITS. On Thanksgiving and Christmas, the Pre-Meal Task Food Preparation Worksheet Holiday ration credits must be applied by selecting one of the Holiday Ration Credit formulas that are preset in FSM to record the correct sale of meal rates and ration credit formula. The Holiday Ration Credit Conversion Factors are 35, 65; 20, 65, 15; or 20, 15, 65. These are the only ration credit formulas allowed for the two holidays. The 1282 is not changeable or repairable once the information has been posted. If the setting of the Pre-Meal Tasks Food Prep Worksheet was in error, it must be corrected by deleting the entire approved 1090 and recreating it with the correct holiday ration credit selected before posting any expenditures and/or issues or before recording headcounts for the day.

# 2401 RATIONS ALLOWED NUMBER AFLOAT

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

2. FOREIGN AND OTHER PERSONNEL RATIONS. When rations for foreign or other types of personnel are included, the FSO shall allow completion of certification when required. The FSO should be advised of any significant changes to the number of personnel entitled to subsist from the GM.

3. FOOD SERVICE OFFICER. The FSO shall use the ship's daily muster report and other information provided by the Executive Officer or Personnel Officer to carry out the following activities:

- Planning the quantities of food required on the following day based on the number of personnel expected.
- Preparing any required certifications and arrange for completion and signing of the certification before the departure of the personnel involved.
- Preparing a summary document, using the ship's daily muster reports, of the rations allowed for the monthly (or accounting period) General Mess Summary Document (NAVSUP Form 1359) as discussed in Chapter 7.

### 2402 ACCURATE COUNTING

1. INPORT/UNDERWAY. An accurate count of all personnel consuming meals from the GM shall be taken inport/underway using a mechanical counting device. Accurate head counts reduce food waste, provide historical information for planning endurance loading, and can assist during menu preparation. Accurate head counts also 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 GM ensures that appropriate ration credits will be taken. The FSO shall undertake the following:

- Review the appropriate ration credits.
- Review and sign the appropriate documents to ensure all food items used were included in the daily issue documents to the GM.
- Ensure an accurate number of personnel attending the event was included in the appropriate column(s) of NAVSUP Form 338.

### 2403 RECORDING AFLOAT RATION CREDIT

1. DAILY MUSTER REPORT. The daily muster report shall include the total number of enlisted personnel assigned (less personnel on leave, TAD/TDY, confined not onboard, and unauthorized absentees). 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 who are treated as RIK for food service accounting purposes. The muster report informs the FSO of the total number of enlisted personnel entitled to RIK. 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 Paragraph 2201-3, and meals sold on a credit basis are recorded on the Sale of General Mess Meals (NAVSUP Form 1046) in accordance with Paragraph 2201-2b. See Figure 2-12 Sale of General Mess Meals (NAVSUP Form 1046). 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 NAVSUP Form 338 as shown below:

Data Block and Caption Instruction for Entry

Enter the appropriate day of the month.
Actual number of breakfast meals sold for cash and credit as recorded on DD Form 1544 and NAVSUP Form 1046.
Actual number of lunch meals sold for cash and credit as
recorded on DD Form 1544 and NAVSUP Form 1046.
Actual number of dinner meals sold for cash and credit as
recorded on DD Form 1544 and NAVSUP Form 1046.
Actual number of night meals sold for cash and credit as
recorded on DD Form 1544 and NAVSUP Form 1046.
Column (2) x .25 + Column (3) x .40 + Column (4) x .35 + Column
(5) x (if breakfast meal .25, if dinner meal .35). (Do not round this value).

NOTE: When the Officers' Mess subsists out of the GM on a continuous basis, all Officer ration credits shall be taken for all three meals on full days at sea. On the day of entering or leaving port, partial ration credit shall 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. RIK in port and at sea are discussed below.
  - a. In Port. Take ration credit only for meals fed, except for the day of leaving and the day of returning to port as discussed in Paragraph 2400-2. This value shall be entered on NAVSUP Form 1090 by the Watch Captain (Figure 2-22). These rations are only RIK and do not include rations sold for cash.

NOTE: Subtract rations sold for cash or credit (as recorded on NAVSUP Form 1046 and DD Form 1544) from the actual rations fed from NAVSUP Form 1090 (Figure 2-22). Enter this number on the General Mess Control Record (NAVSUP Form 338) and compute the total ration credits for each day for meals fed under the RIK columns as shown below.

Data Block and Caption	Instruction for Entry
(7) B	Actual number of meals fed for breakfast as recorded on
	NAVSUP Form 1090. This shall not include meals sold for cash.
(8) L	Actual number of meals fed for lunch as recorded on the
	NAVSUP Form 1090. This shall not include meals sold for cash.
(9) D	Actual number of meals fed for dinner as recorded on the
	NAVSUP Form 1090. This shall not include meals sold for cash.
(10) N	Actual number of meals fed for the night meal as recorded on the
	NAVSUP Form 1090. This shall not include meals sold for cash.
(11) Daily	Column (7) x .25 + Column (8) x .40 + Column (9) x .35 + Column
	(10) x (if breakfast meal .25, dinner meal .35). (Do not round this
	value).

b. At Sea. Ration credit shall be taken for all enlisted personnel entitled to RIK in the GM as reported in the daily muster report. This number shall 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. This number shall be entered on the General Mess Control Record (NAVSUP Form 338) (Figure 2-23). Total ration credits shall be computed for each day for meals fed under the RIK columns as shown below:

Data Block and Caption	Instruction for Entry							
(7) thru (9) B, L, D	Total number of enlisted personnel entitled to RIK as							
	reported on the daily muster report.							
(10) N	Leave blank.							

(11) Daily Enter the total number of enlisted personnel entitled to RIK as reported on the daily muster report.

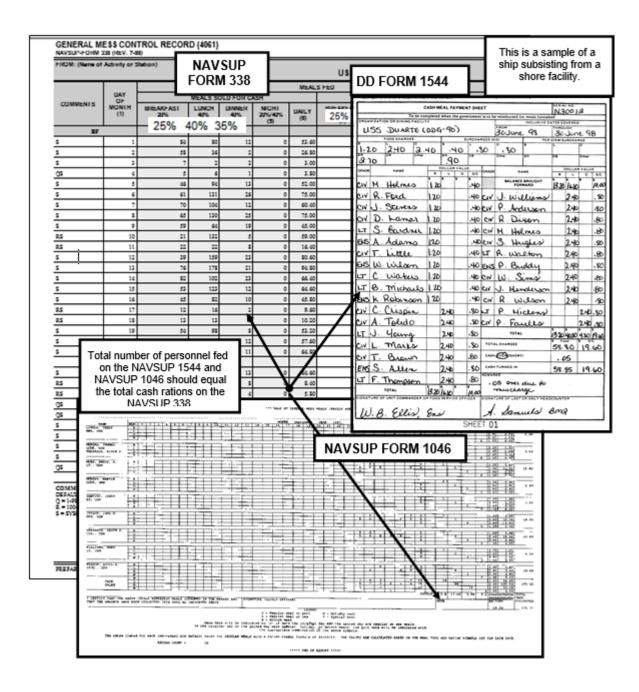


Figure 2-21 NAVSUP Form 338 Meals Sold for Cash to the General Mess Control Record

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3		4	5	6		1 0	1.50		90	104	45	0		<del>D</del>	
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5		27	40 45	109	1	2 0 5 0	45.00		151	176	105	0	130.90	<u> </u>	
		29	55	220		4 0 6 0	125.40		100	100	100		100.00	-	
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Figure 2-22 Posting Meals Fed – Rations in Kind to the General Mess Control Record (NAVSUP Form 338) for Afloat Activities Inport

8 (PEV. 7-8												BOP A		
divity or 3	bebon)					U\$\$ EN	TERPRIS	E (CVN-4	:5)					
	MEALS FED											RATION CREDIT		
UAY OF		MEALS S	OLD FOR C	ASH		M	EALS FED	- RATIONS I	INFOR CREDIT					
25%		LUNCH 5%	LINNER 475 (4)	NCHI 20%/40% (5)	259	BREAKFASI 6 40% 3	LUNCH	UINNER 40% (2)	NICHI 20%/40% (10)	UAILY (11)	INKICASH SALES DAILY TOTAL (12)	CUMUL 10		
	~		(4)	(4)				(4)	(14)		(	<u> </u>		
1	54	50	12	0	53.60	416	349	276	0	333.20	287			
2	5	36	2	0	26.90	294	272	154	0	227.20	25			
3	7	1	2	0	3.00	260	152	145	0	165.00	171			
4	5	6	1	0	3.90	99	50	65	0	79.60	12			
5	65	94	13	0	52.00	149	259	141	0	189.50	242			
6	61	131	26	0	75.00	135	213	165	0	170.00	26			
7	70	106	12	0	60.60	105	205	134	0	166.90	23			
:	65	130	23	0	75.00	134	217	147	0	172.60	267			
9	59	64	19	0	45.00	147	172	76	0	127.90	173			
10	21	132	5	0	59.00	95	56	63	0	69.00	125			
11	22	22	:	0	16.40	95	19	50	0	\$5.60	103			
12	29	159	2	0	\$0.60	152	219	141	0	176.60	255			
13	76	175	23	0	94.50	145	272	160	0	202.40	297			
14	12	102	3	0	66.40	150	273	119	0	196.90	23			
15	5	123	12	0	61.60	12	167	105	0	125.60	190			
16	8	52	10	0	45.90	110	372	=	0	205.00	252			
17	12	16	:	0	9.60	96	147	6	0	97.60	107			
15	13	13	6	0	10.20	105	155	70	0	112.40	123			
19	54	95	:	0	53.20	150	214	153	0	176.50	230			
20	5	106	12	0	57.60	220	257	161	0	223.20	251			
21	60	121	11	0	64.90	255	266	161	0	221.90	257			
21														
22	67	65	13	0	66.60	234	153	120	0	160.00	205			
23	12	7	5	0	1.40	142	102	105	0	110.40	119			
26	13	6	6	0	5.90	150	106	91	0	109.20	115			
2	13	5	7	0	1.40	6	52	52	0	51.20	60			
26	10	2	4	0	4.40	50	65	57	0	58.90	ជ			
27	60		12	0	41.00	16	176	105	0	130.90	179			
3	45	109	:	0	55.90	121	193	147	0	162.00	218			
29	55	220	66	0	125.60	100	100	100	0	100.00	22			
30	1	5	1	0	2.90	155	299	205	0	239.00	242			
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- 1		day w	ill show	up in thi	s colur	nn.	- 11	recei	receiving RIK/Cash Sales each day will					
- I							- 11	up in t	this column.					
						AUDITED BY								
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#### Figure 2-23 NAVSUP Form 338 Posting Meals Fed–Rations in Kind to the General Mess Control Record

# PART F: RATION SYSTEM ALLOWANCES

# 2500 GENERAL MESS FINANCIAL MANAGEMENT

GMs provide high quality meals to authorized personnel. The FSO maintains financial accountability and control of the GM within an allowed monetary amount. Providing high quality meals within a prescribed monetary allowance requires managerial skills and constant attention from the FSO and food service division.

The monetary allowance amount depends on the number of personnel served in the GM and the current values of the authorized food allowances for the GM. 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, 25 percent of a ration is earned; lunch is 40 percent of a ration earned, and dinner is 35 percent of a ration earned. Ration credit may not be claimed more than once for the same meal. Ration credit may not exceed 1.0 ration per person per day.

The FSO shall manage the GM operation and shall not exceed the monthly (or reporting period's) authorized monetary allowance amount. The FSO must devote constant attention to the GM operation and must 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 FSO is required to review the daily ration cost on NAVSUP Forms 338 and NAVSUP Form 1359. This is especially important and necessary during inport periods. Each week the FSO shall print out NAVSUP Form 338, review it, sign it, and retain it with the monthly returns. 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 GM reduces inventory adjustments during the account period.

Special events such as barbecues, cookouts, or picnics must be reviewed to determine the effect on the current over issue or under issue status of the GM. Conscientious management action ensures that the GM records reflect an under issue status at the end of each accounting period. Prompt and effective action must be taken to ensure that 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. It 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 from the current DoD appropriation act. The current NAVSUPNOTE 7330 issues the BDFA monetary value, Special Allowances, Master Load List (NAVSUP Form 1059), and general information on food items.

2. SUPPLEMENTAL FOOD ALLOWANCE. The supplemental allowance is a set quantity of food that can be defined by components and by the 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 GM in accordance with the current NAVSUPNOTE 7330. The Supplemental Food Allowances can be used by all GMs, excluding submarines, that have the following:

- 1 to 99 total rations fed per day
- 100 to 149 total rations fed per day

Appropriate monetary rates for these Supplemental Food Allowances can be found in the current NAVSUPNOTE 7330 published quarterly by NAVSUP N432. Only one Supplemental Food Allowance may be used on any particular day.

Branch messes shall use the supplemental allowance only when meals actually are 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 the BDFA alone is insufficient and will not support the GM under certain unusual or special circumstances. The following list shows NAVSUPNOTE 7330 special allowances:

- Submarines
- NAVSUP-directed DoD Birthday/Special Events, Thanksgiving, and Christmas Day holiday meals
- Newly established GMs for the first 30 days of operation, and GMs temporarily closed for 30 days or more
- Ships in a repair yard for a period of time with limited crew or when subsisting from a barge.
- Prime Vendor Allowance (PVA). The monetary value of the PV Allowance will depend on the servicing Prime Vendor for the Ashore or Afloat Units. The allowance will automatically be activated daily and may change in monetary value depending upon the Prime Vendor used to purchase subsistence. As a subsistence order is received, the RK must use the current NAVSUPNOTE 7330, which is published on a quarterly basis by NAVSUP, to determine the applicable PV Allowance to load into the Food Service Management (FSM) System. A Non-Prime Vendor support allowance is available for those areas, such as Australia or South America, without Prime Vendor Support or for those receiving Replenishment at Sea (RAS) Husbanding Agent. All allowances will be activated automatically on a daily basis in FSM until the next delivery has been received from another source/supplier. The following list provides further information:
  - When in homeport, the assigned homeport PVA shall be used upon receipt of a subsistence order. This allowance shall continue to be taken until next delivery has been received from another supplier/source.
  - When deployed within CONUS and receiving subsistence, the PVA correlating to the Prime Vendor from which the subsistence order was received shall be used. This allowance shall continue to be taken until the next delivery has been received from another supplier/source.
  - When deployed overseas, the PVA for an assigned overseas vendor shall be used upon receipt of a subsistence order. This allowance shall continue to be taken until the next delivery has been received from another supplier/source.
  - When receiving subsistence in areas without Prime Vendor support or without RAS, the non-prime vendor support allowance shall be used. This allowance shall

continue to be taken until the next delivery has been received from another supplier/source.

NOTE: PVA rates do not apply to transfers (with or without reimbursement).

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

The current NAVSUPNOTE 7330 does not include all possible situations that may justify special allowances. Requests for additional allowances shall be submitted in a timely manner to NAVSUP N432 via the appropriate Chain of Command. 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 GM in an over issue condition.

#### 2502 RECORDING THE DAILY MONETARY ALLOWANCE

1. TOTAL DAILY RATION CREDIT. Part D and Part E of this Chapter discuss how to determine meals sold for cash and meals fed RIK and how to record these rations on the General Mess Control Record (NAVSUP Form 338). The procedures for recording the total daily and cumulative ration credits are shown below (see Figure 2-24):

Data Block and Caption	Instruction for Entry
(12) RIK/Cash Sales	Column (6) + Column (11) (round Daily Total to the nearest whole
	ration)
(13) Cumulative Total	Column (12) + the previous day's Column (13)

2. COMPUTING MONETARY ALLOWANCE. The procedures for recording the daily and cumulative monetary allowance on the General Mess Control Record (NAVSUP Form 338) are shown below (see Figure 2-24):

Data Block and Caption<br/>(14) Daily Monetary<br/>AllowanceInstruction for Entry<br/>Column (12) x the monetary allowance<br/>(BDFA plus added allowances)(15) Cumulative TotalColumn (14) + the previous day's Column (15).

#### 2503 EFFECTIVE MONETARY RATION ALLOWANCE

1. REVISED ALLOWANCES. Monetary ration allowances are revised quarterly and become effective on the first day of the quarter that follows the published date.

2. OPERATING A GENERAL MESS ON A BARGE OR SIMILAR SHIP. COs may have to operate a GM aboard a barge, barracks ship, or similar facility. This may occur because of overhaul, renovation by the shipyard of food service facilities, or during a decommissioning phase. The CO may place the enlisted crew members on full BAS resulting in a cash sale Afloat General Mess operation that presents a challenge to maintain a solvent food service operation in accordance with Paragraph 2504. Therefore, an afloat GM in this situation shall continue to use the applicable BDFA, the Supplemental Allowances, and the Afloat Maintenance Availability Special Allowances. An afloat GM in this situation shall continue to use monetary allowances applicable to afloat units for ration credit determination and shall continue to submit all 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 RIK 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. For additional information refer to Department of Defense Directive 1418.5 and to DOD 7000.14-R, VOLUME 7A, CHAPTER 25, "SUBSISTENCE ALLOWANCES".

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3.	Spec	ial	Foo	d Al	lowa	ances												

## Figure 2-24 NAVSUP Form 338 Recording Total Daily Ration Credits and Ration Allowances to the General Mess Control Record

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# PART G: SITUATION FEEDING AND ALLOWANCES

## 2600 NIGHT MEALS AND MID-RATIONS

1. GENERAL. Night meals provide personnel with the opportunity to substitute a night meal for a meal missed earlier in the day because of standing watch or because of other assigned duties. Personnel standing watches or performing other assigned duties between 2000 and 0300 may receive a night meal. A maximum of one ration credit per person per day will be claimed regardless of the number of night 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 GM. Ration credit and sales of night meals will follow the rates published in the current NAVSUPNOTE 7330.

2. ASHORE. Personnel entitled to RIK 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. (REV System users are not required to use the NAVSUP Form 1291 and DD Form 1544).

3. AFLOAT (IN PORT). FSOs have the discretion to authorize night meals. Personnel receiving a night meal in port must have approval from the division officer based on the muster report provided for those personnel. Night meals are designated for personnel who missed a regular scheduled meal based on their evening work schedule. 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.

4. AFLOAT (UNDERWAY) NIGHT MEALS (MIDRATS). These are additional meals that contain the same nutritional components as lunch and dinner. Night meals must follow Navy standard core menu guidelines required by menu review criteria. The night meal must contain a healthy entrée, starch, vegetables, and fruits. Unprepared leftovers may be used in addition to the night meal menu. Leftovers cannot be the only option offered. Creative use of uncooked leftovers, grab and go snacks, fruit and salad bars, and eggs to order are highly recommended strategies to be used during MIDRATS. Extreme care should be taken when leftovers are served to ensure that the food safety requirements for serving leftovers, as indicated in NAVMED P-5010, Chapter 1, are strictly followed.

RIK personnel are entitled to three meals per day. The MIDRATS meal is in lieu of a missed meal. Night meals are intended to be served to personnel who are assigned to an on/off going watch section or night work shift and must take into consideration the work schedules required by all personnel. Every effort should be made to prepare and serve quality night meals to authorized personnel. The value of food items used to prepare MIDRATS will be in the total cost of issues to the GM for the day the breakout took place. Claiming ration credit and/or sale for the MIDRATS is not authorized when ration credit for every person on board has been taken at breakfast, lunch, and dinner.

### 2601 RECREATIONAL EVENTS

1. GENERAL. Instead of a meal served in the GM, the CO may allow issuing food items from the GM to authorized personnel for use for picnics and other forms of recreation. However, the statutory limitations governing use of appropriated funds that place restrictions on the issuance and sale of meals must be followed in all circumstances. The FSO must ensure that only

personnel entitled to RIK receive, from the GM at government expense, cooked or uncooked food for picnics or other forms of recreation.

Enlisted personnel receiving BAS, officers, dependents, and other guests must pay the published sale of meal rates that is published in the current NAVSUPNOTE 7330. The FSO will arrange with the activity, 7 working days before the placement of the food order, for the activity to collect and to bring all monies to the FSO. A duty cash collection agent shall receive all money and shall verify that all paperwork matches the amount of rations being made. This needs to be done in advance for the proper posting of the rations into the FSM computer and for the correct deposit of monies for that given day.

The Leading CS may develop a standardized picnic or recreational event menu. This will provide standardization and will help the requesting activities with making their selections.

2. DOCUMENTATION. The FSO will require a written request for picnic or recreational rations 7 working days before the event to allow for proper thawing and preparation of meat products and for collection of the cash and verification of the paperwork.

All paperwork and cash must be submitted 7 working days before the picnic and/or recreational event to allow for placement of the food order, verification of the paperwork, and collection of all monies. This is a commitment from the activity that the event will take place.

Figure 2-25 provides a sample memorandum to use for requesting picnic or recreational event rations. The request must include the following information:

- Name of activity requesting the rations.
- Number of personnel and date of the picnic or recreational event.
- Names of personnel entitled to RIK. (Use a Recapitulation of Meal Record (NAVSUP Form 1292). This is required only for ashore activities).
- Number of officers attending.
- Number of civilians attending.
- Number of MFMs of E4 and below attending (discounted rate).
- Number of MFMs of E5 and below attending (standard rate).
- Number of personnel attending the event who receive an allowance for subsistence (if applicable).
- Total cash collected.
- Picnic menu, pick up time, and the name of the person authorized to pick up the rations.
- Signature of the requesting official.

3. RECREATION FISHING FROM DEPLOYED VESSELS. Privately caught fish on board U.S. Navy vessels may be consumed at the Commander's discretion and with, ideally, veterinary consultation or, at a minimum, consultation with medical personnel if they have knowledge about fish health and processing. Privately caught fish must not be the only option at a meal; regular food and/or meals must be provided. Refer to Tri Service Food Code, P-5010-1.

	(Sample)				
From:	(Name of Activity, Division, Department, Office, etc.)				
To:	FSO				
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)				
•	te of event).				
	e breakdown of personnel attending is as follows:				
	Enclosures (1) and (2) provide a list of enlisted personnel entitled to RIK (ashore only).				
b.	Others				
	Sale of				
	Number Meal Rate Surcharge Total				
Officer					
Civiliar					
	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					
	ized personnel participating in the event receive a meal. Cash collected from the sale of				
meals	will be turned in to the FSO with this memorandum 10 days before the event.				
	(Signature of requesting official				

## Figure 2-25 Request For Picnic and/or Recreational Event Rations

### 2602 CEREMONIAL EVENTS

1. GENERAL. Navy commands traditionally sponsor social events and ceremonies to acknowledge noteworthy accomplishments and achievements of Navy personnel. Command functions that recognize personnel promotions, reenlistments, command milestones, and other similar events are vital to morale and tradition. Policies governing the use of Military Labor for ceremonial events must be strictly adhered to. Refer to Appendix E, Command Functions and Organization.

2. CEREMONIAL CAKES. The afloat FSO may approve requests to purchase ceremonial cakes on a case-by-case basis when there are adequate personnel and facilities to support the additional workload. The use of subsistence appropriation funds to defray the cost of food items is not authorized. These transactions must be handled as sales of bulk food items in accordance with Chapter 6, Paragraph 6302 for afloat procedures. Bulk sales are not authorized for ashore GMs without CNIC and NAVSUP N432 approval.

### 2603 BATTLE FEEDING

1. GENERAL. The Damage Control Assistant has responsibility for the afloat battle feeding plan. The Base Disaster Preparedness Plan contains information on battle feeding ashore.

Every attempt should be made to assign food service personnel to the galley and associated food service spaces during battle stations and Condition Three steaming.

2. FEEDING ON STATION. Distribution of food to battle station lockers ensures 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. Food carriers, racks, trays, and large coffee pots must be available to support battle feeding needs.

3. BATTLE FOOD PREPARATION. Battle food preparation will depend on whether the galley is in operation and whether CSs are available. If a galley or personnel are not available, meal-ready-to-eat (MRE) rations may be used and supplemented with hot or cold drinks. When limited galley food service is available, the planned menu items should include items such as sandwiches, fresh or canned fruit, hot entrées such as canned beef stew or chili con carne, easy-to-prepare and serve recipes, and a hot or cold drink.

4. GALLEY FEEDING. Personnel who are relieved from battle stations should go to the galley or to other auxiliary feeding stations for hot food. Various auxiliary feeding stations may be set up when the situation does not allow access to the galley.

5. OFFICERS IN BATTLE FEEDING SITUATIONS. Officers eating meals at the GM during battle feeding situations must pay regular meal rates in accordance with the current NAVSUPNOTE 7330. Afloat units will sell meals from the GM to officers on a credit basis to simplify procedures during the emergency.

6. BATTLE FEEDING/BASE FORCE PROTECTION EMERGENCY ASHORE. COs may authorize civilian personnel to purchase meals from the galley in the event of a Force Protection Emergency.

# **CHAPTER 3**

# STANDARD CORE MENU AND FOOD PREPARATION

## Part A: NAVY STANDARD MENU AND FOOD PREPARATION

References, Resources, and Tools	
Navy Standard Core Menu (NSCM)	
Basic Guides for Food Preparation	
Food Preparation Worksheet	
Suggestions for the Food Service Officer	

## Part B: CONSERVATION OF FOOD

Conservation Measures	)0
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## Part C: MENU SUPPORT PROGRAMS

MyPlate	<u>3200</u>
Joint Subsistence Advisory Board	
Go For Green®	

## CHAPTER 3

## NAVY STANDARD CORE MENU

## PART A: NAVY STANDARD MENU AND FOOD PREPARATION

## 3000 REFERENCES, RESOURCES, AND TOOLS

1. GENERAL. The Navy Menu is an important asset that is vital to mission success. Menus provide nutritious and flavorful meals using the Basic Daily Food Allowance (BDFA). Continuous menu development depends on Fleet involvement and the participation of food service personnel at shore facilities and on ships and submarines.

A well-planned menu uses food service personnel's experience and feedback from Command surveys, menu production, and menu review boards. All Commands must implement the current graded Navy menus for their platform using approved subsistence items from NAVSUPNOTE 7330 Master Load List (MLL). Menus must exhibit Go For Green (G4G) color codes.

2. GLUTEN FREE INGREDIENTS. Gluten free ingredients shall not be procured for Service Members (SMs). The specific instruction that addresses gluten intolerance as a medical condition that may qualify for service disqualification is found in DODI 6130.03 Medical Standards For Appointment, Enlistment and Induction Into The Military Services, page 21, Section 5.12c(3). This instruction establishes the policy for physical and medical standards. Small and large intestine diseases, including celiac disease, that require the elimination of gluten free foods is addressed in this instruction. For more information refer to the following website:

https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/613003p.pdf?ver=2018-05-04-113917-883

3. VEGETARIAN INGREDIENTS. There is a growing interest in vegetarian ingredients. The Armed Forces Recipe Service (AFRS) contains vegetarian recipes that continue to be developed to increase the options available for menu updates. These recipes will use the MLL ingredients and will not be vegan specific.

4. PLATFORM MENUS. Use of the AFRS is mandatory in all General Messes (GMs) to standardize food preparation using recipes available in FSM. AFRS G4G-coded recipe use is mandatory for all GMs. There are no hard copies of this file because it is a living document with recipes being added continuously. These recipes are available in FSM and on the MyNAVSUP website (path: Sites>Navy Food Service>Documents>Armed Forces Recipe Service). Registration is required to access the My NAVSUP Navy Food Service page. Further guidance is provided below.

- a. Guideline Cards. Guideline cards are found in Section A of AFRS. They eliminate the need to repeat the same information on recipe cards. Guideline cards include the following:
  - Information on food breakouts
  - food handling
  - measuring
  - procedures/equivalents
  - conversion charts
  - equipment guidelines
- b. Index Cards. Index cards are found at the beginning of each section of AFRS. The index card gives a complete listing, in numerical order by type of food or dish, of all recipes contained in that section.

- c. Recipe Classification. Based on the preparation process, all AFRS recipes fall into the three Navy recipe classifications discussed below.
  - (1) Scratch. Any recipe made from ingredients that require further processing before the dish can be assembled, cooked, and served.
  - (2) Speed Scratch. A speed scratch recipe combines convenient or ready-made food products with ingredients such as fresh fruits and vegetables to create recipes that save time and labor. Portioned cuts of meats, premade sauces, and frozen dough are examples of products used in creating a speed scratch recipe.
  - (3) Prepared/Ready To Use (RTU). An RTU recipe is defined as one that is ready to eat, is heat and serve, or has water added water and then is cooked. This includes steamed rice, instant mashed potatoes, and frozen and/or processed vegetables.

5. NAVY FOOD SERVICE (NAVSUP P-476)/NAVSUP FOOD FLASH. NAVSUP N432 publishes the Navy Food Service (NAVSUP P-476) quarterly and the NAVSUP Food Flashes as necessary. Both are posted on MY NAVSUP <u>https://www.my.navsup.navy.mil/group/food-services/home</u> and are distributed to all activities with GMs. Commands are required to retain the P-476 and NAVSUP Food Flash on hardcopy or electronically for 2 years. The P-476 and Food Flashes may contain policy updates and information for the following:

- Ingredients and/or recipes
- Galley equipment
- GM modernization
- Publication revisions
- Sanitation
- Food service automation
- Training
- Food preparation
- Food service operations
- Nutrition
- Menu planning
- Suggested special event/holiday menus
- Recordkeeping

The Food Service Officer (FSO) or the Leading Culinary Specialist (LCS) will make available every issue of the Navy Food Service (P-476) and the NAVSUP Food Flashes to each Culinary Specialist (CS). The LCS will document and ensure that each CS is aware of food service policy changes and updates in these publications. The FSO, LCS, Training Petty Officer, Records Keeper, Bulk Storeroom Custodian, Galley Captain, and Watch Captains are required to initial the front cover of the P-476 after reviewing it.

6. MENU REVIEW. All afloat platform specific menus and regional menus from Commander Naval Installation Command (CNIC) are required to have their menus evaluated annually by the NAVSUP dietitian. All menus shall be forwarded to the NAVSUP functional mailbox at navsup\_foodservice@navy.mil. Additional ashore specific location menu requests to NAVSUP N432 will be reviewed and forwarded from CNIC 925.

Each CNIC region must have one menu. CNIC Regional Directors must submit menus to the CNIC HQ Point of Contact (POC) appointed by the CNIC Ashore Food Service Director to validate the accuracy of the recipe name, number, and G4G codes.

The NAVSUP dietitian shall email receipt acknowledgment of all menu reviews and return those that have inaccurate G4G codes and/or that are non-compliant with G4G menu planning policy to the CNIC HQ POC for modification and resubmission. Additional guidance is provided below.

- a. Menu Review Process. Menu reviews will be given a pass or fail on the basis of compliance with Go For Green® and menu planning guidelines. Comments and/or recommendations must be provided in narrative format and must include new recipe development suggestions from Fleet-driven requests. CNIC may expect an electronic copy of the approved menu review from the NAVSUP dietitian within 45 days. The Type Commander (TYCOM) must email this documentation to all Commands within the region to maintain for inspections.
- b. AFLOAT Menus. AFLOAT menus will be developed with TYCOM and NAVSUP during an annual menu development seminar. TYCOM must distribute the menu review to all platforms' FSO or LCS to maintain for inspections.
- c. Menu Review Criteria. The menu shall be evaluated on the basis of its compliance with the standards outlined in this Chapter. Submitted menus are evaluated to ensure that their food categories comply with G4G menu planning goals: lunch and dinner meals must offer green-coded categories that include an entrée, starch, vegetable, bread, soup, dessert, beverage, and fruit. Requirements (discussed below) differ for small and large platforms. The size of a food service operation affects how these goals are applied.
  - (1) Small Menu Criteria (Submarine). When two recipes are offered in a category, a greencoded recipe must be offered and the additional recipe may be yellow- or red-coded. When deployed and only serving one item from each food category, a green-coded recipe must be offered at lunch or dinner when offering only one recipe in each category (deployed NSCM).
  - (2) Medium/Large Menu Criteria (ACU, LCS, MCM, CG, DDG, LSD, LPD, LCC, ESB, LHD, LHA, Carriers). When two or more recipes are offered for a category, one must be green-coded and the others in that category may be green- or yellow-coded. There may be *only* one red-coded recipe from each category. An example for starches is to offer a baked potato that codes G, french fries that code R, and mashed potatoes that code Y. Onion rings could not then be offered because they are coded R.
- 7. MENU REQUIREMENTS. The following requirements must be incorporated into menus:
  - Breakfast shall offer green-coded options including egg whites and/or egg substitutes, beans, salsa, oatmeal, whole grain bread, beverages (decaf tea and/or coffee, one percent milk, and water), and fruit.
  - The menu shall incorporate fresh fruits and/or vegetables that contain anti-oxidants and a variety of fiber sources. Examples are whole grain breads and/or cereals, legumes (kidney beans, baked beans), brown or wild rice, and quinoa.
  - The menu shall be aesthetically pleasing in terms of complementary flavors, textures, colors, and shapes.
  - Only NAVSUP P-7 AFRS Index recipes posted on MYNAVSUP shall be used.
  - Popular foods shall not be overscheduled on the menu or served at consecutive meals or on consecutive days.
  - Red meat (beef, pork, ham, veal, and liver) shall be offered throughout the menu. When two entrees are served at a meal, one shall be meat, poultry, fish, or a vegetarian option.
  - When two entrees are served at a meal, one shall be a hot entrée and the other may be a sandwich.
  - When two vegetables are served, one shall be a non-starch vegetable and one may be a starchy vegetable.

8. MENU BOARDS. There are two independent Menu Boards (discussed below): Menu Production Boards (MPBs) that review the preparation of menus by Food Service Division/personnel and Menu Review Boards (MRBs) made up of patrons/customers providing reviews and feedback of menus to the Food Service Division.

a. Menu Production Board. This Board is composed of CSs and is chaired by the LCS or the S-2 Leading Petty Officer. The Watch Captain(s) and cooks on watch provide feedback for

menu production. This Board shall meet monthly to review menu acceptability and the Command's customer survey comments. Food service personnel must use NAVSUP Form 1090 (Food Preparation Worksheets) to plan and discuss preparation techniques. Emphasis must be placed on the resources and limitations of the food service operation (storage, manning, and equipment) while maintaining quality nutritious meals. Feedback must be submitted to NAVSUP via TYCOM with the quarterly MRB minutes.

b. Menu Review Board. This Board shall consist of representatives from as many divisions as possible. The Board's composition may vary from one representative from each division to a broader membership depending on the Command's schedule. An MRB session shall be conducted quarterly. The Board will be chaired by the FSO or by the LCS in the FSO's absence. The purpose of the Board is to have patron representatives communicate recommendations for future menu revisions to the Food Service Division. The board provides a mechanism for providing patrons with an understanding of the resources and limitations of the food service operation and to educate personnel about current NAVSUPNOTE 7330 changes. The MRB minutes shall be recorded, routed through the Chain of Command for signature, and kept on file in the food service office for one year. A copy of the minutes shall be forwarded to NAVSUP via TYCOM.

9. COMMAND FOOD SURVEY. These surveys help determine the crew's preference. Surveys must be made available during each meal because tastes change, new personnel arrive, and new foods and recipes are introduced. A food service team member shall track the crew's preferences to assess acceptability and to make it easier to predict the necessary portions. Any circumstances that may affect acceptability shall be noted. Command menu surveys shall be submitted to the NAVSUP Mailbox (<u>navsup foodservice@navy.mil</u>) via TYCOM and/or CNIC with input from the MRB.

10. RATION IN KIND (RIK) FEEDERS. The Memorandum of Agreement for RIK feeders states that meals shall comply with the NAVSUP nutrition policy. NAVSUP complies with the Go For Green® and DoD menu planning standards that mandate that a green entrée, starch, vegetable, soup, bread, beverage, and dessert must be provided at each meal; there must be an alternate option coded yellow or red. The codes for AFRS recipes are located on the MYNAVSUP site: <u>https://my.navsup.navy.mil</u> at (path: Sites> Navy Food Service>Documents>G4G folders). Recipe numbers for all coded recipes must come from the NAVSUP G4G Food Service Management (FSM) Recipe Coding resource. Additional information on menus and meal attendance predictions is discussed below.

- a. Menus. Menus shall be submitted to the functional mailbox <u>navsup\_foodservice@navy.mil</u> on the approved template. This template requires the recipe name, number, and the Go For Green® color code and sodium code for each recipe listed on the menu. If the feeder is using recipes from the contractor and not from the AFRS, the recipes must be submitted to the NAVSUP Dietitian for coding. Specific manufacturer label information containing nutrient data also must be provided with the submission. The codes shall be sent back to the feeder for adding to their menu. The feeder menu will be evaluated only for menu compliance if Go For Green® menu coding is on the menu template.
- b. Meal Attendance Predictions. The procedures for effective meal attendance predictions and food cost analysis are discussed below.
  - (1) Ashore units shall use signature headcounts and meals sold for cash records to document actual persons fed.
  - (2) Afloat units underway shall receive full ration credit daily for all enlisted personnel and officers entitled to be fed at sea. A mechanical counting device shall be used to count persons fed for determining ration credit during inport periods based on the number of meals actually fed. At sea, a counting device shall be used to count persons fed as a tool for assisting the Watch Captain with NAVSUP 1090 preparation and for historical data.

(3) Head count records are not required to show how many persons are served at each meal; this practice is, however, recommended. The same historical data may be acquired by retaining the food preparation worksheet (NAVSUP Form 1090) for six complete cycles of the menu to accurately predict meal attendance. Estimates of future attendance are based on past records and on Command's circumstances and experience. Factors such as weather, proximity to payday, and liberty trends must be taken into account when predicting attendance.

11. FOOD COST ANALYSIS. Variations in meal attendance from day-to-day and meal-to-meal affect monetary allowances and food costs. It is critical that a periodic analysis of average head count predictions and historical food cost data performed by the Food Service Officer to assist in managing a solvent GM operation. A tool is available in FSM to use the pre-daily NAVSUP Form 1282 to identify food costs.

## 3001 NAVY STANDARD CORE MENU

1. GENERAL. The NSCM provides a platform-specific deployed and non-deployed menus to all Navy Commands that meet Go For Green® menu coding goals and DoD Menu Standards for Human Performance Optimization. The cycle menus provide more accurate forecasting for ration costs, requisition requirements, and daily food preparation. The NSCM has the following characteristics:

- It is designed to comply with the Basic Daily Food Allowance (BDFA).
- Items chosen are based on their quality and acceptability.
- It provides standardization and consistency of products across platforms.
- It contributes to more accurate financial management and control.
- It supports scratch cooking.
- It adopts industry best practices.
- It supports holiday and theme meals by including ingredients on the approved MLL and by seasonal management that supports unique menu requirements.
- It encourages development of food preparation skills while reducing unnecessary workload through the implementation of scratch, speed-scratch, and prepared cooking methods and recipes.
- It uses healthier cooking methods
- It streamlines equipment standardized with Subsistence Prime Vendor (SPV) catalogs to increase inventory management.

2. MENU DESIGN. The TYCOM and Fleet representatives from the Culinary Specialist (CS) Community in collaboration with NAVSUP shall use all resources available including afloat unit Menu Review Boards when developing menus. Menu design shall consider the following:

- Nutritional requirements
- Food cost
- Acceptability
- Worldwide supportability
- CS skill sets
- Equipment
- Manning levels
- Platform storage challenges
- 3. MENU. The TYCOM and/or NAVSUP shall draft a menu using the following tools:
  - Cargo (afloat) and SPV Catalog
  - NAVSUPNOTE 7330
  - Crew preference surveys
  - Armed Forces Recipe Service (AFRS)

• Recipes in FSM that have been approved by region and/or NAVSUP.

Ingredients and recipes for salad bars and dessert bars shall be included with the menu and must be coded accurately. CNIC Regional Directors shall develop menus using the resources listed above.

4. NSCM 1080 TEMPLATE. The menu template is a standard Excel spreadsheet used to populate Fleet cycle menu requirements. The template is located on the MY NAVSUP website under the Navy Food Services, NSCM G4G tab per platform. The template must be used for menu submission. The approved menu must comply with NAVSUP P-486, Go For Green® Program Menu Planning Guidelines, and DoD Publication 1338.10M (Department of Defense Food Service Instruction Manual).

The NAVSUP G4G FSM recipe coding resource shall be used to populate the menu template for breakfast, lunch, and dinner. Information shall include the following:

- Recipe Name
- Recipe Number
- G4G code
- Sodium code

Menu templates are populated according to the number of cycles specific to their platform or ashore galley. Menu cycles range from 21 days to 28 days depending on the platform.

5. DRAFTING THE MENU. Most meals are planned around the center-of-the-plate entrée of meat, fish, or poultry. Other meal components are selected to complement the main dishes. Additional menu drafting considerations are discussed below.

- a. Meat Block. A frequency chart for protein is known as a "meat block." Its purpose is to optimally distribute beef, veal, pork, lamb, fish, poultry, and meat substitutes. Having a balance of meats and meat substitutes to provide variety is a key to forecasting cost and acceptability. Meat (protein) is the most expensive item on the menu. Balancing a menu with a combination of meat and alternate protein sources assists with predicting menu requirements accurately.
- b. Menu Sequence. The following steps must be followed when 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
- c. Menu Food Listing. 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 the menu item):

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 and Butter
	Dessert and Beverages

6. ANALYZING THE DRAFT MENU. The FSO shall manage the TYCOM/NAVSUP developed NSCM to ensure that food supplies, equipment, and personnel are used optimally. If changes are necessary, the FSO shall review and note changes on the draft menu and return it to the LCS. The draft menu is used for preparing the daily Food Preparation Worksheet (NAVSUP Form 1090).

7. NSCM/RECIPE SUBMISSION DATES FOR AFLOAT. Afloat menu changes occur once a year in October. The effective day is on week 1 Monday cycle day 1. This date varies for each platform based on platform menu cycle length (21 days to 28 days).

8. NSCM COMMODITY/RECIPE CHANGES. Provides Commands with the opportunity to formulate and submit new recipe and ingredient changes to TYCOMs and/or CNIC. Requested changes must be submitted to NAVSUP via TYCOMs and/or CNIC and/or USFF in accordance with timelines published by NAVSUP.

9. NEW RECIPE AND NEW INGREDIENT REQUEST PROCESS. This process allows Commands to submit new recipes and new ingredients through their TYCOM and/or CNIC. NAVSUP/DoD Combat Feeding Directorate Combat Capabilities Development Command also will make ingredient and recipe suggestions for Fleet endorsement based on current food trends.

The NAVSUP Readiness Officer shall forward an email to the TYCOMs and/or CNIC at the beginning of each calendar year, with a copy to Fleet Forces Command and PACFLT, requesting all new ingredients and recipes be submitted. This data will be accepted throughout the calendar year until 31 December.

Commands will submit new ingredient and recipe requests through their TYCOM and/or CNIC. See Figure 3-1 for a flowchart of the submission process. These requests will be considered for insertion into the Navy Standard Core Menu for the following year's October menu release. Requests will be accepted, in standard recipe card format, only from TYCOM and/or CNIC through the functional mailbox <u>navsup\_foodservice@navy.mil</u> on the My NAVSUP website (path: Sites>Navy Food Service>Documents>NSCM Recipe Submission Process>Recipe Template Form Fill).

10. RECIPE TEMPLATE. All fields must be completed on the recipe template. Incomplete fields will be sent back to TYCOM and/or CNIC. The standard recipe card format consists of the following:

- Recipe name
- Yield
- Portion Size
- Number of Servings
- Category
- Nutrient Information
- Ingredients, Weights and/or Measures
- Methods and Recipe Number if applicable

Food Item Codes (FICs) must be identified on the recipe card for current ingredients documented in the FSM database. Hazardous Analysis Critical Control Point (HACCP) Guidelines must be included in each applicable step.

AFRS recipes have been tested by the DoD Combat Feeding Directorate Combat Capabilities Development Command to ensure standardization, consistency, and quality.

11. NEW INGREDIENT REQUEST FORM. This subparagraph discusses the process for submitting a new ingredient request form (see Figure 3-2).

12. TYCOM and/or CNIC must provide the Readiness Officer with information from the manufacturer's labels on all newly requested ingredients on a New Ingredient Request Form. Commands or TYCOM and/or CNIC shall fill out the New Ingredient Request Form (located on the My NAVSUP website (path: Sites>Navy Food Service>Documents>NSCM Recipe Submission Process) with the following information:

- Number of units per package
- The cube of the case
- Cargo
- Prepared or ready to use
- Food category

Commands shall submit the New Ingredient Request Form to their TYCOM and/or CNIC for review. TYCOM and/or CNIC may complete the New Ingredient Request Form when new ingredients are needed to support the menu.

TYCOM and/or CNIC shall submit the completed New Ingredient Request Form to NAVSUP with the recipe for the ingredient to be considered. The Form will be sent back to the TYCOM and/or CNIC with required actions for resubmission when there is missing information or there is a failure to provide a recipe to support the ingredient.

The dietitian shall use the Joint Service Buyer's Guide and the DoD Menu Standards as references when considering new ingredients. Items that meet the criteria and that are not on the current MLL shall be considered for approval and sent to DoD Combat Feeding Directorate Combat Capabilities Development Command.

All food items not meeting the Joint Service Buyer's Guide and DoD Menu Standards shall be rejected, and the Readiness Officer will notify the TYCOM.

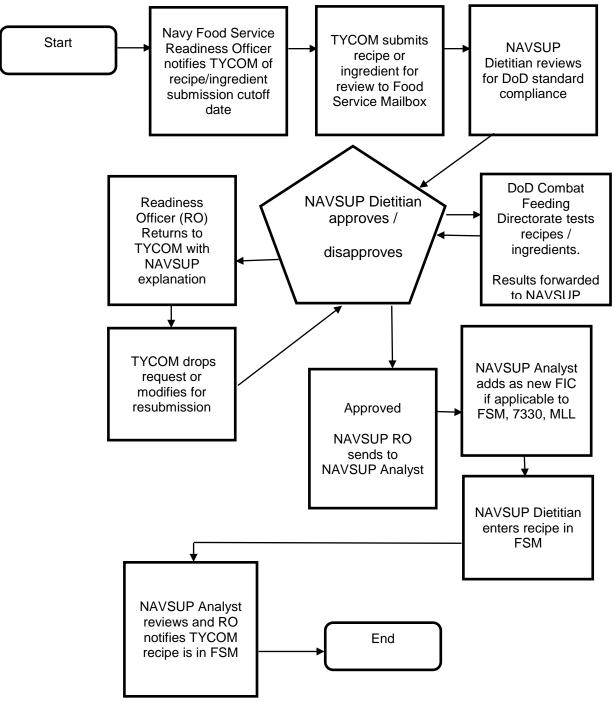


Figure 3-1 Recipe/Ingredient Submission Process

### NEW INGREDIENT REQUEST FORM

FOOD ITEM CODE (FIC)	
NOMENCLATURE:	
NSN/LSN/NAPA:	
VENDOR INFORMATION:	
PRODUCT DETAILS:	
UNIT OF ISSUE (U/I):	*
PACKAGE MODE:	
NO. UNITS PER PACKAGE MODE:	*
WEIGHT OF CASE IN LES:	
CUBE OF CASE:	*
CONVERSION FACTOR:	
TYPE PACK:	
CARGO FLAG: Y/N	*
ADVANCED FOOD INDICATOR: Y/N	*
FOOD CATEGORY CODE: Dry, Chill, Frozen	*
COMMENTS:	

ROUTING:	Initials	Date
Funct Mailbox		
DIETITION		
READINESS OFF.		
QA OFFICER		
N432 ANALYST		

PLATFORM:				
AIRFOR				
LDECK				
SURFOR				
LCS				
SUBFOR				

1 -		1	•
	of	. 4	

Figure 3-2 New Ingredient Request Form

12. SOLE SOURCE JUSTIFICATION PROCESS. TYCOM and/or CNIC must obtain approval from NAVSUP Headquarters when requesting a new item from a specific manufacturer precludes consideration of the same or similar product manufactured by another company. A sole source justification form shall be completed and submitted with any new item request. This form is located on My NAVSUP website (path: Sites>Navy Food Service>Documents>NSCM Recipe Submission Process>New Ingredient Request Section). This process ensures that the ingredients in recipes are supported by an SPV.

If there is no stock number for the requested new item, the Readiness Officer shall provide an alternate item that closely matches and request TYCOM and/or CNIC approval. If the recommended substitution is acceptable to TYCOM and/or CNIC, the item will be sent to DLA for a valid stock number. This process ensures that the ingredients in recipes are supported by an SPV.

13. CNIC INGREDIENT AND RECIPE SUBMISSION QUOTA AND POLICY. CNIC HQ may submit a maximum of five new item requests per quarter for distribution to one or more CONUS regions for a total of 20 new item and/or recipe updates per year.

The ingredient and recipe submission policy is as follows:

- All new item request requirements derive from MRB minutes that reflect end user preferences for item changes. Customer surveys, feedback cards, and/or minutes documenting end user preference must accompany new item changes.
- End user preferences and/or feedback shall be broad in scope and shall not be based on the opinions of a few or confined to galley staff.
- New item requests must be a variation on an existing recipe or a new recipe submitted to the NAVSUP HQ functional mailbox using the approved recipe template.
- A request will be returned to the CNIC HQ if it does not include a manufacturer specification sheet and nutrition label attached to the Prime Vendor Local Stock Number Request Form 832 with the recipe submission.
- SPV contracts allow up to 30 days to source new (not cataloged) items.
- SPV contracts' monthly case minimum requirements must be met.
- There will be a drawdown period for the depletion of existing items to be replaced with new ingredients in regional Prime Vendor catalogs.
- CNIC HQ will identify an existing ingredient and/or recipe for removal for each new ingredient and/or recipe request,
- DoD Combat Feeding Directorate Combat Capabilities Development Command shall standardize new recipes in the AFRS format.
- Following recipe completion at Natick, NAVSUP will enter each recipe into FSM and notify CNIC HQ that the recipe is available for use.
- All new ingredient/recipe requests must be submitted to the NAVSUP Food Service Mailbox, <u>navsup foodservice@navy.mil</u>. Timelines will be specified by NAVSUP.

The Navy Standard Core Menu must be adhered to as developed by the TYCOM/NAVSUP/DoD Combat Feeding Directorate Combat Capabilities Development Command or CNIC. Units are authorized to deviate from the NSCM only when a product is not available from the Prime Vendor.

14. NSCM MENU CHANGES. A record of menu changes shall be maintained in the FSO Accountability File. FSOs are authorized to implement the following changes to the menu when unusual or unforeseen circumstances occur (AFRS-authorized changes must support the current MLL):

- Provide and permit substitutions for food items not in stock.
- Allow timely use of perishable foods.

- Shift the number of menu line items to accommodate crew acceptability when they occur within the menu cycle.
- a. Exceptions. The following exceptions may be authorized when replacing a menu in support of a special event:
  - When replacing a menu day or meal period with an authorized holiday, birthday, or special menu, there is no obligation to make up the meal period or day if switching a holiday or special meal. Holiday or birthday meal replacements are authorized one time per cycle unless two holidays fall within the cycle.
  - When reducing inventory levels before entry into shipyard/overhaul periods by adjusting menus to reduce on-board stocks.
  - When reducing inventory levels by adjusting menus to reduce on-board stocks before decommissioning.
- b. Menu Cost Control. Use of the General Mess Control Record (NAVSUP Form 338) in FSM provides 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. See Section 3100 Paragraph F in this Chapter for detailed guidance.
- c. Feedback. Suggestions regarding additional items for consideration and inclusion to the NSCM can be forwarded to the TYCOMs and/or CNICs. Acceptability, functionality, and product availability feedback are provided to an NFMT, NAVSUP N432 representative and to TYCOMs and/or CNICs. Quality and packaging deficiency issues shall be reported using a Report of Discrepancy (ROD) SF 364 or Product Quality Discrepancy Report (PQDR). When possible, photographs shall be submitted with reports.

## 3002 BASIC GUIDES FOR FOOD PREPARATION

Food for all activities shall be prepared for the GM using approved AFRS recipes associated with the NSCM. Exception: SPV inventory substitutes demands a specific worksheet instruction in conjunction with approved recipes. Local recipes are not authorized. Recipe card feedback reports must be documented (listing recipe card discrepancies, enhancements, or necessary changes) and submitted to TYCOM.

### 3003 FOOD PREPARATION WORKSHEET

1. REQUIRED USE. All GMs having more than one CS are required to use NAVSUP Form 1090. The LCS shall prepare and sign NAVSUP Form 1090 for each food preparation space (see Figure 3-3). After signing, the LCS shall place the document in the appropriate places. The LCS shall use experience and historical acceptability to predict attendance for each meal. The Watch Captains shall review and sign the worksheet at least two days before going on watch. Watch Captains shall follow all instructions provided on the worksheet to prepare meals. The Watch Captain shall enter the number of persons fed for each meal, the number of portions prepared, and the number of portions left over for each recipe. The Master-at-Arms, for activities where Masters-at-Arms are assigned, shall provide the number of persons actually fed to the Watch Captain.

2. SEPARATE WORKSHEETS. Preparing separate NAVSUP Form 1090s for each work center may cancel the need to include the vegetable preparation room, bake shop, and meat preparation room on the reverse side of the worksheet (Option available in the most recent FSM version 03.01.11 only). The FSO must decide if the GM size and facilities justify using the reverse side of the worksheet for separate food preparation areas. Use of the reverse side of the worksheets may include the following additional requirements:

- Maintaining a refrigeration log.
- Recording serving line and scullery temperatures.
- Maintaining notes from the menu production review board.
- Documenting Food Preparation Worksheet Actual Portions Prepared Validity Check (See Appendix I, Attachment A).

3. PREPARATION. The FSO shall ensure that NAVSUP Form 1090 is being used properly as a management tool. The LCS shall ensure proper preparation of NAVSUP Form 1090 as shown below:

elow:				
Data Block and Caption	Instruction for Entry			
HEADING SE	ECTION			
Reviewed by	Reviewed and signed by the Food Service Officer.			
Document Number	Optional (Not Assigned by FSM).			
Day	Menu cycle day assigned through the FSM system.			
Consumption Date	The appropriate calendar date.			
Activity	The name of the activity.			
Leading Culinary Specialist	Leading Culinary Specialist signs after preparing the document.			
Reviewed and Received by	Watch Captain on duty after reviewing the instructions.			
Reviewed and Received by	Oncoming Watch Captain who assumes duty after reviewing the instructions.			
MEAL ATTENDA	NCE, PREDICTIONS, AND ACTUAL FED SECTION			
Allowed (Assigned)*	Number of assigned personnel allowed at the activity. This			
·	figure is provided by the Personnel Department.			
Percent	Percent of persons fed divided by the number allowed.			
Predicted	Predicted (Estimated headcounts) attendance at each meal			
	generated by FSM. Record and log.			
Actual	Number fed entered by the Watch Captain. This number is			
* Including tenant commands.	obtained by using a mechanical counting device, or			
including tenant commands.	automated access card system, NAVSUP Form 1292, and the			
	total of credit and cash sales. Chief Petty Officer (CPO) and			
	Wardroom head counts must be posted above the Actual Fed			
	figure.			
	TO PREPARE SECTION			
Recipe Card	Recipe card numbers that correspond to the menu items			
••	assigned in the FSM system.			
Menu Item	Menu items for preparation.			
Portions to Prepare	Assigned by FSM. (This figure will be accurate only if post-			
Actual Dranarad	meal acceptability updates have been processed).			
Actual Prepared	Actual number of portions prepared based on recipe			
	conversion. The Watch Captain will complete this information on completion of each individual meal.			
Instructions	Provide instructions on preparation, batch size, service, and			
	garnish including the preparation start time and cooking start			
	time on the 1090 promoting progressive and batch cooking			
	principles. (Optional, at the discretion of the LCS).			
Start Preparation	Guideline for the time required to start recipe preparations to			
Otart Toparation	ensure that the meal begins at the proper time.			
Start Cooking	Guideline for the time required to start cooking to ensure that			
Clark Coolding	the meal begins at the proper time.			
Portions Left Over	The Watch Captain enters the number of prepared and			
	unprepared portions left over after the meal.			
Acceptability (Percent)	GMs operating under the FSM system will have their			
	acceptabilities posted by the Records Keeper or Watch			
	Captains updating the following FSM fields: Actual Prepared,			
	Portions, Leftovers, and Actual Fed. Manual entry on the			
	1090 is not required. See below for three guidelines for			
	manually computing acceptabilities.*			

#### DISPOSITION OF LEFTOVER SECTION

Comments/Disposition of Leftovers Prepared Co

Comments by the Watch Captain on the disposition of all prepared leftovers.

Unprepared

Comments by the Watch Captain on the disposition of all unprepared food items. For example, "returned to bulk storeroom custodian".

Additional Note for Leftovers: Donations of leftover food items that have been prepared or cooked are unauthorized. Cooked food that has not been consumed cannot be donated for the following reasons:

- All GM food stocks must be issued and served in fulfillment of the U.S. Title 10 ration entitlement, or they must be disposed of properly.
- The FSO is responsible for food-borne illness resulting from improper or careless preparation, serving, or storage of food. The FSO, with assistance from the galley staff, must ensure that all food items prepared are consumed in the designated dining areas.
- The safety and quality of food prepared, served, and saved as leftovers during the assigned watch is the direct responsibility of the Watch Captain who must also ensure that food is prepared to minimize leftovers and waste.
- Donating food is a noble gesture, but is in violation of NAVSUP policy and of U.S. Code Title 10. In the unlikely event that any donated food was unfit for consumption, the Navy could face liability because proper procedures were not followed. Leftovers must never be considered as a bulk food donation to the local Defense Reutilization and Marketing Office (DRMO).

\* Three guidelines for manually computing acceptability are presented below.

The first method is used when the food item prepared does not run out.

Subtract the number of portions left over from the number of portions prepared to determine the number of portions served. Then divide this number (the number of portions served) by the number of persons fed.

EXAMPLE: 190 portions prepared 3 portions left over 170 persons fed 190-3 = 187 number of portions served 187/170 = 110%

The second method is used when the menu item prepared runs out and an additional amount of the same food item is prepared. Add the number of original portions prepared to the number of additional portions prepared. Subtract the number of portions left over to determine the number of portions served. Then divide the number of portions served by the number or persons fed.

EXAMPLE:

160 original portions prepared
30 additional portions prepared
170 persons fed
3 portions left over
160+30-3 = 187 number of portions served
187/170 = 110%

The third method is used when the menu item prepared runs out and is substituted with an alternate food item. The substitute food item must equal or exceed the acceptability of the item replaced. Annotate the time the original menu item ran out, the head count at that time, and the name of the alternate food item. Divide the number of original portions prepared by the number of persons served **up to** the time the original food item ran out. EXAMPLE:

160 original portions prepared 150 persons served up to the time the original food item ran out 160/150 = 107%

4. REQUIRED SIGNATURES. The number of required signatures on the worksheets depends on several factors including whether the day involves a normal workday or a watch relief day. The signature requirements are as discussed below.

a. Normal Work Day. The following signatures are required:

- The Watch Captain on duty.
- The LCS.
- The FSO shall review and sign the completed worksheet to ensure that all food items listed on the worksheet correspond to entries on the issue documents,
- b. Watch Relief Day. The following signatures are required:
  - The Watch Captain on duty.
  - The Oncoming Watch Captain who assumes duty.
  - The LCS.
  - The FSO shall review and sign the completed worksheet to ensure that all food items listed on the worksheet correspond to entries on the issue documents.

5. DISTRIBUTION. NAVSUP Form 1090 shall be placed in the Menu File at the end of each day's meal and after all blocks on the Form have been completed. Retain current and previous three months.

POST MEAL FOOD PREP WORKSHEET - 10/20/2013
ACTIVITY USS DUARTE (DDG-801)
GALLEY SILVER SURFER CAFE

						-					
				PRINTABLE VER	ION · DONE						
				MEAL Breakfast	Lunch D	inner					
				STATUS Accepted A	ccepted Acc	epted					
				Breakfas							Accept
Estimated Headcount: 102 Actual Headcount: 141											
Card	Recipe Name	Portions To Prepare	Actual Prepared	Instructions	Start Preparation	Start Cooking	Portions Leftover	Acceptability	Prepared Leftovers Disposition	Unprepared Left	over Disposition
B02500	L-DECK GRAB & GO BAR	49	0				0	0%			
C01201	BEVERAGE BAR	102	141				0	100%	As Needed		
D05001	MAPLE SYRUP (RTU)	36	48				8	28%	Discarded		
D06100	PASTRY BAR	31	0		0510	0540	0	0%			
D06200	BREAD BAR	22	0		0515	0540	0	0%			
D81300	FRENCH TOAST, CINNAMON SWIRL, FROZEN	57	20	Garnish - SPRINKLE W/ POWDER SUGAR	0510	0540	4	11%	Discarded		
E00104	CEREAL, HOT INSTANT	0	0		0510	0550	0	0%			I
E00704	BREAKFAST RICE	93	121		0500	0545	10		Acceptability is	6	
E02400	CEREAL, RTE, ASSORTED HEALTHY	0	0	Garnish - REFILL AS NEEDED	0504	0525	0		predetermined by past usage, automatically posted by FSM.		
E02401	CEREAL, ASSORTED SWEET, RTE	39	60		0512	0542	15	U			
F00400	COOKED EGGS	27	120		0500	0540	4				
F00700	GRIDDLE FRIED EGGS	27	120	Serve Tech - COOK TO ORDER	0510	0540	2				
F01000	SCRAMBLED EGGS	11	25	Serve Tech - COOK TO ORDER/USE FRZ	0510	0540	2				
F01600	OMELET BAR	11	25	Serve Tech - COOK TO ORDER/USE FRZ	0500	0540	3		7		
J00502	YOGURT, ASSORTED LOWFAT 60Z	7	12		0510	0552	3	6%	Saved for Future Use		
L00101	GRILLED OR OVEN FRIED BACON, PRECOOKED	60	25		0510	0540	5	14%	Discarded		
L20000	GRILLED TURKEY SAUSAGE LINKS	58	80		0515	0545	8	51%	Discarded		
M07600	FRUIT BAR 2	28	116		0515	0540	16	71%	Left Out for Crew		
O03300	TABLE CONDIMENTS	102	141		0515	0542	0	100%	As Needed		

Figure 3-3 Food Preparation Worksheet NAVSUP Form 1090

## 3004 SUGGESTIONS FOR THE FOOD SERVICE OFFICER

1. GENERAL. Each GM must establish procedures for handling suggestions for the FSO. This program provides the best possible service to GM customers. A local form shall be developed to implement the suggestion program. See Figure 3-4 for the suggested format.

2. PROCEDURE. Suggestion box programs will comply with the following requirements:

- Boxes will be readily available and clearly identified.
- Boxes will have a pencil or pen readily available.
- Boxes will have an ample supply of locally prepared suggestion forms.
- Boxes may be an electronic FSO suggestion box (highly recommended).
- Boxes shall be emptied and/or reviewed daily.
- The FSO shall review each suggestion for possible adoption and implementation.
- The FSO shall ensure that a reply is be made within 48 hours when a name and address is supplied.
- The FSO shall ensure that suggestions that may apply to other GMs will be submitted to NAVSUP.

(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 3-4 Suggestions for the Food Service Officer

# PART B: CONSERVATION OF FOOD

### 3100 CONSERVATION MEASURES

1. GENERAL. Operation of the GM requires economy and food conservation. Essential parts of an efficient and economical operation include food conservation and waste elimination. Proper use of NAVSUP Form 1090 provides GMs with the best available management control for food conservation.

2. CONTROLLING TRAY WASTE. Monitoring the serving line during meal service may not be sufficient to control tray waste. The LCS shall use various tools (such as proper portion control, Command food surveys, and effective MRBs) to reduce waste. Tray waste can be considerably eliminated when proper predictions are made and when recipe cards are followed. Proper portion control while monitoring the serving line during the meal is essential. A departmental policy of serving second portions must be developed and publicized. Offering second portions rather than overloading the tray and/or plate the first time through the line assists in controlling tray waste.

3. CONTROLLING AND REDUCING FOOD WASTE. Food waste is a common problem throughout the food service industry. One of the first lines of defense is to reduce food spoilage. Food needs to be checked aggressively at the "back door" by taking time to properly inspect the food on the pier. There are many ways to check the quality and freshness of incoming stores without spending too much extra time on the task. Helpful hints for controlling and reducing food waste are discussed below.

Check packaging when food is delivered to ensure that packaging has maintained its integrity and that boxes are not damaged or wet. Problems with packaging usually result in food damage. Damaged packaging must be returned to the Prime Vendor and replaced. Document all packaging discrepancies on the Report of Discrepancy (SF Form 364) and submit the Report to TYCOM/NFMT.

Time and temperature abuse is an issue that frequently causes major food shortages if not caught on the pier. Ensure that refrigerated and frozen foods are stored as quickly as possible. Check product shelf life.

Eliminate or reduce unnecessary handling. Taking care of food before it gets to the galley maximizes quality and yield and reduces waste. The following list provides more ways to reduce food waste:

- Use the first-in first-out (FIFO) system for inventory rotation.
- Walk through all primary provision spaces *daily*. Look inside all produce boxes for evidence of deterioration. Alert the LCS about products that will not last more than a few days so that the products can be placed in the rotation. Refer to Chapter 1 for temperature monitoring requirements for bulk storage and for chill and freeze spaces.
- Walk through the galley's chill space at the beginning and end of each shift to ensure proper rotation, storage procedures, and leftover usability.
- Prepare vegetables and fruit by carefully removing inedible peelings with little or no edible flesh thrown away. Avoid peeling potatoes; the skin is edible and full of fiber.
- Aggressively use progressive cooking techniques, especially toward the end of a meal period.
- Leftovers may be incorporated into the daily meal; turned into soup; or added to soups, salads, or casserole dishes. The Tri Service Food Code/NAVMED P-5010-1 for the use of leftovers must be strictly adhered to. Leftovers must never be donated or transferred off the ship or submarine for further consumption. Leftovers must be properly disposed of after use and after their shelf life has expired.

# PART C: MENU SUPPORT PROGRAMS

## 3200 MYPLATE

1. UNITED STATES DEPARTMENT OF AGRICULTURE MYPLATE. The MyPlate program encourages consumers to fill half of their plate with fruits and vegetables, one-fourth with whole grains, and one-fourth with lean protein.

MyPlate communicates easy-to-understand messages to support the 2015-2020 Dietary Guidelines for Americans. MyPlate reminds individuals and families to adopt healthier lifestyles as America continues the fight against obesity. Suggestions include the following:



- Balancing calories: enjoy your food, but eat less.
- Foods to choose: make half of your plate fruits and vegetables, make one fourth of your plate grains emphasizing whole grains, and switch to fat-free or low-fat (1 percent) milk.
- Foods to reduce: soup, white bread, frozen meals, and sugary drinks.

## 3201 JOINT SUBSISTENCE POLICY BOARD

1. DOD 1338.10 MENU STANDARDS. The DoD menu standards are the minimum practical guidelines that military food service programs must use during menu planning, food procurement, food preparation, and meal service to support the required nutrition standards. The DoD Food and Nutrition Committee monitors, updates, and provides implementation guidance on DoD Menu Standards to the Joint Subsistence Policy Board (JSPB) as additional scientific information on nutrient requirements become available. The DoD Menu Standards are reviewed at least every 3 years, and any subsequent updates are reported in the minutes of the JSPB and published on the Defense Logistics Agency (DLA) Troop Support website:

https://www.dla.mil/TroopSupport/Subsistence/DoingBusinesswithSub/

2. SERVICE IMPLEMENTATION GUIDANCE. The Services must assess the "when available" exceptions to global product availability to ensure that ordering practices comply with standards. Exceptions for Navy Afloat are indicated by an asterisk (\*) in the JSPB DoD Menu Standards. These exceptions are authorized only when there is limited storage onboard ships and when resupply of ships at sea in different ports may limit access to all DoD Menu Standards required items.

3. DoD MENU STANDARDS. The DoD Menu Standards provide minimum guidelines for personnel to use when planning menus. The following list contains key points from these standards:

- Fruits and Fruit Juices. Must have two or more fresh fruit choices per meal.
- Vegetables. Must offer a minimum of two hot vegetables per meal with at least one non-starchy vegetable.
- Salad Bar. Must include leafy greens with a minimum of seven vegetables of varied colors and must offer low fat salad dressings. Small platforms may offer less when they are subject to special constraints.
- Grains and Starches. Must have whole grain and/or whole wheat varieties of bread and pasta and must include low fat or low calorie alternatives.
- Meats and Entrees. Must offer a lean cut of meat served without added fats.
- Dairy. All milk products must be one percent or nonfat and must be fortified with vitamins A and D; dairy choices must be low fat or reduced fat.
- Fats and Oils. Must use trans-fat free products appropriate to the cooking technique.
- Sodium. All pre-prepared entrees must contain fewer than 600 milligrams of sodium per serving. This is equivalent to 1/3 teaspoon and it equals 33 percent of the

Recommended Daily Value. Lower sodium alternatives must always be offered.

- Beverages. Milk, water, and low calorie beverages containing fewer than 40 calories per serving must be offered at each meal.
- Condiments. Low sodium, low fat, and sugar free options must be available for each meal.
- Soups. One soup at lunch or dinner must be a broth or vegetarian soup. Low or reduced sodium soups that contain fewer than 800 milligrams of sodium per 8-ounce serving must be provided. This amount of sodium is equivalent to 1/4 teaspoon and it equals 25 percent of the Recommended Daily Value.
- Desserts. Fresh fruit and a trans-fat-free dessert option always must be available on all dessert bars.

## 3202 GO FOR GREEN®

1. GENERAL. The goal of this program is to encourage healthy food and beverage selections to support the performance, recovery, and health of Sailors. G4G Navy menus make nutrient-rich choices more visible through choice architecture at the serving line and must offer green-coded options at each meal. Menu choices are prominently displayed with green-coded items first on the serving line, followed by yellow-coded items, and then red-coded items. The menu offerings and food items are labeled green (eat often), yellow (eat occasionally), and red (eat rarely) based on the impact the food may have on a service member's health status. Classification of foods is based on percentage of calories from total fat, percentage of calories from saturated fat, type of sugar, amount of fiber, and degree of processing. A sodium code of low, moderate or high is provided independent of the color code. The criteria are based on recommendations of the American Heart Association; National Heart, Lung, and Blood Institute; Health and Human Services (HHS); U.S. Department of Agriculture (USDA); and the National Institutes of Health.

2. GO FOR GREEN® COMPLIANCE POLICY. Commands must comply with the G4G Program as stated in NAVADMIN 178/15 and ALNAV Message 050/15. The criteria discussed below are *mandatory* for galleys to be considered satisfactorily compliant.

The G4G menu in the Food Service Management (FSM) system shall be used by all Commands per platform at the beginning of the cycle each October. Recipes used must match the G4G colorcoded menu (NAVSUP Form 1080). All food items offered in the galley must have food label cards displayed as described on the MY NAVSUP website path Sites>Navy Food Service>Documents, in folder Navy G4G 2.0 Resources and 1080s, Excel document NAVSUP FSM G4G 2.0 Recipe Coding. Commands must have their G4G-compliant menus available for review when requested and must comply with the following:

- Food label cards must be clean and in serviceable condition.
- The main line must offer a green-coded soup, entrée, starch, vegetable, bread, beverage, and dessert option at either lunch or dinner when only **one** category per meal is offered.
- The main line must offer a green-coded soup, entrée, starch, vegetable, bread, beverage, and dessert option at each meal when *two* or more of these are offered.
- Posters and table toppers must be prominently displayed throughout the galley and dining area.
- All food service personnel must be able to explain the G4G program concept of color-coded choices.

At the local level, each dining facility must conduct internal quality control checks on G4G. The G4G Planning Team Lead at the dining facility and/or galley must ensure that G4G 2.0 meets the Program Requirements. Daily, monthly, and annual checklists are available to assist dining facility managers in maintaining standardization, quality, and compliance with the Program Requirements. For G4G training modules, marketing material, promotional resources, and additional information

visit https://www.hprc-online.org/page/go-for-green

3. STAFF TRAINING AT THE DINING FACILITY AND/OR GALLEY LEVEL. The success of G4G in the dining facility depends on staff training and engagement. A trained and knowledgeable staff is essential for the proper execution of G4G. Staff needs to be proficient at following recipes, labeling items correctly with Food Cards, hanging G4G posters, and displaying Featured Meals. Interacting with diners, offering informed responses to diner questions, and suggesting Green-coded choices on the line have a great impact on how Service Members experience G4G.

A G4G Basics briefing that is available on MyNAVSUP provides content for all components of the program. G4G resources are posted at https://my.navsup.navy.mil. Users must then Click Sites on the top, Navy Food Service about 3/4 down, Documents on the left and you will see four G4G 2.0 Folders. There are folders titled G4G 2.0 Graphics and Materials, Navy G4G 2.0 Menus, G4G 2.0 Resources and 1080s and a G4G 2.0 training.

All Food Service personnel afloat and ashore must be familiar with this content. When afloat units are deployed, it is recommended that the brief be downloaded prior to deployments and presented to FS personnel as part of the training program annually. The Navy Food Service Nutrition Program Manager may be contacted for assistance and to answer questions. The Nutrition Program Manager participates remotely in the FSO/LCS Seminar in San Diego twice a year. This service is available to all local trainings in fleet concentration areas if telecon capability is available.

# **CHAPTER 4**

# PROCUREMENT

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## CHAPTER 4

## PROCUREMENT

## PART A: ESTABLISHING REQUIREMENTS

## 4000 INSTRUCTIONS FOR REPLENISHMENT

Replenishment is undertaken to obtain sufficient stocks for providing a well-balanced diet in the General Mess (GM). The following must be considered when determining the extent and types of food to be procured:

- nature of the duty
- procurement
- item availability in the Master Load List (MLL)
- prescribed endurance levels
- shelf life
- storage capability

Food shall be stored so that the oldest stocks will be used first. Replenishing perishable foods requires considering the availability and efficiency of refrigeration. Generally, only frozen meats, fish, and poultry are requisitioned. Chilled meats, seafood, and poultry items 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, Tri-Service Food Code. They must be imprinted with a "use by date" when received, and they must be consumed by this date. 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 must be handled with extra care to prevent freezing or spoilage. Canned meats, canned fruits, and vegetables shall be stocked in sufficient quantities to supplement their fresh/frozen counterpart or to be used as a total substitute when necessary.

### 4001 STOCKAGE OBJECTIVE

A monthly supply demand review will be made of all Subsistence Ledgers (NAVSUP Form 335) to maintain the current in-stock position for all items with a recurring demand and to keep inventories within the prescribed limitations. The maximum in-stock position for semi-perishable food 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 based on the individual shelf life of the food products. Non-CARGO (Consolidated Afloat Requisitioning Guide Overseas) foods, such as spices, must be stocked to last for the duration of the deployment. When the monthly review indicates that food items exceed their high limit, menu changes shall be initiated in time to provide for consumption of the food before it deteriorates. See Paragraph 4003 below for establishing high and low limits.

### 4002 INVENTORY LEVELS ASHORE

Ashore inventory levels will maintain a maximum of 7 to 10 days endurance level on-hand except in emergency feeding situations that warrant a higher level. Inventory levels are determined by taking that value of the total current on-hand inventory and dividing that number by the last 30 days' average daily food cost (taking into account that high value items in support of the menu such as beverages, condiments, and spices may need to be removed for a more accurate endurance level). This is not an exact measurement because of fluctuations in the

daily menu cost (such as for the cost of special meals and holiday meals), but the sample base of 30 days allows for corrections for special circumstances.

## 4003 ESTABLISHING HIGH AND LOW LIMITS

1. GENERAL. A low limit and a high limit must be established for each item of stock at least quarterly. Low limits and high limits shall be adjusted based on the following reasons:

- Increases or decreases in crew size.
- Anticipated operations.
- Changes in crew preferences.
- Changes in the menu.
- Any other factors affecting the consumption of the items being ordered.

2. LOW LIMIT. The low limit is the stock position that signals the need to begin replenishment action. The number of days endurance required for the low limit will be established by the Fleet or Type Commander. There will be no low limit for perishable chill foods except when that item has a storage life greater than the high limit number of days endurance established by the Fleet or Type Commander. Use the following formula to compute the low limit for food items:

The total quantity consumed during the previous three one-month accounting periods (Less surveys and transfers)

Divided by (÷) the number of days in the previous three one-month accounting periods (usually 90 days)

Equals (=) Daily Usage (round to hundredth decimal, ex. 9.23)

Multiplied by (x) the number of days endurance for the low limit

(as established by the Fleet or Type Commander)

Equals (=) the low limit (round up to nearest whole number)

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. Use the following formula to compute the high limit for food items:

The total quantity consumed during the previous three one-month accounting periods (Less surveys and transfers)

Divided by (÷) the number of days in the previous three one-month accounting periods (usually 90 days)

Equals (=) Daily Usage (round to hundredth decimal, ex. 9.23)

Multiplied by (x) the number of days endurance for the high limit (as established by the Fleet or Type Commander)

Equals (=) the high limit (round up to nearest whole number)

4. ORDERING AND SHIPPING TIME ADJUSTMENT. Ordering and shipping time adjustment is the time between submission of a requisition or purchase order and receipt of the material. Use the following formula to compute the ordering and shipping time adjustment:

The total quantity consumed during the previous three one-month accounting periods (Less surveys and transfers)

Divided by (÷) the number of days in the previous three one-month accounting periods (usually 90 days)

Multiplied by (x) the applicable ordering and shipping time

Equals (=) the ordering and shipping time

The quantity to order of any item will be determined during the monthly supply demand review using the following formula:

The high limit for the item

Minus (-) the on-hand balance recorded on NAVSUP Form 335

Minus (-) the quantity on order

Plus (+) the quantity required to cover the order and shipping time adjustment Equals (=) the quantity to be ordered (round to nearest whole number)

NOTE: The quantity to be ordered must be rounded to whole case lots. FSM 3 does not calculate requisitions in this format; therefore, you must use another tool to establish the replenishment action (quantity to be ordered) such as Microsoft Excel or other program.

#### 4005 SUBSISTENCE ENDURANCE LEVELS

Subsistence replenishments for a ship underway are based on the Operation Orders (OPORDs) referenced in OPNAVINST 4442.1H. The endurance goals reflect the stockage objectives (that is, the sum of the operating and safety levels of stock) that represent the desired quantity of material (in days of supply) that each platform type should be capable of storing onboard to sustain operations.

# PART B: REQUISITIONING REGULATIONS

## 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 the Continental United States (CONUS). Under congressional mandate, the DoD Joint Task Group that was assigned to implement this project approved a deployment plan for all DoD activities. Defense Logistics Agency (DLA) Troop Support Subsistence administers the Prime Vendor (PV) indefinite quantity contracts that provide Class I support. Contracts are awarded for a base year with multiple year options. The contracts guarantee minimum and maximum purchases. Deviations are allowable in the event of emergencies and mobilization. The SPV program uses a single, full-line commercial food distributor that delivers subsistence products directly to the galley. 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 DoD at all levels.

2. OPERATION. Food items offered to naval galleys by the SPV must be of the same quality and variety offered to commercial and institutional facilities. The SPV will support the Fleet with the following food categories:

- Chilled products
- Frozen fish, meat, and poultry
- Semi-perishable food items (such as canned foods, condiments, sauces, seasonings, spices, fats, oils, confectionery, nuts, and sugars)
- Frozen foods such as fruits, vegetables, and pastries
- Fresh fruits, vegetables, bread, and dairy items are provided by the PV through DLA market ready contracts

The PV must stock items in sufficient quantities to fill all ordering requirements. Items ordered will be delivered by the stipulated time after transmitting the order. Contact the local NAVSUP Fleet Logistics Center (NAVSUP FLC) for specific SPV lead-times. When longer lead times are required, coordination between the ship and the local NAVSUP FLC is required. Requests requiring a shorter lead time is considered EMERGENT on which the requesting command will incur additional costs issued by the vendors, and must have Type Commander (TYCOM) approval.

3. REQUIREMENTS. The following required elements are used to place an SPV order for delivery:

- The Food Service Management (FSM) System
- Subsistence Total Order Receipt and Electronic System (STORES)
- Fleet Logistics Center (NAVSUP FLC)
- Printer
- Electronic Transmission via E-mail

4. NAVSUP SUPPORT. NAVSUP N432 administers the SPV program for Naval afloat and ashore activities. NAVSUP N432 ensures that all support issues are resolved expeditiously with DLA, Direct Support Operations (DSO), and NAVSUP FLCs by coordinating with the SPVs, DLA, NAVSUP FLCs, TYCOMs, Commanders, and Supply Officers (SUPPPOs). NAVSUP N432 chairs TYCOM Working Group Meetings that address all SPV issues, and ensures that modifications to the SPV program are implemented efficiently. Afloat activities must submit any SPV support concerns that cannot be resolved by the NAVSUP FLC point of contact to NAVSUP N432 via TYCOM. Ashore activities must submit concerns that cannot be

resolved by their SPV to NAVSUP HQ via the Regional Manager/FSO. Ashore and/or afloat Commands must not, under any circumstances, contact the account manager at DLA or the SPV for support and sustainment related concerns. These situations must be routed through the proper Chain of Command to the NAVSUP Readiness Officer for action.

NAVSUP HQ provides a quarterly compliance document to DLA-TS that includes beneficial information related to SPV specific stock numbers, not in stock (NIS) items, and subsistence items that SPV is required to source. The compliance document contains UNCLAS-Proprietary Information and shall not be released to non-government entities including the SPV.

5. DEFENSE LOGISTICS AGENCY TROOP SUPPORT. DLA will prepare, award, and administer contracts for direct delivery of subsistence to ashore and afloat GMS. Contracts will provide for required delivery service, packaging/labeling requirements, and the quality of service required to be provided by the vendor. DLA shall provide and maintain the maximum level of support required to enable success. DLA is responsible for providing STORES catalogs to NAVSUP. New catalogs will be available weekly for customer use. The local Navy Food Management Team may be contacted for further assistance. The DLA Subsistence Home Page can be found at <a href="https://www.dla.mil/TroopSupport/subsistence/Food Services">https://www.dla.mil/TroopSupport/subsistence/Food Services</a>.

6. FLEET LOGISTICS CENTER. The Fleet Logistics Center (FLC) serves as the afloat unit point of contact for all subsistence requirements under the SPV program. Afloat units will not contact their local SPV directly. All subsistence issues must be resolved by the FLC point of contact. The FLC will track all subsistence requirements from receipt of order to time of deliver including coordinating with DLA to revise the SPV catalog in response to Fleet input. The SPV program support activities that FLC provides to afloat units are discussed below.

a. Process Orders. The following steps shall be taken to process orders:

- Receive a Military Standard Requisitioning and Issue Procedures (MILSTRIP) formatted requisition from FSM via email or hard-copy message.
- Input ship requirement into STORES.
- b. Coordinate Purchase of Substitutions. The following steps shall be taken to coordinate purchase of substitutions:
  - Contact ships to review Not in Stock (NIS) listings from the SPV when seeking resolution. NIS items may not be substituted for subsistence items having a different FIC. MILSTRIPs may not be modified, edited, or changed after the initial order is submitted to the SPV. See Figure 4-1.
  - Procure local items and initiate any open purchase requirements if the SPV cannot provide item upon approval from TYCOM and Bureau of Naval Personnel N10 (BUPERS).
- c. Send STORES-Sent Order Reports to the Ships. Notify ships of locally procured items, NIS items, substitutions, and cancellations.
- d. Process Receipts. The following steps must be taken for receipt processing:
  - Receive annotated receipt documents from vendor
  - Enter receipt data into STORES
  - Send the STORES Exported Receipt file to the ship electronically within 24 to 72 hours (ships must check the quantity they have posted in the FSM System against the receipt file).

e. Ships. Ships investigate the difference between the invoice posted in the FSM System and the uploaded STORES-Exported Receipt file provided by NAVSUP FLC as shown in FSM Receipt quantity/price fields. If there is an input error in receipt entries, modify the receipt in FSM. Attach a copy of the STORES receipt data to the vendor's invoice. If it is an entry error from FLC, ensure that FLC is notified immediately of any quantity or price discrepancies.

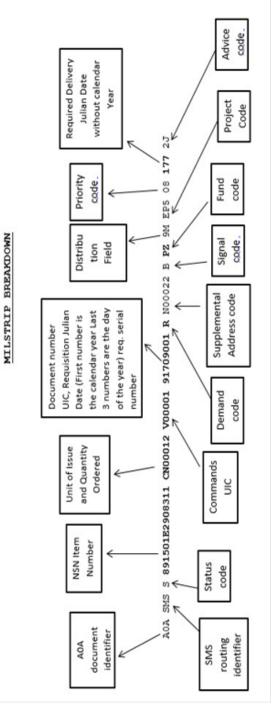


Figure 4-1 MILSTRIP Breakdown

7. ORDERING PROCEDURES. Afloat units must refer to the NAVSUP FLC Provisions Ordering Procedures. Ashore activities must refer to the SPV contract for unique ordering procedures. Orders are processed using the FSM system and STORES. Commands must use the proper Purchase Ration Factor (PRF) or Catch Weight Multiple (CWM) when processing orders in the FSM system. The PRF is the number of items in each case. For example, when ordering #10 (#10 is the size) cans of Green Beans 6/case, the PRF is 6.

8. SUBSISTENCE PROCUREMENT SECURITY. All subsistence products should be purchased from an approved source of supply as stated in NAVSUP Instruction 4355.10, AR 40-657, and USAPHC Directory of Sanitarily Approved Food Establishments for Armed Forces Procurement. DLA also provides assistance on the DLA Subsistence Home Page in the "Directory", "Regional Prime Vendors", and "Security Checklist" sections.

The military's food service experts are the first line of defense in ensuring the safety of food products served to the U.S. military. When receiving products from PVs or produce suppliers, military personnel must demonstrate a high level of surveillance to ensure the products are safe for consumption by adhering to the guidelines discussed below.

- a. Approved Sources. Products must be purchased from an approved source such as those listed in the Worldwide Directory Of Sanitarily Approved Food Establishments For Armed Forces Procurement and in the DLA Directorate of Subsistence (http://phc.amedd.army.mil/topics/foodwater/ca/Pages/DoDApprovedFoodSources.aspx) DoD Veterinary Services Activity and Public Health Command (PHC) have the responsibility for maintaining the Directory of approved food sources for Department of Defense procurement. The Directory establishes the CONUS and Outside CONUS (OCONUS) industrial base of approved food vendors that meet U.S. public health standards and international good manufacturing processes. The list of vendors forms the basis for the DLA Subsistence Prime Vendor (SPV) program and is the first vital step for providing food safety, security, and defense of the DoD food chain. To be approved for listing as a supply vendor, establishments must pass inspection by the United States Department of Agriculture (USDA) Food Safety Inspection Service, other established Federal Agencies, or the U. S. Military Veterinary Service. The vendor also must meet the standards of the current Food and Drug Administration (FDA) Food Code.
- b. Delivery Organizations and Personnel. Familiarity with delivery organizations and personnel must be established. Proper identification must be requested if any such organizations and personnel are unfamiliar.
- c. U.S. Army Veterinary Inspectors Review. Refer all unfamiliar brands or boxes not properly marked to the U.S. Army Veterinary Inspectors for further review.
- d. Adulterated Products or Products That Have Been Tampered With. Segregate and place on hold for further review by the U.S. Army Veterinary Service any product that appears to be adulterated or tampered with. All cases of such adulteration or tampering must be reported.

Food safety procedures should be reviewed to ensure all subsistence items are safely stored upon receipt. Storage spaces must be adequately secured and monitored. Access to food supplies must be limited to the appropriate personnel only. Any indication of food-borne illness must be immediately reported to the U.S. Army Veterinary Service and to the local Navy Preventive Medicine Authority (PMA).

The above procedures apply to normal SPV deliveries. Any subsistence procured via Husbanding Services in foreign ports requires an increased level of security awareness. Any questions or concerns shall be addressed to the NAVSUP Staff Veterinary Officer.

9. VALIDATION OF SUBSISTENCE TOTAL ORDER AND RECEIPT ELECTRONIC SYSTEM (STORES). To properly generate an order from STORES, commands must ensure that their STORES profile is correct. The following STORES profile items must be checked periodically:

- Ashore activities must validate the profile set up in STORES to ensure its accuracy.
- Ashore activities that have changed their UIC/DODAAC need to update STORES with the new UIC.
- Ashore and afloat units must validate the profile set up with their STORES Account Manager to ensure they have the correct UIC/DOCAAC, fund code, and service designator (V, R, N). The following codes must be cited on DD Form 1348 (DoD Single Line Item Requisition) or on other substitute requisition forms that require fund codes for requisitioning subsistence items from regular supply support activities such as FLC, Combat Logistics Forces (CLFs), and Navy Stock Fund activities:
  - AFLOAT (Service Code R PACFLT or V LANTFLT)•PZ Subsistence provisions (includes operational rations)
  - ASHORE (Service Code N CONUS or OCONUS) PZ Subsistence provisions (includes operational rations)
  - Activities with branch messes must only order provisions under their assigned UIC. The UIC (requisitioner) on DD Form 1348 must be correctly entered in Card Column 31 through Card Column 35. All efforts must be made to correctly enter the UIC on other substitute requisitions.

NOTE: The UIC "N00022" (the UIC to be billed not N32199) on DD Form 1348 must be correctly entered in Card Column 45 through Card Column 50 with a signal code of "B" in Card Column 51. This will ensure that the food purchases will be charged to the Subsistence In Kind (SIK) line of accounting.

10. ORDER CANCELLATION PROCESSING. SIK order cancellation processing must be followed as discussed below to ensure proper transaction recording in the FSM system; STORES; and in the Standard Accounting, Budgeting and Reporting System (SABRS).

- a. Order Cancelled in FSM, Not Transmitted for Fulfillment. This situation requires the following actions:
  - If an unapproved SIK order created in the FSM system requires cancellation, the order must be deleted: click on "Delete Order" under "Manage Orders"
  - If an SIK order that is created and approved in the FSM system, but is not released to any source (FLC Operator, Chief Logistics Officer (CLO), CLF, Commander Task Force (CTF), or DLA Troop Support), requires cancellation, the order must be cancelled in the FSM system: click on "Cancel Order" under "Manage Orders".
- b. SIK Order Not Released to PV/Cancellation. This situation requires the following actions:
  - If an SIK order that is approved in the FSM system and released for fulfillment requires cancellation, the Ordering Unit must contact STORES personnel (FLC Operator, CLO, CLF, CTF, or DLA Troop Support) and proceed as follows:
    - Stores Personnel (FLC Operator, CLO, CLF, CTF, or DLA Troop Support). Confirm the order has not been processed in STORES and has not been released to the vendor. Provide written notification (may be via email) of order cancellation to the ordering unit.
    - Ordering Unit. Upon receipt of written confirmation (may be via email) from STORES personnel that the order has not been entered into STORES,

cancellations may be processed in the FSM system as follows: Under "Manage Receive" click on "RDD by vendor/source", "Receive Edit" page, and "Cancel Order".

- CLO/CLF Ship. For SIK order transactions that are pre-screened by the CLO for CLF processing, confirm cancellation with the CLF ship and provide written notification (may be via email) of cancellation to the ordering unit.
- Ordering Unit. Upon receipt of written confirmation (may be via email) from the CLO/CLF ship that the order has been cancelled, cancellations shall be processed in the FSM system as follows: Under "Manage Receive" click on "RDD by vendor/source", "Receive Edit" page, and "Cancel Order".
- Stores Personnel (FLC Operator, CLO, CLF, CTF, or DLA Troop Support). If the order has been entered into STORES, STORES personnel must submit an order cancellation request to the vendor. If the vendor confirms order cancellation, the order must be canceled in STORES as follows: set the "DLA Quantity" received on the STORES "Receipt Details" screen to zero and select the "reason description" from the "Short Shipment Reason" drop-down menu.
- Ordering Unit. Upon receipt of written confirmed cancellation from STORES personnel, modify the quantity received for each cancelled line item on the order in the FSM system on the "Manage Receive" and "Manage Receipt" screen by entering zero in the "Quantity Received" field or process the automated STORES "Receipt File" in the FSM system. NOTE: If cancellation confirmation cannot be obtained from the vendor and is not provided to the ordering unit by STORES personnel, the cancellation request is denied and the order is valid for fulfillment.
- Ordering Unit: Upon processing of a cancellation in the FSM system, an email notification must be submitted to BUPERS listing all document numbers that have been cancelled with supporting documentation required for de-obligation.

### 4101 FOOD ITEMS PROCURED FROM OTHER THAN A SUBSISTENCE PRIME VENDOR

1. GENERAL. The guidelines for procuring food items from other than an SPV are discussed below.

- a. Competitive Basis. Purchases shall be made on a competitive basis subject to all normal procurement regulations and requirements.
- b. Surgeon General's Guidelines. The products must meet the Surgeon General's guidelines for food items used in DoD dining facilities. Alcoholic and look-alike non-alcoholic beverages will not be procured for the purpose of serving in the GM. Such products will not be purchased using appropriated funds (ref. OPNAVINST 1700.16).
- c. Dietary Foods and Energy Supplements. The purchase of dietary and energy supplements such as Slim Fast Shakes and Bars, Power or Protein Bars, Protein Powder, Red Bull, and Electrolytic Sports Drinks *are not authorized for purchase or for use in the GM*. Meal alternatives offer no significant value to the individual sailor, and they do not support the Navy Standard Core Menu Concept. These products are not supported by the SIK account and do not meet the criteria of U.S. Title 10, Chapter 9, Subchapter IV. Gatorade and PowerAde products are the only energy drinks that have been approved for all GMs.
- d. Authorized Approved Source of Supply. All products purchased must come from an authorized approved source of supply as stated in NAVSUP Instruction 4355.4H, 4355.10A, and in the "Directory of Sanitarily Approved Food Establishments for Armed Forces Procurement," USAPHC Circular 40-1 and USAREUR Circular 40-657.
- e. Berry Amendment. All food purchases must comply with the Berry Amendment, (<u>USC</u>, Title 10, Section 2533a), that requires the DoD to give preference in procurement to

domestically produced, manufactured, or home-grown food products. All Navy procured subsistence within the U.S. must be Berry Amendment compliant.

2. PROCUREMENT RESTRICTIONS. Salespersons or other representatives of food suppliers or companies are prohibited from visiting all GMs to sell or promote their products. All food suppliers and vendors must be directed to designated TYCOMs and Regional Managers. Procurement will be made only from sources of supply contained in Paragraph 4102. These procurement restrictions must be strictly adhered to.

3. DISPENSING EQUIPMENT. Bulk milk dispensers for use in all GMs are approved for shipboard use and are COSAL supported. Soda and juice dispensers (carbonated machines) for use in GMs may be leased or purchased. The Food Service Officer (FSO), in consultation with the Contracting Officer, shall conduct a cost benefit or economic analysis before leasing or purchasing such equipment. Federal Acquisition Regulation (FAR) Subparagraph 7.4, Equipment Lease or Purchase, provides guidance for acquiring equipment by lease or purchase. It applies to initial acquisition of equipment and to 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.

4. CONTAINERS. Ashore activities in the United States will be supplied with bulk milk in plastic disposable containers or plastic reusable crates, depending on which is more economical. Plastic reusable crates are authorized for ashore activities only, are for reuse by the contractor only, and will not be reused by the GM for any purpose. Bulk milk will be supplied only in plastic disposable containers to shore activities in Hawaii, OCONUS, and to all GMs afloat. Activities equipped with Navy-owned, refrigerated bulk milk dispensers may 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 shall be destroyed in accordance with Project Prime (Plastics Removal in Marine Environment) after they have been emptied of the original contents.

5. LIQUID BEVERAGE BASES AND BEVERAGE DISPENSERS. Carbonated and noncarbonated liquid beverage bases and associated dispensing equipment are authorized for use in GMs. Authorized liquid beverages (syrup) are listed in the local Prime Vendor Catalog and may be obtained through normal sources of supply. Individual cans/bottles of carbonated and non-carbonated beverages, as listed in local Prime Vendor Catalogs, are authorized for use only where beverage dispensers are not available (for example, in areas such as fantail cookouts, box lunches, or flight meals). Individual cans/bottles of carbonated/non-carbonated beverages are not authorized for use on the serving line in GMs. Individual-sized containers of beverages transferred from a ship's store to the galley may be consumed during a scheduled Commanding Officers ship's event. Dispensing equipment is available from the SPV free of charge when purchased beverages from the SPV require special equipment for dispensing.

6. NON-FOOD ITEMS. Non-food items consist of such things as napkins, paper cups, bread baskets, returnable containers or cartons, charcoal, charcoal lighter fluid, ice, beverage containers, computers and peripheral equipment, computer system supplies, and software. Costs of these items are to be charged to the activity's operation and maintenance allotment. This includes the purchase of ice when ice making facilities are inoperative or are not available and there are requirements for ice for use in the enlisted dining facility and for the cooling of drinking water. Beverage dispensing service equipment, including carbon dioxide (CO2), will be billed separately from food and drink items.

#### 4102 SOURCES OF SUBSISTENCE

1. REGULAR SOURCES. Authorized food items on the NSCM may be obtained from the nearest SPV/STORES, CLF ships, or other afloat/ashore activities. These sources of supply are expected to stock a complete range and level of food items to support operations. Afloat and ashore activities experiencing difficulties with obtaining adequate support for food items (frequent substitutions or NIS problems) shall contact the nearest servicing NAVSUP FLC for resolution; activities will not contact their local PV directly. All food orders must include NSCM PV catalog items. Unresolved SPV issues, such as deliveries below the contracted fill rates, shall be reported to NAVSUP N432 via TYCOM/CNIC for appropriate resolution. It is the TYCOM/CNIC's responsibility to ensure that requisitions are compliant with the NSCM. NAVSUP will randomly spot check receipts with charge data on a monthly basis to identify unauthorized purchases and to provide feedback to TYCOM/CNIC.

Lists of Approved Sources may be obtained from the Veterinary Services web page at http://vets.amedd.army.mil/86256F90007C2D1D/PHC and from the DLA Subsistence home web page at

http://phc.amedd.army.mil/topics/foodwater/ca/Pages/DoDApprovedFoodSources.aspx.

Regional assistance may be obtained from Food Management Teams or from the following resource sites:

- DLA Directorate of Subsistence: COM 215-737-7445, <u>https://www.dla.mil/TroopSupport</u>
- Public Health Command: COM 410-436-4375, http://phc.amedd.army.mil/
- Worldwide Directory of Sanitarily Approved Food Establishments for Armed Forces Procurement
- Navy and Marine Corps Public Health Center: COM 757-953-0702, http://www.nmcphc.med.navy.mil

Requisitions shall be based on TYCOM's and/or FLC's operational demand, on-hand inventory, storage capacity, and product shelf life. All requisitions shall be generated from the FSM system. Items ordered shall be delivered by the SPV in the required time after order receipt. Major underway deployments or load out requisitions require coordination between the ship and the FLC when there is the possibility of longer lead times.

The SPV is the required purchasing source. Orders/purchases in FSM/STORES are systematically obligated; therefore no copies of requisitions are required by BUPERS.

2. OTHER SOURCES. Strict audit readiness compliance must be adhered to and only food items on the MLL are authorized for purchase. When authorized food items cannot be obtained through established supply channels, such as the preferred method of using an SPV, approval from the applicable TYCOM/Fleet is required. Deployed units must direct their subsistence requirements to the appropriate NAVSUP FLC for procurement via TYCOM. Other sources of subsistence may apply to purchasing Operational Rations via DLA and to purchasing individual serving size products from the Ship's Store.

When submitting DD Form 1149 for purchasing subsistence, the following information is required to be placed in Block 2 of the Form:

- Location (city and country) where subsistence is being procured.
- Supporting FLC name and address.
- Type of subsistence (such as dairy, fruits, vegetables, and meats).
- Contract number, when available.

3. LOCAL PURCHASE CONUS. Afloat and ashore galleys CONUS and OCONUS. The following conditions must be met for local purchases to be authorized:

- When there is an immediate and urgent mission-essential requirement for authorized food items to support the Navy Standard Core Menu. Follow guidelines for emergency requisitioning of subsistence in Section 4102.4d. When authorized food items cannot be obtained through established supply channels using the SPV (preferred method).
- When time is a factor and scheduled operations will not permit procurement through shore-based purchasing activities. See the DLA TROOP SUPPORT Ordering Guide or for additional information at https://www.dla.mil/TroopSupport.
- When there are receptions that are funded privately or through the Official Representation Fund (ORF) SECNAVINST 7042.7k.

Additional guidance is discussed below.

a. Purchases from Approved Sources. All food products shall be purchased only from approved sources of supply as stated in NAVSUP Instruction 4355.4H and 4355.10, USAEUR Circular 40-657, and USAPHC Circular 40-1 Worldwide Directory of Sanitarily Approved Food Establishments for Armed Forces Procurement. In today's global conflict, food safety and food defense ensure protection from intentional criminal actions and from traditional public health concerns.

The military's food service experts are the first line of defense in ensuring the safety of food products served to the U.S. military. When receiving products from PVs or Husbanding Services, military personnel must demonstrate a high level of surveillance to ensure the products are safe for consumption by adhering to the following guidelines:

- Products shall be purchased from an approved source.
- Become familiar with delivery organizations and personnel. Request proper identification if any such organizations and personnel are unfamiliar.
- Refer all unfamiliar brands or boxes not properly marked to the U.S. Army Veterinary Inspectors for further review.
- Segregate and place on hold for further review by the U.S. Army Veterinary Service any product that appears to be adulterated or tampered with. All cases of such adulteration or tampering must be reported.
- b. Requisition Routing Sheet. The Requisition Routing Sheet shall be used with all DD Form 1149s generated for open purchases using the local FLC outside the preferred PV method, for placing Operational Ration (OPRAT) requisitions to Defense Logistics Agency (DLA), and for Ship's Store purchases. To prevent unauthorized commitments, all orders outside the PV must be obligated by BUPERS first, before the command can process the order with the FLC or DLA or to the Ship's Store.
- c. Processing Requisitions. The following steps shall be followed for processing requisitions:
  - All local purchases are subject to monitoring to ensure that all subsistence items procured are in support of the MLL.
  - Requisitions will *not* be approved for catered meals from commercial sources such as restaurants or fast food establishments.
  - Purchasing specialty items in support of holiday/special meals will require justification (an email and the DD Form 1149).
  - DD Form 1149s must be generated in the FSM system and the DD Form 1149 must list the following items to ensure that the contract can be executed when the "actual" cost is known:
    - o a valid requisition number
    - o line of accounting
    - required delivery date

- o quantities
- o best estimate of price
- The DD Form 1149 must accurately state the proper *delivery* address (the FSM system prefills with the *mailing* address).
- DD Form 1149s must be approved by TYCOM or a designated representative before BUPERS obligation (a minimum of 7 days in advance of the RDD).
- A requisition routing sheet must be prepared. See Appendix B for an example sheet.
- The DD Form 1149 and the requisition routing sheet shall be forwarded to TYCOM, Region, NSSC, and ISIC for review and adherence to policy. All orders must show the list of items to be purchased and the total estimated cost.
- TYCOM/Region will forward DD Form 1149 and the requisition routing sheet to BUPERS via email for commitment.
- Once **approved**, BUPERS will commit the estimated cost in SABRS and will immediately notify TYCOM, Region, NSSC, and ISIC and will communicate the approval to the Command.
- Upon receipt of approval, activities may process DD Form 1149. All local purchases must be obligated before placing an order. Purchases made without obligation cause unmatched disbursements (Unauthorized Obligations). Once obligated, Commands shall forward DD Form 1149 and the routing sheet to the appropriate NAVSUP FLC Contracting Officer for procurement.
- NAVSUP FLC will award a contract based on the amount committed on DD Form 1149; the contract *must* be routed back to BUPERS for immediate obligation.
- TYCOM, at their discretion, may delegate to NSSC or ISIC an initial review of local purchases. TYCOMs shall ensure that the description, quantity, and price are included on the requisition document. Requests must support the MLL and ensure that justification is provided for all food requests involving special meals and receptions.
- BUPERS shall provide feedback to NAVSUP if approval is questionable and shall inform TYCOM, NSSC, ISIC, and the Regional Galley Program Manager that the requisition is obligated and that the Command may proceed with the order.
- The TYCOM will submit the FLC contract, amended DD Form 1149 (if required), to BUPERS to close out the funding within SABRS. BUPERS will accept the DD Form 1149 and the contract; they will alter the data as required.

Refer to Chapter 5, Paragraph 5500, for Distribution of Receipt Documents from DLA and Naval Activities.

These essential steps will eliminate payment delays; will comply with DODFMR, Vol. 3, Chapter 8, Paragraphs 080301.B and 080302; and will prevent transactions from showing up on the 1960 Unmatched Disbursements (UMDs) because of a missing obligation.

Activities that have pre-approved and/or pre-obligated requests but that cancel, change, or modify orders before the transaction date **must** immediately inform BUPERS via email so that immediate adjustments can be made in SABRS.

- d. Amending DD Form 1149 Prices. The following steps shall be followed for amending DD Form 1149 prices:
  - Ensure that the DD Form 1149 amendment has the same requisition number as the original requisition.
  - Enter the following into the description field: "Require additional funding due to price differences." Specifically indicate the funding amount

from the basic (original) requisition, the funding amount for the amendment, and the overall total.

- Enter the amendment amount into the "Total Cost" and "Sheet Total" fields. Enter the overall total in the "Grand Total" and "Amount" fields.
- Provide a workbook comparing the prime vendor pricing to the final FLC contract costs, including all quantity changes. The sum of all price differences must match to the amendment amount on the DD Form 1149.

4. LOCAL PURCHASE OCONUS – AFLOAT. This subparagraph discusses local purchases made OCONUS and afloat.

- a. Subsistence Procured Via Husbanding Services in Foreign Ports. Subsistence procured via Husbanding Services in foreign ports requires an increased level of security awareness. SECNAV has directed improvement of Husbandry Service Provider (HSP) processes and contracting vehicles to enhance procurement integrity and to eliminate fraud. To comply with Food Service Financial Improvement Audit Readiness (FIAR) policy, changes have been made to the local purchase policy and requirements. NAVSUP Letter, Afloat Contracting Authority, was released 24 November 2014. It rescinds ships' contracting authority for negotiating contract terms and conditions, establishing contract line item pricing, or placing orders for any line item not specifically priced under existing contract vehicles. The use of the DD Form 1155 no longer is authorized. When authorized food items cannot be obtained in areas that do not have established supply channels, deployed units must direct their subsistence requirements to the appropriate NAVSUP Fleet Logistic Center (FLC) for procurement using DD Form 1149 and a Requisition Routing Sheet. When any other document is used for requisitioning the transaction is considered an Unauthorized Commitment (UAC) that must be ratified pursuant to acquisition regulations. NAVSUP and DLA shall continue to emphasize subsistence procurement policy during fleet Pre-Deployment Briefs, in Logistics Handbooks, and in other related Fleet correspondence.
- b. Process for Ratification of an Unauthorized Commitment (UAC). Authority to ratify a UAC is delegated to the Chief of the Contracting Office (CCO) of the servicing FLC. In most circumstances this authority *cannot* be re-delegated in accordance with the Federal Acquisition Regulation (FAR) Part 1.602-3(b)(3) and Navy and Marine Corps Acquisition Supplement (NMCARS) 5201.602-3. For activities with NAVSUP- delegated contracting authority, the Contracting Officer (KO) of the supporting FLC may ratify the UAC in close coordination with NAVSUP Global Logistics Support (GLS) N432. The process for ratification is as follows:
  - The Commanding Officer (CO) must submit a letter addressed to the CCO or to the FLC KO (copy to Contracting Officer's Representative (COR), TYCOM, BUPERS, and NAVSUP GLS). The CO's letter must contain an acknowledgement of the Unauthorized Commitment (UAC) and a detailed explanation of the circumstances leading to the UAC. The CO's letter will contain the following enclosures:
    - A signed statement from all personnel involved describing the circumstances surrounding the UAC.
    - Acknowledgement that no procedures existed that would have prevented a UAC.
    - Explanation of why the normal procurement procedures were not followed.
  - The CCO or the FLC KO may require more information before making a ratification decision. If the UAC is not ratified, the Command must forward the letter (with enclosures) to the TYCOM and NAVSUP GLS. The person who authorized the UAC will be held financially responsible and may be required to refund the full amount to the U.S. Government.
- c. Purchase Processing Local Purchase Requisition Procedures. The following steps shall be taken to process local purchase requisitions:

- Purchases shall be made only from approved sources established by the Army Veterinary Service or by Navy Medical Services.
- Quantities procured shall be strictly limited to immediate requirements necessary to relieve the emergency.
- All local purchase requisitions must be generated on a DD Form 1149 in the FSM system. The Form must include the following information to ensure that the contract can be executed when the exact cost is known:
  - o a valid requisition number
  - line of accounting
  - required delivery date
  - o quantities
  - best estimate of price
- All local purchase requisitions must be forwarded to TYCOM, NSSC, ISIC, or to the Region Galley Program Manager for review with the required justification and the requisition routing sheet. Purchases will be monitored to ensure all subsistence items procured comply with the MLL.
- Requisitions will not be approved for catered meals from local commercial overseas franchises and fast food establishments. Emergency feeding situations shall be handled on a case-by-case basis.
- TYCOM will forward DD Form 1149 and the routing sheet to BUPERS for commitment of funds before placing the order (purchases without obligation cause Unmatched Disbursements).
- BUPERS shall commit funds and shall send notification TYCOM/Activity with the routing sheet.
- Commands will forward the DD Form 1149 to the appropriate NAVSUP FLC Contracting Officer for procurement via their TYCOM.
- Once the contract is awarded with exact amounts, regardless if the amounts are greater or less than the initial obligated amounts, the contract *must* be routed back to BUPERS for immediate obligation amount adjustment as necessary.
- The vendor will provide a receipt on delivery.
- Upon receipt, the ship will provide a copy of the vendor receipt and of the FSM Receipt Detail Report printout to the TYCOM N432 point of contact (POC) and to the Numbered Fleet Commander (NFC) COR. Receipt documents must meet the FIAR requirements (circle, signed, printed name, and date annotation). The FSM Receipt Detail Report must contain the following annotation "Administrative receipt prepared because the vendor invoice receipt did not have a stock number." The actual quantity received must be indicated on the receipt. Erroneous entries shall be linedout and initialed.
- This process generally takes 1 or 2 days but may take up to 7 days.
- SIK will not fund transportation charges, tri walls, dry ice, demurrage (ship detainment) fees, Global Freight Management (GFM) charges, or commissary surcharges.
- Contracted pierside picnics shall be authorized by TYCOM's approval. Approval shall be given for food costs only and not for any hidden labor or equipment fees. Such non-food fees are to be paid separately from the SIK account.
- All afloat units shall identify and submit LOGREQ requirements 30 days in advance (or as soon as operationally possible) of a scheduled port visit using the LOGREQ format prescribed by the applicable NFC. Standardized LOGREQs are located on the Logistics Support Services Repository (LOGSSR) website at: <u>https://my.navsup.navy.mil/apps/ops\$logssr.login</u> (registration required).

- All meat, fish, poultry, dairy (including eggs), and products of foreign origin shall be purchased only in emergencies or when foreign sources are the regular supply sources. Purchases of other food items of foreign origin must be strictly limited.
- Importing foreign grown fruits, vegetables, meat, and dairy (including eggs) is prohibited. Therefore, GMs afloat must purchase these items only in the quantities that will be completely consumed before arrival in ports in the United States (including Alaska and Hawaii).
- Any excess quantities of these items must be disposed of before arrival in any U.S. port. Further guidance can be found in Chapter 6, Paragraphs 6001 and 6002 of this publication.
- The Senior Medical Department Representative and the Preventive Medicine Authority (PMA) shall be informed when foreign purchases are considered. When an emergency purchase of foreign meats is made from a country infected with the diseases listed below the CO must notify, upon arrival in port, the USDA Plant Protection and Quarantine Programs Inspector in charge so that the proper safeguards will be put in place. The CO must strictly enforce the instructions of the Agriculture Inspector.
  - o rinder-pest (also known as cattle plague)
  - o foot-and-mouth disease
  - Newcastle disease
- The list of approved sources can be obtained from Veterinary Services and from the DLA Subsistence Home Page at the following website: <u>http://phc.amedd.army.mil/topics/foodwater/ca/Pages/DoDApprovedFoodSources.as</u> px
- d. Emergency Requisitioning of Subsistence for Deployed Ships and Submarines. Emergency funding requests are defined as procurements for essential food items from a non-Subsistence Prime Vendor source. They are received outside of BUPERS core work hours (such as overnight or holidays) with a Required Delivery Date (RDD) before resumption of normal Eastern Time Zone business hours. Additional considerations for emergency requisitioning are discussed below.
  - (1) Lead Time. BUPERS requires a minimum lead time of two hours to process the funding for an emergency requisition. Emergency requests should be rare; if requests occur more than five times per fiscal year, the process must be reevaluated.
  - (2) Process. TYCOMs are responsible for certifying the validity of any emergency requirement and for reviewing the accuracy of the emergency requisition documents (DD Form 1149 and requisition routing sheet). To obtain funding for the emergency requirement requisition, the TYCOM representative will notify the BUPERS Staff Duty Officer (SDO) via email or phone call.

BUPERS Staff Duty Officer Contact Information: Commercial Phone: (571) 232-0820 Email: <u>N1cdo@navy.mil</u>

The TYCOM representative shall Provide BUPERS SDO with the following emergency requisition documents:

- A signed and dated DD Form 1149.
- A requisition routing sheet signed by the TYCOM and by the requesting activity.

Upon receipt and review of the documents, the BUPERS SDO shall provide the TYCOM representative with an authorized BUPERS memorandum that will guarantee funding and will contain the BUPERS line of accounting and document number.

Note: To ensure expediency, BUPERS PERS-703 has authorized the BUPERS SDO to take funding actions by providing funding authorization memorandum via email (as opposed to pen and ink signature). The BUPERS memorandum provides FLC with documentation (in lieu of a BUPERS signed requisition routing sheet) certifying SIK fund availability and provides funding for the emergency requisition.

Upon receipt of the BUPERS memorandum, the TYCOM representative shall provide the requesting activity with the DD Form 1149, the requisition routing sheet (with TYCOM signature), and the BUPERS memorandum with an FSM printout to the NAVSUP FLC.

The requesting activity or TYCOM shall submit the emergency requisition documents (DD Form 1149, TYCOM signed Requisition Routing Sheet, and the BUPERS memorandum) to the servicing Fleet Logistics Center (FLC) for contracting actions.

The TYCOM must provide BUPERS with the following supporting obligating documentation within two business days of the processed order.

- Contract
- Signed vendor invoice
- Amended DD Form 1149 (as required)
- e. Ordering Via OSO Transfer. The following process shall be followed when ordering via OSO transfer:
  - Request another ship in the Area of Responsibility (AOR) to place a food order.
  - Provide the ship with the required provisions.
  - The other ship shall place the order under normal requisitioning procedures.
  - When food arrives, a transfer shall be prepared without reimbursement OSO transfer (DD 1149 per NAVSUP P-486). This will keep the requisition in the system with the transfer document providing an audit trail.

5. COMMAND OFFICIAL FUNCTIONS: When local purchases are required for Command Official Functions such as holiday or special meals a written justification (an email and DD Form 1149) shall be sent to TYCOM. Upon approval, TYCOM shall forward the request via email to BUPERS. The SIK Appropriation must **not** be used to fund or subsidize receptions. Under no circumstances will crews' meals be substituted to offset costs of ORF functions. Payment of meals and/or bulk food will be reimbursed to the SIK account in the form of cash, check, and/or funding document.

6. SALES FROM SHIP'S STORE (ROM3). Ship's Store transactions shall be limited and monitored so that they do not exceed \$2,500 (\$5,000 for AS/CVN/LCC/LHA/LHD/LSD/LPD) on a monthly basis. Bottled water, canned soda, and individual size food servings as listed in local Prime Vendor Catalogs, and/or may be procured from the Ship's Store to support special meals, disaster feeding, steel beach picnics, box lunch programs, combat feeding, flight meals and in areas where no potable water is available. Individual cans and/or bottles of carbonated and/or noncarbonated beverages are not authorized for use on the serving line in GMs. All sales between the ship's store and the GM must be documented on DD Form 1149. *These transactions must be recorded as Receipts with Charge.* The GM is not authorized to receive transfers of Ship's Store stock items for the sole purpose of generating stock turn. The Ship's Store is a resale activity that focuses on profit. Only selected items from the standard load list will be authorized. DD Form 1149 will be processed as follows:

 Forward DD Form 1149 and the requisition routing sheet to TYCOM and/or the Regional Program Director for adherence to policy before submission to BUPERS.

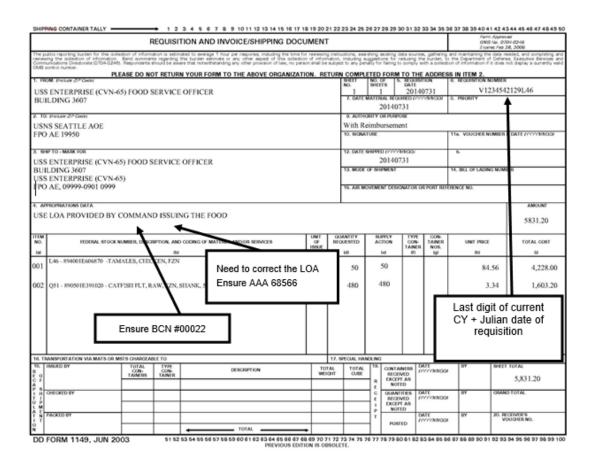
- The order must have the list of items to be purchased and the costs of the items. The following Functional Account information needs to be hand written on DD Form 1149:
  - o Credit 51000
  - o Charge 73170
  - Approved For Transfer by: (Ship's Service Officer)
  - Received by: Date \_ \_

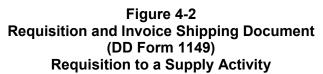
NOTE: TYCOM will forward the DD Form 1149 and the requisition routing sheet to BUPERS via email for approval and commitment of funds. Once committed by BUPERS, proceed to process via the Ships Store.

7. SALES TO SHIP'S STORE. When the S-3 division orders ship's store products, such as a coffee bar, from the GM's Food Service Division, the S-3 Recordskeeper will prepare a Requisition and Invoice/Shipping Document (DD Form 1149) following instructions in NAVSUP Pub 487, Paragraph 4103.2, and in the ROM3 User's Guide. The following are key elements for this transaction:

- Food Service accounting data provided by the FSO shall be used for all S-2 requisitions to populate block 4 of DD Form 1149 in ROM3.
- The following must be typed or handwritten in Block 4(b) of DD Form 1149 to process correctly at DFAS:
  - Functional Account
  - o Credit 73170
  - o Charge 51000
  - Approved For Transfer by: (Food Service Officer)
  - Received by: Date \_ \_
- The FSO will approve the transfer. ROM3 will not post DD Form 1149 to the Journal of Receipts (B01/B05 Report), but will post the quantity received to the stock record card and will post the total dollar value as a "credit expenditure" to Line B10, Issues to Use, on the Ships Store Balance Sheet (NAVCOMPT Form 153).
- NOTE TO RECORDS KEEPERS: A common error is forgetting to hand write or type the Functional Account Information in Block 4(b) of DD Form 1149. The DD Form 1149 shown in Figure 4-2 is provided for ready reference. It shows how to correctly fill out the form.

8. SUBSISTENCE PROCUREMENTS 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 recorded as a receipt with charge. Prior approval is required to ensure funding documents are in place.





# 4103 INTEROPERABILITY FOR SUBSISTENCE

1. PURPOSE. To provide procedures for procuring and transferring provisions from partner nations and to provide an interoperability capability when authorized food items cannot be obtained through a Subsistence Prime Vendor (SPV). All efforts must be made to coordinate with Fleet Logistics, TYCOM, and the Acquisition and Cross Servicing Agreement (ACSA) Manager in the AOR. Arrangements must be made in advance to determine the best method of payment. Interoperability ensures that food comes from approved sources and in a FIAR-compliant process.

2. DETERMINING AVAILABILITY. Only approved exempt items listed on the MLL Exempt Section are authorized. The ship determines the requirements and coordinates with the foreign vessel to ensure that all food products were purchased from approved sources of supply as stated in NAVSUPINST 4355.4H, NAVSUPINST 4355.10A, and USAPHC Circular 40-1 Worldwide Directory of Sanitarily Approved Food Establishments for Armed Forces Procurement. Refer to the following web site:

https://phc.amedd.army.mil/topics/foodwater/ca/Pages/DoDApprovedFoodSources.aspx. When receiving products outside of the SPV, military personnel must maintain a high level of surveillance to ensure that the products are safe and fit for human consumption.

3. ACQUISITION PROCESS – MUTUAL LOGISTIC SUPPORT ORDER FORM (FOREIGN VESSELS). When foreign vessels use the Mutual Logistic Support Order (MLSO) Form for the requisitioning process, the ACSA Mutual Logistics Support (MLS) Order Form also must be used. ACSA is an order, receipt, and invoice form service agreement under which the United States agrees to provide logistic support, supplies, and services to Military Forces of a Qualifying Country or Organization in return for the reciprocal provision of logistic support, supplies, and services by such Government or Organization to elements of the U.S. Armed Forces in accordance with US Law 10 U.S.C. Section 2342(a)(2).

Contact the local ACSA Manager in the AOR for additional guidelines. The ACSA Manager will approve the transaction by signing the MLSO form. The ACSA Manager or Approving Officer is COMPACFLT N40 and USFF N413.

# 4104 PROCUREMENT FOR OPERATIONAL RATIONS (PASSOVER MEALS)

Operational Rations for Passover meals must be procured from DLA Troop Support. All orders outside the PV must be obligated by BUPERS before the Command processes orders with the FLC, DLA, or to the Ships Store. Commands must verify the personnel who have authorization for Passover meals in coordination with the Chaplain/Religious Services Department before ordering. To prevent unauthorized commitments, Commands must undertake the following:

- All local purchase requisitions must be generated in FSM using DD Form 1149.
- The DD Form 1149 must have a valid requisition number, line of accounting, required delivery date, quantities, and accurate price.
- The DD Form 1149 and Requisition Routing Sheet must be forwarded to TYCOM, Naval Submarine Support Center (NSSC), ISIC, or to the Regional Director for review.
- TYCOM/NSSC/ISIC/Regional Director shall forward the DD Form 1149 and routing sheet to BUPERS for commitment of funds before placing the order at DLA (purchases without obligation will cause Unmatched Disbursements).
- BUPERS shall commit funds and shall send notification to TYCOM/Activity with a routing sheet.
- Commands shall forward DD Form 1149 and a Requisition Routing Sheet to the appropriate DLA representative
- Normal receipt processing shall be followed upon receipt.

# 4105 PROCUREMENT FOR ALL MESSES

Food items from the Navy Standard Load List may be requisitioned for sale to all established messes.

#### 4106 MANDATORY PRODUCTS AND DESIGNATED SOURCES

1. GENERAL. Under Public Law 41, U.S.C. 46-48c, the items listed on the DLA website <u>https://www.dla.mil/TroopSupport</u> have been designated for mandatory procurement by all Services. These items must be used when these food types are required. Any other commercial equivalent product with essentially the same product characteristics *may not* be procured by military food service facilities under this law.

2. UNIQUE PACKAGING. If the PV is requested to carry other commercially equivalent products that have essentially the same product characteristics but that come in unique packaging and are not currently provided by the mandatory source, the mandatory source shall have the opportunity to satisfy the requested unique packaging. NAVSUP N432 shall provide justification for the necessity of the unique packaging.

# PART C: REQUISITIONING AND PROCUREMENT PROCEDURES

#### 4200 REQUISITION AND PURCHASE ORDER DOCUMENTS USED FOR ACTIVITIES WHEN NOT ORDERING FROM A 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. Instructions for preparing these forms are contained in Paragraphs 4201 through 4202. To avoid payment delays to vendors, and to avoid invoices being rejected by Defense Finance and Accounting Service (DFAS), GMs must submit copies of all Requisition and Invoice/Shipping Documents (DD Form 1149) directly to the Bureau of Naval Personnel (BUPERS).

The Requisition and Invoice/Shipping Document (DD Form 1149) (Figure 4-2) may be used to order one or more line item per purchase order or requisition document.

2. FILES. An Outstanding Requisition File shall be maintained for DD Forms 1149. These forms shall be maintained in document number sequence within each individual file.

3. MANUAL ORDER PROCESSING. The FSM system does not allow back-fitting of requisitions. Order requisition numbers cannot be entered into the FSM system manually; they must be created via normal system processing. Every effort must be made to process SIK requisitions through the FSM system; however, there are times when manual order processing is required. Orders shall be considered for manual order processing only in the following instances:

- a. Emergency Order. The FSM system is non-operational and food is required on an emergency basis. Emergency basis requirements consist of situations when the FSM system will not be operational and it is essential to place an SIK order immediately to support mission requirements.
- b. Split Order (CLF and STORES PV). The original food order is referred ashore to the CLO and the requirement is split for fulfillment between a CLF Ship and a STORES PV. When an SIK order is partially fulfilled by a CLF Ship and/or CLO and partially fulfilled via STORES processing, the ordering unit shall receive individual receipt and/or invoice documents from the CLF and/or Cargo Ship issue (Suffix A) and from PV delivery (Suffix E).

4. REQUIREMENTS APPROVAL DOCUMENTATION. The step-by-step process for requirements approval documentation required for Emergency Order and Split Order offline requisitions is discussed in this subparagraph.

The Unit *must* have prior written approval from TYCOM and/or a higher authority (Regional FSOs, CNIC Regional Director N9, NAVSUP FSM) to process manual orders. When prior approval cannot be obtained (for instance, if communications are unavailable) the approval documentation justification must be annotated for after the fact (post order) authorization. All supporting documentation must be retained with the order(s).

Regardless of how the manual order is placed (Naval Message, Email, or Requisition Text File), the ordering document must be printed, signed, dated with legible printed name of person signing. The date of signature must be on or before the date the order was transmitted. The person signing must have a current letter of authority by the CO (See Appendix D, page D-14).

NOTE: The original manual order Document Number(s) shall be reflected on the obligation and expenditure transactions in SABRS.

When the FSM system is back online, the Unit will enter the SIK order(s) into the FSM system to ensure that each manually ordered line item is accounted for in the system.

NOTE: The FSM order Document Number(s) will reflect the receipt processing documentation in the FSM system. They must be cross-referenced to the original manual order Document Number(s). The original manual order Document Number(s) will be reflected on the obligation and expenditure transactions in SABRS.

The ordering document for the FSM system order must be printed, signed, dated, and legible printed name of person signing along with the date the order is entered into the FSM system (Must have CO signed letter of authority). It must be retained with manual order documentation. The new FSM order must not be released for fulfillment because it would result in an additional order for the same line items being placed with a different Document Number.

The FSM order created above must be annotated to reflect the Document Number(s) (including the Julian Date) of the manual order document(s) released to STORES and/or PV.

NOTE: Cross-referencing annotations that tie together the manual and the FSM system order files must be maintained by the Unit and must be provided as audit evidence on request.

Supporting documentation for manual order processing must include the following items and must be retained for 10 years in accordance with Financial Management Operations (FMO) document retention policy:

- TYCOM and/or Higher Authority Approval Document
- Original approved manual order with cross-reference annotations
- FSM system-generated order with cross-reference annotations
- Receipt documentation
- Annotated Cross-Reference Memorandum (see Figure 4-3)

NOTE: As a point of validation, there should be a one-for-one match between the approved manual order and the FSM system-generated order document attributes (National Stock Number (NSN) and quantity ordered).

5. SPLIT ORDER (CLF AND PV). FSM does not allow for partial receipt processing. When the order is split, the Unit will only be able to process receipts against one of the orders.

Confirmation from the CLO that the SIK order has been split will indicate which requisitions will be fulfilled by CLF issue and which requisitions will be fulfilled by STORES processing. The Unit must take the following actions to ensure the entire food order is accurately accounted for in the FSM system:

Because the original order was created using the PV order method, the Unit must wait until the STORES order is received and then must post receipts in the FSM system for the PV requisitions that have been entirely or partially delivered based on the quantities on the Prime Vendor Receipt. Quantities for requisitions that will be fulfilled by CLF issue must be receipted as zero in the FSM system to account for all requisitions from the original order document.

The original ordering document (approved MILSTRIP requisition text file) must be annotated using the MILSTRIP breakdown in Figure 4-1 to evidence which requisitions have been referred to the CLO for CLF and/or Cargo fulfillment as part of the split order.

NOTE: The original order Document Number(s) will be reflected on the obligation and expenditure transactions in SABRS.

# MEMORANDUM

Date:

From: Food Service Records Keeper To: Food Service Officer

Subj: CROSS-REFERENCE MEMORANDUM

Ref: (a) NAVSUP P486

- (b) FMO-4 Subsistence-In-Kind (SIK) Policy Corrective Action Plan
- (c) SIK Additional Food Service Management Procedures

1. Per references (a) through (c), (Insert Unit Name) was required to process a manual food service order outside of the FSM-3 system on (Insert Date of Order). To validate that all required documentation is being properly annotated and retained this memorandum is being provided.

2. The following documentation is attached to support the requisition approval and financial association between the original manual and FSM-3 system generated order.

- TYCOM / Higher Authority Approval Document
- · Original approved manual order with cross-reference annotations
- · FSM system-generated order with cross-reference annotations
- · Receipt documentation associated with the order

3. The following represents the cross reference of the original manual order requisitions and the system generated requisitions. There should be a one-for-one match between the approved manual order and FSM system generated order Document attributes (NSN and quantity ordered).

Manual Document#	FSM-3 Document#	NSN	Quantity

Very Respectfully,

I. B. Sample, Records Keeper

#### Figure 4-3 Annotated Cross Reference Memorandum

After annotating the original ordering document, the Unit must create a new order in the FSM system for the SIK food items that were referred (split) for CLF and/or Cargo Ship fulfillment. The Unit must ensure that each split order line item is accounted for in the new FSM order.

NOTE: The FSM order Document Number(s) will reflect the receipt processing documentation in the FSM system and must be cross-referenced to the original order Document Number(s) that were split to the CLF and/or Cargo Ship. The original manual order Document Number(s) will be reflected on the obligation and expenditure transactions in SABRS. Refer to Food Flash 14 # 08 FIAR POLICY SIK FSM3 CROSS REFERENCE MEMO dated 16 July 2014.

The new FSM order must be printed, signed, dated, and legible printed name of person signing along with the date the order is entered into the FSM system (Must have CO signed letter of authority). The order must be retained with split order documentation. The new FSM order must not be released for fulfillment because it would result in an additional order for the same line items being placed with a different Document Number.

NOTE: Cross-referencing annotations that tie together the original order and the FSM system order files must be maintained by the Unit and must be provided as audit evidence on request.

Supporting documentation for split order processing must include the following items below and must be retained for 10 years in accordance with FMO document retention policy:

- Original approved order with cross-reference annotations
- FSM system-generated order with cross-reference annotations
- Receipt documentation associated with the entire original order (both the CLF receipts and the Prime Vendor invoice)
- Annotated Cross-Reference Memorandum (Figure 4-3)

As a point of validation, there should be a one-for-one match between the cancelled orders on the original ordering document and the FSM system-generated order document attributes (NSN and quantity ordered).

NOTE: A Cross Reference Memorandum is a mandatory requirement when food orders are created outside of FSM. Manual order processing may be required when FSM is non-operational and food is required on an emergency basis; and when food orders are split between CLF ships and the STORES Prime Vendor. To validate the completeness and retention of the required SIK Manual Orders documentation, a Cross Reference memorandum must be prepared. As a point of validation, there must be a one-for-one match between the approved manual order and the FSM-generated orders. Cross-referencing annotations that tie the manual and FSM order files together must be maintained by the unit and provided as audit evidence upon request.

#### 4201 REQUISITIONING FOOD ITEMS FROM NAVY SUPPLY ACTIVITIES

1. REQUISITIONING PROCEDURES (DD Form 1149). The FSM system generates DD Form 1149 for automated activities. The Requisition and Invoice/Shipping Document (DD Form 1149) (Figure 4-1) will be the primary form used for manual requisitioning of food products and will be maintained in "create" status until FLC-approved contract prices are received.

NOTE: Once in "approved" status DD Form 1149 may not be amended in FSM.

Data Block and Caption	Instruction for Entry
From	UIC name and hull number of the requisitioning ship

To Ship to - Mark for Appropriation Appropriation	UIC and name of the activity to which the requisition is submitted "Food Service Officer" followed by the name, hull number, and location of the ship The accounting data for the subsistence appropriation entered as one line in Block 4 17_1453.2241 (= last digit of current FY)
Object Class	260 except "534" applies for overseas purchases of subsistence from local sources (Husbanding
Bureau Control No Sub-allot Auth Acct Trans Type Prop Acct Act	Services) 00022P 0 056521 2D Six alpha numeric characters: 00 followed by last digit of
Cost Code	the calendar year (CY) followed by the three-digit Julian date. 1149 Line of Accounting, BCN 0022P, AA 056521, Cost Code must be 12 digits consisting of SIK's 5-digit UIC followed by the last number of the FY plus
Requisition Date Prepared Requisition Number	00022_SIK09T. Calendar date of requisition Number consisting of service designator and the UIC of the requesting ship, the Julian date of the requisition, the requisition serial number consisting of "9" followed by the sequence number (001). Calendar
Date Material Required Priority	date that delivery is required See NAVSUP P-485, Paragraphs 3045 through 3052 for information on determining priority. NAVSUP P-486, Chapter 4, December 4201 Name, rank, and signature of
Authority or Purpose Signature 11 through 15 Item No.	Chapter 4, Paragraph 4201 Name, rank, and signature of the requesting official Leave Blank Consecutively number each item to be requisitioned beginning with number "1" Short description of each item, the NSN, and the Food
Federal Stock Number	Item Code (Provide specific description). Two letter unit of issue Quantity of the item required
Unit of Issue Quantity Requested Supply Action (e through i) Total Price 16 through 25	Leave Blank Leave Blank

- 2. DISTRIBUTION. After initial preparation, the DD Form 1149 shall be distributed as follows:
  - Original to the issuing activity
  - Copy to the Incoming Material File
  - Copy to the Outstanding Requisition File
  - Remaining Copies to the issuing activity

#### 4202 DISTANCE SUPPORT PROVISIONS ORDER PROCESS (MANUAL SPV ORDER)

1. INTRODUCTION. Supply Officers afloat may encounter situations where it is not possible to download the Subsistence Prime Vendor (SPV) catalog and where it may require the assistance of a Subsistence Total Order and Receipt Electronic System (STORES) operator to manually input subsistence requisitions into STORES. It is important to be cognizant of all the supporting entities and/or resources that can provide assistance. These entities and/or resources include the TYCOM Staff, Homeport/Regional Logistics Support Centers (LSCs), Navy Food Management Teams (NFMTs), Fleet Assist Teams (FATs), and the Navy Cash Fleet Support Group.

The process delineated in Figure 4-4 below, Distance Support Provisions Order Process, is seamless given the functionality of FSM and the ability to upload PRIME VENDOR Catalogs (Section B and Section C) for specific geographical regions. When there are errors encountered in Ordering Food Items in FSM (Section D), this guide presents procedures for placing subsistence requisitions manually (Section E, Guidelines for Submitting Emergency Manual Orders). Understanding the process and the different situations that may arise during execution is the key in ensuring a team's success.

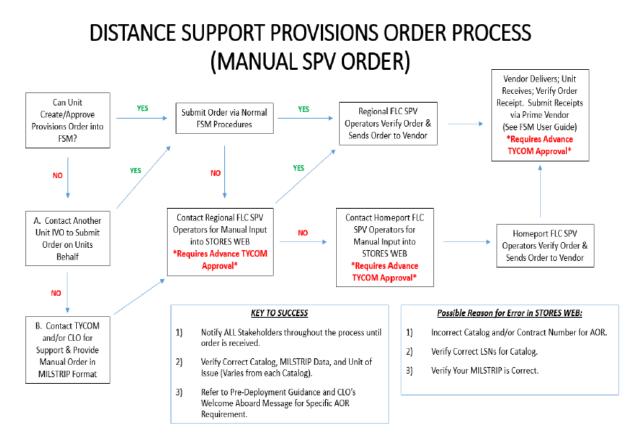


Figure 4-4 Distance Support Provisions Order Process

Notes:

- ✓ ALL stakeholders must be notified throughout the process until the order is received.
- The correct catalog, MILSTRIP data, and unit of issue (these varies from each Catalog) must be verified.
- ✓ The following actions shall be taken to reduce errors in STORES WEB:

- ✓ Verify the catalog and/or contract number for the AOR. Refer to the "Pre-Deployment Guidance" and "CLO's Welcome Aboard Message" for specific AOR requirements.
- ✓ Verify the correct LSNs for the catalog.
- ✓ Verify that the MILSTRIP is correct.

2. REQUESTING A PRIME VENDOR CATALOG IN FSM FOR A SPECIFIC REGION. Refer to FSM User Guide and FSM wiki - <u>https://applications.navsup.navy.mil/FSMwiki/</u>). The following steps shall be taken in FSM to request a Prime Vendor Catalog for a specific region:

- From the MANAGEMENT TASK SECTION on the MAIN MENU, select the ACTIVITIES link.
- On **MANAGE ACTIVITIES**, select the **MANAGE ACTIVITY** link.
- On **MANAGE ACTIVITY** link, select the **CATALOGS** link.
- Search through list of Catalogs to identify the PRIME VENDOR NAME, PRIME VENDOR REGION, CONTRACT NUMBER, and ORDERING POINT. (This information can be provided by the TYCOM, Fleet Logistic Centers (FLCs), and CLO and is listed on the DLA website).
- Select the desired catalog by placing a check mark under the **REQUEST CATALOG** link.
- Select **DONE**.

Notes:

- ✓ To view the catalogs: go to the MANAGEMENT TASKS Section and then go to the VENDORS LINK.
- ✓ FSM replication does not take place in real time. Although it is possible for replication to occur numerous times a day, the requested catalog may not be available until from 4 hours to 48 hours after submitting the catalog request.
- Communications must be established with afloat NIAPS Admin to ensure that the "TO SHIP" replication is current. If the replication is not current, then the catalogs will not upload into FSM.
- ✓ Catalogs.txt received from FLC/CLO cannot be uploaded into FSM.

3. PROCEDURES FOR VIEWING A PRIME VENDOR LIST OR CATALOG IN FSM. Refer to the FSM User Guide. The following steps shall be taken in FSM to view a Prime Vendor List or Catalog:

- From the MANAGEMENT TASKS section on the MAIN MENU, click the VENDORS link.
- To search for a specific vendor, enter or select one or more of the following:
  - Enter a name or partial name in the VENDOR NAME field
  - Enter a contract number or partial number in the CONTRACT NUMBER field
  - Select a region from the REGION list -or- to see the list of all vendors, leave the SEARCH fields blank.
- Click the SEARCH link.
- Click the link in the VIEW CATALOG column for the catalog you want to view or print.
- From the CATALOG FILTER list.
  - Catalog Date Column should be current and "VIEW CATALOG" link will be active (not grayed out) if the "TO SHIP" replication is current.
- To print a vendor catalog, click the PRINTABLE VERSION link.

4. FSM PROCEDURES FOR ORDERING FOOD ITEMS. Refer to the FSM User Guide. The following steps shall be taken in FSM to order food items:

• From the AS NEEDED TASKS Section on the MAIN MENU, click the MANAGE ORDERS link.

- Click the CREATED NEW ORDER link. Select an activity from the ACTIVITY list, if necessary.
- Select an order method from the **METHOD** list (such as PV, CARGO, Other).
- Enter the required delivery date in the **RDD** field.
- If you selected PRIME VENDOR from the METHOD list, select a catalog from the CATALOG list.
   Note: The ORDER TYPE list is unavailable and appears dimmed unless the PRIME VENDOR option is selected from the METHOD list. The SOURCE DESCRIPTION field

is system-populated after selecting a catalog.

- Enter the name of the source providing the order items in the SOURCE DESCRIPTION field, if necessary. If you selected **PRIME VENDOR** from the **METHOD** list, select **SHOPPING LIST** from the **ORDER TYPE** list.
- Click the **CREATE ORDER** link.
- Click the **ADD NEW ITEM** link.
- To search for a specific Food Item Code (FIC), enter one or both of the following:
  - A FIC or partial code in the **FIC** field.
  - A description or partial description in the **NOMENCLATURE** field -or- To see the list of all FICs, leave the **SEARCH** fields blank.
- Click the **SEARCH** link.
- Enter the amount you want to order in the **ORDER QUANTITY** field.
- Click the **UPDATE ORDER** link.
- Repeat the three steps immediately above until you have completed your order.
- To save the order and approve it later, click the **DONE** link OR to approve the order, click the **APPROVE** link and then click **OK**.
- Select FILE link, to create the MILSTRIP file to be emailed to FLC / CLO.

5. GUIDELINES FOR SUBMITTING EMERGENCY MANUAL ORDERS. The following steps shall be taken to submit emergency manual orders:

- Obtain a written approval from the TYCOM and/or a higher authority such as the Fleet, Regional FSOs, and/or CNIC (see note 1).
- From the **MANAGEMENT TASKS** section on the **MAIN MENU**, click the **VENDORS** link. To search for a specific vendor, enter or select one or more of the following:
  - Enter a name or partial name in the VENDOR NAME field
  - Enter a contract number or partial number in the **CONTRACT NUMBER** field
  - Select a region from the **REGION** list -or- To see the list of all vendors, leave the search fields blank.
- Click the **SEARCH** link.
- Click the link in the VIEW CATALOG column for the catalog you want to view or print.
- To view "no exception" items, select an option from the CATALOG FILTER list.
  - From the **CATALOG FILTER** list, select order point (not all).
- To print a vendor catalog, click the **PRINTABLE VERSION** link.
  - Note: If the catalog is not available in FSM, you may request a catalog from FLC (SPV Operator or NFMT), CLO, TYCOM, or ATG in order for you to view what items are available. Bear in mind that the catalogs received from FLC (SPV Operator or NFMT), CLO, TYCOM, or ATG cannot be uploaded into FSM.
- Provide a list of food items to be ordered to Regional FLC/CLO for processing (in MILSTRIP format via Naval Message, Email, or Requisition Text File). Ensure NSNs/LSNs chosen matches the NSN/LSN of items carried onboard (see note 3).
- Once order has been placed in STORES, request the SENT REPORT from Regional FLC/CLO.

- When the FSM system is back online, enter the line items (ordered manually in STORES) into FSM ensure all line items are accounted for.
- Attach a Cross-Reference Memorandum (Figure 4-3) to the FSM system order.
- The following must be kept in the retained records: The TYCOM and/or Higher Authority Approval Document, original approved manual order, cross-reference annotations, FSM system-generated order with cross-reference annotations, receipt documentation, and annotated cross-reference memorandum.

Notes:

- ✓ If prior approval cannot be obtained because lack of means to communicate and/or lack of connectivity, then an approval request (after ordering the items) must be submitted when there is an ability to communicate (connectivity is restored) with the following: "After the fact (post order) authorization."
- ✓ All supporting documents must be filed with the respective order(s) on the retained file.
- Regardless of how the manual order was placed (in MILSTRIP format either via Naval Message, email, or Requisition Text File), the ordering document must be printed, signed, dated, and have legibly printed name of person signing. The date of signature must be on or before the date the order was transmitted and the person signing must have a letter of authority from the Commanding Officer (see Appendix D, page D-14).
- ✓ The FSM order Document Number(s) must reflect the receipt processing documentation in the FSM system. They must be cross-referenced to the original manual order Document Number(s).

# CHAPTER 5 RECEIPT, INSPECTION, AND STOWAGE

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# CHAPTER 5

# **RECEIPT, INSPECTION, AND STOWAGE**

# PART A: RECEIPT

#### 5000 GENERAL

1. GENERAL. Subsistence items received aboard a ship or shore activity have a variety of receipt papers depending on the method of request and the issuing activity. Certain certifications are common to all receipt documents. Receipts must contain the following minimum data elements:

- Document Number
- Local Stock Number (LSN)
- Quantity
- Unit of Issue

If any of these data elements is unavailable or illegible on the receipt, an administrative and/or dummy receipt is required. Upon receipt of subsistence items, the Receipt Inspector must take the following steps:

- Date the document when received.
- Circle the quantity accepted.
- Legibly print full name and sign the document to indicate receipt.
- Verify the price, quantity, and NSN on the Subsistence Prime Vendor (SPV) vendor receipt.
- Record all temperatures and notate the time on the receipt to ensure that authorized personnel receive all food products.
- If the SPV receipt document changes in quantity received, the incorrect quantity must be lined out; the correct quantity must be hand written, circled, and initialed; and the reason for the change must be annotated. The SPV Representative and/or driver must initial all corrections.

The Veterinary Food Inspector (VFI) must take the following steps:

- The assigned VFI shall be present at all receipt inspections to identify any concerns about condition, quality, and wholesomeness.
- The VFI shall document these issues in the DoD Veterinary Safety Management Information System (VSIMS) and shall communicate all issues to the FSO for action.
- Commercial source receipts that the VFI deems to be of questionable quality and any items deemed unwholesome, substandard, or non-conforming to the contract shall have a Report of Discrepancy (ROD) issued to prevent a recurrence and to establish a quality history and credit to the Government (see Section on RODs).
- On rare occasions where a VFI is not available, a Preventive Medicine Authority (PMA) may conduct receipt inspections and relay that information to the Veterinary Supporting Service for proper documentation and accountability.

All SPV receipts must be validated by the FSO for accuracy before submitting them for posting to the Fleet Logistics Center/Chief Logistics Officer (FLC/CLO) Stores Web Operator. The following are the only authorized SPV receipt validation procedures:

• The information from the vendor receipt, the information saved in FSM Military Standard Requisitioning and Issue Procedures (MILSTRIP), and the Stores Web information must

be validated for accuracy.

- Ensure that the Cost Recovery Rate (CRR) is applied appropriately in the Food Service Management (FSM) system.
- The validated SPV vendor receipt must be forwarded to the FLC/CLO STORES Web operator within 30 days (afloat) and 5 days (ashore) for posting in Stores Web.
   NOTE: Validated vendor receipts that are not submitted within the specified timelines shall result in suspension of submitting additional requirements in Stores Web. Contact The Immediate Superior in Command/Type Commander (ISIC/TYCOM) must be contacted immediately when there is a delay.
- The FSO shall sign and file the validated FSM MILSTRIP, Stores Web Receipt, and SPV receipt in the Food Service Accountability File.

NOTE: See Part B, Part C, and Appendix F for detailed guidance.

### 5001 ANTICIPATION OF RECEIPTS

1. GENERAL. Shipment notices help anticipate receipt of subsistence items, delivery dates requested on requisitions, or by other indications that deliveries shall be made on specified dates. The NAVSUP FLC SPV team must notify the customer in advance of the expected required delivery date (RDD). When deliveries of food items are expected, the FSO, VFI, and Receipt Inspectors, identified by name, are present. Condition and wholesomeness inspections are always coordinated with the supporting Veterinary Activity. Adequate storage space shall be made available. All provision deliveries will receive a contracted civilian working party as part of SECNAV's Provision On-load Program to store the provisions in locations directed by the LCPO, Storeroom Custodian or ship's representative. Except for required shipboard operations, Commands shall not supplement the civilian working party with military assistance. NAVSUP FLC's LSC must be notified when this occurs. The FSO shall conduct the Cargo Brief with the staff assigned to the working party at least 24 hours before receiving stores. This includes specific working party assignments (civilian and military), conveyors, crane services, elevators, or ramps. Cargo personnel must receive training and updates on the events that pertain to their assignments.

2. RECEIVING CONTROL. Receiving subsistence items involves several separate steps. The general term "receipt" includes the following:

- Planning
- Preparation
- Inspection
- Storage
- Processing Receipts
- Posting Records
- Paying Dealers' Bills

Proper receipt of food items is important in establishing and maintaining control of the food service operation. The FSO is responsible for proper receipt control procedures throughout ordering, receiving, and storing.

3. WORKING PARTY ASSIGNMENTS WHEN CONTRACTED WORKING PARTIES ARE UNAVAILABLE. There shall be a ship's instruction that indicates the number of personnel each department must supply for the various working parties. A few days before delivery, and on the day of delivery, the working party requirements for that day's delivery are in the plan of the day. A list from each department of the personnel they have assigned to the working party creates the muster list for the working party. When there is a working party consisting of personnel from

other departments, supply personnel serve as checkers, spotters, and supervisors to the greatest extent possible. Civilian work parties must be used when available and shall be scheduled through the local NAVSUP FLC SPV coordinators.

4. STOREROOMS. The bulk storeroom custodian is aware of the delivery and ensures that the storeroom is ready. Subsistence items shall be arranged so that the oldest stock shall be issued out first (first in-first out) according to the use by, best by, sell by, or expiration date (original package date not Prime Vendor (SPV) sticker date). This includes taking into account the condition of each product.

5. RECORDS. It is a good practice to conduct an inventory before receipt of new food items to ensure that actual on-hand balances are in agreement with the storeroom inventory. Stock records are posted and up-to-date to provide the control needed in resolving any differences that occur during the receipt process.

6. INCOMING REQUISITION. This file contains copies of all outstanding requisition and purchase documents for use by the bulk storeroom custodian who shall physically receive the food items.

#### 5002 RECEIPT DOCUMENTS USED

1. RECEIPTS FROM THE PRIME VENDOR. The following constitute receipts from the Prime Vendor:

- Receipt Document
- Vendor's Delivery Invoice

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

- Order for Supplies or Requisition and Invoice Shipping Document (DD Form 1149)
- Vendor delivery invoices

3. RECEIPTS FROM MILITARY ACTIVITIES. Receipts from military activities are discussed below.

- a. Receipts from Defense Logistics Agency. Receipts from DLA and Naval Supply activities include receipts from the following:
  - DLA Supply activities
  - Naval Supply activities
  - Combat Logistic Force (CLF) ships
  - Other Military Services
- b. Receipt Documents from Military Activities. Receipt documents from military activities shall be one of the following:
  - DoD Single Line Item Release/Receipt Document (DD Form 1348-1-A)
  - Requisition and Invoice/Shipping Documents (DD Form 1149) (Required by the issuing activity)

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

# PART B: RECEIPT AND INSPECTION PROCEDURES FOR SUBSISTENCE PRIME VENDOR

#### 5100 BACKGROUND

1. DEFENSE LOGISTICS AGENCY GUIDANCE. The Defense Logistics Agency (DLA) Troop Support Website provides specific guidance on quality assurance during receiving. The contracted quality assurance responsibility belongs to DLA Troop Support, SPV Branch, and 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 is the final authority for accepting or rejecting products. Products with health factor concerns, such as suspected unwholesomeness, are placed on medical hold until cleared of condemned by a VFI or PMA. Wholesomeness determination is the responsibility of the U.S. Army Veterinary Services while in port and at fixed installations and can be coordinated for deployed situations. Table 5-1, Table 5-2, and Table 5-3 at the end of this Section present characteristics used for determining the quality of meat, fruits, and vegetables.

Where Military Medical activities are supporting the ordering activities receipt inspection of multiple-line commercial products, medical receipt inspection should focus primarily on the examination for the wholesomeness and sanitary condition of approved sources, consistent with the direction of the responsible PMA and U.S. Army Veterinary Services.

A spot-checking system may be used when it is unreasonably difficult, or when it shall unduly delay delivery conveyances, to perform a destination inspection at the time of delivery. Spot-checking should be rare and consistent with the direction of the responsible medical authority and the risk assessment made clear to the Commander. Delivery conveyances are not unduly delayed for performing a receipt inspection.

2. GENERAL FOOD SERVICE OFFICER RESPONSIBILITIES. The FSO is responsible for establishing systems and procedures that ensure products received from the SPV conform to contract specifications and inspected for quality, quantity, and wholesomeness consistent with the direction of the responsible VFI or PMA. Appendix F, Inspection Guide for Subsistence Serviceability Afloat/Ashore, provides a convenient guide for daily use and reference.

3. MILITARY MEDICAL VETERINARY INSPECTION RESPONSIBILITIES. The U.S. Army Veterinary Service is responsible for Food Safety and Product Compliance Evaluations. The U.S. Army Veterinary Service maintains an installation support plan to include the SPV and ensures a high level of performance accordingly. Routine inspections verify that the products are safe and wholesome. The Army Veterinary Food Inspectors inspect deliveries on the pier and onboard ships. The FSO or his representative may request U.S. Army Veterinary Services or the PMA to assist with any determination that delivered food is in less than excellent condition. The U.S. Army Veterinary Service inspectors shall provide a written report to the FSO after concluding pier side or onboard inspection for the day of the inspection. Please be advised that U.S. Army Veterinary Service inspectors may not be available for all SPV deliveries – on those rare occasions, the Preventive Medical Authority may perform the inspection.

4. SUBSISTENCE PRIME VENDOR RESPONSIBILITY FOR QUALITY. Subsistence items received from commercial vendors shall originate only from approved sources. In the CONUS, all food items shall be of U.S. origin in compliance with the Berry Amendment. All meat or meat food products delivered within the United States shall bear on the item, 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 Certificate must accompany all shipments of unshucked shellfish. This tag, attached to the container is to remain attached until the container is empty and then filed for 90 days. Fresh crustaceans (lobster and crab) must be alive to be accepted.

- 5. BERRY AMENDMENT. The Berry Amendment and its exceptions are discussed below.
  - a. Berry Amendment. The Berry Amendment (USC, Title 10 and Section 2533a) requires the DoD to give preference in procurement to domestically produced foodstuffs. Domestic Non-Availability Determinations (DNADs) are possible when items grown or produced in the U.S. are not in satisfactory quality and in sufficient quantity as part of the review. The status of Berry Amendment compliance of various fresh fruits and vegetables is available to DLA and the local supporting Veterinary Service Activities. All Navy procured subsistence in the U.S. must be Berry Amendment compliant.
  - b. Berry Amendment Exceptions. The Berry Amendment does not apply to acquisitions outside the U.S in support of deployed, contingency or combat operations. It also does not apply to acquisitions of perishable foods by or for activities located outside the U.S. for personnel of these activities. This includes vessels in foreign waters.

#### **GENERAL CHARACTERISTICS OF GOOD QUALITY MEATS**

TYPE OF MEAT
Beef
Veal
Lamb
Pork
Sausage meats

### ACCEPTABILITY STANDARDS

Bright red color, smooth texture. Grayish pink color, smooth texture. Light red color, lean portions finely textured. Light pink color, firm to the touch. Firm to the touch and free of any sliminess and mold that may indicate decomposition of the sausage. The outer casing must not be broken. External mold is common on dry sausage such as salami. Wash the mold off without breaking the casing.

#### Table 5-1

<u>FRUIT</u>	CHARACTERISTICS OF ACCEPTABLE/UNACCEPTABLE FRUIT ACCEPTABLE/UNACCEPTABLE CHARACTERISTICS
Apples	Best grades are firm, of good color, without blemishes, and flavorful.
	Poor color and lack of flavor indicate an immature product. Overripe
	apples are dull and often wilted. Freezing or bruising makes the skin
	brown, water soaked, tough, and leathery.
Bananas	Yellow peel indicates ripe fruit. Yellow peel flecked with brown indicates
	a fully ripe product to available for immediate consumption. Black peel
	indicates exceptionally ripe fruit available 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 a quality product. Seeds rattle when
	shaken. The skin beneath the 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 are not edible.
Grapefruit	Acceptable grapefruit is firm, springy to the touch and not soft, wilted, or

flabby. A course skin, puffiness, and sponginess indicate lack of juice or flavor or both. Soft, discolored areas indicate decay.

- Grapes Acceptable grapes are plump and to the stem firmly. Wetness or the presence of mold indicate decay.
- 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. Deep reddish-brown color and softness are over-ripe.
- Pears Acceptable pears are firm, shiny, and free of brown spots. Green pears need to ripen before serving. Pears develop off the tree and must be fully ripe for use.
- Pineapples Fully ripe fruit is slightly soft to the touch and golden yellow in color with a piney odor. Slight decay at the base and dark watery spots on the sides are signs of over-ripeness.
- Plums Acceptable if in full color and soft enough to yield to slight pressure. The fruit is immature if it is hard and poor in color or flavor. 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 meat is firm, watery, and sweet. Ground rot appears as soft spots on the skin.

#### Table 5-2

#### CHARACTERISTICS OF ACCEPTABLE AND/OR UNACCEPTABLE FRUIT VEGETABLES ACCEPTABLE AND/OR UNACCEPTABLE CHARACTERISTICS

Cabbage	Heads are solid, well compacted, and not discolored.	
Carrots	Bright color and well shaped.	
Cucumbers	Firm to the 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 and thick walled with dark skin.	
Potatoes	Clean, firm, and free from eyes and growth cuts.	
Radishes	Smooth, crisp, and firm consistency.	
	Firm to touch, well formed, and free of blemishes	
NOTE: Fresh vegetables must be handled only when necessary and with extreme care		
because of their perishable nature.		

#### Table 5-3

#### 5101 QUALITY INSPECTION

1. FOOD SERVICE OFFICERS. FSOs or a designated representative shall ensure the inspection of all subsistence items by the proper authorities, that the exact quantity is present, and that all products are in excellent condition. The FSO or a designated representative shall acknowledge receipt by legibly printing, signing, and dating receipt documents in non-erasable black/blue ink. U.S. Army Veterinary Food Inspectors, notified in advance, are present for all load outs/deployments.

2. U.S. ARMY VETERINARY INSPECTORS. Deliveries made by the Prime Vendor are subject to *random* inspection by the Army Veterinary Inspector (AVI). The PMA or AVI is required to perform fitness-for-human consumption inspections on all food purchases made outside the normal prime vendor supply channels.

3. ARMY VETERINARY FOOD INSPECTION. Army Veterinary food inspections must be done for all receipt of subsistence by the US Military and must comply with the following:

- Inspection on deliveries are conducted as they are received on the pier or at an ashore facility
- Routine customer service visits evaluate the products received and the vendor's performance.
- There must be on-call assistance for issues with a food product during or after a delivery.
- The dollar amount for any AVI sampling is a Survey and signed by the Veterinary or Medical Inspector. The applicable section of this publication contains the dollar value limitations when using NAVSUP Form 1334, Loss without Survey, or DD Form 200, Financial Liability Investigation of Property Loss.

#### 5102 DELIVERY

1. GENERAL. All items shall be delivered at designated areas, free of damage, with all packaging and packing materials intact. Protect food products from inclement weather when necessary. The SPV shall remove all excess pallets from the delivery point by prior arrangement between the SPV and the ordering activity. Mission requirements dictate delivery frequency and volume in agreement with the FSO, the SPV and/or the NAVSUP FLC and DLA.

2. DELIVERY SCHEDULES. Delivery schedules shall be coordinated before arrival to ensure the availability of equipment and/or personnel. Customers may not contact their supporting vendors to modify requisition or delivery schedules. Customers must contact their FLC for any changes made to their delivery schedule. Authorized Receipt Inspectors must be available on the pier at the time of delivery, especially during a foreign port visit when anchored out, to prevent unnecessary delays at all delivery points. SPV contractors are aware that projected feeding strengths at each naval location are subject to fluctuations based on a variety of factors such as seasonal increases/decreases in personnel, surges resulting from crises, mission changes or deployments, and/or homecomings. The Prime Vendor Customer Service Representative shall maintain open communication with the NAVSUP FLC, TYCOMs, and FSOs to be aware of these fluctuations and to provide the increased quantity and frequency of deliveries needed during these critical times.

An SPV who does not make a delivery to any facility in the specified delivery window may be liable as specified in the contract except under the following situations:

- The Prime Vendor attempts delivery and is refused entry to the base or pier
- The facility or NAVSUP FLC, acting as agent for the ship, cancels or refuses delivery

• The vehicle is delayed, through no fault of the SPV, 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 of, and without the fault or negligence of, the contractor.

3. DELIVERY VEHICLES. The SPV shall provide clean, closed delivery vehicles that are equipped with lift gates. Delivery vehicles shall be capable of maintaining products at appropriate temperatures. The FSO or authorized Receipt Inspector shall inspect delivery vehicles for sanitation and temperature (for chilled items) at the destination using a personal thermometer (not the truck's built-in thermometer) and record the temperature on the receipt document. Vehicles that are not sanitary, that 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 VENDORS

1. INSPECTION OF SUBSISTENCE. The FSO, Supply Officer (SUPPO), or Leading Culinary Specialist (LCS) (with written approval) is responsible for the receipt, identification, and inspection of all incoming subsistence items. All food items shall be inspected at the destination for conformance to all terms and conditions quoted or referred to in the contract. These terms shall include count, condition, and identity. Deviations from the terms and conditions of the contract are not permitted under ordinary circumstances. However, deviations may be allowed when approved by the FSO before delivery. Substitutions for ordered items are not permitted. When orders call for specific grade, type, or quality of food products, only the specified items shall be accepted on delivery. Food items shall not be accepted if deviations or substitutions have been made, even if offered at reduced prices. The FSO or designated representative shall inspect supplies does not relieve the contractor from responsibility; nor does it impose liability on any one of the ordering facilities for non-conforming supplies.

2. IDENTITY INSPECTION AT RECEIPT. Food items shall be inspected to ensure that the product is the item, type, style, and grade ordered. Receipt Inspectors shall be familiar with contractual labeling requirements and shall be thoroughly trained to determine shelf-life requirements and shelf-life remaining at receipt. All perishable products must 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 date of the guaranteed freshness. The SPV shall deliver the freshest food possible, but as a minimum shall comply with the contractual shelf life requirements. To obtain a copy of the applicable contractual requirements, contact the local Navy Food Management Team or local Fleet Logistics Center (NAVSUP FLC). Products offered by the SPV are required to be the freshest available products and must be within the manufacturer's established shelf life. Refer to the specific contract requirements. For ashore activities the SPV is required to deliver only the freshest possible food.

3. QUANTITY AND/OR COUNT INSPECTION UPON RECEIPT. Food items shall be inspected to ensure proper quantity (the quantity on the receipt document matches the quantity actually received). Each item must be checked to verify that the correct number of items are received, based on the unit of issue such as bags, cans, or weight. Net weights marked on standard packages shall be accepted. The count on the outside of containers shall 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 AND/OR CONDITION INSPECTION UPON RECEIPT. Food items shall be inspected to verify their acceptability and wholesomeness. This inspection must include temperature (for chilled and frozen) and age (date of pack). At the time of delivery, the temperature (for chilled and frozen) shall be recorded by the FSO or his designated Receipt Inspector and annotated on the receipt document. The products shall be inspected to verify they are in the condition required by the contract; that is, vegetables must be fresh, not wilted and meats must be fresh. The packaging and packing materials must be adequate to protect the product during storage and must meet contractual requirements for general messes afloat. Samples must be selected from the rear, middle, and front of the delivery van. Representative samples of each type of product shall be included in the sampling for inspection. The contractor shall be responsible for proper product storage, segregation, and delivery of products in excellent condition. The following shall apply:

- Frozen food items shall be delivered with internal temperatures not exceeding 0°F. Evidence of thawing and refreezing shall be cause for rejection of an item.
- Case weight of frozen meat items shall not exceed 60 pounds in weight with a 1/2-inch head space (air gap).
- Items requiring "Protection from Heat" must be delivered at a temperature below 70°F.
- Items requiring "Chilled" conditions shall be delivered with internal temperatures between 32° F. and 41° F.
- The recommended internal temperature for ice cream is -10°F. The temperature shall not exceed 0°F.
- Containers and wrapping must be intact and not damaged. Packages shall 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 an SPV or by a subcontractor under a Prime Vendor Contract. If there is any doubt about the fitness of any item, the product shall not be accepted. It shall be referred to local Army veterinary personnel for resolution. In the event local Army veterinary support is not available, resolution shall be referred to the command/unit Navy PMA. The DLA provides disposition instructions. Deliveries made by the SPV are subject to random inspections by an Army Veterinary Inspector (AVI). Under the SPV program, the veterinary food inspector's stamp is not required for the vendor to receive payment. When receiving subsistence from an approved non-contracted SPV overseas the command's PMA shall inspect all deliveries for wholesomeness and shall sign the receipt to acknowledge acceptance of subsistence.

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 by an SPV. The FSO or designated representative is the final authority on decisions to accept or reject deliveries, except in cases of suspected unwholesomeness, unapproved sources, and Berry Amendment Compliance. Food found to be deteriorated, contaminated, or infested at the time of delivery shall be rejected and returned to the SPV. Any item that has been mishandled, has incorrect internal temperatures at delivery, shows evidence of being thawed and refrozen, has freezer burn, or is dehydrated shall not be accepted. It must be properly documented to support actions taken. FSOs shall contact the Army Veterinary Service for disposition advice on all questions of fitness for human consumption or wholesomeness (especially for all overseas deliveries). In the absence of the Army Veterinary Service, the FSO must contact a PMA to accept and sign all overseas receipts. Any food item received in less than acceptable condition must be reported and rejected. An SF 364 must be provided to the DLA SPV when deliveries of subsistence contain less-than-satisfactory products that are

accepted at the time of delivery. This process allows the SPV to evaluate and investigate products to ensure the Navy continues to receive excellent food items. Substitute items accepted must be representative of the original product ordered and only accepted with prior approval from the FSO. This must be documented and initialed by the FSO on the receipt at the time of acceptance of the substitute food item. The local NAVSUP FLC may be contact for assistance in correcting deliveries of less-than-satisfactory food items.

#### 5104 AUTHORIZED RETURNS

The contractor and/or vendor shall accept returns under the following conditions:

- Products shipped in error.
- Products damaged in shipment.
- Products with concealed or latent defects.
- Products that are recalled.
- Products that do not meet shelf life requirements.
- Products that do not meet minimum quality requirements.
- Products delivered in unsanitary vehicles.
- Products delivered that fail to meet minimum/maximum temperature requirements.
- Over-ordered products in new condition.

# 5105 REJECTION AND RE-DELIVERY OF DISCREPANT ITEMS AT DELIVERY

1. RECEIVING ACTIVITY RESPONSIBILITY. The receiving activity shall immediately notify TYCOM or the regional representative of any problem not resolved by the NAVSUP FLC or the SPV.

- a. Report of Discrepancy Report. The Report of Discrepancy Report (SF 364) shall be submitted to NAVSUP via FLC and TYCOM for any problem that has not been resolved. (See Paragraph 5300.2 and Figure 5-5 for details on how to complete an ROD).
- b. Product Rejection. When products are rejected at the time of receipt for medical reasons, a copy of the PMA's SF 364 shall be emailed to <u>navsup foodservice@navy.mil</u> via FLC and TYCOM for further distribution to the SPV and the DLA Account Manager/Regional Representative. The Prime Vendor Listing on the DLA website for account manager contact information shall be used. This listing can be found at http://www.dla.mil/subs/pv/pvlist.asp TROOP SUPPORT SITE

2. DELIVERY TICKETS. In the event an item(s) is (are) rejected, delivery tickets shall be annotated for 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 shall clearly annotate a specific reason for each item returned to the SPV. Such reasons may include the following:

- High temperature
- Evidence of refreezing or thawing
- Pest damage
- Packaging with broken seals
- Excessively soiled packaging
- Evidence of tampering
- Mechanical damage
- Decay for FF&V
- Unapproved source

Quantities received that are greater than the quantity ordered are required to be returned to the SPV to avoid an unauthorized commitment.

3. REPLACEMENTS. Replacements are authorized depending on 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 FSO shall notify NAVSUP FLC/SPV (SPV) to reorder the replacement items and shall request a same-day or a next day delivery date. Replacement items that are delivered the same day or later shall require a new order entry and shall be delivered under a separate invoice. These re-deliveries shall 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 reflect only the items that were actually received. All replacements will be documented on the receipt and initialed by the FSO. Commands must not sign for a replacement item until it is actually received. Replacement of rejected products shall be ordered at the discretion of the FSO. A different brand may be requested to prevent the return of suspect item(s).

#### 5106 RECEIPT DOCUMENT PROCESSING

1. GENERAL. The FSO/Receipt Inspector is responsible for delivery, inspection, and acceptance of provisions from the SPV as discussed in this subparagraph.

The FSO and/or Receipt Inspector shall circle the quantity received and shall legibly print, sign, date, and annotate the time of delivery on the delivery invoice. The procedure for any changes in quantity received is as follows:

- line out the incorrect quantity
- initial the correction
- annotate and circle the actual quantity received
- annotate and circle the reason for the change (rejected, missing, substitution) on the receipt (delivery invoice)
- the SPV representative/driver must initial all corrections

The required number of copies of the completed invoice shall be returned to the delivery vehicle driver. The SPV delivery driver shall provide a receipt to NAVSUP FLC.

- a. Afloat/Inport. A Returned copy of the invoice shall be provided to the designated Logistic Support Representative (LSR) at the NAVSUP FLC via the delivery vehicle driver. Both the ordering activity and the LSR at NAVSUP FLC shall validate receipts. A final copy of the receipts in FSM format and with all noted adjustments shall be returned back to the ordering activity via email. The designated records keeper shall then verify the LSR posted receipts with their own to ensure 100% continuity. Immediately contact the LSR when discrepancies occur.
- b. Ashore. The ashore Recordskeeper/storeroom custodian shall post receipts directly into Stores Web and the FSM system, ensuring that all discrepancies are posted properly and verified directly with the SPV.

2. RECEIPT RETENTION. Current financial records retention guidance requires the retention of all documentation in support of a financial statement audit. Commanders may authorize the use of electronic/optical storage for retention of issue and receipt source documents in lieu of paper storage. However, receipt documentation must be readily available for review by procurement personnel, auditors, and financial management personnel.

#### 5107 PRIME VENDOR COST RECOVERY RATE

The Prime Vendor CRR is entered annually into the FSM system at the enterprise level. SPV Cost Recovery rates are applied only to all SPV requisitions. The CRR markup fee shall be applied to the extended price of each item (whether the order was processed CONUS or OCONUS) when processing the truck driver's commercial invoices. Units shall apply the CRR during receipt processing procedures for SIK orders in the FSM system. Receipts from the

STORES Receipt Files and receipts from Cargo/USNS/CLF Ships and third-party Husbanding Agents do not apply the CRR in the FSM system.

#### 5108 DISCREPANCIES DETECTED AFTER RECEIPT - LATENT OR HIDDEN DEFECTS

1. GENERAL. The FSO must request inspection by Army veterinary personnel, when available, or by the PMA for any product found to be defective after the initial delivery. This includes Prime Vendor Troop Support Food Recalls and associated ALFOODACTs. The AVI or PMA shall substantiate the existence of hidden or latent defects and shall determine if the items are fit for human consumption.

2. PROCEDURES. The procedures for dealing with latent or hidden discrepancies detected after receipt are discussed below.

- a. Ashore General Messes. Contact the appropriate DLA 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 NAVSUP FLC 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 any confirmed wholesomeness problems.
- c. Afloat Units Underway. Items inspected by the PMA and found to be non-hazardous must be kept on board 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, or if keeping the items on board creates an unhealthy environment, these items must be surveyed. When surveyed, provide pictures of the surveyed item(s) and a certificate of unfitness for human consumption from the medical department. A copy of the survey form with the Supply Discrepancy Report (SF 364) must be supplied to DLA via TYCOM/FLC and NAVSUP N432 for credit resolution. FSOs shall follow the procedures set forth in this publication for surveying and disposing of food items deemed hazardous. If possible, a picture of the hazardous item(s) shall be obtained. The PMA shall provide a certificate of unfitness for human consumption form that confirms that the discrepancy was not caused by any action of the ship. The FSO shall consult with PMA before discarding any food items suspected to be hazardous or unsafe. The FSO shall submit a copy of the survey form with the Supply Discrepancy Report (SF 364) to DLA via TYCOM/FLC and NAVSUP N432 for credit resolution. A copy of the PMA's or Veterinary Inspector's inspection report shall be attached to the SF 364.

#### 5109 REPORTING OF DISCREPANCY IN SHIPMENT

1. SHIPMENT DISCREPANCIES. Timely reporting of problems encountered in the delivery of subsistence is critical. The ROD (SF 364) shall be submitted to report any problem encountered in the delivery of subsistence by SPV. Originators must be specific in describing the nature and facts of the problem being reported. Before submission, the FSO shall ensure that the report is reviewed for accuracy and detail. The basic questions of what, when, where, and why must be answered. Upon completion, forward the Supply Discrepancy Report (SF 364) to NAVSUP for action via NAVSUP FLC and TYCOM for afloat commands. Email to navsup\_foodservice@navy.mil. See Paragraph 5300.2 and Figure 5-5 for details on how to complete a ROD.

2. DISCREPANCY CREDIT. In order to be credited for any discrepancy detected after the receipt documentation has been forwarded to DLA, and the distributor has not provided a one for one replacement, a report of discrepancy must be completed to adjust your bill. Email the SF 364 to <u>navsup\_foodservice@navy.mil</u> via TYCOM/FLC.

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

#### 5200 INSPECTION OF FOOD ITEMS RECEIVED FROM THE DEFENSE LOGISTICS AGENCY, NAVAL, AND OTHER GOVERNMENT SOURCES

An ashore supply activity shall perform a quality inspection of food items upon acceptance from the original supplier. This inspection shall be in accordance with NAVSUPINST 4355 (series). Before loading, the receiving individual and the PMA and local AVI shall inspect all food items, in accordance with NAVMED P-5010-1 Tri-Service Food Code, to detect any deterioration, contamination, or infestation that may have occurred since the quality inspection at the supplying activity. Special attention shall be given to inspection of foods that are perishable or may be easily infested. Food found to be deteriorated; contaminated, or infested at the time of delivery to ashore activities or ships in port shall be rejected and returned to the supplying activity. Government-owned subsistence items received in usable condition but unfit for storage shall be used promptly; any loss shall be surveyed. Foods received via underway replenishments that are suspected to be hazardous should be separated and disposed of immediately in accordance with Paragraph 5301 and Paragraphs 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 shall originate from an approved source. All food items shall be inspected at their destination for conformance to all terms and conditions quoted or referred to in the contract or purchase order. These terms shall include 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 because of lack of time or other extenuating circumstances. Substitutions of food items shown on contracts or purchase orders are not permitted. Only the specified items shall be accepted upon delivery when contracts or purchase orders call for a specific grade, type, or quality of food products,. Food items shall 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.

2. SUBSTANDARD DELIVERIES. Food that is deteriorated, contaminated, or infested at the time of delivery shall be rejected and returned to the supplying activity. No meat or meat food products delivered under contract within the United States shall be accepted unless the original package displays the stamp or label of the USDA 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 shall remain attached until the container is empty. It shall then be kept on file for 90 days. Fresh crustaceans (lobster and crab) must be alive to be accepted. All food items received must be in compliance with the Berry Amendment.

3. DISPOSITION OF RECEIPT DOCUMENTS. The FSO shall retain the signed copies of all receipts under lock and key (accountability file) for 10 years.

#### 5202 INSPECTION BY THE MEDICAL DEPARTMENT

Only during emergencies, and with TYCOM and/or FLC approval, shall a Command order from sources (commercial vendors) other than a SPV. In these rare cases, a Veterinary Food

Inspector (VFI) or a designated representative of the Medical Department shall perform a fitness-for-human consumption inspection upon receipt of food items. The VFI/PMA shall sign the DD Form 1149 receipt document showing that the inspection has been performed. An item shall not be accepted if there is any doubt about its fitness. The item(s) shall be referred to the VFI or Navy PMA for appropriate disposition. When a receipt inspection is performed by a VFI or PMA at a central inspection point before delivery, proof of inspection shall be stamped on the vendor's delivery ticket and further medical inspection is not required during receipt.

#### 5203 RECEIPT ON BOARD

The FSO has overall responsibility for the receipt, identification, and inspection of all incoming subsistence items. The Receipt Inspector is responsible to the FSO for the quality inspection and receipt of incoming subsistence items. Designated in writing by the FSO, the Receipt Inspector shall check for conformance to all terms and conditions of all contracts and regulations. This may include the following

- Specific grade
- Type
- Quality
- Labeling
- Dates of packing
- Shelf life

The FSO shall verify all subsistence received and the Receipt Inspector shall determine the exact quantity received and shall sign the necessary papers in non-erasable black/blue ink to acknowledge receipt. In the absence of the FSO or Receipt Inspector, a responsible person who is authorized in writing by the Supply Officer (see Appendix D for a sample letter) may receive and inspect food items.

NOTE: Receipts shall contain the following minimum data elements:

- Document Number
- LSN
- Quantity
- Unit of Issue

If any of these data elements is unavailable or illegible on the receipt, an administrative /dummy receipt is required. The receiving Command always must attempt to obtain a copy of the receipt from the local NAVSUP FLC to place in the FSO's accountability file.

#### 5204 RECEIPT BY THE AUTHORIZED RECEIPT INSPECTOR

1. GENERAL. Upon receipt of provisions from Navy sources or approved commercial sources, and before inspecting or counting the food items, the Receipt Inspector shall remove one copy of each receipt document and forward it to the bulk storeroom custodian.

NOTE: Receipts must contain the following minimum data elements:

- Document Number
- LSN
- Quantity
- Unit of Issue

An administrative/dummy receipt is required when any of these data elements are unavailable or illegible on the receipt.

2. QUALITY INSPECTION UPON RECEIPT. All food items must be inspected on delivery to verify their acceptability before signing for receipt. Receipt personnel may request assistance by local AVI personnel to assist in verification of subsistence items.

This inspection must include temperature (for chill and frozen), age (date of pack), and condition. Select samples from the rear, middle, and front of the delivery van. Mixed load sampling must include representative samples of each type of product. This information is necessary to make the proper decision for initial acceptance and/or subsequent issue. Any food item received in less than excellent condition must be reported or rejected in accordance with Paragraph 5200 or Paragraph 5201.

A local code (such as different color markings on cases) may be established to identify the receipt date to be used with Date Of Pack (DOP) and inspection results so that a First In First Out (FIFO) procedure shall be effective. First In-First Out (FIFO) is a procedure that determines only the order of precedence for issue. The final decision for issue shall depend on product condition as determined by inspection.

3. QUANTITY INSPECTION UPON RECEIPT. Inspection of quantity upon receipt is discussed below.

- a. Receipt from Navy Sources. The Receipt Inspector shall inspect the quantity of food items received, circle the exact quantity received (unit of issue), and legibly print, sign, and date the receipt document (see Figure 5-1). The Receipt Inspector shall ensure that the proper quantity (the quantity on the receipt document matches the quantity received). Net weights marked on standard packages received from the Navy or other government agencies are acceptable. The quantity on the outside of the container received from government sources shall 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 shall forward the receipt documents to the FSO.
- b. Receipt from Commercial Sources Other than Prime Vendor. Upon receipt of provisions from a commercial source, the Receipt Inspector shall 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 shall be made and forwarded to the bulk storeroom custodian. The Receipt Inspector shall then inspect and circle the quantity received and shall sign and date the copy with the date the items that were received (Figure 5-2). The quantity on the outside of containers received from commercial sources shall 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.
- c. Definite Delivery Contract. The Recordskeeper records and circles the exact quantity received on the delivery ticket.

4. SHORTAGES AND OVERAGES. Shortages and overages shall be handled in accordance with Paragraph 5206 and Paragraph 5207.

#### 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 may 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

Paragraph 5300 and Paragraph 5301. Speed and accuracy in reporting discrepancies is important especially if the product is hazardous/suspect. In all instances, immediate reporting of defective food items shall enable the contracting agency to initiate warranty action against the supplier, thereby protecting the financial interests of the government. Defects discovered after receipt (during inspections, breakouts, or preparation) must be reported when the defective condition was not caused by mishandling or over-aging of the item while in the custody of the using activity. This shall enable the contracting agency to initiate warranty action against the supplier, thereby protecting the financial interests of the government.

#### 5206 SHORTAGES IN SHIPMENT

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 because of a shipping (item) or packing discrepancy. If a shortage exists, immediately contact DLA Account Manager to resolve discrepancies.

#### 5207 OVERAGES IN SHIPMENT

1. GENERAL. An overage occurs when the quantity received exceeds the quantity stated on the receipt document regardless of the quantity on the original requisition. When an overage occurs, the receiver and the issuer must establish immediate liaison to resolve the discrepancies.

Overages on receipts create variances and funding issues between SIK obligations and expenditures. Justifications are required from the command and TYCOM and forwarded to BUPERS when the quantity results in the expenditures are more than an obligation is. In port, quantities received that are greater than quantities ordered shall be returned to the Prime Vendor to avoid unauthorized commitments.

2. OVERAGE DOCUMENTATION. When discrepancies from a Navy source are unable to be resolved, the Receipt Inspector shall indicate on the receipt document the actual quantity received by annotating and circling the quantity received and drawing a single line through the invoiced quantity. The Receipt Inspector shall then sign and date the receipt document in accordance with Paragraph 5202 and Paragraph 5204 (Figure 5-3) and shall forward the document to the FSO. The subparagraphs below present additional information.

- a. Items Received Without a Receipt Document. If the receipt is damaged or illegible beyond recognition, or when processing over-aged shipments, the unit/activity is required to create an "administrative/dummy receipt". A "Dummy Receipt Document" shall 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) or Requisition Invoice/Shipping Document (DD Form 1149). At a minimum, the Administrative/Dummy Receipt must contain the following:
  - A clear defininition of the purpose of the receipt (the item was missing, damaged, or lost in shipment)
  - Document Number
  - NSN
  - Quantity
  - Unit of Issue
  - The date received

The Administrative and/or Dummy Receipt shall require one of the following:

• Legibly printed full name with signature by receiving member and date received, with substantiating documentation (packing slip/delivery ticket).

• Legibly printed full name with signature by the receiving member and date received on an FSM or STORES screenshot. The system date must be clearly visible on the screen shot coinciding with the receipt date.

• First and second line signatures, legibly printed names, and dates without substantiating documentation. Second line signature must be E7 or above or leading CS if not E7 at command or civilian equivalent.

NOTE: In instances where a receipt does not contain the minimum required elements for a receipt (NSN or NIIN, item name, unit of issue, and quantity), the unit/activity must create an administrative/dummy receipt to be attached to the substantiating documentation delivered with the material. Both documents must be signed, dated, and have legibly printed name of person signing (2nd line signature is not required when substantiating documentation (i.e., vendor receipt) is attached.

- b. Dummy Receipt Document Preparation. DoD Single Line Item Release/Receipt Document (DD Form 1348-1-A) or Requisition Invoice/Shipping Document (DD Form 1149) shall be prepared as a "Dummy Receipt Document" (Figure 5-4) for overages in shipment. It shall 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. Preparation of DD Form 1348-1-A. DD Form 1348-1-A shall be prepared using all the information on the original receipt document with the exception of the quantity and total price. The quantity block shall contain the excess quantity actually received. Zero fill as necessary (for example, 28 ea = 00028). The total price block shall contain the dollar value of the excess quantity times the unit price. "DUMMY INVOICE TO COVER EXCESS SHIPMENT" shall be annotated on the document. A statement that cross-references the original receipt document with the "Dummy Invoice" (Figure 5-4) shall be provided to distinguish the dummy receipt from the normal receipt. When possible, all excess quantities not ordered should be returned. If overages must be accepted, the Receipt Inspector and bulk storeroom custodian must circle the excess received, then both shall sign and date the dummy invoice. The dummy invoice must then be forwarded to the FSO. A dummy invoice also shall be used when food items are received without invoices or with unpriced invoices until the correct invoices are received. Prices shall then be cross-referenced and differences correctly posted to NAVSUP Form 367.
- d. Administration/Dummy Receipts with the FSM System Date Validation. When a screen shot from the unit/activity's BLA is used to create the Administrative/Dummy receipt the BLA system date, readable on the screen shot, may validate when the receipt was created as long as it coincides with the receipt date. In this instance, only a legible signature of the member receiving the material is required.
- e. Administration and/or Dummy Receipts Not Digitally Signed. For administrative and/or dummy receipts not digitally signed (CAC signature and date), a legible first and second line signature and date must be recorded on the Administrative/Dummy receipt within 72 hours after it has been created. The second line signature must be by an E7 or above or GS/Civilian supervisor level equivalent for all Operational Forces and Ashore units/activities. For units/activities that do not have an E7 or above, the senior member of the team shall be responsible for the second line signature.

3. OVERAGES FROM A COMMERCIAL SOURCE. When an overage occurs from a commercial vendor, the Receipt Inspector and bulk storeroom custodian shall sign only for the requested quantities on the receipt documents in accordance with Paragraph 5203 and Paragraph 5204 and shall forward the documents to the FSO. Any excess quantities shall be returned to the vendor.

#### 5208 UNEXPECTED SHIP SCHEDULE CHANGE

When a ship is redirected from a scheduled port visit, and provisions cannot be cancelled or an Other Supply Officer (OSO) transfer cannot be performed in a timely manner, the local NAVSUP FLC, Regional Supply Center (RSC) or the assigned Commander Task Force (CTF) shall be contacted immediately. The following steps shall be undertaken:

- The FSO must attempt to obtain a copy of the receipt document.
- The receipt document must be posted as an RWC for the quantity shown on the receipt regardless if subsistence has been received.
- A DD Form 200 must be completed to initiate the removal of items from inventory.

#### 5209 PORT CLEARANCE FOR FOOD PRODUCTS

1. GENERAL. It is the responsibility of the vessel's Commanding Officer to notify Customs and Border Protection (CBP) of a pending vessel arrival and to provide the proper passenger/cargo documents upon arrival. The CBP must complete their baggage/cargo inspection before the embarking or disembarking of personnel or loading or unloading of stores.

2. CLEARANCE REQUIRMENTS. CBP inspectors shall inspect all food service storage locations including all refrigerators and freezers onboard. The FSO, LCS, or storeroom custodian must be standing by to assist the CBP inspectors. In preparation for entry into the United States all food products of animal or plant origin (not including seafood) manufactured outside of the United States must be disposed of or palletized and marked for disposal before entry. Disposal must be completed before port clearance approval as outlined in OPNAVINST M 5090.1.

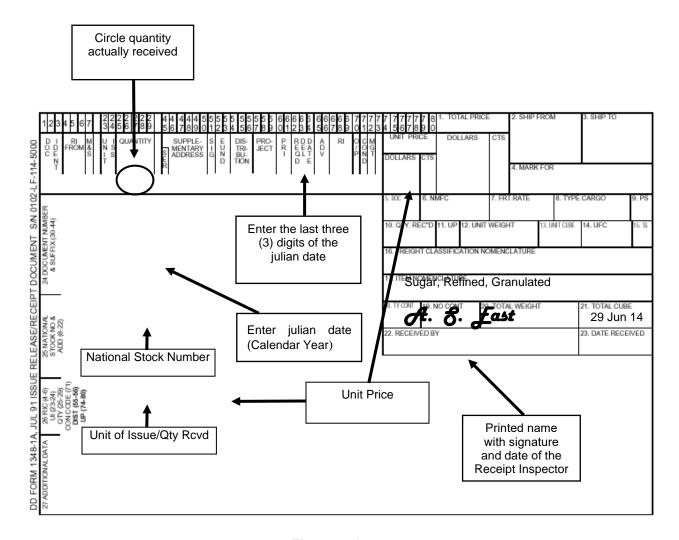


Figure 5-1 DD Form 1348-1-A Receipt by Receipt Inspector DOD Single Line Item Release/Receipt Document

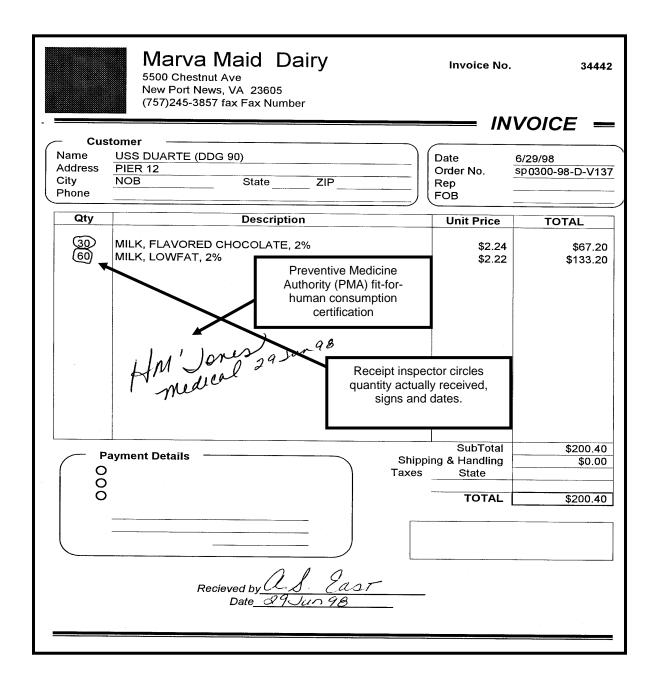
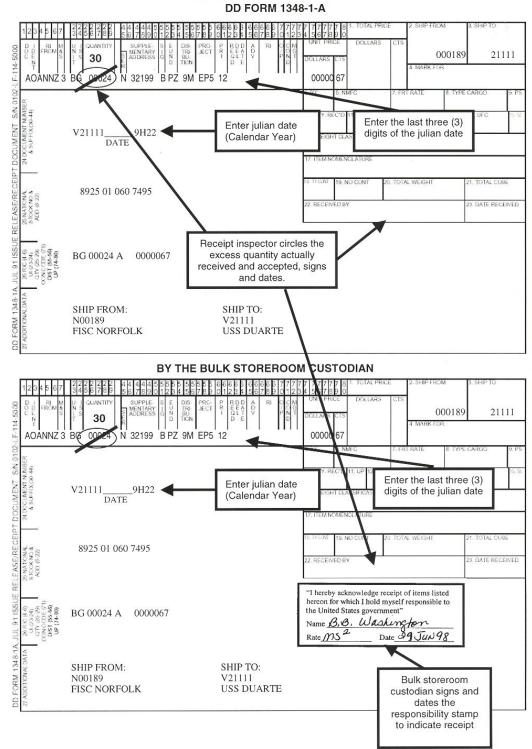
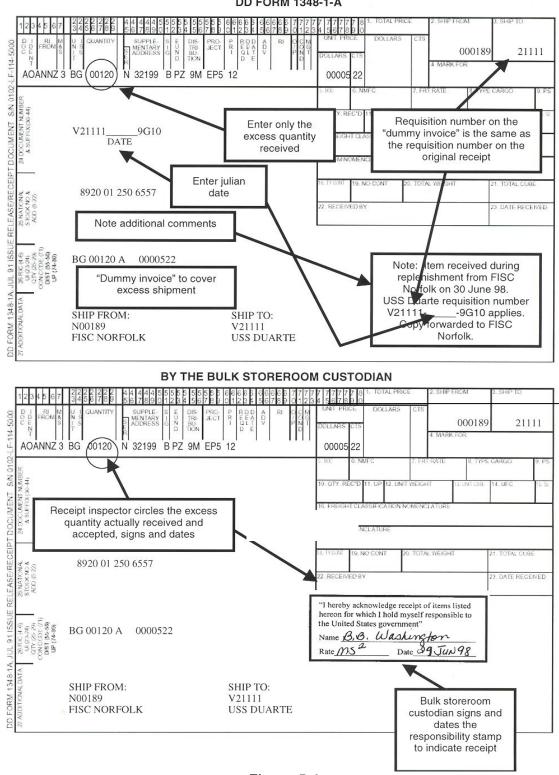


Figure 5-2 Receipt From Commercial Sources Other Than Prime Vendor



ANNOTATING OVERAGES IN SHIPMENT ON RECEIPT DOCUMENTS BY THE RECEIPT INSPECTOR

Figure 5-3 DD Form 1348-1-A Annotating Overages in Shipment on Receipt Documents by the Receipt Inspector



DOCUMENTING OVERAGES IN SHIPMENT – "DUMMY INVOICE" DD FORM 1348-1-A

Figure 5-4 DD 1348-1-A Documenting Overages in Shipmen – "Dummy Invoice"

# PART D: UNSATISFACTORY SUBSISTENCE ITEMS

#### 5300 NONHAZARDOUS FOOD ITEMS

1. GENERAL. Nonhazardous food items are products that 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 may 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 Paragraph 5300 and Paragraph 5301. Speed and accuracy in reporting discrepancies is important, especially if the product is hazardous and/or suspect. In all instances, immediate reporting of defective food items shall enable the contracting agency to initiate warranty action against the supplier, thereby protecting the financial interests of the government. Defects discovered after receipt such as breakdown during inspection, breakouts, or preparation should be reported provided that the defective condition was not caused by mishandling or over-aging of the item while in custody of the using activity.

The following items are examples of nonhazardous, unsatisfactory food items:

- Chicken wings in a box labeled chicken breasts.
- Grilled steaks containing such large amounts of fat and gristle that they are tough and unappetizing.
- Packaging that does not adequately contain and protect the product.
- Deviations in case quantity.
- Conflicting markings (administrative non-conformance).

2. REPORTING PROCEDURES. Standard Form 364 (Report of Discrepancy) shall be prepared as shown below and in Figure 5-5. Additional information about reporting procedures is discussed below.

- a. Ashore and Afloat Facilities. Ashore facilities and afloat facilities while in port shall report all unsatisfactory subsistence items to the supporting U.S. Army Veterinary Service. FSOs shall request inspection of the product, recommendation for disposition of the item, and assistance in completion of necessary reports. The FSO shall determine use of items in the nonhazardous, unsatisfactory food category. This assessment may include processing of suspect subsistence. The ROD (Standard Form 364), DD Form 1348-1-A, and DD Form 1608 are prepared external to the FSM system. These forms may be found in Appendix B.
- b. Unsatisfactory Nonhazardous Food Items Received from a Prime Vendor or Non-Prime Vendor Commercial Source. Unsatisfactory nonhazardous food items received from a prime vendor or non-prime vendor Commercial Source require a Standard Form 364 to be prepared by the activity (afloat and ashore). Supply Chain Material Management Procedures, DoD Manual 4140.1, Volume II provides policy and guidance for material management.

	e Block and Caption o of Form	Instruction for Entry Indicate whether the problem is a shipping discrepancy, packaging discrepancy, or both by
1 2	Date of Preparation Report Number	placing an X in the appropriate box(es). Year, month, day (Example: 99 Jun 01) Serial number of the report. 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	То	COMMANDER DEFENSE SUPPLY CENTER ATTN: DLA-TS-FTRE 700 ROBBINS AVENUE, PHILADELPHIA, PA 19111-5906
4	From	Name, address, and zip code of the reporting activity.
5a	Shipper's Name	Name and address of the shipper. This can be obtained from shipping documents or service supply activity.
5b	Number and Date of Invoice	Leave Blank
6	Transportation	Leave Blank
7a 7b	Shipper's Number Office Administering	Purchase order or contract number. Leave Blank
	Contract	
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
0-		credit without the requisition number.
9a	LSN 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 shipped
9d	Quantity Received	Quantity of item received.
	a Discrepancy Quantity	Quantity in error.
100	Discrepancy Unit Price	Unit price as billed or shown on the shipping documents.
100	Discrepancy Total Cost	Enter the total value of material (10a x 10b).
	Discrepancy Code	Nature of the discrepancy using the discrepancy
		codes listed on the face of the form. If a condition exists that is not listed, use Z1 and explain the action requested in item 12.
11	Action Code	Requested action from codes listed on the face of
		the form. If the action is other than that covered by the listed action codes, use 1Z and explain the action requested in item 12.
12	Remarks	Use for any supplemental information where the combination of discrepancy codes and action codes needs 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 and packaging date, inspector number and inspection date, probable cause of improper packaging, and suggested corrective action must be included. Include additional contact information and photos to assist with discrepancies and/or any deficiency. When over-aged material (material with an expired shelf life) is received, enter the following information:

- Manufacturer's name
- Contract/purchase order number if not shown in item 7a
- Date of manufacture, pack, or expiration
- Lot/batch number
- Location of material
- Name, address and telephone number (if available) of contract
- Nature of complaint, stating in detail why material is unsatisfactory

Leave Blank. For use by NAVSUP N432. Self Explanatory

Self Explanatory NAVSUP N432 (EMAIL) Copy to: Retained Returns, TYCOM NAVSUP FLC, Supporting Vet Services

- 13 Funding and Accounting Data
- 14a Typed or printed name, title, and phone number of preparing official
   14b Oimplement
- 14b Signature
- 15 Distribution

INSTRUCTIONS

DEPARTMENT OF DEFENSE: DLAR 4140.55/AR 735-11.2/NAVSUPINST 4440.127E/AFR 400-54/MCO 4430.3E, Reporting of Item and Packaging Discrepancies, and/or DLAR 4140.60/AR 12-12/NAVSUPINST 4920.9B/AFR 67-7/MCO 4140.1B, Processing Discrepancy Reports Against Foreign Military Sales Shipments. CIVILIAN AGENCIES: See FPMR handbook cited in 19(2)(a).

REPORT OF DISCREPANCY (ROD)			<ol> <li>DATE OF PREPARATION</li> </ol>			2. REPOR	2. REPORT NUMBER			
SHIPPING	X PACKAGING				14 JUN 2	0		005/	14	
3. TO (Name and address, include ZIP Code)				4. FR	OM (Name and addr	ress, include	ZIP Code)			
DLA Troop Support ATTN: Subsistence - FTRE 700 Robbins Ave. Philadelphia, PA 19111-5096				COMMANDING OFFICER USS DUARTE (DDG 90) FPO-AE 28882-1888						
5a. SHIPPER'S NAME				5b. N	UMBER AND DATE	OF INVOID	E 6. TRANS	PORTATION D	OCUMENT	NUMBER
HEINZ 208TH ST. PHILADELPHIA, PA 19111						(GBL., We	ybill, TCN, etc.)			
7a. SHIPPER'S NUMBER (Purchase 7b. OFFICE ADMINISTERING CONTRAC			ĊТ			8. REQUISITI	ONER'S NUMB	ER (Requisit	tion,	
Order/Shipment, Contract, etc.)						Purchase Requ				
DLA-134-98-C-444								V21111818	09H05	
9. SHIPM	ENT, BILLING, AND	RECEIPT	DATA			10.	DISCRE	PANCY DATA		11.
NSN/PART NUMBER AND NOMENCLATURE		UNIT OF ISSUE	QUANT SHIPPI BILLE		QUANTITY RECEIVED	QUAN- TITY	UNIT PRICE	TOTAL COST	CODE1	AC-2 TION
(=)		(b)	(c)		(d)	(a)	(b)	(c)	(d)	CODE
8950013893825 HOT SAUCE, PE	PPER SAUCE	BT		120	120	48	1.24	59.52	Z1	lE
								0.00		
								0.00		
								0.00		
								0.00		

12. REMARKS (Continue on separate sheet of paper if necessary)

APPROXIMATELY TWO THIRDS OF PRODUCT HAVE RUSTED CAPS

Provide detailed description of the discrepancy. The basic questions of what, when, where, and why must be answered. (For Prime Vendor Subsistence)

1 DISCR	EPANCY CODES	2 ACTION CODES
CONDITION OF MATERIAL C1 - In condition, other than that indicated on result of the comment C2 - Expired shelf life C3 - Damaged parcel post shipment SUPPLY DOCUMENTATION D1 - Not received D2 - Illegible or mutilated D3 - Incomplete, improper or without authority D4 - Incomplete, improper or without authority D5 - Incomplete, improper or without authority D6 - Incomplete, improper or without authority D6 - Incomplete, improper or without authority MISDED MATERIAL, active WISDED D14 - ICATE SHIPMENTS O1 - Quantity in excess of that on receipt document or drift issue paced of the complete interval D1 - Inproper preservation P2 - Improper marking P4 - Improper unitization 13. FUNDING AND ACCOUNTING DATA	PRODUCT QUALITY DEFICIENCIES Q1 - Deficient material (Applicable to Grant Aid and PROS shipments) SHORTAGE OF MATERIAL S1 - Quantity less than that on receipt document S2 - Quantity less than that no receipt document S3 - Non-receipt of garcel post shipments TEM TECHNICAL DATA MARKINGS (i.e., Name Plates, Log Books, Operating Handbooks, Special Instructions, etc.) T1 - Mission or multisted T3 - Regibilitied T4 - Inspectionity operational markings missing T4 - Inspectionity advertiging of incomplete T5 - Warney doct and missing or incomplete T6 - Warney doct and the and the advector of the missing WRONG ITEM (Ideat Avector of the substitute OTHER DISCREPANCIES Z1 - See remarks	<ul> <li>1A - Disposition instructions requested (Reply on reverse)</li> <li>1B - Material being retained (See remarks)</li> <li>1C - Supporting supply documentation requested</li> <li>1D - Material still required expedite shipment (Not applicable to FMS)</li> <li>1E - Local purchase material to be returned at suppler's superse unless disposition instructions to the contrary are received within 15 days (Reply on reverse) (Not applicable to FMS)</li> <li>1F - Replacement thipment requested (Not applicable to FMS)</li> <li>1G - Reshipment not required. Item to be rerequisitioned</li> <li>1H - No action required. Information only.</li> <li>1Z - Other action requested (See remarks)</li> </ul>
142. TYPED OR PRINTED NAME, TITLE, AND PHONE NU ELLIS, WILLIAM B. FSO 564-2290 757-444-2290 15. DISTRIBUTION ADDRESSEES FOR CORIES COMMANDING OFFICER	MBER OF PREPARING OFFICIAL 14b. SIGNATURE	
NAVAL SUPPLY SYSTEMS COMMAND N4 5450 CARLISLE PIKE P.O. BOX 364-103 7540-00-159-4442		STANDARD FORM 384 (FEV. 2-80) (EG)
304-103 /040-00-159-4442	(Previous edition is obsolete.) Reset	Prescribed by QSA FPMR 101-26.8

Figure 5-5 Report of Discrepancy

c. Unsatisfactory Nonhazardous Food Items Received from Naval and Other Government Sources. A DD Form 1608 (UMR) shall be prepared by all activities (afloat and ashore) receiving unsatisfactory food items that do not conform to specifications that were received from SPV or other government sources. See below and Figure 5-6.

Date Block and Caption 1 Date Prepared 2a Name of Receiving Activity	Instruction for Entry YYMMDD (Example: 990123) COMMANDER, NAVAL SUPPLY SYSTEMS COMMAND FLEET SUPPORT DIRECTORATE, NAVY FOOD
2b Address	SERVICE DIVISION (NAVSUP N432) 5450 CARLISLE PIKE P.O. BOX 2050 MECHANICSBURG, PA 17055-0791
3a Name of Originating Activity	Name of activity submitting report.
3b Address 4a Item Nomenclature	Address of activity submitting report. State nomenclature in sufficient detail to ensure identity, For example: Peaches, Whole, No. 10 can or Pork Chops, Boneless. (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 NSN from the Group 89, SPV Catalog or from the 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. Obtained from the service supply activity and/or
8 Source of Shipment	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.
<ul><li>10 Contractor Lot Number</li><li>11 Product Code</li></ul>	Obtained from the shipping container. 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 also may be found printed or stenciled on the shipping container.
12 Date of Pack	(YYMMDD) obtained from the shipping container.
13 Requisition Number	Enter the complete requisition number (service designator and Unit Identification Code (UIC) followed by the Julian date of the requisition followed by the food item code preceded by the number 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 on NAVSUP Form 1059).
16 Quantity on Hand	Total on hand quantities of the food item being
17 Narrative	reported. Include a narrative description of the unsatisfactory condition that makes the item unsuitable for intended use or affects customer satisfaction or

Recommendations	acceptance. List storage condition or other factors that may relate to the unsatisfactory condition of the product. Indicate the current status of product such as on hold, normal issue, or expedited issue. State recommendations for the disposition of supplies, revision of specification requirements, and/or revision of purchase requirements for the size of units and quantities. List all other discrepancy forms reporting this same discrepancy and item.
19a Name of Verifying Officer	Name of accountable FSO.
19b Grade	Grade of accountable FSO.
19c Signature	Signature of accountable FSO.
19d Telephone Number	Telephone number of accountable FSO (include commercial and DSN numbers).
19e Title	Title of accountable FSO.
19f Date	YYMMDD. Date the report is signed and
20 Distribution	forwarded. NAVSUP N432 (EMAIL) Copy to: Retained Returns, TYCOM NAVSUP FLC, Supporting Vet Services

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, Distrobution Point, Direct Delivery, etc.)
7B. PLANT ADDRESS (Include Street, City, State and ZIP Code) 101 MAIN SIREET NEW YORK, NY 99887-2233	PRIME VENDOR
9. CONTRACT NUMBER DLA-134-98-C-444 10. CONTRACTOR LOT NUMBER LOT #4, CODE D	11. PRODUCT CODE 12. DATE OF PACK (YYMMDD) 9272, 9235, 924 930412
13. REQUISITION NUMBER V2111181809H05 14. DATE SUPPLIES RECEIVED 06/13/98	15. SIZE OF LOT/SHIPMENT 16. QUANTITY ON HAND 48
	A. CASES B. UNITS 20.0 120
FOR ALL USERS (Food Service, Commissary,	, Veterinary, Troop Issue Subsistence, Etc.)
17. MARRATIVE DESCRIPTION OF UNSATISFACTORY QUALITY AND PRODUCT IS WEAK TASTING, HAS LITTLE FLAVOR, IS THIN SOLIDS AND LIQUIDS IN PRODUCT HAVE SEPERATED AND WI LY TWO THIRDS OF THE PRODUCTS HAVE RUSTED CAPS.	, WITH WATERY APPERENCE.
18. RECOMMENDATIONS PRODUCT HAS BEEN SURVEYED. RECOMMEND THAT OLD AGE ST SHIPS.	TOCKS NOT BE ISSED TO
19A. NAME OF VERIFYING OFFICIAL (Last, First, MI) ELLIS, WILLIAM B.	28. GRADE   19C. SIGNATURE LTJG   19C. SIGNATURE
19D. TELEPHONE NUMBER (A-AUTOVON C-COMM.) 19 (A)564-2290 (C)(757) 444-2290 19	7E. TITLE   19F. DATE (YYMMDD) FFS0 980629
DD Form 1608 EDITION C 82 SEP	OF 1 APR 77 IS OBSOLETE S/N 0102-LF-001-6082

INSPECTI	ON RESULTS (W	nen appropr	iate, report c	an be forwar	ded by users	without this	section being	completed)
20A. TYPE OF XAMINATION	20B. INSPECTION LEVEL	20C. AQL	20D. CLASS OF DEFECT	20E. ACCEPTANCE NUMBER	20F. REJECTION NUMBER	20G. SAMPLE SIZE	20H. NUMBER OF DEFECTS OR DEFECTIVES	201. SAMPLE UNIT
1A. TYPED N	AME OF AUTHORI	IZEÐ INDIVIC	DUAL	218. GRAD	DE	21C. SIGNATURE		
21D. TELEPHONE NUMBER (A-AUTOVON C-COMM.)				21E. TITI	.E	21F. DATE (YYM	(MOD)	

Figure 5-6 DD Form 1608 Unsatisfactory Material Report (Subsistence)

#### 5301 HAZARDOUS FOOD ITEMS

1. GENERAL. Hazardous food items are products that may 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 Army Veterinary Inspectors, the PMA, or the appointed representative. The AVI or PMA shall determine the suspected causes of the food-borne illness. Photographs and samples must be taken for testing before placing the item on medical hold in accordance with subparagraph 5301.4 below.

2. EXAMPLES OF POTENTIALLY HAZARDOUS FOOD ITEMS. The following are examples of potentially hazardous food items:

- Widespread presence of swollen or leaking cans. (The contents of bulged or swollen cans must never be consumed).
- Products with offensive or unusual odors and colors and/or any other evidence of deterioration, spoilage, or contamination. An attempt must be made to determine whether or not the hazardous condition is caused by an isolated instance of excessive storage or by mishandling before reporting the item as hazardous.
- Food items containing foreign objects such as glass, dirt, or pieces of metal. A sample
  of the contaminant must be forwarded to HQ, DLA, ATTN: DLA-HQS (CDCFP), by the
  most expedient means. Communication accompanying the sample must indicate if the
  problem appears to involve only a single unit/container of the product and must include
  the estimated percentage of units/containers involved when possible. Photographs are
  the preferred form of documentation.
- Any apparently wholesome food items that, based on the best available medical knowledge or from an ALFOODACT message, is suspected or known to harbor disease-causing agents.
- Items that show Insect or rodent infestation.

NOTE: Food items that have become hazardous because of over age, mishandling while in the custody of the user, or other isolated instances of abuse shall not be reported under these procedures.

3. DISPOSITION. Items that are suspected to be hazardous shall be separated and suspended from issue subject to determination by the Preventive Medicine Authority (PMA) or by the Army Veterinary Inspectors that they are unfit for human consumption. Items determined to be unfit for human consumption shall 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 shall be completely disposed of to prevent any possibility of consumption. Samples, as noted in Subparagraph 4, should be retained. Before destruction, all available identifying information, including contract numbers, shall be obtained. Photographs of the defects must be taken before disposing. When the medical authority cannot make a positive determination that an item is unfit for human consumption, destruction shall be delayed pending the results of laboratory tests.

- 4. SAMPLES AND TESTS. Information on samples and tests is discussed below.
  - a. Ashore Activities. Samples of the product (normal and abnormal) shall be supplied when considered necessary by the medical or veterinary representative. Contact the local veterinary service for assistance in sampling procedures, completion of test request forms (Figure 5-7 and Figure 5-8), and shipment of the samples to the laboratory.
  - b. Afloat Activities. At the direction of the PMA, samples of the food product (normal and abnormal) shall be turned in to the nearest Navy shore activity, which shall arrange for

veterinary inspection of the product in accordance with Subparagraph 4a above. In the event that local Veterinary Service personnel are not available, samples must be sent to the nearest facility at the address shown below.

Public Health Command Region-South ATTN: MCVS-LAB 2472 SCHOFIELD ROAD, SUITE 2630 FT SAM HOUSTON TX 78234-6232 Comm: (210) 295-4604/4761 DSN: 421-4604/4761 Fax: (210) 270-2559 Sample receiving area Comm: (210) 295-4210 DSN 421-4210

Public Health Command Europe, Laboratory Sciences VETERINARY SERVICES-FOOD PROTECTION PROGRAM ATTN: MCHB-RE-L CMR 402 APO AE 09180 06371-9464-9710 (within Germany); (+49) 6371-9464-9710 (from outside Germany) DSN: (314) 590-9710

PACIFIC REGION FOOD ANALYSIS LAB 1 JARRETT WHITE RD. RM, 2H224 TRIPLER AMC HI 96859 Comm: 808-433-7925/7926 Fax: 808-433-7928

c. DA Form 7539 (Figure-5-7 and Figure 5-8) shall be used. One copy of the two-page form shall be signed by the US Army Veterinary Service or medical representative and submitted. A letter request shall be submitted containing all the pertinent data contained on the Form If the Forms are not available. A representative number of backup samples shall be retained until test results are known, unless retention constitutes a health or sanitary hazard. Test results shall be transmitted expeditiously, usually by telephone.

То	See addresses above.
From	Activity requesting results of test.
Prime Contractor and address	Obtained from unit container and/or shipping container.
Contract Number	Obtained from unit container and/or shipping container.
Manufacturing Plant	Obtained from unit container and/or shipping container Name and Address.
End (Food) Item and/or Project	Item nomenclature or brand name.
Sample Number	The number of items that are being shipped for sampling.
Lot No.	Obtained from unit container and/or shipping container.
Reason for Submittal	Insert "Special Testing."
Date Submitted	Date forwarded for sampling.
Material to be Tested	Same as block 5.
Quantity Submitted	Same as block 6.
Quantity Represented	Total quantity of the item that is being sampled.
Spec. & Amend.	Obtained from unit container and/or shipping container, if available.
Purchased from or Source	Where the item was received from.
Shipment Method	(Fastest Method).

Name, rank and signature of the FSO and date. Date Sampled and Submitted by Remarks Enter "Test for Suitability and for Human Consumption." (Include any special tests, analysis, or examinations for suspected conditions that are required). Send Report of Test to Enter "Same as Block #2" or designate otherwise. In addition send to the following addresses: COMMANDER DEFENSE LOGISTICS AGENCY-TROOP SUPPORT TN: DLA-HQ 700 ROBBINS AVE PHILADELPHIA PA 19111-5906 COMMANDER NAVAL SUPPLY SYSTEMS COMMAND FLEET SUPPORT DIRECTORATE NAVY FOOD SERVICE DIVISION (NAVSUP N432) 5450 CARLISLE PIKE P.O. BOX 2050 MECHANICSBURG PA 17055-0791 COMMANDER NAVAL SUPPLY SYSTEMS COMMAND NAVY FOOD SERVICE DIVISION ATTN: NAVSUP N432

5. REPORTS. The discovery of a valid hazardous food item shall be immediately reported to the Defense Logistics Agency-Troop Support (DLA).

5450 CARLISLE PIKE P.O. BOX 2050

MECHANICSBURG PA 17055-0791

- 6. MEDICINE UNITS. The following are Navy Environmental and Preventive Medicine Units:
  - NAVENPVETMEDU TWO NORFOLK VA
  - NAVENPVETMEDU SIX PEARL HARBOR HI
  - NAVENPVETMEDU FIVE SAN DIEGO CA
  - Navy Disease Vector, Ecology and Control Center (NAVY Entomology Center of Excellence, Jacksonville, FL).

The letters "NA" shall be used to indicate nonavailability or nonapplicability of information. Every effort shall be made to include an identifying contract number so that the item may be traced through the supply system.

#### 5302 ALFOODACTS

1. GENERAL. Headquarters, Defense Logistics Agency is designated as the sole worldwide agent for the Department of Defense to coordinate all hazardous food and non-prescription drug recalls that may involve the services. All food items, including brand names procured by appropriated or non-appropriated fund activities, are part of this recall system. The Consumer

Safety Officer (CSO) transmits ALFOODACT notifications only when items are suspected or known to be in worldwide government supply channels. NAVSUPINST 10010.8D DOD Hazardous Food & Nonprescription Drug Recall System, 6 September 2018 sets policy and guidance and assigns responsibilities. Suspected items are to be identified and separated as quickly as possible.

2. ACTIONS RELATING TO ALFOODACT MESSAGES. Actions relating to ALFOODACT messages are discussed below.

- a. Ships at Sea. Ships at sea must report positive and negative findings to the supporting Veterinary Service unit.
- b. Ships Inport/Homeported/Ashore Galleys. The supporting Veterinary Service unit shall conduct inspection and shall report positive and negative findings in the VSIMS Subsistence Recalls application.

The appropriate DLA Account Manager must be contacted via Regional NAVSUP Fleet Logistics Center (NAVSUP FLC) to arrange pickup of recall items. The supporting (NAVSUP FLC) shall be contacted for any issues regarding SPV Pickup. The guidance above shall be adhered to. Ships at sea are authorized to destroy or dispose of recalled products using DD Form 200. Documentation for the number of pounds and cases, and any additional pertinent information, must be signed by the Accountable Officer and is required for the purpose of the government recouping the cost of the product. A Standard Form 364 must be filled out and forwarded to the supporting FLC to obtain credit. A copy must be furnished to NAVSUP N432.

3. POSITIVE RESPONSE INFORMATION REQUIRED. The vendor must provide all of the following information):

- ALFOODACT 201X-XXX 2) DLA Contract Number:
- Unit of Measure:
- Quantity Currently in Stock
- A list of customers that received product and the following information for each customer:
  - Customer name and location
  - DLA Purchase Order Number
  - Vendor Invoice Number
  - Local Stock number (LSN)
  - o Quantity Shipped
  - Date Shipped
  - Value of Affected Product
  - Amount of credit due

Refer to guidance in Paragraph 5108, Discrepancies Detected After Receipt - Latent or Hidden Defects.

4. OBTAINING ALFOODACT MESSAGES. There are several ways to receive an ALFOODACT message including DLA Troop Support Website, MNP, and the FSM system WIKI.

Individuals or groups that would like to begin and/or stop receiving recall messages electronically can submit requests to the following email address: usarmy.jbsa.medcom.mbx.medcom-vsims@mail.mil

The email address is copied and pasted into the user's email platform; the subject must be checked to ensure that it is correct.

Previous recalls are available at the following web sites: <u>https://www.dla.mil/TroopSupport/Subsistence/FoodSafety/fso/ALFOODACT/</u> http://www.troopsupport.dla.mil/subs/fso/alfood/alfood.asp, https://mnp.navy.mil <u>https://applications.navsup.navy.mil/FSMwiki/index.php/Main\_Page</u>

#### 5303 FOOD ALERT MESSAGES (VENDOR RECALLS)

Food Alert messages are transmitted by the CSO to a localized area or to customer groups such as Navy ships and Navy Exchanges. The purpose of these messages is to keep customers informed of ongoing hazardous food investigations or to provide information and disposition instructions on products that 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 shall be notified by a FOOD ALERT MESSAGE. When there is any doubt about the distribution of a potentially hazardous item, an ALFOODACT shall be transmitted. FSOs and their representatives shall respond to Food Alerts in the same manner as ALFOODACTS. Instructions for product disposition and reporting procedures shall be transmitted in each Food Alert.

	ARY LABORATORY TESTING a form see AR 40-657; the proponent ag	
1. FROM	2. POINT OF CONTACT:	3. CONTROL NUMBER:
Ft Sam Houston Branch	Name: SFC Joe Snuffy	
ATTN MCVS GPT-F 2332 Harney Road Bldg 2635		4. TO:
Fort Sam Houston, TX 78234-1303	Phone: 210-295-0000	VETCOM FADL
IRC: 1323	Station Identification Number: 1311-00	
5. PRODUCER/MANUFACTURER		
Name and Address:		Plant code (IMSL, USDA, etc.)
		Plant # 28-1804 (IMLS)
Moo Cow Dairy 7554 U.S. Highway 49 Hattiesburg MS, 39402		(VC #)
Phone: (601) 268 2584		
6. REASON FOR SUBMISSION: Destination monitoring program		
7. SAMPLES SELECTED FROM: 8. DATE SAMPLE(S) SELECTED: 10/16/2006 thru 10/16/2006		
DeCA	9. SHIPMENT TEMPERATURE CONDIT Chilled - include 1 temp pilot per shipping c	
	Pilot Description: 2% Milk, half gallon	
10. INSPECTOR'S SIGNATURE		11. ACCOUNTABLE OFFICER'S SIGNATURE
12. REMARKS (use additional paper if ne	ecessary)	
Date of Pasteurization is 13 October 2006		
Samples Submitted to the Lab for Testing		
	FOR LABORATORY USE ONLY	
SHIPPING CARRIER		RECEIVED:
TRACKING #:	NUMBER	
RECEIPT TEMPERATURE:	SAMPLE(S) FOR ANALYSIS BY:	
	Chemistry	
	Microbiology	
	☐ Other	

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Completed Results Attached: No Results:

#### Figure 5-7 DA Form 7539 Request for Veterinary Laboratory Testing and Food Sample Record Page 1 of 2

13. SAMPLE INFORMATION	V (Complete as much	n information as is availabl	e) LAB Report Number:		
SAMPLE NUMBER 1		FOR LABORATOR			
Submitter Sample No.	Sample Description Milk, 2%		Brand Name Moo Cow		
Universal Product Code (UPC) 96966 51300	Product Code OCT 28 J 07:07 28-1804		Sample Weight/Volume Half Gallon		
Quantity Submitted 1	Unit of Issue Each	Total Cost	Disposition		
SAMPLE NUMBER 2		FOR LABORATORY	USE ONLY		
Submitter Sample No.	Sample Description		Brand Name		
Universal Product Code (UPC)	Product Code		Sample Weight/Volume		
Quantity Submitted	Unit of Issue Total Cost		Disposition		
SAMPLE NUMBER 3		FOR LABORATORY	ISE ONLY		
Submitter Sample No.	Sample Description		Brand Name		
Universal Product Code (UPC)	Product Code		Sample Weight/Volume		
Quantity Submitted	Unit of Issue	Total Cost	Disposition		
SAMPLE NUMBER 4		FOR LABORATORY	USE ONLY		
Submitter Sample No.	Sample Description		Brand Name		
Universal Product Code (UPC)	Product Code		Sample Weight/Volume		
Quantity Submitted	Unit of Issue Total Cost		Disposition		
SAMPLE NUMBER 5		FOR LABORATORY	USE ONLY		
Submitter Sample No.	Sample Description		Brand Name		
Universal Product Code (UPC)	Product Code		Sample Weight/Volume		
Quantity Submitted	Unit of Issue	Total Cost	Disposition		
SAMPLE NUMBER 6	Q. 246 16.	FOR LABORATORY	USE ONLY		
Submitter Sample No.	Sample Description	A A A A A A A A A A A A A A A A A A A	Brand Name		
Universal Product Code (UPC)	Product Code		Sample Weight/Volume		
Quantity Submitted	Unit of Issue	Total Cost	Disposition		

For additional samples, use additional copies of Page 2.

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#### Figure 5-8 Request for Veterinary Laboratory Testing and Food Sample Record Page 2 of 2

# PART E: POSTING AND PROCESSING RECEIPT DOCUMENTS

#### 5400 PRICING AND PRICE ADJUSTMENTS

- 1. UNIT PRICES. Unit prices are discussed below.
  - a. General. The Recordskeeper shall post receipts to the Subsistence Ledger (NAVSUP Form 335) and the Record of Receipts and Expenditures (NAVSUP Form 367). See Paragraphs 5402 and 5403 below. Food items shall be posted at the last receipt prices on NAVSUP Form 367 and on NAVSUP Form 335.
  - b. Receipts on Unpriced Invoices. When food items are received on unpriced invoices, a dummy invoice shall be prepared and the food items shall be taken up at the last receipt price shown on NAVSUP Form 335. The dummy invoice shall be attached to the unpriced invoice. When the priced invoice for the food item is received, the receipt unit price (carried to four places) shall be the unit price for the item. The priced invoice shall be attached to the related dummy invoice and, if required, an additional line entry shall be posted on NAVSUP Form 367 for any difference.

2. ROUNDING PRICES. Unit prices for food items shall be carried to four places to the right of the decimal when posted to NAVSUP Form 335. Gains or losses from rounding prices shall 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 shows that the invoice quantity multiplied by 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 shall be requested from the issuing activity. The error shall be lined through on the original receipt document (Figure 5-9) without erasing the erroneous figure, and the correct amount shall be inserted and posted to NAVSUP Form 367. Upon receipt, the corrected or credit invoice shall be attached to the original receipt and filed. Errors of less than \$5.00 shall be posted as is to NAVSUP Form 367, and the difference shall be absorbed in the price adjustment at the end of the accounting period.

3. ERRONEOUS INVOICES FROM SUBSISTENCE PRIME VENDORS. Invoices shall 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 shall be requested. The error shall be lined through without erasing the erroneous figure, and the correct amount shall be inserted and posted to NAVSUP Form 367. Upon receipt, the corrected invoice shall be attached to the original invoice and filed.

#### 5402 POSTING TO THE SUBSISTENCE LEDGER (NAVSUP FORM 335)

1. GENERAL. The Subsistence Ledger (NAVSUP Form 335) (see Figure 5-10) 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 shall be prepared for each food item carried in stock. Each NAVSUP Form 335 shall have the information shown below.

Data Block and Caption Stock Number Instruction for Entry

13-digit stock number from the Prime Vendor Catalog or Master load List (MLL).

ltem

Unit of Issue

High and Low Limit

Receipt Price

Nomenclature as listed in the Prime Vendor Catalog or MLL.

Unit of issue as listed in the Prime Vendor Catalog or MLL.

See Paragraph 4003 for how to compute high and low limits.

Latest receipt price and date rounded to the nearest whole cent as indicated on the latest receipt document. (FSM receipt price field rounds four spaces to the right of the decimal).

2. POSTING THE RECEIPT QUANTITY. During the accounting period each receipt shall be posted to the "Receipts" column on NAVSUP 335 as described below and as shown on Figure 5-10.

Month and DayMonth and day the food item was receivedReceiptsQuantity of food item received as indicated	
Receipts Quantity of food item received as indicated	
the receipt document.	on
On-Hand The sum of the receipt quantity and the previous on-hand balance.	

- a. Overages from Navy Sources. Post quantity invoiced and on the next line post the same date with excess quantity received using the dummy invoice (see Paragraph 5207) as the reference document (see Figure 5-11).
- b. Shortages from Navy Sources. Post the quantity invoiced. Paragraph 6001 and Paragraph 6002 discuss posting the quantity not received as a separate entity (see Figure 5-12).
- c. Overages or Shortages from a Commercial Source. Post the quantity received.
- 3. POSTING THE LAST RECEIPT PRICE. The last receipt price, if changed, shall be posted to NAVSUP Form 335 as shown below and on Figure 5-10.

Data Block and Caption	Instruction for Entry
Month and 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. (The FSM receipt price field
	rounds four spaces to the right of the decimal).

#### 5403 POSTING TO THE RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367)

1. GENERAL. NAVSUP Form 367 (Figure 5-13) is used to record all increases and decreases, by total money value, during an accounting period in the FSO's accountability file. This document is maintained in the FSO's accountability file. Receipt transactions shall be posted as indicated below.

2. RECEIPT TRANSACTIONS. Receipt transactions recorded on NAVSUP Form 367 shall include the following:

- Value of inventory carried forward (recorded as the first entry on the first day of the accounting period matching the inventory on hand on the last day of the previous month)
- Receipts from a requisition document (as occurring)
- Receipts from a purchase order document (as occurring)

• 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. To post a receipt with or without charge in the FSM system, use the Receive/Receipt Module. The information below is a quide for determining if a receipt is with or without charge.

Type of Transaction	Type of Receipt
SPV	With Charge
Ships Store	With Charge
Commercial sources	With Charge
Navy stock points (NAVSUP FLC)	With Charge
Stores Ships (CLF)	With Charge
Other government agencies (DLA, USA, USAF, USCG)	With Charge
From one General Mess to another	Without Charge

- 3. POSTING TRANSACTIONS. Transaction posting is discussed below.
  - a. Heading. In the upper right hand corner insert the activity name, hull number, and UIC code.
  - b. Inventory. The first entry on NAVSUP Form 367 shall be the total money value of the inventory brought forward from the previous accounting period.
  - c. Recording Receipts. The total money value of receipts shall be posted to NAVSUP Form 367 as outlined in Subparagraph 3d below. Shortages in a shipment shall be handled in accordance with Paragraph 5206. Material received without an invoice shall be handled in the same manner as an overage in shipment in accordance with Paragraph 5207. Postings shall not be delayed because of nonreceipt of the vendor's invoice. When necessary, an adjustment shall be made in the same manner as for material received without an invoice as prescribed in Paragraph 5207.
  - d. Posting Receipts. Receipt documents shall be posted as they occur and as shown below,

Data Block and Caption Month and Day Source Document Number

#### Instruction for Entry

Month and day the food items were received. Activity from which the food items were received. First Column: Julian date of the requisition number from the requisition/purchase document. Second Column: FSM-generated autofill number. Third Column: 9 plus the sequence number. The total dollar value of the receipt(s) from a single source on the same day with the same requisition/purchase number.

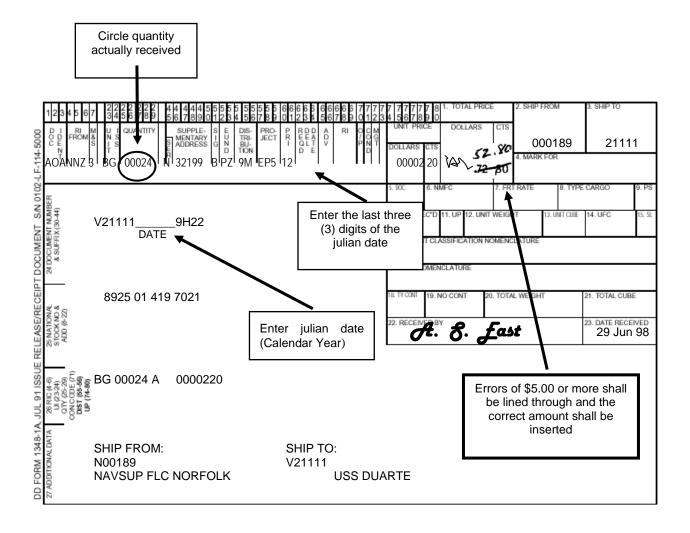


Figure 5-9 Annotating an Erroneous Invoice From Navy Sources

sistence Led	lger (4442)														Page	1 of 1	]
NAVSUP FOR	M 335 (Rev. 2-78)				CL	Deteri		EIEE		en	(4.4.40)						
SAN 0108-LF-500- FIC	-3350				SU	BSIST	LINC	E LEI	ITEN		(444 <i>2</i> )						
	APPLES, I SWE		ING,	RED,	STOCK IV.	891501E	21028	34	TILIV		A	PPLE	RED 88				
HIGH LIMIT					EXPEND	ITURES						EXPEN	DITURES				
		201	4	RECEIPTS	ENLISTE DINING 1	ED FACILITY		ON	20	14	RECEIPTS	ENLIST	ED FACILITY		ON		
N	J/A	MO.	DAY	1	ISSUED	CUM. TOTAL	OTHER	HAND	MO.	DAY	-	ISSUED	CUM TOTAL	OTHER	HAND		
		7	1	BBF		TOTAL		120.00		$\vdash$			IOIAD				
LOW LIMIT		7	1		40.00	40.00		80.00		+				<u> </u>			
N	J/A	7	4		40.00	80.00		40.00		$\vdash$							Actual quantity
UNIT OF ISSU		7	6	80.00				120.00									received is posted and
Ι	LB	7	6		0.00	80.00		120.00		$\vdash$							added to the "on hand"
20	014	7	7		40.00	120.00		80.00	┢	+					<u> </u>		balance
MO. & DAY	*FIXED PRICE	7	8		40.00			40.00		-							
N/A	N/A	7	12		40.00	200.00		0.00		+							
		7	13	120.00				120.00									
		7	14		40.00	240.00		80.00									
		7	15		40.00	280.00		40.00		$\top$							
		7	15		0.00	280.00		40.00		$\square$							
		7	19		40.00	320.00		0.00									
		7	21	160.00			La	st rec	eir	ot p	orice						
		7	21		0.00	5											
20	014	7	22		30.00	400.00		80.00									
MO. & DAY	+REC'P'T PRICE	7	23		10.00	410.00		70.00									
BF	\$0.9600	7	24		10.00	420.00		60.00									
7/6	\$0.9600	7	25		10.00	430.00		50.00									
7/13	\$0.9300	7	26		20.00	450.00		30.00									
7/21	\$0.9100	7	27	120.00				150.00									
7/27	\$0.9100	7	28		0.00	450.00		150.00									
		7	29		34.00	484.00		116.00									
		7	30		26.00	510.00		90.00									
		7	31		17.00	527.00		73.00									
* Use to extend in	sues to Bulisted Divin	e Pacilin	<u> </u>		+ Ube to exte	ind inventory and t	o price sale	u and transfer		[						_	4
assified. F	or Official	Use	Only	y.													
://nvssvdfs	m1.navsisa	nav	y.mil	/fsmtestp	486/Re	eports/Re	p335F	rint.asp	x						8/	22/20	

#### Figure 5-10 NAVSUP Form 335 Posting a Receipt to the Subsistence Ledger

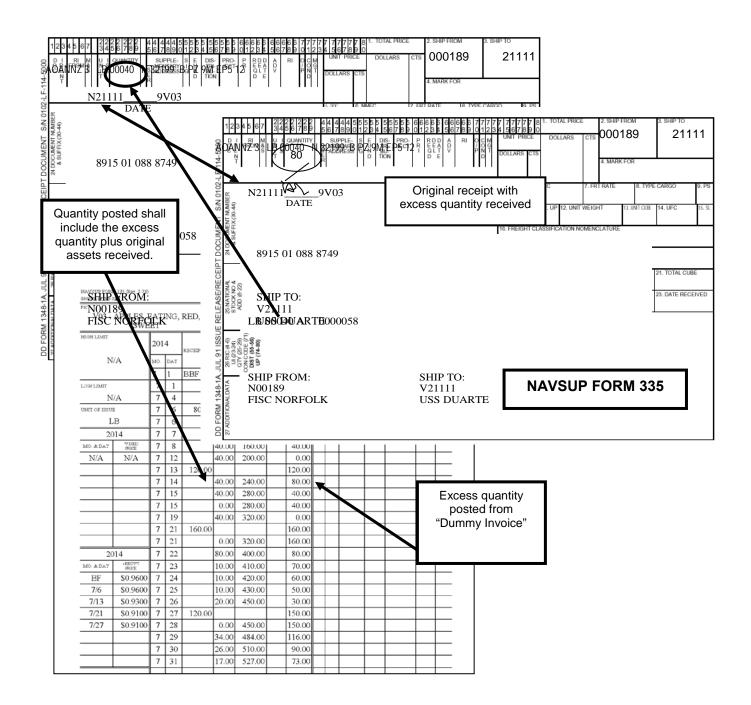


Figure 5-11 Posting an Overage From Navy Sources to the Subsistence Ledger

Subsistence Ledger (4442)

Page 1 of 1

FIC					STOCK NO	),		ITEM									
V03 -	APPLES, I SWE		ING,	891501E210284					APPLE RED 88								
HIGH LIMIT					EXPEND	ITURES						EXPEN	DITURES				
		2014		RECEIPTS	ENLISTED DINING FACILITY			ON	2014		RECEIPTS	ENLISTED DINING FACILITY			ON		
N/A		MO.	DAY		ISSUED	CUM. TOTAL	M.	HAND	MO.	DAY	1	ISSUED	CUM. TOTAL	OTHER	HANI		
		7	1	BBF		TOTAL		120.00					IOTAL				
LOW LIMIT		7	1		40.00	40.00		80.00									
Ν	/A	7	4		40.00	80.00		40.00									
UNIT OF ISSUI	E	7	6	80.00				120.00									
LB		7	6		0.00	80.00		120.00									
2014		7	7		40.00	120.00		80.00									
MO. & DAY	*FIXED PRICE	7	8		40.00	160.00		40.00									
N/A	N/A	7	12		40.00	200.00		0.00									
		7	13	120.00				120.00									
		7	14		40.00	240.00		80.00									
		7	15		40.00	280.00		40.00									
		7	15		0.00	280.00		40.00									
		7	19		40.00	320.00		0.00									
		7	21	160.00				160.00									
		7	21		0.00	320.00		160.00									
20	014	7	22		80.00	400.00		80.00			Details on posting				٦		
MO. & DAY	+REC'P'T PRICE	7	23		10.00	410.00		70.00			qua	antitie	s not rec	eived			
BF	\$0.9600	7	24		10.00	420.00		60.00			are	are outlined in paras.					
7/6	\$0.9600	7	25		10.00	430.00		50.00				6001 and 6002					
7/13	\$0.9300	7	26		20.00	450.00		30.00							┍┛		
7/21	\$0.9100	7	27	120.00				150.00									
7/27	\$0.9100	7	28		0.00	450.00		150.00									
		7	29		34.00	484.00		116.00									
		7	30		26.00	510.00		90.00									
		7	31		17.00	527.00		73.00									
		i i	1	1		1		1	1	1	i	1	1	1	1		

## NAVSUP FORM 335

Figure 5-12 NAVSUP Form 335 Posting a Shortage From Navy Sources to the Subsistence Ledger

		DF RECEIPTS AND EXPENDITURES 867 (Rev. 1-80) S/N 0108-LF-500-3670			ACT	TIVITY USS DONALD COOK (DDG-75) V2											
		RECEIPTS					EXPENDITURES										
20	2019 SOURCE DOCUMENT NO. VALUE						20	019	SOURCE	DOC	JMENT NO.	VALUE					
MO.	DAY	300RCE	DOCOMENTINO. VALUE				MO. DAY		SOURCE		JMENTNO.	VALUE					
9	1	INVENTORY BROUGHT FORWARD				\$113,048.4300	.4300 9	30	ISSUE TO THE GENERAL MESS			\$120,768.3500					
9	3	EBREX FOOD SERVICES, ITALY(LMRITA)	9215	101	9001	\$176,826.9480	9	30	INVENTORY			\$205,168.8900					
9	14	T. W. INTERTRADE, EUROPE(EURNOR)	9239	101	9001	\$18,737.4100	9	30	SUBTOTAL			\$325,937.2400					
9	27	T. W. INTERTRADE, EUROPE(EURNOR)	9260	101	9001	\$5,667.1700	9	30	PRICE ADJUSTMENT			\$811.0380					
9	27	T. W. INTERTRADE, EUROPE(EURNOR)	9253	101	902D	\$9,365.2700	9	30	TOTAL			\$326,748.2780					
9	27	T. W. INTERTRADE, EUROPE(EURNOR)	9253	101	9040	\$3,103.0500											
9	30	TOTAL				\$326,748.2780											
* Rec	eipt W	ithout Charge			# Tra	nsfer W	Vith Reimbursement										

#### Figure 5-13 NAVSUP Form 367 Record of Receipts and Expenditures

#### 5404 RECEIPT POSTING ERRORS ON THE RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367)

With NAVSUP's approval, when receipt posting errors are found and properly investigated with no resolution, the FSO may authorize a transfer out-transfer back in to correct UIs and last receipt prices.

#### 5405 POSTING THE REQUISITION LOG (NAVSUP FORM 1336)

1. GENERAL. Maintaining NAVSUP Form 1336 (Figure 5-14) is required for all ashore and afloat activities. This Form must be retained in the food service accountability file for all ashore and afloat activities.

2. PROCEDURES. The entries shown below shall be made on column (7) through column (11) of NAVSUP Form 1336 at the time of receipt.

- (Column 7) Date Received. The calendar date the food item was received.
- (Column 8) Receipt Without Charge. The dollar value of each food item received from other end users (Other GM)
- (Column 9) Cumulative Total. Column 8 dollar value plus the previous cumulative total in column 9.
- (Column 10) Receipt With Charge. The dollar value of each food item received from purchases, supply activities, and stores (CLF) ships.
- (Column 11) Cumulative Total. Column 10 dollar value plus the previous cumulative total in column 11.

Note: As a check point, the cumulative total of columns 9 plus column 11 on NAVSUP Form 1336 must equal the total of all receipts on the receipts side for the current month on NAVSUP Form 367.

Sector 9017	<u> </u>			1	ACTINITY (UC *** ITEIMS RECEIVED *** NAVAL AIR STATION PENSACIOLA / NOI204 1 Aug 2019 - 31 Aug											
Serial																
9017		NSN	25em	Seurce	Date Received	Receipt Without Charge	Cumulative Total	Receipt With Charge	Cumulative Total	Mathod of Furchase	Type of Fosting	FSM Marka Rate				
	763	3920012119610	BAGELS, BLUEDERRY, FRESH, 6 PER 20	STSCD- ALABAMA (PENSACOLA PANAMA CIT (NEE204)				\$67.4900	\$47.6800	Toing	y	\$0.000				
9018	W60	8820012113374	BREAD, RAISIN, FRISH, SEICED, PAN B							Frine Vendor	¥	30.00				
963.9	W43	8820012114296	BREAD, PART WHOLE WHEAT, FRESH, PAN					\$25.0800	\$92.7800	Prime Vendor	y	\$0.00				
901A	W63	8820012119709	BREAD, WHOLE WHEAT, FRESH, WHOLE WH					\$24,8290	\$117.5800	Prime Vesdor	y	\$2.00				
9018	W65	8920012313367	BREAD, WHITE, FRESH, PAN BAKED, BOU					\$33.9300	\$151.5100	Prine Vendor	7	\$0.00				
9010	wat	992001E113681	MUTTIN, INGLISH, FRISH, 1290, (FTA					\$33.5990	\$185.0100	Prine Verdor	7	\$3.00				
901.D	wss	9920012117999	ROLLS, DINNER, FREISH, WHETE, SOFT,					\$106.5990	\$293.5700	Prime Vendor	Ŧ	\$93.00				
9032	wss	882001212211.35	ROLLS, WHOLE WHEAT, FRESH, 8 PER 16					\$35.9600	\$129.5300	Frine Vender	r	\$0.00				
96.05	W99	##20012113040	ROLLS, FRANKFURTER, FRESH, SLICED,					\$13.2000	\$342.7300	Prime Vendor	Ŧ	\$0.00				
58120	18.90	9920002113227	ROLLS, HAMBURGER, FRESH, SLICED, WH					\$151,2000	\$493.9200	Frine Vendor	Ŧ	50.00				
9021	W/42	8820012117985	ROLLS, POAGE/MERMARINE, PRESID, SLI					\$79.8330	\$573.7300	Prime Vendor	7	\$0.00				
98122	3538	8920012119590	BAGELS, PLAIN, FRESH, 6 FER 20 GZ P					\$83.8900	\$678.6100	Prime Vendar	y	\$0.00				
	9009 9014 9015 9015 9017 9017 9021	9019 W13 9014 W13 9014 W13 9016 W33 9016 W33 9016 W33 9017 W33 9017 W33 9017 W33	No.         No.           9019         No.3         8920012114286           9014         No.3         8920012119309           9015         No.3         8920012119309           9016         No.3         8920012113367           9017         No.3         8920012113861           9018         No.3         8920012113861           9019         No.8         8920012113862           9019         No.8         8920012113862           9019         No.9         8920012113862           9019         No.9         8920012113862	9010         W03         8820012114236         DEE AD, PART WHOLE: WHEAT, FREISH, PAN           9014         W03         8820012119309         DEE AD, WHELE: WHEAT, FREISH, WHOLE: WHE WIT           9014         W03         8820012119309         DEE AD, WHELE: WHEAT, FREISH, WHOLE: WIT           9014         W03         8820012113307         DEE AD, WHELE: WHELE: WHEAT, FREISH, WHOLE: WIT           9014         W03         8820012113081         DEE AD, WHETE, FREISH, FAN BAKED, KOC           9015         W04         8820012113081         DEE AD, WHETE, FREISH, FRISH, 12193, (FEA           9014         W04         8820012113081         DEE AD, WHEE A, WHEE A, FREISH, SEITH, FREISH, SEITH, FREISH, SEITH, S	9018         9039         9430         94220012113374         BREAD, RAISEN, FREISH, SELICED, PANTB         ALABAMA (PENKACEL /NRODA)           9019         9033         \$8220012114286         BREAD, PART WHOLE WREAT, FREISH, PAN         FREID- ALABAMA (PENKACEL /NRODA)           9019         9033         \$8220012114286         BREAD, PART WHOLE WREAT, FREISH, WRE         FREID- ALABAMA (PENKACEL /NRODA)           9018         9033         \$8220012119307         BREAD, WIRDLE WREAT, FREISH, WIRDLE WRE         STROD- ALABAMA (PENKACEL /NRODA)           9018         9045         \$8220012113367         BREAD, WIRDLE WREAT, FREISH, WIRDLE WRE         STROD- ALABAMA (PENKACEL /NRODA)           9010         9045         \$8220012113367         BREAD, WIRDLE WREAT, FREISH, WIRDLE (NRODA)         STROD- ALABAMA (PENKACEL /NRODA)           90110         9045         \$8420012113987         BREAD, WIRDLE WREAT, FREISH, SCIPT, (NRODA)         STROD- ALABAMA (PENKACEL /NRODA)         STROD- ALABAMA (PENKACEL /NRODA)           90110         9045         \$8420012113987         BCLLS, DINNER, FREISH, WHETE, SCIPT, (NRODA)         STROD- ALABAMA (PENKACEL /NRODA)           90121         9045         \$8420012113947         BCLLS, WIRDLE WHEAT, FREISH, SCIPT, (NRODA)         STROD- ALABAMA (PENKACEL)           90121         9045         \$8420012113947         BCLLS, TRANSFERTER, FREISH, SCIPT, (NRODA) <t< td=""><td>9018         Wood         94200122113379         IBBELAD, RAISEN, FREISH, SELICED, PAN IB         ALAMAMA (PENSACCEA &amp; PANAMA CITY) (NEO204)         NES           9019         Wost         8920012114286         IBBELAD, PART WIRGLE WIREAT, TRESSH, PAN         SYSCID- ALAMAMA (PENSACCEA &amp; PANAMA CITY) (NEO204)         080012019           9018         Wost         8920012114286         IBBELAD, WIRGLE WIREAT, FREISH, WIRGLE WIR         SYSCID- ALAMAMA (PENSACCEA &amp; PANAMA CITY) (NEO204)         080012019           9018         Wost         8920012113867         IBBELAD, WIRGLE WIREAT, FREISH, WIRGLE WIR         SYSCID- ALAMAMA (PENSACCEA &amp; PANAMA CITY) (NEO204)         080012019           9018         Wost         8920012113867         IBBELAD, WIRTHTE, FREISH, PAN BAKED, ROD VIR (PENSACCEA &amp; PANAMA CITY) (NEO204)         080012019           9010         Wist         8920012113987         IBBELAD, WIRTHTE, FREISH, 121951, (FFA PANAMA CITY) (NEO204)         SYSCID- ALAMAMA (PENSACCEA &amp; PANAMA CITY) (NEO204)         080012019           9010         Wist         8920012113997         ROELS, DENNER, FREISH, WHEITE, SOFT, PANAMA CITY) (NEO204)         SYSCID- ALAMAMA (PENSACCEA &amp; PANAMA CITY) (NEO204)         080012019           9012         Wist         8820012211399         ROELS, DENNER, FREISH, WHEITE, SEITEL, STREISH, SEITED, ALAMAMA (PENSACCEA &amp; PANAMA CITY) (NEO204)         080012019           9012         Wist         8820012113227</td><td>901879498920012113374INEEAD, RAISEN, FREISH, SELCED, PAN IIALABAMA (PENSAACEA, A PANAMA CITY) (NEEDB)NIS9010WaS8520012114398INEEAD, PART WHOLE WHEAT, FREISH, PANSYISCD- ALABAMA (PENSAACEA, A PANAMA CITY)0800201990118WaS852001211399INEEAD, WHELE WHEAT, FREISH, WHEEE WHESYISCD- ALABAMA (PENSAACEA, A PANAMA CITY)0800201990118WaS8520012113867INEEAD, WHELE WHEAT, FREISH, WHEEE WHESYISCD- ALABAMA (PENSAACCA, A PANAMA CITY)0800201990113WaS8520012113867INEEAD, WHETE, FREISH, PAN BAKED, EDC WHSYISCD- ALABAMA (PENSACCA, A PANAMA CITY)0800201990113WaS8520012113867INEEAD, WHETE, FREISH, 1219K3, (FRA PANAMA CITY)0800201990113WaS8520012113867INEEAD, WHETE, FREISH, 1219K3, (FRA PANAMA CITY)0800201990113WaS8520012113867REELS, EDINNER, FREISH, 1219K3, (FRA PANAMA CITY) (NEEDD)0800201990113WaS8520012113967RCELS, EDINNER, FREISH, SELCED, (NEEDD)0800201990111WaS8520012113968RCELS, WHELE WHEAT, FREISH, SELCED, (NEEDD)0800201990112WaS8520012113968RCELS, FRANKPURTER, FREISH, SELCED, (NEEDD)080020199012WaS8520012113968RCELS, FRANKPURTER, FREISH, SELCED, (NEEDD)080020199012WaS8520012113968RCELS, FRANKPURTER, FREISH, SELCED, (NEEDD)080020199012WaS8520012113968&lt;</td><td>9015         Web         9420012113374         INEEAD, RAISEN, FREISH, SELCED, PAN B         ALAMAMA (PENACACA &amp; PANAMA CITY)         NES         Imerical (PENACACA &amp; PANAMA CITY)           9010         Web         9420012114386         INEEAD, PART WHOLE WHEAT, TRESH, PANAMA CITY)         SYSCD- ALMAMA (PENACACA &amp; PANAMA CITY)         06020201         Imerical (PENACACA &amp; PANAMA CITY)         06020201           9011         Web         9420012113867         INEEAD, WHELE WHEAT, FRESH, WHOLE WHEAT, FRESH, WHOLE         SYSCD- ALMAMA (PENACACTA &amp; PANAMA CITY)         06020201         Imerical (PENACACA &amp; PANAMA CITY)           9012         Web         9420012113867         INEEAD, WHETEL, FRESH, PAN BAKED, KIT         SYSCD- ALMAMA (PENACACA &amp; PANAMA CITY)         060202019         Imerical (PENACACA &amp; PANAMA CITY)         060202019</td><td>9018         9020         9220012113374         BREAD, BAISEN, FREISH, SELCEE, PAN H         ALABAMA PANAMA CITY         NS            9010         Wa         9220012114395         BREAD, PART WIRGLE, WHEAT, FREISH, WIRGER, PAN         SYSCID ALABAMA (PENAAGA CITY)         08:01/2019         Image: Syscid Syscid Panama City         08:01/2019         Syscid Syscid Panama City         08:01/2019         Syscid Syscid Panama City         Syscid Panama City         08:01/2019         Syscid Panama City         Syscid Panama City</td><td>9018         902         922001E113374         IBELAD, RAISES, FRESH, SELCED, PAN 14         ALMAMA (PES, MACEA, a PARAMA CITY) (NR004)         NSS             9019         W03         \$\$22001E114298         BREAD, PART WR0LE WREAT, FRESH, PARAMA CITY) (NR004)         08012019         \$\$25,0000         \$\$25,0000         \$\$927,800           9014         W03         \$\$22001E114298         BREAD, WR0LE WREAT, FRESH, WINCE PARAMA CITY) (NR004)         \$\$6012019         \$\$23,830         \$\$23,830         \$\$17,500           9018         W03         \$\$22001E113367         BREAD, WR0LE WREAT, FRESH, WINCE PARAMA CITY) (NR004)         \$\$6012019         \$\$23,830         \$\$15,530           9018         W03         \$\$22001E113367         BREAD, WR0LE, TRESH, PAN BAKED, RCC WR0204         \$\$6012019         \$\$33,930         \$\$15,530           9017         W14         \$\$22001E113367         BREAD, WR0LE, TRESH, PAN BAKED, RCC WR0204         \$\$6012019         \$\$33,930         \$\$15,530           9018         W14         \$\$22001E113367         BREAD, WR0EE, TRESH, PAN BAKED, RCC WR0204         \$\$6012019         \$\$33,930         \$\$15,530           9017         W18         \$\$22001E113367         BREAD, WR0EE, TRESH, SELEE, TRANAMA CITY WR0204         \$\$6012019         \$\$15,930         \$\$13,5300         \$\$13,5300         \$\$13,5300</td><td>901890299220012113333BBEAD, RAISEN, FRESH, SLICED, PAN BALMAMAA PENAMAGELA R PENAMAGELA R PENAM</td><td>900     900     920012113330     BEFAD, RAISIN, FRESH, SLICED, PANIH     ALAIMAA PENAMAR CITY (NORCH)     NS     NS     Image: Constraint of the state of the s</td></t<>	9018         Wood         94200122113379         IBBELAD, RAISEN, FREISH, SELICED, PAN IB         ALAMAMA (PENSACCEA & PANAMA CITY) (NEO204)         NES           9019         Wost         8920012114286         IBBELAD, PART WIRGLE WIREAT, TRESSH, PAN         SYSCID- ALAMAMA (PENSACCEA & PANAMA CITY) (NEO204)         080012019           9018         Wost         8920012114286         IBBELAD, WIRGLE WIREAT, FREISH, WIRGLE WIR         SYSCID- ALAMAMA (PENSACCEA & PANAMA CITY) (NEO204)         080012019           9018         Wost         8920012113867         IBBELAD, WIRGLE WIREAT, FREISH, WIRGLE WIR         SYSCID- ALAMAMA (PENSACCEA & PANAMA CITY) (NEO204)         080012019           9018         Wost         8920012113867         IBBELAD, WIRTHTE, FREISH, PAN BAKED, ROD VIR (PENSACCEA & PANAMA CITY) (NEO204)         080012019           9010         Wist         8920012113987         IBBELAD, WIRTHTE, FREISH, 121951, (FFA PANAMA CITY) (NEO204)         SYSCID- ALAMAMA (PENSACCEA & PANAMA CITY) (NEO204)         080012019           9010         Wist         8920012113997         ROELS, DENNER, FREISH, WHEITE, SOFT, PANAMA CITY) (NEO204)         SYSCID- ALAMAMA (PENSACCEA & PANAMA CITY) (NEO204)         080012019           9012         Wist         8820012211399         ROELS, DENNER, FREISH, WHEITE, SEITEL, STREISH, SEITED, ALAMAMA (PENSACCEA & PANAMA CITY) (NEO204)         080012019           9012         Wist         8820012113227	901879498920012113374INEEAD, RAISEN, FREISH, SELCED, PAN IIALABAMA (PENSAACEA, A PANAMA CITY) (NEEDB)NIS9010WaS8520012114398INEEAD, PART WHOLE WHEAT, FREISH, PANSYISCD- ALABAMA (PENSAACEA, A PANAMA CITY)0800201990118WaS852001211399INEEAD, WHELE WHEAT, FREISH, WHEEE WHESYISCD- ALABAMA (PENSAACEA, A PANAMA CITY)0800201990118WaS8520012113867INEEAD, WHELE WHEAT, FREISH, WHEEE WHESYISCD- ALABAMA (PENSAACCA, A PANAMA CITY)0800201990113WaS8520012113867INEEAD, WHETE, FREISH, PAN BAKED, EDC WHSYISCD- ALABAMA (PENSACCA, A PANAMA CITY)0800201990113WaS8520012113867INEEAD, WHETE, FREISH, 1219K3, (FRA PANAMA CITY)0800201990113WaS8520012113867INEEAD, WHETE, FREISH, 1219K3, (FRA PANAMA CITY)0800201990113WaS8520012113867REELS, EDINNER, FREISH, 1219K3, (FRA PANAMA CITY) (NEEDD)0800201990113WaS8520012113967RCELS, EDINNER, FREISH, SELCED, (NEEDD)0800201990111WaS8520012113968RCELS, WHELE WHEAT, FREISH, SELCED, (NEEDD)0800201990112WaS8520012113968RCELS, FRANKPURTER, FREISH, SELCED, (NEEDD)080020199012WaS8520012113968RCELS, FRANKPURTER, FREISH, SELCED, (NEEDD)080020199012WaS8520012113968RCELS, FRANKPURTER, FREISH, SELCED, (NEEDD)080020199012WaS8520012113968<	9015         Web         9420012113374         INEEAD, RAISEN, FREISH, SELCED, PAN B         ALAMAMA (PENACACA & PANAMA CITY)         NES         Imerical (PENACACA & PANAMA CITY)           9010         Web         9420012114386         INEEAD, PART WHOLE WHEAT, TRESH, PANAMA CITY)         SYSCD- ALMAMA (PENACACA & PANAMA CITY)         06020201         Imerical (PENACACA & PANAMA CITY)         06020201           9011         Web         9420012113867         INEEAD, WHELE WHEAT, FRESH, WHOLE WHEAT, FRESH, WHOLE         SYSCD- ALMAMA (PENACACTA & PANAMA CITY)         06020201         Imerical (PENACACA & PANAMA CITY)           9012         Web         9420012113867         INEEAD, WHETEL, FRESH, PAN BAKED, KIT         SYSCD- ALMAMA (PENACACA & PANAMA CITY)         060202019         Imerical (PENACACA & PANAMA CITY)         060202019	9018         9020         9220012113374         BREAD, BAISEN, FREISH, SELCEE, PAN H         ALABAMA PANAMA CITY         NS            9010         Wa         9220012114395         BREAD, PART WIRGLE, WHEAT, FREISH, WIRGER, PAN         SYSCID ALABAMA (PENAAGA CITY)         08:01/2019         Image: Syscid Syscid Panama City         08:01/2019         Syscid Syscid Panama City         08:01/2019         Syscid Syscid Panama City         Syscid Panama City         08:01/2019         Syscid Panama City         Syscid Panama City	9018         902         922001E113374         IBELAD, RAISES, FRESH, SELCED, PAN 14         ALMAMA (PES, MACEA, a PARAMA CITY) (NR004)         NSS             9019         W03         \$\$22001E114298         BREAD, PART WR0LE WREAT, FRESH, PARAMA CITY) (NR004)         08012019         \$\$25,0000         \$\$25,0000         \$\$927,800           9014         W03         \$\$22001E114298         BREAD, WR0LE WREAT, FRESH, WINCE PARAMA CITY) (NR004)         \$\$6012019         \$\$23,830         \$\$23,830         \$\$17,500           9018         W03         \$\$22001E113367         BREAD, WR0LE WREAT, FRESH, WINCE PARAMA CITY) (NR004)         \$\$6012019         \$\$23,830         \$\$15,530           9018         W03         \$\$22001E113367         BREAD, WR0LE, TRESH, PAN BAKED, RCC WR0204         \$\$6012019         \$\$33,930         \$\$15,530           9017         W14         \$\$22001E113367         BREAD, WR0LE, TRESH, PAN BAKED, RCC WR0204         \$\$6012019         \$\$33,930         \$\$15,530           9018         W14         \$\$22001E113367         BREAD, WR0EE, TRESH, PAN BAKED, RCC WR0204         \$\$6012019         \$\$33,930         \$\$15,530           9017         W18         \$\$22001E113367         BREAD, WR0EE, TRESH, SELEE, TRANAMA CITY WR0204         \$\$6012019         \$\$15,930         \$\$13,5300         \$\$13,5300         \$\$13,5300	901890299220012113333BBEAD, RAISEN, FRESH, SLICED, PAN BALMAMAA PENAMAGELA R PENAMAGELA R PENAM	900     900     920012113330     BEFAD, RAISIN, FRESH, SLICED, PANIH     ALAIMAA PENAMAR CITY (NORCH)     NS     NS     Image: Constraint of the state of the s				

Figure 5-14 Requisition Log NAVSUP Form 1336

# PART F: DISTRIBUTION OF RECEIPT DOCUMENTS

5500 DISTRIBUTION OF RECEIPT DOCUMENTS FROM DLA AND NAVAL ACTIVITIES

Food items that are received from Navy activities generally shall 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 of document provided by the supplying activity. Two copies of a receipt document shall be distributed as discussed below.

- a. Original. The original shall be signed by the designated Receipt Inspector or bulk storeroom custodian and used by Records keeper to post the Subsistence Ledger (NAVSUP Form 335) and the Record of Receipts and Expenditures (NAVSUP Form 367). Place the original in the accountability file.
- b. Remaining Copies. Remaining copies shall be discarded.

# PART G: PROCESSING DEALER 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. All activities with procurement authority are required to certify and forward proper invoices promptly to the paying activity specified in the purchase order to ensure good business relationships with vendors, improved efficiency of the bill paying functions, and reduced cost of goods and service,. 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. All activities are required to submit invoices for payment within five working days following certification and acceptance of the goods or services to allow the paying activity sufficient time to comply with the above periods.

# PART H: STOWAGE

### 5700 STOWAGE

1. GENERAL. Appendix F, Inspection Guide for Subsistence Serviceability Afloat/Ashore is available for convenient daily use and reference. Take care and keep food items away from areas where asphalt, fuel, creosote, or lubricating oils are present. No Smoking allowed in food storage spaces. Food items are always stored in their original containers. Issue items in damaged containers or bags immediately if they are fit for human consumption; otherwise survey. If there is any doubt about the fitness of food for human consumption, Army veterinary personnel shall inspect the item or the Navy PMA shall survey the item surveyed if found to be unfit. All food items always shall be inspected regularly for signs of damage, spoilage, insect infestation, or rodent contamination. Inspect perishable items daily and semi-perishable items on a cyclical basis as required. Insulate heat pipes to prevent the transfer of heat to stored food items. When painting storage areas, chill and freeze spaces or refrigeration equipment use quick-drying, odor-free paint to avoid absorption of paint odors by stored foods.

2. ARRANGEMENT AND PRESERVATION. Storerooms in which food items are stored shall be kept clean and clear of unnecessary traffic and unpleasant odors. Arrange in a neat and orderly fashion. Bulk food should be stowed by item and date of manufacture or by date of receipt to facilitate breakouts, inventories, and proper rotation of stock. Case lots shall be stored on grating and not directly on the deck. Open spaces shall be provided between stacks of cases or pallets. Space shall 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 that were manufactured before the stock procured in the United States may be received from CLF ships when loading out. Manufacturers' age codes are especially important in this case because they indicate the date of manufacture. The "new" food supplies received may actually be older than the food supplies already in the bulk storeroom, and the older food supplies must be issued first.

4. SPECIAL STORAGE PRECAUTIONS. The storage guidance discussed here 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 must not be tolerated.

5. FRESH ITEMS. Fresh items shall be handled expeditiously to reduce their exposure to weather elements, and they shall be kept free of foreign materials that could cause spoilage. Citrus fruits, onions, tomatoes, cabbages, cantaloupes, and celery must not be stored with eggs, butter, or in rooms where it is possible for odors from such fruits and vegetables to be absorbed. Ethylene Control Devices (ECDs), when properly installed in refrigerated spaces, may extend shelf life and may assist in protecting these fruits and vegetables from other fruits and vegetables that produce harmful odors. All fast-moving food and drink items must be kept refrigerated at the proper temperature except when being prepared or served.

6. PROPER STORAGE CONDITIONS. The following must be complied with to maintain proper storage conditions:

- All refrigerated spaces shall be kept in a clean, neat, and orderly manner.
- Stocking must start from the bulkheads and work inward toward the center, starting at least four inches in from bulkheads or coils.
- Overloading the storerooms decreases the efficiency of the cooling equipment, makes cleaning more difficult, and may lead to sanitation problems. For some platforms (such as submarines) typical storage requirements may be impracticable. Removal of cans from cases is common practice onboard submarines.
- All containers, especially those in the center of the pallet, must be checked for spoilage when storing full pallets of produce. Any spoiled items must be removed as soon as possible to prevent exposure to fresh produce. ECD may help prevent the spread of spoiled food toxins.

7. FROZEN ITEMS (FRUITS, VEGETABLES, AND MEATS). Upon delivery, frozen items must be transferred promptly to a freezer storage space. The temperature of the load shall be checked upon arrival by checking internal temperatures of items selected at random throughout the load.

8. MEDICAL SUPPLIES. Medicines or medical supplies used for Chemical, Biological and Radiological, Nuclear Defense requiring refrigeration shall only be stored in food service spaces in order to preserve medical supplies when no other refrigeration space is available onboard. The following are specific requirements for storing medical supplies in food service spaces:

- Request letter from the Senior Medical Officer approved and signed by the Commanding Officer. This includes storage requirement with estimated date/length of storage.
- There must be a Medical Custodian assigned to ensure that all medical supplies are secured and stored properly and safely within food service spaces. Proper storage includes the following:
  - Medical supplies shall be stored in a lockable refrigerator. It is highly recommended that all medical supplies be stored in their own individual lockable refrigerator and are maintained separately from food items when possible.
  - All medical supplies shall be stored in a sealed and leak-proof container.
  - All medical supplies must be properly labeled and the storage container for medicines and/or medical supplies must be properly labeled with the following: "Container for the storage of medicines".

Refer to the Tri-Service Food Code, NAVMED P5010 for additional guidance for the proper storage of medicines in a food establishment.

9. BREAST MILK. Each Command must have a policy for supporting breastfeeding by Service Members as directed in BUMEDINST 6000.14A as a normal and healthy behavior. Because breast milk never is treated as a biohazard, the need to store breast milk with medical supplies is not required; although this may be considered as the first option in storing breast milk for a Service Member. When refrigerated units in a medical storage area are unavailable, there breast milk may be stored in food service refrigerated units and/or spaces. The following are requirements for storing breast milk.

- Food Service Medical Screening for the participant.
- The participant must report all symptoms of illness to medical personnel for evaluation
- Breast milk shall be labeled and segregated in a sealed plastic container that shall have the following:
  - Clearly labeled with the Service Member's rank, name, and Division.
  - The date and time of storage.
  - The expiration date (maximum of 5 days including the extraction day).
  - Clearly marked "BREAST MILK NOT FOR FOOD SERVICE USE".

The same requirements apply when breast milk is frozen. Breast milk must never be stored in a freezer longer than 12 months according to medical guidelines. Breast milk shall be removed to the Service Member's home at every available opportunity.

It is recommended that CS training includes an understanding of the personal nature of breast milk and its storage. Food service personnel shall report immediately to medical personnel anything unusual with the storage of breast milk.

Refer to the following links for additional safety and storage requirements for breast milk: <u>https://www.cdc.gov/breastfeeding/recommendations/faq.html</u> and <u>https://www.cdc.gov/breastfeeding/breastfeeding-special-circumstances/maternal-or-infant-illnesses/index.html</u>.

# 5701 AIR CIRCULATION

Air circulation in a storeroom, and 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 in 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 at a temperature of 40°F or higher, the carbon dioxide given off by the fruits and vegetables sometimes may reach a high level. Under this condition, a supply of fresh air should be circulated in the room before personnel are allowed to work there. Use of Ethylene Absorber Blankets and/or Ethylene Filters is highly recommended to reduce ethylene gas levels and to prolong the storage life of perishable foods. Frozen items shall be clearly marked with the date the food was removed from the freezer and shall be used or discarded within seven (7) days from removal.

# 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 generally is considered desirable when storing frozen food. Food items deteriorate with time at a rate that largely depends on the sum of all the time-temperature variables. Frozen food items become less stable and are likely to deteriorate faster when stored at temperatures greater than 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 frozen food items show signs of deterioration, efforts should be taken to ensure the item is suitable for intended use and immediate issue. This helps to 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 must be strictly followed. Issues of frozen food items must be based on results of inspections performed by an AVI or a designated representative of the PMA when a product's suitability for intended use is suspect.

2. OPTIMAL CONDITIONS. Storage temperature for all frozen perishable food items shall not exceed 0°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 cause reduced quality. Thawed food items must not be refrozen. The items must be consumed immediately or discarded, depending on inspection results.

### 5703 FREEZING POINT, STORAGE TEMPERATURE, AND STORAGE LIFE OF CHILLED PERISHABLE FOOD ITEMS

Bulk storeroom storage temperature for chilled perishable food items generally must be maintained between 32°F to 41°F. Better quality may be maintained for some items at temperatures higher or lower than this range. Reach-in refrigerators used for short term storage of chilled perishable food items must be maintained between 32°F to 41°F.

# 5704 STORAGE OF SEMI-PERISHABLE FOOD ITEMS

1. GENERAL. Semi-perishable items are those that do not require refrigeration. The term semi-perishable food items includes canned goods, flour, dry cereal, flour, and shelf-stable foods that, under normal conditions, are stored in non-refrigerated spaces. It also includes food items such as cooking oil, nuts, hard cheeses, onions, potatoes, and other foods that do not require refrigeration but that still have a limited shelf life. 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 too long. The length of storage must be based on the date of pack and not on the date of receipt.

2. STORAGE CONDITIONS. The optimum storage conditions for most semi-perishable food items are clean, cool, dry, and well-ventilated. 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 high water content, but most items remain edible after having been frozen and thawed. Infestation by rodents and insects may cause great damage to items packaged in bags, boxes, and cartons. Such items tend to absorb odors and lose flavor. This is especially true in storage areas that lack adequate ventilation. Physical environmental factors are discussed below.

- a. Freezing. Dry products such as flour, sugar, and dehydrated foods ordinarily are not injured by freezing. The usefulness and palatability of wet-packed items is not affected by freezing, although their physical appearance may suffer because of softening of their texture. Emulsions such as canned cheese, prepared mustard, and cream soups may be destroyed by freezing that results in loss of quality, although the food is not spoiled. Care must be taken to examine packaging after freezing to ensure the integrity of the container.
- b. High Temperatures. High storage temperatures encourage bacteria and mold growth and insect infestation. High storage temperatures are particularly dangerous when accompanied by high humidity. This situation accelerates natural chemical action, causing rancidity in many items. This is caused by food acids that are present in the cans becoming activated; the result is pin-holing, blackening of the interior, and hydrogen swells. High temperature is the chief cause of accelerated spoilage in canned foods and should be controlled by providing adequate ventilation.
- c. Moisture (Humidity). High humidity is detrimental to stored food items because it accelerates the growth of bacteria and mold, promotes insect infestation, and causes mustiness in flour, rice, and similar foods. High humidity also may cause caking of products, such as salt and sugar that absorb moisture. Moisture also causes rusting of cans. Rust, unless it actually penetrates the can and causes leakage, generally does not harm the contents or serve as a reason for survey.

3. OVER-AGED STOCK. The safe storage period for dry subsistence varies with the type of product, storage temperatures, humidity control, handling care, protection from weather, and 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 indicate spoilage. Unpleasant odors and flavors are the best way to

identify spoilage without submitting the item to a qualified laboratory for examination. Swollen cans (referred to as swellers, springers, or flippers) depending on the degree of gas formation, are caused by chemical or bacterial action or by overfilling. Regardless of the suspected cause, cans having such defects must be separated and placed on hold status. Before any survey action is initiated, Items suspected of being unfit for human consumption shall be inspected by AVIs, when assigned, by PMA, by the Navy preventive medicine unit, or by the station sanitation officer for confirmation of the unsatisfactory condition.

NOTE: Appendix F, Inspection Guide for Subsistence Serviceability Afloat/Ashore is provided for convenient daily use and reference.

# 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. GENERAL. OPNAVINST 6210.2 (series) and OPNAV M-5090.1 provide guidance for conformance with regulations of the United States Departments of Health and Human Services, Agriculture, Homeland Security, and Commerce. The Government regulations prevent the introduction and dissemination, domestically or elsewhere, of diseases of humans, plants, 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 from movement of U.S. Military ships, aircraft, or other transport of the Armed Forces when they arrive at or leave military installations in the United States and foreign countries or ports or other facilities under the jurisdiction of the Federal agencies listed above.

2. INSPECTION LIAISON. Commanders are responsible for maintaining liaison with local representatives of the Department of Homeland Security, Bureau of Customs and Border Protection, Agriculture Inspection (DHS-CBP-AI), Veterinary Services of the Animal and Plant Health Inspection Service (APHIS), USDA, and other appropriate government agencies. Inspectors of these agencies shall be notified by the commanders, as far in advance as practical, of the arrival or departure of any vessel under the purview of established regulations.

# 5801 INSPECTION

1. PORT ENTRY INSPECTION. An inspector or a designated representative of the DHS-CBP-AI shall 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 in any foreign country (excluding Canada) or in Hawaii, Puerto Rico, the U.S. Virgin Islands, American Samoa, Guam, and the Trust Territory of the Pacific Islands. All food wastes, wrappers, containers, and disposable materials from the items shall also be inspected. When fruits, vegetables, and meat are found, the inspector shall 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. Meat in this case is defined as fresh, dried, or canned meats or meat by-products prepared from pork, beef, lamb, poultry, or other terrestrial (land) animals.

2. INSPECTOR BOARDING. A DHS-CBP-AI inspector shall board any U.S. Military ship or aircraft that has called on any foreign port and returns to any United States port. 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 procured outside the United States shall inform the DHS-CBP-AI inspector. Treat opened cartons of U.S. origin fruits, vegetables, meat, milk, and eggs as if the items were procured outside the United States. Fruits, vegetables, meat, milk, and eggs of foreign origin, and opened cartons of like items of U.S. origin, are handled as regulated garbage.

# 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 shall not be subject to boarding by the DHS-CBP-AI inspector. These ships are not required to adhere to

garbage requirements unless the ship was issued meat, not of U.S. origin, from a secure Navy stock point (discussed in the paragraph below).

#### 5803 SPECIAL PROCEDURES FOR HANDLING MEAT CARRIED AS CARGO ABOARD U.S. MILITARY VESSELS RETURNING FROM FOREIGN COUNTRIES

1. MEAT INSPECTION. The DHS-CBP-AI inspector shall inspect and supervise the movement for handling meat that 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.

- a. End Use Ships (ships other than CLF ships). The handling of meat for end use ships other than CLF ships is discussed below.
  - (1) Meat of U.S. Origin. All unopened cartons that are marked as a product of the United States shall be released without any restriction by the DHS-CBP-Al inspector.
  - (2) Meat, Not of U.S. Origin. This type of meat may be transferred using refrigeration units, from one U.S. Military vessel to another (controlled cross-decking), put in secure, sealed storage 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 the outbound ship has departed from the United States. Meat not of U.S. origin transferred to a secure storage site shall 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 shall 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 shall advise the Commanding Officer to retain the form until the vessel returns to the United States. NOTE: A U.S. Army Veterinary Inspector 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 advising the Captain to retain a copy of the transfer document until the vessel returns to the United States.

- b. 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:
  - Products are in their original unopened cartons.
  - Cartons are identified/marked as a product of the United States.

2. USDA REGULATIONS FOR INTRODUCTION OF FOREIGN FOODS. OPNAVINST 6210.2 (series) and OPNAV M-5090.1D provide guidance for conformance with regulations of the United States Departments of Health and Human Services, Agriculture, Homeland Security, and Commerce. These regulations prevent the introduction and spread of human, plant, and animal diseases and of insects and pests of health and agricultural importance. Introduction of these into the U.S. and its territories may occur by movements of Navy ships, aircraft, or other transport arriving at military installations, ports, or facilities in the U.S. and may cause millions of dollars in irreversible damage to U.S. agriculture.

a. Policy. Navy vessels shall totally consume all fruits, vegetables, and meat that have been grown, produced, or processed outside the U.S., transfer such products to an outbound vessel before docking, or otherwise dispose of it as waste beyond 25 Nautical Miles from U.S. shores. When docking in the first U.S. port or U.S. territory, garbage contaminated with foreign-source food, including all plastic disks from plastic waste processors on ships or submarines, shall be retained on board, treated as foreign

regulated garbage, and disposed of ashore by USDA-approved methods outlined in NAVSUP P-486 and the USDA Manual for Agricultural Clearance.

NOTE: Food stores are required to be properly marked/identified with USDA labels; otherwise, food items not labeled shall be designated as Regulated Garbage by U.S. Customs during their inspection.

b. Disposition. Disposition shall be in a regulated garbage dumpster located in the direct vicinity of the ship/submarine. If there are no regulated foreign stores aboard the vessel, all food service garbage generated onboard within the first 24 hours in port shall be treated as regulated garbage; this includes food packing plastic and cardboard. Regulated garbage shall be bagged in 3-mil (0.003-inch thick) plastic bags and shall be labeled with the words "Regulated Garbage" before placing in the regulated garbage The label shall be clearly legible and must adhere to the bag. dumpster. Each command shall track the number of regulated garbage bags disposed of using local/region tracking forms. After the first 24 hours, food service garbage produced onboard is not regulated and no further administrative action is required. The instructions given above do not preclude discharge of any solid waste in an emergency when failure to do so would clearly endanger the health or safety of shipboard personnel.

# 5804 HANDLING REGULATED GARBAGE ABOARD U.S. MILITARY VESSELS

1. GARBAGE AND/OR WASTE GUIDELINES. 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 that has been associated with any such material on board any means of conveyance including food scraps, table refuse, galley refuse, food wrappers or packaging materials, plastic disks from plastic waste processors or plastic waste from ships or submarines, and other waste material from stores, food preparation areas, passengers' or crews' quarters, dining rooms, or any other areas on a means of conveyance.

2. GARBAGE HANDLING. Garbage, from any Navy ship that has visited any foreign country, that was not disposed of beyond 25 Nautical Miles from U.S. shores shall be handled as described below.

- a. 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 shall 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.
- b. Disposition. Garbage shall be placed in leak-proof, covered containers and disposed of following port procedures authorized by, or under surveillance of, the DHS-CBP-AI representative.
- c. Garbage Aboard. If regulated foreign stores are present and are not purged or transferred to an outbound vessel before docking, all garbage aboard shall be treated as foreign and shall be required to be sterilized or incinerated. If foreign stores are present, the DHS-CBP-AI inspector shall not apply the 24-hour rule. Once the foreign stores are used up or otherwise disposed of, the 24-hour rule shall apply. Until those stores are used up or disposed of, the DHS-CBP-AI inspector shall 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 shall document this purging or transfer on the PPQ Form 288. The DHS-CBP-AI inspector shall annotate in writing, "Purged or transferred, now Domestic." The DHS-CBP-AI inspector shall then advise the Commanding Officer to retain the form as proof of Domestic status until the vessel departs from the mainland.

# **CHAPTER 6**

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# CHAPTER 6

# EXPENDITURES

# PART A: SURVEYS

# 6000 GOVERNING REGULATIONS

1. GENERAL. In Navy terms, "survey" means a report on the "disposition of material" after a situation has been investigated. The survey procedure is the means by which material that is damaged, obsolete, deteriorated, lost, stolen, is expended from accounting records. Under no circumstances shall food deemed fit for consumption be destroyed and/or surveyed. The following two methods are used for surveys:

- Financial Liability Investigation of Property Loss (DD Form 200)
- Expenditure Log (Loss Without Survey) (NAVSUP Form 1334)

NOTE: Inventory adjustments caused by clerical errors are never surveyed.

2. OUTDATED FOOD ITEMS. Outdated food items may or may not be fit for human consumption. Outdated status alone does not warrant the disposal of food. Food should only be disposed of if it is determined to be unfit for human consumption. If outdated food items are suspected to be defective, an authorized medical representative and/or Army Veterinarian Inspector (AVI) must inspect these items. In the event an AVI is not available, an authorized medical representative must inspect the item(s) to determine their disposition. For food items determined unfit for human consumption, a written statement (MEDCOM Form 817 Quality Assurance Representatives Correspondence) explaining the disposition of the inspected food items must accompany the loss claim (DD Form 200 Financial Liability Investigation of Property Loss or NAVSUP Form 1334 Expenditure Log, Loss Without Survey). DA Form 7538 (Subsistence Serviceability Certificate) also must be provided with the claim to substantiate the determination of the disposed foods. DA Form 7538 requires the signature of the Quality Assurance Inspector, the Medical Representative, and/or the AVI before submission.

3. REPORTING TO NAVSUP. When the total value of all surveys (NAVSUP Form 1334 and/or DD Form 200s) exceeds \$5,000 on a monthly basis, a copy of both forms must be forwarded monthly to the TYCOM for review. NAVSUP N432 tracks significant survey actions caused by the impact on the SIK budget. When warranted, NAVSUP N432 consults with the Type Commanders (TYCOMs) and Fleet Logistics Centers (FLCs) to ensure that adequate controls are in place to prevent continued losses.

4. SURVEYS RESULTING FROM LATENT DEFECTS OF PRIME VENDOR SUPPLIED ITEMS. Items supplied by PVs that have latent defects must not be surveyed until the PV (PV) or FLC has been contacted for replacement and product disposition. Every attempt must be made to store the items at the appropriate temperature(s) until the PV can replace them. If the PV does not replace (or provide credit for) the items with latent defects, the receiving activity shall complete an SF 364 and forward it to Defense Logistics Agency – Troop Support (DLA-TS). Products with latent defects that are not replaced by the PV shall not be surveyed and destroyed until DLA-TS provides disposition guidance. When DLA-TS advises that products should be surveyed, the survey shall be annotated with "PRIME VENDOR UNRESOLVED LATENT DEFECT", and a copy shall be forwarded to NAVSUP N432. In the case of Hazardous Food Recalls requiring the survey of PV supplied items, the survey form shall be annotated with the ALFOODACT and shall include the number of the recall authorizing the survey action. Regardless of the dollar value, all losses involving PV defects and/or ALFOODACTS shall be reported to NAVSUP by forwarding a copy of the SF 364 and DD 200 to NAVSUP N432.

a. Disposal at Sea. Ships are authorized to destroy or dispose of recalled products using DD Form 200 to remove items from inventory. The Supply Discrepancy Report (SF 364) must be used to receive credit for the loss. Instructions for properly preparing SF 364 may be found at the following link: http://www.dla.mil/LandandMaritime/Offers/Services/TechnicalSupport/Logistics/Packaging/

http://www.dla.mil/LandandMaritime/Offers/Services/TechnicalSupport/Logistics/Packaging/ PrepareSF364.aspx.

Documentation for the number of pounds and cases, and any additional pertinent information, must be maintained and signed by the Accountable Officer as required to recoup the cost of the product for the government. Providing pictures of manufacturer information, lot numbers, dates, and other pertinent information is highly recommended. Upon completion, a copy of SF 364 and DD Form 200 must be forwarded to the supporting NAVSUP Fleet Logistics Center (NAVSUP FLC) and a copy must be furnished to NAVSUP 432 via navsup\_foodservice@navy.mil. The supporting NAVSUP FLC will forward the documents to the Account Manager at DLA Troop Support for credit resolution. These forms must include the number of the recall authorizing the survey action. The PV must submit a credit invoice to the Account Manager at DLA Troop Support.

b. Disposal for Ships Inport/Homeported and for Ashore Galleys. The appropriate DLA Account Manager via Regional NAVSUP Fleet Logistics Center (NAVSUP FLC) shall be contacted to arrange pickup of recalled items. If the vendor refuses to pick up products, the supporting (NAVSUP FLC) must be contacted for further guidance. Commands will prepare SF 364 to support the DD Form 200 before removing items from inventory. The guidance applies from this point forward.

5. FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS (DD FORM 200). DD Form 200 shall be prepared immediately under the following conditions:

- There is not a sufficient quantity of material, or the material has been lost in shipment (regardless of the value). A copy of the survey shall be provided to supplying activities (DLA/Stores/MSC and NAVSUP N432).
- There is a Ships Schedule Change requiring the survey of food. TYCOM must be notified and approve before the survey. Refer to Paragraph 5208 for Ships Schedule Change.
- There is evidence of lack of personal responsibility such as the following:
  - o Negligence
  - Willful misconduct
  - Deliberate unauthorized use
  - Deliberate noncompliance with appropriate procedures that protect U.S. Government property
- There is evidence or suspicion of fraud or theft.
- The survey is requested by the accountable officer, the CO (CO), or the CO's designee.
- When circumstances such as physical deterioration (expired/spoiled), veterinary sampling, damage in handling (crushed/broken), flood, or fire result in a total loss of \$500 or greater per National Stock Number (NSN) per month (\$1,000 for CVN/LCC/LHA/LHD/LPD/LSD).
- Items are part of the Donation Program (see Paragraph 6500).

6. EXPENDITURE LOG (LOSS WITHOUT SURVEY) (NAVSUP FORM 1334). In earlier versions of the Food Service Management (FSM) system DD Form 200 is used for losses without survey. Block 2 of the Form shall be annotated with NS 1334 when generating from the FSM system afloat. NAVSUP Form 1334 may be used for divisional training and to expend loss of damaged, deterioration, and vet sampling of food items when culpable responsibility is not involved and when the conditions discussed below apply.

- a. Loss. Food items are lost as a result of circumstances such as physical deterioration (expired/spoiled), veterinary sampling, damaged in handling (broken/crushed); the value of the loss is less than \$500 per NSN and does not exceed a cumulative value of \$1,000 monthly per NSN. If the cumulative loss exceeds \$1,000 for the month a letter of justification must be sent to TYCOM or to the Regional Commander.
- b. Loss Total. When the total loss of all items expended in the circumstances listed above on the same day exceeds \$500 (\$1,000 for CVN/LCC/LHA/LHD/LPD/LSD), DD Form 200 shall be completed as required. Repetitive entries of the same item for the purpose of circumventing maximum dollar limitations are not allowed.
- c. Expended Food Items. When expended foods items on NAVSUP Form 1334 (loss per NSN line item) meet the maximum dollar value limitations for each NSN or the total allowance for the month; all future losses for that item must be expended through a DD Form 200 survey.
- d. Food Items with Multiple NSNs. Food items with multiple NSNs are used for divisional training, not to exceed a total dollar value of \$200.00 per month. All food items used for training shall be entered on NAVSUP Form 1334 as a separate single line entry. The training must be documented in the General Mess training program.

NOTE: Later versions of the FSM system give a warning when the \$500 or \$1000 thresholds are exceeded and will prevent adding additional data. Applicable justification must be submitted to TYCOM or to the Regional Commander.

# 6001 FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS (DD FORM 200) PROCEDURES

1. GENERAL. Financial Liability Investigation of Property Loss (DD Form 200) provides a report for administrative review of the following:

- The loss or damage of material.
- The cause of the loss or damage.
- The responsibility for the loss or damage.
- The recommendation for disposition of the loss or damage.

NOTE: All surveys shall be made at the last receipt price.

2. RESPONSIBILITIES AND DUTIES. Personnel responsibilities and duties are discussed below.

- a. Food Service Officer. The Food Service Officer (FSO) shall prepare a DD Form 200 report for each survey. Block 9 of DD Form 200 shall answer the questions who, what, when, where, and shall include the following:
  - Condition -- the physical condition of the material to be surveyed.
  - Cause -- a detailed explanation of the circumstances including when and where the damage or loss occurred.
  - Responsibility -- the person or activity responsible for the damage or loss. "None" is not acceptable; the reason why responsibility cannot be determined must be given.
- b. Medical/Veterinary Personnel. If the proposed survey is for food considered no longer fit for human consumption, a medical or veterinary representative *must examine the material before it is surveyed and destroyed.* A certification of unfitness and detailed inspection report in accordance with NAVSUP 4355.10 must accompany the survey and comment must be annotated in Block 9 of the survey for accountable food that is to be destroyed or discarded.
- c. Financial Liability Officer or Financial Liability Board. The Financial Liability Officer or Board shall conduct a review of the survey and shall report the information discovered as a result of the investigation. In the appropriate blocks of DD Form 200, the Financial Liability Officer or Board shall report the condition, cause, responsibility, and the specific method of

destruction of the surveyed material. When a Naval Investigative Service investigation is involved, a copy of the final report shall be forwarded to NAVSUP N432.

d. Commanding Officer. When a Financial Liability Investigation of Property Loss (DD Form 200) is required, the CO or the CO's designee shall assign the Financial Liability Officer or officers to conduct the survey. Assignments shall be made in accordance with Paragraph 6001.2 and Paragraph 6001.3.

3. FINANCIAL LIABILITY OFFICER. The Financial Liability Officer shall be appointed in writing (Figure 6-1) and shall be a Commissioned Officer. Individuals in the SIK Line of Accounting Authority who are accountable or responsible shall not be appointed as Financial Liability Officers.

4. FINANCIAL LIABILITY BOARD. A Financial Liability Board shall be appointed by the CO to conduct investigations on Financial Liability Investigations of Property Loss. The Financial Liability Board provides surveillance over loss or damage investigations. The Financial Liability Board shall be Commissioned Officers, Warrant Officers, and/or enlisted members, grades E7 to E9. Equivalent civilian employees may be appointed to the Board. Individuals in the SIK Line of Accounting Authority who are accountable or responsible shall not be appointed to the Financial Liability Board.

5. FINDINGS AND RECOMMENDATIONS. The Financial Liability Officer or Board shall record findings of the review and recommendations in Block 15a of DD Form 200. After the findings, the Financial Liability Officer or Board shall make recommendations for the disposition of the survey based on the evaluation of the findings. Additional sheets may be attached to the DD Form 200 if there is not enough room for the findings and evaluation.

6. DUTIES OF THE FINANCIAL LIABILITY OFFICER OR BOARD. The Financial Liability Officer or Board shall ensure that the findings and recommendations do not contain any unsubstantiated opinions or stereotyped phrases (the Financial Liability Officer's/Board's own words should be used to explain how the loss or damage occurred and to give recommendations)

The Financial Liability Officer or Board shall ensure that the findings substantiate or contest the statements made in Block 15a of DD Form 200. The findings must be complete enough so that those reviewing the report can readily determine responsibility without requiring any further information of investigation from the Financial Liability Officer or Board.

7. APPROVAL. After the Financial Liability Officer or Board completes the Financial Liability Investigation of Property Loss, DD Form 200 shall be forwarded to the CO or his designated representative. The CO or designated representative shall review DD Form 200 and ensure that the loss or damage is explained sufficiently then approve, modify, or disapprove the recommendations of the Financial Liability Officer or Board. If the CO or designated representative does not approve the Financial Liability Officer or Board's recommendations, the reasons for the action taken must be recorded. Whether the Financial Liability Officer or Board's recommendations are approved or disapproved, the CO or designated representative's final action shall be recorded in Block 14 of DD Form 200. When personal responsibility is suspected, the approving official's responsibility cannot be delegated and must remain with the CO. NAVSUP P-485, Afloat Supply Procedures Paragraph 5125.3, provides a matrix for "Assignment of Roles in the Survey Process."

	(Command Letterhead)	
	IN REF	PLY REFER TO:
	(serial)	
	(date)	
From:	n: CO	
To:	(name, rank, SSN of appointee)	
Subj:	APPOINTMENT AS FINANCIAL LIABILITY OFFICER	
Ref:	(a) NAVSUP P-486, para 6001.2c	
	(b) NAVSUP P-486, para 6001.4	
	(c) NAVSUP P-486, para 6001.5	
You s	n accordance with reference (a), you are hereby appointed as the Financial Liab shall familiarize yourself with references (b) and (c) which explains the onsibilities associated with this appointment.	
	(signed)	
	Typed Name of CO	

#### Figure 6-1 Appointment as Financial Liability Officer

8. PREPARATION OF THE FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS (DD FORM 200). The Financial Liability Investigation of Property Loss (DD Form 200) shall be used to initiate a survey request. DD Form 200 shall be prepared as described below (see Figure 6-2 and Figure 6-3 for the FSM system version).

# **INSTRUCTIONS FOR COMPLETION OF DD FORM 200**

Da	ta Block and Caption	Instructions for Entry
1.	Date Initiated (YYYYMMDD)	Indicate the date the report is being prepared (for example, 20140716).
2.	Inquiry/Investigation/Document Number	Local number assigned.
Afl	oat (S-1), Ashore: check local procedures	
3.	Date Loss Discovered (YYYYMMDD)	Indicate the date the loss was discovered (for example, 20140716).
4.	Local Stock Number	13-digit local stock number (LSN) of the lost or damaged item. Multiple items may be included

when circumstances of loss or damage are related to the same incident.

- 5. Item Description Include the food item code with the nomenclature.
  - Quantity and unit of issue of the lost or damaged item (for example, 1 each or 2 dozen)
- 7. Unit Cost Use the last receipt price.

6. Quantity

8. Total Cost

9. Circumstances

10. Actions Taken

Multiply Block 6 by Block 7 and enter the amount in this Block.

Check the appropriate Block. Provide a complete statement of facts including the date and place of the incident. Use clear, concise descriptions of the five basic questions of who, what, when, where, and how. Describe the physical condition of the material. Generalized statements citing causes such as spoilage, improper storage, improper packaging, old age, and damage from handling are not acceptable. Include the appropriation/subhead (17 1453.2241) in the lower left corner of Block 9. The individual in the best position to know what happened to the food item(s) shall sign Block 9 in the lower right hand corner. This may be the Bulk Storeroom Custodian, LCS (LCS) or the FSO. Note: Medical/Veterinary personnel comments must be annotated in Block 9 of the survey for any accountable food that is to be destroyed or discarded.

NOTE: A certificate of unfitness from the veterinary/medical representative or other qualified food inspector (in accordance with NAVMED P-5010-1, Tri-Service Food Code) shall be prepared as part of, or made as an attachment to, the Financial Liability Investigation of Property Loss. (Use additional pages as necessary).

Provide corrective actions and describe detailed measures taken to prevent future occurrences especially when personal responsibility is evident.

11. For the Individual Completing Blocks 1 through 10 The signature shall be the immediate Supervisor of the individual who signed in Block 9. If it was the Bulk Storeroom Custodian, the signature shall be the LCS. If it was the LCS, the signature shall be the FSO. If it was the FSO, then the Supply Officer must sign.

- 12. Responsible Officer The Bulk Storeroom Custodian shall sign as the financially responsible person for provisions in food service. This is not an assignment or determination of personal culpability.
- 13. Appointing Authority When the Supply Officer is not assigned as the FSO, or when there is no culpable personal assigned, the

CO may delegate the Supply Officer, in writing, as the appointing official. Otherwise the signatures in Block 13 and Block 14 must be the CO's.

14. Approving Authority The approving official approves or disapproves the Financial Liability Investigation of Property Loss (DD Form 200). The approving official also makes a determination to relieve all those concerned from responsibility, accountability, and/or financial liability. The approving official appoints the Financial Liability Officer in writing. When personal responsibility is suspected, the approving official's responsibility cannot be delegated and must remain with the CO. When the CO concurs with the information provided in Block 9 and Block 10, then the approving official may sign Block 13 and Block 14 at the same time and the survey is approved and ready for posting. When the CO does not concur, then the approving official may assign a Financial Liability Officer. Refer to NAVSUP P-485, Volume I, Chapter 5, Table 5-1. This block shall only be completed when personal 15. Financial Liability Officer responsibility is evident. a. Finding and Recommendations This Block shall be completed only when personal responsibility is evident. Disposition of food items shall be annotated in this Block. b. Dollar Amount of Loss This Block shall contain the total dollar amount being surveyed. c. Monthly Basic Pay This Block shall contain the monthly basic pay of the individual being held financially responsible for the loss. Enter the exact dollar amount that will be garnished d. Recommended Financial Liability from the pay account of the individual being held financially responsible. 16. Individual Charged Complete this Block when personal responsibility is evident. If the individual charged refuses to sign this Block, the refusal must be noted. 17. Accountable Officer The signature of the individual appointed to maintain stock, property, and financial records (FSO). a. Document Number The document number (afloat is provided by S-1 division; ashore is provided by local procedures) is assigned and consists of the service designator, UIC, 4-digit Julian date, and expenditure number.

NOTE: All food items that are surveyed as a result of defects discovered by the PV or non-PV after receipt also shall be reported on a Report of Discrepancy (SF 364) or by Suspected Hazardous Food Item message in accordance with Paragraph 5300.2 and Paragraph 5301.4

providing that the defective condition was not caused by mishandling or overages of the item while in custody of the using activity. Food items that are surveyed as a result of PV Recall shall require advance notification to NAVSUP N432 via E-mail at <u>NAVSUPHQ@NAVY.MIL</u>. Note: All recalls of food items that are part of the NSCM Load List require negative responses to the Regional TYCOM.

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS									
PRIVACY ACT STATEMENT									
AUTHORITY: 10 USC 2775; DoD Directive 7200.11; EO 9397. ROUTINE USE(S): None.									
					SURE: Voluntary				
the loss, damage, or destr	uction of DoD-o	controlled prop	erty. The	destroye	circumstances under which the property was lost, damaged, or destroyed may be considered with other factors in determining if an individual will be held financially liable.				
purpose of soliciting the S 1. DATE INITIATED (YYYYM			INVESTIGATIO					SCOVERED	
20140716	(HDD)	2. 110201111	INVESTIGATION	e nomben			YMMDD)	20140716	
<ol> <li>NATIONAL STOCK NO. 891501E212657</li> </ol>	5. ITEM DESC MANGO V-				6. QUANTITY	7. UNIT		8. TOTAL CO	OST
	MANGO V-	50			50	1.	.20	60.00	
<ol> <li>CIRCUMSTANCES UNDE (Attach additional pages)</li> </ol>		PERTY WAS (	X one)		LOST	D/	AMAGED	X DESTRO	DYED
PRIME VENDOR UNRE	SOLVED LA								
Mangoes had a fuel taste a 1741453.2241/260/00022					rned in to Army	Vet			
10. ACTIONS TAKEN TO CO	ORRECT CIRCU	MSTANCES R	EPORTED IN BL	OCK 9 AND	D PREVENT FUTU	RE OCCUR	RENCES (/	Attach addition	a/
pages as necessary)									
11. INDIVIDUAL COMPLETI									
<ul> <li>a. ORGANIZATIONAL ADD Office Symbol, Base, St</li> </ul>			TYPED NAME (	Last, First,	Middle Initial)		c. DSN	NUMBER	
		d.	SIGNATURE				e. DATE	SIGNED	
			RECORD ITEM	S) F	REVIEWING AUTH	IORITY (SU	PPLY SYS	TEM STOCKS)	)
a. NEGLIGENCE OR ABUSE EVIDENT/ SUSPECTED (X one)	b. COMMENT	S/RECOMMEN	NDATIONS						
C. ORGANIZATIONAL ADD			TYPED NAME (	Last, First,	Middle Initial)		e. DSN	NUMBER	
Office Symbol, Base, Sta	ste/Country, Zip		SIGNATURE				g. DATE	SIGNED	
							J. 2000		
13. APPOINTING AUTHORIT	TY		CO or th	a Sunnl	y Officer by		-		
a. RECOMMENDATION (X one)	b. COMMENT	S/RATIONALE			st sign block	#13.		NCIAL LIABILIT	
APPROVE					C		(X or	ne)	
d. ORGANIZATIONAL ADD	RESS (Unit Des	ignation, e.	TYPED NAME (	Last, First,	Middle Initial)	<u> </u>	f. DSN	-	0
Office Symbol, Base, Sta	ste/Country, Zip								
		g.	SIGNATURE		×		h. DAT	SIGNED	
14. APPROVING AUTHORIT	Y	I							
<ul> <li>a. RECOMMENDATION (X one)</li> </ul>	b. COMMENT	S/RATIONALE						L REVIEW PLETED IF	
APPROVE REQUIRED (X one)									
DISAPPROVE d. ORGANIZATIONAL ADD	BESS ///wit	CO must s	ign block 1	4.			f. DSN		N/A
Office Symbol, Base, Sta							1. DON		
		g.	SIGNATURE				h. DAT	SIGNED	
DD FORM 200, OCT 1	999	PPI	EVIOUS EDITIO		FTF				
201,0011	000	E DI		13 05301				Reset	t -

Figure 6-2

Financial Liability Investigation of Property Loss – FSM System Version DD Form 200 – Front Side

15. FINANCIAL LIABILITY OFFICER								
a. FINDINGS AND RECOMMENDATIONS (Attach additional pages as necessary)								
	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,							
b. DOLLAR AMOUNT OF LOSS	c. MONTHLY BASIC PAY	d. RECOMM	IENDED FINANCIAL LIABILITY					
e. ORGANIZATIONAL ADDRESS (Unit Designation,	f. TYPED NAME (Last, First, Middle Initial)		g. DSN NUMBER					
Office Symbol, Base, State/Country, Zip Code)			g. Doin NOMIDER					
	h. DATE REPORT SUBMITTED TO APPOINTI	NG	i. DATE APPOINTED					
	AUTHORITY (YYYYMMDD)	10	(YYYYMMDD)					
	j. SIGNATURE		k. DATE SIGNED					
16. INDIVIDUAL CHARGED								
a. I HAVE EXAMINED THE FINDINGS AND RECOM			(X one)					
Submit the attached statement of objection.	Do not intend to make such a statement							
b. I HAVE BEEN INFORMED OF MY RIGHT TO LEGA		SSION OF LIA						
c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symphol, Base, State/Country, Zip Code)	d. TYPED NAME (Last, First, Middle Initial)		e. SOCIAL SECURITY					
Office Symbol, Base, State/Country, Zip Code)			NUMBER					
	g. SIGNATURE		h. DATE SIGNED					
f. DSN NUMBER								
17. ACCOUNTABLE OFFICER								
a. DOCUMENT NUMBER(S) USED TO ADJUST PROF	PERTY RECORD							
b. ORGANIZATIONAL ADDRESS (Unit Designation,	c. TYPED NAME (Last, First, Middle Initial)		d. DSN NUMBER					
Office Symbol, Base, State/Country, Zip Code)								
	e. SIGNATURE		f. DATE SIGNED					
	1							

DD FORM 200 (BACK), OCT 1999

# Figure 6-3 Financial Liability Investigation of Property Loss – FSM System Version DD Form 200 – Back Side

9. DISTRIBUTION OF THE REPORT OF SURVEY (DD FORM 200). DD Form 200 shall be distributed as follows:

- Original FSO's Accountability File.
- Copy Expenditure Invoice File (S-1 Division).
- Copy Survey File (S-1 Division).
- Copy Financial Liability Officer or Board.
- Copy to the issuing supply activity when any of the conditions listed below exist (all onboard copies of DD Form 200 should be annotated to indicate that a copy has been forwarded to the issuing activity):
  - Material is missing in shipment.
  - o Non-receipt of shipment.
  - Material received was thawed and refrozen.
  - Material is received in a thawed condition and cannot be consumed immediately without adverse effects, or cannot be safely refrozen.
  - Material is shown as an overage upon receipt.
- Copy TYCOM (when determined by the TYCOM or when the loss exceeds \$5,000).
- Copy NAVSUP N432 via TYCOM (Approved DD Form 200).
- Copies Any additional copies as required by local regulations.

10. POSTING FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS. DD-200 shall be approved only in the FSM system by the FSO after the survey has been approved and signed by the CO or his designated representative. The Subsistence Ledger (NAVSUP Form 335) and the Record of Receipts and Expenditures (NAVSUP Form 367) shall post automatically upon approval.

# 6002 EXPENDITURE LOG PROCEDURES (LOSS WITHOUT SURVEY)

#### (NAVSUP FORM 1334)

1. PREPARATION OF THE EXPENDITURE LOG (LOSS WITHOUT SURVEY) (NAVSUP FORM 1334). The Expenditure Log, NAVSUP Form 1334 (Figure 6-4) shall be used to itemize the types of losses described in Paragraph 6000.5 that occur to material held in end use accounts (subsistence appropriation/subhead 17\_1453.2241). NAVSUP Form 1334 shall be reviewed weekly by the FSO (printed, signed, and maintained in the FSO's Accountability File).

Data Block and Caption	Instructions for Entry
Activity	Name and mailing address of activity.
UIC	Unit identification code of the activity.
Period	The START and THROUGH END dates of the
	monthly accounting period.
Date	Date the item is being surveyed.
Stock Number	The 13-digit LSN of the item being surveyed.
Item Name	Nomenclature and FIC of the item being surveyed.
U/I	Unit of issue.
Qty	Quantity of the item to be surveyed.
Last Receipt Price	Last receipt price of the item being surveyed.
Total Value	Quantity multiplied by last receipt price.
Reason for Loss	Give clear, concise reasons such as used for
	training, spoiled, loss of power, or chiller/freezer
	down.
FSO	Digitally Signed by the FSO in comment section;
	report is placed in the FSO in accepted status.
Total Money Value	Sum of all values at the end of the monthly
	accounting period.

Expenditure Number

Enter the document number consisting of the Julian date of the last day of the monthly accounting period, preceded by 9, and the first food item code.

Note: All Commands are required to maintain a logbook for local expenditures.

2. POSTING LOSS WITHOUT SURVEYS. The Subsistence Ledger (NAVSUP Form 335) and the Record of Receipts and Expenditures (NAVSUP Form 367) shall automatically be updated as items are approved by the FSO.

3. DISTRIBUTION OF THE LOSS WITHOUT SURVEY (NAVSUP Form 1334). NAVSUP Form 1334 shall be distributed as follows:

- Original FSO's Accountability File.
- Copy TYCOM and N432 when the cumulative survey losses exceed \$500 (\$1,000 for carriers and large ships).
- Copies Any additional copies as required by local regulations.

EXPENDI (Loss with NAVSUP F	EXPENDITURE LOG (4442) (Loss without Survey) NAVSUP FORM 1334 (REV. 7-73)		ACTIVITY (Name and Maling Address) U.LC. PERIOD THROUGH		ACTIVITY (Name and Making Address)						
DATE	STOCK NUMBER		ITEM NAME	и	QTY	LAST RECP'T PRICE	TOTAL VALUE		REASC	ON FOR LOSS	FOOD SERVICE OFFICER (Signature)
TOTAL MONEY VALUE						EXPEN	IDITURE NUME	JER:			
S/N 0108-I	S/N 0108-LF-505-0601 A4601										

Figure 6-4 Preparation of the Expenditure Log (Loss Without Survey) (NAVSUP Form 1334)

# PART B: ISSUES TO THE GENERAL MESS

# 6100 FOOD ACCOUNTABILITY

Strict accountability must be exercised over food items at all times to minimize waste and to ensure that items are used for the express purposes intended. Unused food items (unopened cans and cartons) shall be returned daily to the issue storeroom.

### 6101 ISSUE DOCUMENT PREPARATION

1. AT TIME OF REQUEST. The Food Item Request/Issue Document (NAVSUP Form 1282) (Figure 6-5, Figure 6-5a, and Figure 6-5b) shall be used to request and record issues and returns of food items from the bulk storeroom to and from the GM galley. The FSO shall establish controls to ensure that each document issued is accounted for. At the time of request, NAVSUP Form Pre-daily 1282 shall be prepared as follows:

Data Block and Caption	Instructions for Entry
Requisitioned By	Signature, rate, and title of the Watch Captain or Supervisor of the appropriate food preparation work space.
Date for Consumption	Actual date food items are prepared and consumed. This date is assigned automatically by the FSM system.
Food Code	Food item code of each item requested as listed in Food Item Code sequence. These Food Item Codes are assigned and listed automatically by the FSM system.
Description of Material	Description of each food item requested taken from NAVSUPNOTE 7330. This is automatically completed by the FSM system.
Quantity Requested	Quantity required of each food item to support the menu items on the Food Preparation Worksheet (NAVSUP Form 1090). The FSM system automatically enters the data for this field.

NOTE: Additional fields including Unit of Issue, Conversion Factor, Suggested QTY, Unit Price, and Value are prefilled by the FSM system.

2. AT TIME OF APPROVAL. After initial preparation of NAVSUP Form 1282, the LCS shall review the form to ensure the food items requested support the quantity of the menu items on the Food Preparation Worksheet (NAVSUP Form 1090) and that all food items requested are listed in Food Item Code order. The LCS or designated CS shall sign the "Approved By" Block with rate and title and shall forward the document to the Bulk Storeroom Custodian for issue.

3. AT TIME OF ISSUE. The Bulk Storeroom Custodian shall issue the items requested and shall deliver the items to the Watch Captain or Supervisor of the appropriate food preparation work space. At the time of issue, the Bulk Storeroom Custodian shall complete the Blocks described below and shown on NAVSUP Form 1282 (Figure 6-5):

Data Block and Caption	Instructions for Entry
Quantity Issued	The quantity issued to the Watch Captain or Supervisor of the food preparation work space.

Quantity on Hand	Recommended and/or directed by TYCOM. Must be handwritten on the Form because there is no pre-defined column.
Issued By	The signature, rate, and title of the Bulk Storeroom Custodian.
Date	Date the food items were issued.
Received By	The signature, rate, and title of the Watch Captain or Supervisor of the food preparation work space.
Date	Date food items were received.

NAVSUP Form 1282 Pag					ge 1 of 8					
	D-ITEM REQUEST/ISSUE UP FORM 1282 (REV. 5-82)	D	OCUMI	ENT (4400)		ACTIVI USS EN HALL	FY TERPRISE (C	VN-6	5) - TORG	ERSON
REQU Title)	ISITION BY (Signature, Rate and		DATE F	OR	APPROVED E	BY (Signa	ture. Rate and	Title)		
BOBB	Y WINN /			MPTION 2/01/2014	SCHMOE JOE	5H7				
FOOD CODE	DESCRIPTION OF MATERIAL	U/1	CONV FAC	SUGGESTED	QUAN REQUESTED		RETURNED	NET	UNIT PRICE	VALUE
	891001E190517 - MILK, DRY, INST, NF, 6/5	BG	5.000	0.6400	1.00				\$18.2100	
B10	891501E293066 - APPLESAUCE, #10	CN	6.750	0.3900	1.00	2	0		\$5.5800	\$36.42
C14	891501E198012 - CRANBERRY	CN	7.313	0.3600	1.00		0		<b>\$</b> 7.0600	\$5.58
C32	SAUCEJELLIED, 891501E621112 - JUICE,	co	3.000	3.5000	4.00	15	0		\$26.2200	\$84.72
	APPLE. FZN, CONC,					3	0			\$78.66

#### Figure 6-5 NAVSUP Form 1282

The Bulk Storeroom Custodian shall maintain NAVSUP Form 1282 until the end of the day. Unprepared and/or unused food items remaining in the galley after completion of the day's meals shall be returned to the Bulk Storeroom Custodian on a daily basis. At the time food items are returned, the Bulk Storeroom Custodian and Watch Captain shall annotate NAVSUP Form 1282 as described below and on Figure 6-5a.

Data Block and Caption	Instructions for Entry
Quantity Returned	The quantity actually returned to the Bulk Storeroom Custodian.
Quantity Net	The difference between the Quantity Issued and the Quantity Returned. If no food items were

returned, the Net Quantity equals the Quantity Issued.

Returned By	The signature, rate, and title of the Watch Captain or Supervisor of the food preparation work space that returned the food.
Date	Date food items were returned.
Received By	The signature, rate, and title of the Bulk Storeroom Custodian receiving the returned food items.
Dete	Date food items were received

Date

Date food items were received.

NAVSI	UP Form 1282								Pa	ige 1 of 8
FOOD-ITEM REQUEST/ISSUE DOCUMENT (4400)       ACTIVITY         NAVSUP FORM 1282 (REV. 5-82)       USS ENTERPRISE (CVN-65) - TORGERSON HALL								FERSON		
REQUI Title)	SITION BY (Signature, Rate and		DATE F	'OR	APPROVED B	BY (Signa	ture. Rate and	Title)		
BOBB	Y WINN/			MPTION 201/2014	SCHMOE JOE	5H7				
FOOD CODE	DESCRIPTION OF MATERIAL	U/I	CONV FAC	SUGGESTED	QUAN REQUESTED		RETURNED	NET	UNIT PRICE	\$36.42
	891001E190517 - MILK, DRY, INST, NF, 6/5	BG	5.000	0.6400	1.00	2			\$18.210(	\$5.58
B10	891501E293066 - APPLESAUCE, #10	CN	6.750	0.3900	1.00	Ī	0		\$5.5800	\$84.72
	891501E198012 - CRANBERRY SAUCEJELLIED,	CN	7.313	0.3600	1.00	12	0		<b>\$</b> 7.0600	\$78.66
C32	891501E621112 - JUICE, APPLE. FZN, CONC,	co	3.000	3.5000	4.00	5	0		\$26.2200	\$0.0000

#### Figure 6-5a NAVSUP Form 1282 Bulk Storeroom Custodian and Watch Captain Notations

The morning following the date of issue, the Bulk Storeroom Custodian shall forward NAVSUP Form 1282 to the Recordskeeper who shall post the issues to the Subsistence Ledgers (NAVSUP Form 335) so that the General Mess Control Record (NAVSUP Form 338) will be updated automatically in FSM.

4. RECORDSKEEPER ENTRIES ON NAVSUP FORM 1282. Once the Recordskeeper receives NAVSUP Form 1282 from the Bulk Storeroom Custodian, the Recordskeeper shall post the quantity of the issues to the Subsistence Ledger (NAVSUP Form 335) so that the total dollar value of the issues to the General Mess Control Record (NAVSUP Form 338) are updated in FSM. An

audit of the rough and smooth DD Form 1282 must be conducted to ensure that errors were not posted before routing to the FSO for certification. NAVSUP Form 1282 shall be completed as described below and on Figure 6-5b.

Data Block and Caption	Instructions for Entry
Unit Price	This will be entered automatically by the FSM system.
Value	Net Quantity multiplied by Unit Price. This will be entered automatically by the FSM system.
Sheet Total	The sum of all values on the sheet. This will be entered automatically by the FSM system.
Subtotal	The sum of the sheet total plus any additional sheets. This will be entered automatically by the FSM system.
Grand Total	This will be entered automatically by the FSM system.

CER	RTIFY THAT THIS DOCUMENT Eral mess on <b>08/01/2014</b> .	, IIN								
RECE			THE AM	OUNT OF <b>\$0.</b>	0000, IS A TRU	JE STATE	MENT OF ISS	UES	TO THE	
RECEIVED BY (Signature)				DATE		GRAND TO	ГAL	\$0.0	000	
RETURNED BY (Signature)					DATE	BAKERY PROD		ROD.	\$0.0000	
RECE	EIVED BY (Signature)				DATE		SUB TOTAL		\$0.0	000
	MOE JOE H /						SHEET TOT	AL	\$0.0	0000
SSUI	MIX, VARIETY PAC ED BY (Signature, Rate and Title,	)		<u> </u>	DATE			<u> </u>		L
J84	BITS, IMITATION, 1 894001E096309 - GELATIN	PC		1.8900	2.00				\$3.2400	-
J67	CKN, CHL W/O 894001E298522 - BACON			1.9000	2.00				\$5.6100	-
J53 J61	BASE,BEEF,CHL,W/O M 893501E390834 - SOUP BASE	, co		1.4400	2.00				\$6.4000 \$5.1600	
H29 J53	SUBSTITUTE, ASPAR 893501E390835 - SOUP	_								-
H23 H29	REFINED, WHITE, G	BC CS	3 10.000 3 10.000		1.00				\$7.1500 \$23.2200	
	SUP Form 1282  892501E092553 - SUGAR,								I	age 2 c
	APPLE. FZN, CONC,		5.000		4.00				\$20.2200	φ0.000
214 232	CRANBERR Y SAUCE, JELLIED, 891501E621112 - JUICE,	CN CO		0.3600	1.00				\$7.0600 \$26.2200	
310	891501E293066 - APPLESAUCE, #10 891501E198012 -	CN	6.750	0.3900	1.00				\$5.5800	\$0.000
178	891001E190517 - MILK, DRY, INST, NF, 6/5	BG	5.000	0.6400	1.00				\$18.2100	\$0.000
DDE	DESCRIPTION OF MATERIAL	, U/l		SUGGESTEL	REQUESTE		RETURNED	NET	PRICE	VALU
DOD DRR	Y WINN /	-	08 CONV	/01/2014	SCHMOE JC	NTITY			UNIT	
tle)			DATE F	MPTION			ture. Rate and .	i ille)		
EQUI	UP FORM 1282 (REV. 5-82) ISITION BY (Signature, Rate and	1	DATE E	(2)		HALL	TERPRISE (CV		5) - TORG	ERSC
AVSU	D-ITEM REQUEST/ISSUI	E DC	CUM	ENT (4400)		ACTIVI			->	

# Figure 6-5b NAVSUP Form 1282 Issues to the General Mess

5. FOOD SERVICE OFFICER CERTIFICATION. The FSO shall review each document and shall investigate any apparent discrepancy with particular attention paid to the following:

- All items on the issue documents were required to prepare the menu.
- Quantities issued were not in excess of requirements.
- Each document is properly completed in its entirety.
- Posted quantities on the smooth NAVSUP Form 1282 are compared to the rough NAVSUP Form 1282 before certifying.

Upon completion of this review, the FSO shall annotate NAVSUP Form 1282 as shown below.

Data Block and Caption	Instructions for Entry
Signature and Date	The certification signature and date only are required on the last issue document that shows the grand total dollar value of issues.

6. DOCUMENT DISTRIBUTION. After NAVSUP Form 1282 has been smoothed (post daily) and certified by the FSO, all daily rough 1282 Forms may be discarded. Current and previous three months shall be retained.

7. EMERGENCY BREAKOUT PROCEDURES. Emergency breakouts (EBOs) must be approved by the FSO or LCS prior to breakouts being removed from the storerooms. All EBOs must be provided to the Recordskeeper as soon as possible for posting.

#### 6102 POSTING TO THE SUBSISTENCE LEDGER (NAVSUP FORM 335)

The quantity of issues for each food item listed on the issue documents are posted daily to NAVSUP Form 335 as described below and in Figure 6-6.

Data Block and Caption	Instructions for Entry
Month and Day	Month and day the food item was issued for consumption. This will be completed automatically by the FSM system upon posting to NAVSUP Form 1282.
Issued	Quantity of the food item that was issued. This will be completed automatically by the FSM system upon posting to NAVSUP Form 1282.
Cumulative Total	The sum of the quantity issued plus the previous cumulative total. This will be completed automatically by the FSM system upon posting to NAVSUP Form 1282 (equals stores consumed).
On Hand	Enter the difference between the quantities being issued and the previous "On Hand" balance. This will be completed automatically by the FSM system upon posting to NAVSUP Form 1282.

# 6103 POSTING TO THE GENERAL MESS CONTROL RECORD (NAVSUP FORM 338)

1. POSTING DOLLAR VALUE OF DAILY ISSUES. The total dollar value of food items issued for each day are posted daily to NAVSUP Form 338 as described below and as shown in Figure 6-6 and Figure 6-7.

Data Block and Caption	Instructions for Entry
(1) Day of Month	Enter the appropriate day of the month. Completed automatically by the FSM system.
(16) Daily	Grand total dollar value of issues as indicated on the daily NAVSUP Form 1282.
	Completed automatically in FSM
(17) Cumulative Total	Column (16) plus the previous day's column (17). Completed automatically by the FSM system.
(18) One Ration	Column (16) divided by column (12). Completed automatically by the FSM system.

2. DETERMINING OVER ISSUES OR UNDER ISSUES. FSOs are required to maintain the GM within the allowed monetary allowance. To determine the over/under issue status of the GM, the following entries on NAVSUP Form 338 shall be made:

Data Block and Caption	Instructions for Entry
(19) Over/Under Issue	Column (15) minus column (17).
	Completed automatically by the FSM system.

When the figure in column (15) is greater, an under issue condition exists and the difference is greater in column (19). When the figure in column (17) is greater, an over issue condition exists and the difference is posted in column (19) and is preceded by a minus sign.

- 3. USE AND RESPONSIBILITIES. Personnel use and responsibilities are discussed below.
  - a. FSO. The FSO shall log into the FSM system weekly at a minimum and check the NAVSUP Form 338 for the following:
    - Ensuring that the GM is operating within the authorized allowance.
    - Ensuring that posting is accomplished daily. When an over issue exists, immediate action shall be taken to determine the cause and, if warranted, take steps to eliminate future over issues.
    - Comparing total food cost on NAVSUP Form 338 for the month and the food cost figure on NAVSUP Form 1359 for the month. Variations of more than 2 percent warrant further review.
    - Printing NAVSUP Form 338 and reviewing, signing, and retaining it each week.
  - b. LCS. The LCS shall review NAVSUP Form 338 on a daily basis using the data available for menu planning, menu revision, and adjustment in accordance with the following:
    - Determining the current financial status of the GM before preparing a menu, especially when planning to use high-cost menu items.
    - Comparing the "Daily Monetary Allowance" (Column (14)) entries with the "Daily Food Cost" (Column (16)) entries as a check of the actual cost each day with the authorized cost for the same day.
    - Relating the actual cost shown in the "One Ration" Food Cost (Column (18)) to the daily menus to determine the relatively high and low cost menus. Use that information in planning future menus and adjust menus that result in excessively high costs.

ubsistence Ledger (4	(44)												2	: 1 of		
NAVSUP FORM 335 (F SAN 0108-LF-500-3350	ev. 2-78)			SUI	BSISTE	ENCE I	LEDG	EF	R (44		NAVSU	P FC	ORM	335	5	
FIC B72 - BLUE	BERRI	ES, (	CND)	STOCK NO.	91501E2	97008	ITEM FRI	ЛТ	, BLU	UEBERR	LIES, WAT	ER PA	.CK, US	-		
HIGH LIMIT	20	)14	RECEIPTS	EXPENDIT ENLISTED DINING FA		ON HAI		4	RECE	ENLD	INDITURES STED NG FACILITY	OTH	ON HAND	-		
N/A	мо 7	DAY	BBF	ISSUED C	UM TOTAL	7.0		DAY		ISSUI	ED CUM TOT			-		
LOW LIMIT	7	-		1.00	1.00	6.0								-		
UNIT OF ISSUE	7	<u> </u>		0.00	1.00	6.0			+		_		_	-		
CN	7	+		1.00	3.00	4.0			+			_		-		
2014	7	19		NA	SUP Form				-					-	1	Page
uantity issued to e General Mes		21		REC	UISITION E	REQUES 1282 (REV. 5	5-82)		DATE		APPROVED	HALL BY (Signal	TERPRISE (		5) - TORG	ERSO
				BOE FOO	BY WINN /				CONV	/11/2014	SCHMOE JO	EH/ NTITY	-		UNIT	
		_		COL	DESCRI	97008 - FRU			FAC		D REQUESTED	ISSOLD	PETU, NEI	D NF	PRICE	VA
		-		B7 C3	<sup>2</sup> BLUEBE	RRIES, WAT	Έ	CN	6.375 3.000	1.4700 3.5000	2.00	3.00		3.00	\$13.2700 \$26.2200	
—(—	プ⊷	$\leftarrow$		 	e 896001E6	21120 - BEV		00		0,7000	1.00	3.00		-	\$24,7600	
2014				D5	891501E2	ANBERRY ( 96404 - ES,WHITE, #		CN	6.000	2.7600	3.00	3.00	2.00	1.00		-
MO & DAY PRIC	e T	+				91608 - COO		CN	5.000	1.4000	2.00	2.00		2.00	\$8.1300	\$16
BF \$13.2	700			F6	5 892001E2 GRITS, 2	91734 - HOM OZ	IINY	co	1.600	1.2.400	200	2.00		2.00	\$1.8900	\$3.
		_		F7	MACAR	ONI, ELBOW		co			matically			2.00	\$10.5600	\$21
		+			MIX,REC	93246 - PAN OR BUTTE 92553 - SUG		CN			d at the ipt price	last	2.00	2.00	\$6.5100	<u> </u>
		+		H2	<sup>5</sup> REFINED 894001E3	90847 - COR		BG	-					1.00	\$7.1500	-
		+		K0 K3	<sup>4</sup> BEEF HA 2 894001E2	SH, CN, MI 93027 - PIE		CN CN	7.000	0.0000	2.00	2.00		+	\$12.5600 \$13.6200	-
				кэ кэ	4 894501E1	CHERRY, #1 97872 - OIL,	PAN	CN		0.0000	6.00	6.00		6.00	\$4.8400	· ·
					892001E5	GARSL,NON 98048 - DAN		CS		0.3000	1.00	1.00		+	\$25.4900	-
				N2	, 895001E1	FZN, APPL 90225 - SAU CN, CHDR,	CE,	CN	6.625	3.9400	4.00	3.00	3.00	0.00	\$9.4600	S0.
				N6	A 895001E6	13476 - SPIC PDR 1/16	ЪĘ,	co	1.000		NAVSU	P FC	ORM	128	32	\$5.
		-		N7	7 895001E1		18 OZ C	co	1.125	3.4						\$13
		+		N8	o 895001E0	98876 - SAL ODIZED,24/2	Т,	co	1.625	0.0000	11.00	1.00		1.00	\$0.6500	S0.
		+		N9	3 895001E0 CAJUN, 1	92187 - SPIC /18 O	E BLD,	co	1.000		1.00	1.00		1.00	\$0.0000	S0.
		+	<u> </u>	NM	F POTATO		CAKES,	со	3.000		6.00	6.00		6.00	\$3.8200	\$22
		+		20	BACON,	SLICED,BUL		LB	1.000	10.0800	11.00	15.00		15.00	\$3.6500	\$54
		+		Q4	<sup>5</sup> BULK, F		F, GRD,	LB	1.000		60.00	60.00		60.00	\$3.2300	\$193
				_Q8	POLLOC.	K,FLT,RAW,		LB	1.000		25.00	25.00		25.00	\$3.3400	\$83
* Use to extend issues to Buli	ted Dining Fa	cility.		+ S1	LIQ, CHI			co	4.225		15.00	15.00		15.00	\$2.2300	\$33
				S7	<sup>2</sup> CARROT	97991 - VEG S, SLICED, U	's	-	2.000	0.0000	12.00	12.00		+	\$1.8800	-
nclassified. For Of	ficial II	se O	nlv.	T2	6 891501E2	97998 - VEG	, PEAS,	co	2.000	0.0000	24.00	24.00		24.00	\$2.6900	\$64
				http:	://nyssydfer	n 1. navsisa n	avy.mil/fe	mtes	tp486/1	ssue/IssueD	rintable.aspx					8/22

# Figure 6-6 NAVSUP FORM 335 Posting a General Mess Issue to the Subsistence Ledger

NAVSU	JP Foi	rm 1282	Γ													Η	Page 6 of 6	]	
SCHM	IOE JC	ЕН/	[ [	NA	vs		P FO	RI	/ 1	282	2		SHEET	тот	AL	\$488	3.8500		
		BY (Signa	ture)						Γ	DATE			SUB TO	TAL		\$280	6.1300		
RETU	RNED	BY (Signa	ature)						Ľ	DATE			BAKER	RY PR	OD.	\$0.	0000		
RECE	IVED I	BY <i>(Signa</i>	ture)						E	DATE			GRANI	) то	TAL	\$280	6.1300		
GENE		IESS ON			NT, IN	THE	AMOUNT	ГOF \$	2,806.	<b>1300</b> , IS	SAT	RUE ST	'ATEMEN'	DA		) THI	E		
POSTI				209			335			338			NAVS used	UP	1282 R	leca aily	pitulatic Food C	on is ost	
*U.S. C	3PO: 19	92-0-704-5	80				PAG	ЪЕ <b>3</b> О	F 3						+				
						Г											CURREN	T DATE:	20AUG14
GENERAL NAVSUP-FO		ONTROL RI REV. 7-88)	ECORD	(4061)					SU	JP 338	D		BDFA 9.05		SUIPLEMENT ALLOWANCES				E PERIOD uly 2014
FROM: (Nam	e of Activ	vity or Station)	)				Г			330	0	Ī				U.I.C.	V1:	2345	
						MEAL	S FED					RATI	ON CREDIT	M	ONETARY LOWANCE		FOOD COST		OVER/UNDER
COMMENTS	DAY OF MONTH	M		DLD FOR	NIGHT	DAILY	DPEAKEAST		DINNER	NIGHT	DAILY	RIK/CASH SALES	CUMULATIVE			DAILY	CUMULATIVE	ONE	CURRENT
	(1)	20% (2)	40% (3)	40% (4)	20%/40% (5)	(6)	20% (7)	40% (8)	40% (9)	20%/40% (10)	(11)	DAILY TOTAL (12)	TOTAL (13)	(14)	TOT IL (15	(16)	TOTAL (17)	RATION (18)	BALANCE (19)
BF															617.17				647.1
S	1	84									333.20		-	4373.10		4543.50		11.74	476.77
s	2	58						272			227.20			2870.20		3638.2		14.32	-291.23
S 05	3	7									168.00 79.40			1932.30 1049.95		2275.2		13.31	-634.16
QS S	4	46									189.80			2734.60		2699.20		17.30	-1024.90
s	6			26							170.20			2768.50				5.86	342.98
s	7	70									164.80			2542.50		3167.40		14.08	-281.98
s	8	65	130	25	0	75.00	134	217	147	0	172.40	247	1854	2791.10	21709.4	3478.8	4 22679.14	14.08	-969.72
s	9	59						172			127.80			1954.90		2358.28		13.63	-1373.10
RS	10	21												1516.80		1150.8		8.99	-1007.18
RS	11	22		-										1220.55	26401.67	1145.3	-	11.12	-932.01
s s	12	39			0						174.40 202.40			2881.50 3356.10		1799.2		10.98 9.73	-849.78 -383.15
5	13	/6									186.80			2858.90		2806.13		9.75	-385.13
	-											6.00	5005			Lanov I.		11.05	-330.30
S	15	53	123	12	0	64.60	82	167	106	0	125.60	190	3253	2147.00	37645.17	1957.90	37786.51	10.31	-141.34

Figure 6-7

Posting the Daily Issues to the General Mess (NAVSUP Form 1282) to the General Mess Control Record (NAVSUP Form 338)

# PART C: TRANSFERS

# 6200 TYPES OF TRANSFERS

1. GENERAL. There are two types of transfers: a transfer without reimbursement and a transfer with reimbursement. A transfer without reimbursement means the subsistence appropriation has already bought the food and there will be no additional obligation to the subsistence appropriation when the food is transferred. A transfer with reimbursement means there will be a reimbursement to the subsistence appropriation for the food that is being transferred.

2. TRANSFERS WITHOUT REIMBURSEMENT. When regularly established supply channels are not available, a request for transfer (instead of a sale) of food items from one Navy GM (end user) to another Navy GM may occur. This includes transfers to Navy ashore/afloat galleys and to approved established messes such as SEABEE to ASHORE, USS SHIP to USS SHIP, USS SHIP TO SHORE.

3. TRANSFERS WITH REIMBURSEMENT. Transfer of food items to activities that do not use the Navy subsistence appropriation (that is, activities that are not Navy GMs using the subsistence appropriation), are treated as transfers with reimbursement. A transfer with reimbursement means that the subsistence appropriation has already purchased the food that is now being transferred to an activity that uses another appropriation such as a Naval Hospital other Military Branches.

Transfers with reimbursement should not be confused with sale of bulk food items. Sale of bulk food items involves an exchange of money through use of a check, cash, or line of Accounting. Sales of food items shall be processed in accordance with Paragraph 6302.

4. OTHER SUPPLY OFFICER (OSO) TRANSFERS. When circumstances arise that a ship requires another ship within the same AOR to place a food order for required provisions the ship placing the order will use the normal requisitioning procedures. When food arrives as a transfer w/o reimbursement (OSO transfer) the provision transfer will be completed using the DD Form 1149 as the receipt document.

5. TRANSFER-IN AND TRANSFER-OUT. The transfer-out of food items from stock records and transfer-in of the same food items to stock records to correct erroneous posting or inventory problems is prohibited without NAVSUP N432 approval. Guidance for the completion of the DD Form 1149 is available from the local Navy Food Management Team (NFMT).

# 6201 TRANSFER DOCUMENT USED

1. GENERAL. The form used for transferring food items with or without reimbursement is the Requisition and Invoice/Shipping Document (DD Form 1149).

2. REQUISITIONING PROCEDURES (DD Form 1149). For automated activities the FSM system will generate DD Form 1149. Follow the FSM system Users Guide. The Requisition and Invoice/Shipping Document (DD Form 1149) (Figure 6-8) shall be the primary form used for the manual requisitioning of food products.

Data Block and Caption	Instruction for Entry
1. From	UIC, name, and hull number of the requisitioning ship.
2. То	UIC and name of the activity to which the requisition is submitted.
3. Ship to - Mark for	"FSO" followed by the name, hull number, and location of the ship.

4. Appropriation	The accounting data for the subsistence appropriation
	shall be entered as one line in Block 4 of DD Form
	1149.
Appropriation	17_1453.2241 (= last digit of current FY)
Object Class	260 except "534" applies for overseas purchases of
	subsistence from local sources (Husbanding
	Services).
Bureau Control No.	00022
Sub-allot	0
Auth Acct	68566
Trans Type	2D
Prop Acct Act	Six alpha numeric characters: $00 = 1^{st}$ and $2^{nd}$
	(constant) followed by the last digit of FY followed by
	the 3-digit Julian date of the requisition. FSM defaults
	to the Required Delivery Julian Date.
Cost Code	Must be twelve (12) digits using (00022MHC53UY).
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 sequence number (001).
7. Date Material Required	Calendar date that delivery of material is required
8. Priority	See NAVSUP P-485, Paragraphs 3045-3052 for
0. Thomy	information on determining the priority.
9. Authority or Purpose	Transfer with/without reimbursement or bulk sale.
10. Signature	Name, rank, and signature of issuing official.
11. through 15.	Leave blank.
Item No.	Consecutively number each item to be requisitioned
	beginning with number "1".
Federal Stock Number	Short description of each item, LSN, and Food Item
	(provide specific description) Code.
Unit of Issue	Two letter unit of issue.
Quantity Requested	Quantity of the item required.
Supply Action through (e through i)	
1) Unit Price	Last receipt price of each item.
2) Total Price	Quantity multiplied by last receipt price.
16. through 25.	Leave blank.
After initial preparation, DD Form 1149 sha	all be distributed as follows:
<ul> <li>Original - to the issuing activity</li> </ul>	

- Original to the issuing activity.
- Copy to requesting activity.
- Remaining copies to the issuing activity.

# 6202 DOCUMENT PREPARATION AND DISTRIBUTION FOR TRANSFER WITHOUT REIMBURSEMENT

1. REQUISITION AND INVOICE/SHIPPING DOCUMENT (DD FORM 1149). The requesting activity and issuing activity shall manage DD Form 1149 as discussed below.

- a. Requesting Activity. The FSO shall submit correspondence via email, memorandum, or other means with a DD Form 1149 to the issuing activity. The FSO can generate a DD Form 1149 in FSM using the without charge method.
- b. Issuing Activity. Upon receiving of the DD Form 1149, the FSO of the issuing activity

reviews the on-hand stock levels of the requested food items. If a determination is made that the quantities of the food items can be spared, the FSO prepares DD Form 1149 Transfer Without Reimbursement (Figure 6-8, Figure 6-9, and Figure 6-10), in accordance with Paragraph 6201, makes additional entries as required, and forwards the document to the Bulk Storeroom Custodian.

2. SUBMARINE AND SMALL PLATFORM TRANSFERS. Food items may be expended in less than full cases to submarines and small crafts (MCM/LCS) that do not have adequate storage facilities.

REQUISITION AND INVOICE/SHIPPING DOCI	UMENT	г					Form Approv OMB No. 070 Expires Feb 2	04-0246
The public reporting burden for this collection of information is estimated to average 1 hour per response, including the time f reviewing the collection of information. Served comments regarding this burden estimate or any other separation Communications Directorate (0704-0246). Respondents should be aware that notwithstanding any other provision of law, no pers OMB control number.	or reviewing on of inform son shall be	g instructions, sea nation, including a subject to any pe	rching suggesti nalty fo	existing data so ions for reducing r failing to comp	urces, gathering g the burden, t ly with a collect	and maintainin o the Departm ion of informat	ng the data ne ent of Defension if it does n	eeded, and completing le, Executive Services not display a currently
PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZAT	ION. RE							
1. FROM: (Include ZIP Code)		SHEET NO.	NO. SHEE			6. REQUISIT	V123454	120419
USS HALYBURTON FPO AE 12345		7. DATE		1 20 NAL REQUIRED ( 20140731	140731	8. PRIORITY	v 123434.	2129A18
2. TO: Unclude ZIP Code)		9. AUTH		OR PURPOSE				
USS ENTERPRISE (CVN-65) FOOD SERVICE OFFICER		Withou	it Rei	mbursemen	t			
USS ENTERPRISE (CVN-65)		10. SIGN/	TURE			11a. VOUCH	IER NUMBER	& DATE (YYYYMMDD)
FPO AE, 09999-0901 09999-0901		+						
3. SHIP TO - MARK FOR		12. DATE		о (үүүүммоо) 20140731		b.		
USS HALYBURTON FPO AE 12345		13. MODE				14. BILL OF L	ADING NUME	BER
		15. AIR M	IOVEME	NT DESIGNATO	R OR PORT REF	ERENCE NO.		
4. APPROPRIATIONS DATA		0						AMOUNT
1741453 2241 260 00022 0 068566 2D 4212 US 211074SIK09T								455.58
ITEM FEDERAL STOCK NUMBER, DESCRIPTION, AND CO0022MHC53U 5	UNIT	QUANTITY REQUESTED	SU AC	JPPLY TYI CTION CO	N- TAINER	UNIT	PRICE	TOTAL COST
	ISSUE (c)	(d)		(e) TAIN		(h	)	(i)
001 A18 - 890501E091152 - CKN, BONED,CN,6/29 OZ CN	CN	12		12			7.37	88.4
002 A21 - 890501E093006 - SALMON, CN, PINK, 24/14.75 OZ CN	CN	66		66			3.59	236.9
<sup>003</sup> APPROVED BY:	PG	12		12			10.85	130.2
ISSUED BY:								
	ECEI	VED BY:						
18. ISSUED BY TOTAL TYPE R CON- CON- DESCRIPTION TAINER TAINER				HEGHTED				
	<u> </u>		RE	EXCEPT AS NOTED				455.58
P S CHECKED BY	-		с	QUANTITIES	DATE (YYYYMMOD)	BY	GRAN	DTOTAL
			E	RECEIVED EXCEPT AS	CTTTN///DD			455.58
A E PACKED BY			P T	NOTED	DATE	BY	20. RE	CEIVER'S DUCHER NO.
T T				POSTED				

### Figure 6-8 DD Form 1149 Transfer Without Reimbursement

SUP FOF	RM 335 (Rev. 2 1-3350	-78)		SU	BSISTE	NCE			′SU M	IP 335	5									
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Figure 6-9 NAVSUP Form 335 Posting a Transfer Without Reimbursement (from DD Form 1149) to the Subsistence Ledger

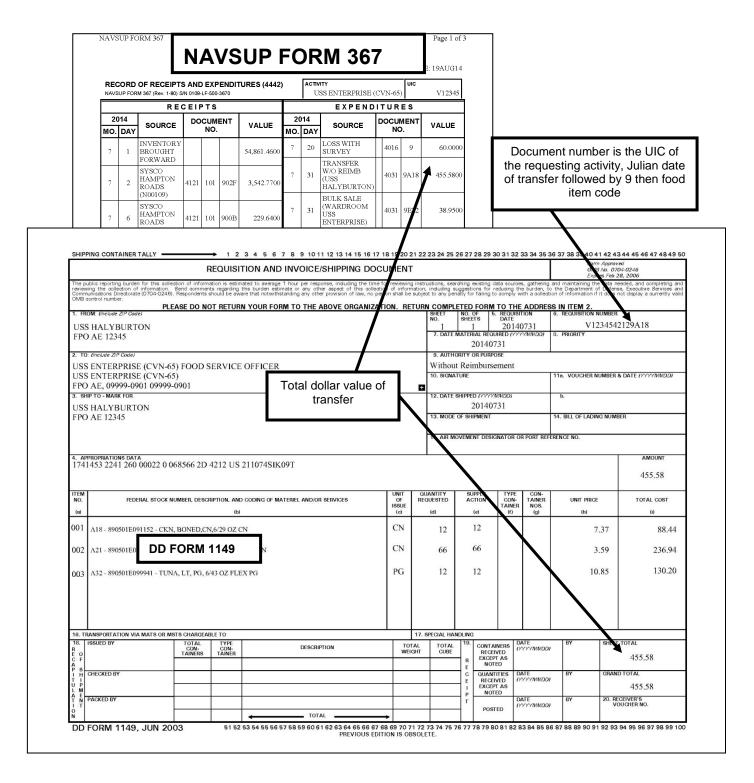


Figure 6-10 NAVSUP Form 367 Posting a Transfer Without Reimbursement (DD Form 1149) to the Record of Receipts and Expenditures

### 6203 DOCUMENT PREPARATION AND DISTRIBUTION FOR TRANSFER WITH REIMBURSEMENT

1. GENERAL. Transfers of food items that are being turned into stores (non-DLA or Navy Stock Fund activities) shall be transfers with reimbursement or shall be handled as a bulk sale. Transfer of food items to activities that do not use the Navy subsistence appropriation (that is, activities that are not Navy GMs using the subsistence appropriation) always shall be treated as transfers with reimbursement. A transfer with reimbursement means that the subsistence appropriation has already purchased the food that is now being transferred to an activity such as a Naval Hospital or other Military Branches that uses another appropriation. Situations that preclude reimbursement to the subsistence appropriation by the GM (end user) at the time of transfer shall require prior approval from NAVSUP N432. This approval may be by email to FSMRENAVSUPHQ@NAVY.MIL or by a phone call to NAVSUP N432.

Transfers with reimbursement should not be confused with sale of bulk food items. Sale of bulk food items involves an exchange of money (check, cash, or line of Accounting). Sales of food items shall be processed in accordance with Paragraph 6302.

- 2. REQUISITION AND INVOICE/SHIPPING DOCUMENT (DD FORM 1149). The requesting activity and the issuing activity's management of DD Form 1149 are discussed below.
  - a. Requesting Activity. The requesting activity shall submit correspondence via email, memorandum, or other means with a DD Form 1149 to the issuing activity.
  - b. Issuing Activity. Upon receipt of DD Form 1149, the issuing activity reviews the on-hand stock levels of the requested food items. If a determination is made that the quantities of the food items can be spared, the issuing activity shall prepare DD Form 1149 in accordance with Paragraph 6201, shall make additional entries as required, and shall forward the document to the Bulk Storeroom Custodian (Figure 6-11).

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#### Figure 6-11 DD Form 1149 Transfer With Reimbursement

#### 6204 CASE WEIGHT DETERMINATION AND USE OF AVERAGE WEIGHTS; PERISHABLE BOXED MEATS AND CHEESE

1. GENERAL. Delay in loading, issuing, and inventorying boxed meats and cheese is decreased by handling these items on an average weight basis. These procedures are provided primarily for the activities that may find it practical to inventory and to expend perishable boxed meats and cheese by average weight. The Purchase Ration Factor (PRF) and the Catch Weight Multiple (CWM) are discussed below.

- a. Purchase Ratio Factor. The PRF is the industry standard for a case quantity (that is, most #10 cans come 6 cans to a case so the PRF is 6).
- b. Catch Weight Multiple. Because items such as pork loin and beef roast have no standard weight, vendors have a catch weight average for each case. The box weight is limited to head space in the box and OSHA standards for a human to lift. Most catch weight cases are between 40 and 60 pounds.

The requisitioner must enter quantities in multiples of the Purchase Ratio Factor (PRF) or Catch Weight Multiple (CWM) in the FSM system. FSM system users must validate the ordering quantity that supports the PRF (case load) before approval. Catch Weight Items must be ordered by the catch weight that the vendor provides and must be loaded as part of the catalog in the FSM system. PRF and CWM are the same to the user when ordering as they can see the multiple to use when ordering in the order area within the FSM system. At the time of receipt the number of pounds delivered (CWM) and number of cans (PRF) must be entered in the FSM system.

2. AVERAGE WEIGHT DETERMINATION. An equitable system for handling boxed meats and cheese on an average net case weight basis depends on careful separation of stock into lots where the weight differentials between the lightest and heaviest cases are within acceptable limits. Judgment shall be used in doubtful instances. The average net case weight shall be determined for each lot and rounded off to the nearest whole pound.

3. TRANSFERS AND ISSUES. Invoices covering transfers by average weight shall indicate the number of cases in the lot, the total average weight, and the average net case weight. A separate invoice line shall be used for each lot in multiple lot transfers of a particular item.

When issuing, the first case issued generally is the case that absorbs the difference between actual and average case weight. For example, when there are 10 cases at 50 pounds each with a receipt of 502 pounds.

4. GAINS AND LOSSES. Gains and losses from the receipt of items on an average weight basis shall be absorbed as issues to the GM.

#### 6205 POSTING TO THE SUBSISTENCE LEDGER (NAVSUP FORM 335)

All transfers, with or without reimbursement, are posted by quantity on the Subsistence Ledger (NAVSUP Form 335) to the "Expenditures Other" column automatically in FSM as the transactions occur (Figure 6-9 and Figure 6-12).

## 6206 POSTING TO THE RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367)

All transfers, with or without reimbursement, are posted automatically by total money value and document number to the Record of Receipts and Expenditures (NAVSUP Form 367) in FSM as the transactions occur. These values must agree with transfer files in the accountability file. (Figure 6-10 and Figure 6-13).

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Figure 6-12 NAVSUP Form 335 Posting a Transfer With Reimbursement (from DD Form 1149) to the Subsistence Ledger

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Figure 6-13 NAVSUP Form 367 Posting a Transfer With Reimbursement (DD Form 1149) to the Record of Receipts and Expenditures

# PART D: SALE OF SUBSISTENCE (AFLOAT BULK SALES)

## 6300 SALES TO AUTHORIZED MESSES AND ACTIVITIES

When prescribed conditions are met, and when such sales shall not overly deplete the stocks available for issue to the GM, food items may be sold to the categories listed in Appendix G. Written approval from the CO is required for all sales of subsistence items afloat (Appendix D for sample letter). The dollar value of all sales of bulk subsistence shall be reported on the Bulk Sales line under the "Cash Statement" section on the monthly General Mess Summary Document, NAVSUP Form 1359. Bulk Sales are not authorized for ashore GMs without CNIC and NAVSUP 432 approval.

#### 6301 SALES TO AFLOAT MESSES AND/OR SATELLITE MESSES; OTHER SALES

1. GENERAL. Upon approval by the Supply Officer, food items may be sold directly from the GM to authorized afloat messes (see Appendix D for a sample letter).

2. OFFICERS/CHIEF PETTY OFFICERS SUBSISTING FROM THE GENERAL MESS. All Officers and Chief Petty Officers (CPOs) subsist from the GM or prepare the same menu as the GM. GM breakouts such as raw food products that are broken out for the wardroom/CPO mess shall be issued to them on a daily basis. A Food Preparation Worksheet (NAVSUP 1090) and Daily Breakout Document (NAVSUP 1282) shall be prepared by the Wardroom/CPO mess LCS on a daily basis with all menu items to be broken out in accordance with the GM standard menu.

3. WARDROOM/CPO MESS MENU. Under no circumstances shall the Wardroom/CPO mess serve a different menu than the standard GM menu. If additional food such as taco bar ingredients and beverage items are desired by the wardroom/CPO messes and are not on the standard GM menu for that particular day those items shall be purchased separately in the form of a bulk sale (IAW Paragraph 6300).

4. FOOD PROCUREMENT. The use of a subsistence appropriation funds account to defray the cost of additional food items is not authorized. The establishment of a wardroom/CPO mess for the purpose of drawing supplemental food items in no way restricts the sale of meals to individuals authorized to eat in the GM. Items procured from the GM may be used only for food service operations/functions and shall not be transferred or resold. Food items procured for the purpose of resell for a profit or financial gain is strictly prohibited.

5. SALE OF MEALS/BULK SALES IN SUPPORT OF MISSION ESSENTIAL REQUIREMENTS. The GM may at times be required to render services to support mission essential requirements for other agencies. During this process the use of a Military Interdepartmental Purchase Request ((MIPR) DD448), Order for Work and Services (NAVCOMPT Form 2275), Voucher for Transfers Between Appropriations and/or Funds (SF1080), Public Voucher for Purchases and Services other than Personal (SF1034), and Voucher for Cash Collection (DD Form 1131) shall be required to pay for meals/bulk sales from the GM.

6. FUNDING DOCUMENTS. The preparation of DD 448, NAVCOMPT 2275, SF1080, SF 1034, and DD1131 is completed by the agency providing the funding, not by the GM. The agency preparing the NAVCOMPT 2275 and DD448 must forward the documents to BUPERS/NAVSUP via TYCOM for acceptance. When the process is complete, and BUPERS accepts these funding documents, the documents will be sent back to the agency requesting the service. The GM shall request a copy from the agency for support documentation. These documents shall be used as justification for the use of the other sale of meal line (with the exception of a cash deposit to Disbursing or Navy Cash). See Figure 6-14 for DD Form 448.

			MENTAL PURCHA		99966 - 2020		PAGE	1	OF PAGES
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	Fund author authority.	D (13)	d with out approval of i	-					
	Forward DI receipt. Pro on acceptan	vide POC, DSN/Com t	lock 8 address within 5 elephone number and fa	days of x number					
		bligated funds as soon a on cited herein expires (	s identified, but NLT (d. on 30 Sep 200_	ate ),					
	* (The more	e information the better)	i.						
		ges for delivery schedules r distribution of contracts	, PRESERVATION AND PACKAGII AND RELATED DOCUMENTS.	NG INSTRUCTION	NS, SHIPPING	INSTRUCTIO	ONS AND	-	1. GRAND TOTAL 1,9
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_						PAYOR	FICE DODAAD	j.	
AN		COVER THE ESTIMATED TOTAL				BALANCES	192		
4CRN	AFPIOFRIATI	ON SVEHEAD	SUPPLEMENTAL ACCOUNT	NTING CLASSIFICAT	пон		ACCTO J DODA	AD	AMOUNT
IS AL	THORIZING OFFIC	'FR (Type name and title)	16 SIGNATUR				17. DATE	F	
	orm 448,	JUN 72	PREVIOUS EDITI	ON IS OBSOLET	E.		Reset	1	Adobe Designer

Figure 6-14 DD Form 448

#### 6302 BULK SALES DOCUMENT PREPARATION AND DISTRIBUTION

1. AT TIME OF REQUEST. The bulk sales document used for transferring food items from the storeroom to an authorized afloat mess is a Food Item Request/Issue Document (manual NAVSUP Form 1282). All sales of subsistence items from the GM are sold with the price extended at the last receipt price. Before a manual NAVSUP Form 1282 is submitted for final approval, the representative of the requesting mess shall prepare the document as discussed below.

Data Block and Caption	Instructions for Entry
Requisitioned By	Signature, date, and title of the approved mess representative.
Date for Consumption	Date the food items are required.
Food Code	Food item code of each item requested taken from NAVSUPNOTE 7330. Ensure that all food items requested are listed in Food Item Code order.
Description of Material	Description of each food item requested taken from NAVSUPNOTE 7330.
Quantity Requested	Quantity required of each food item.

2. AT TIME OF APPROVAL. After initial preparation of a manual NAVSUP Form 1282, and after the Form has been properly signed by the approved mess representative, the Form shall be forwarded to the FSO for approval. If the GM has sufficient quantities of the requested food items, the FSO shall assign a local document number, sign the "Approved" Block with rate and title, and shall forward the Form to the Bulk Storeroom Custodian for issue.

3. AT TIME OF ISSUE. The Bulk Storeroom Custodian shall issue the items requested to the appropriate mess. At the time of issue, the Bulk Storeroom Custodian shall complete the following blocks on the manual NAVSUP Form 1282 as shown below:

Data Block and Caption	Instructions for Entry
Quantity Issued	Enter the quantity issued.
Issued By	The signature, rate, and title of the Bulk Storeroom Custodian.
Date	Date the food items were issued.
Received By	The signature, rate, and title of the appropriate mess representative.
Date	Date the food items were received.

After the requested food items are issued to the appropriate mess representative, the Bulk Storeroom Custodian shall forward the manual NAVSUP Form 1282 to the Recordskeeper who shall select bulk sale in FSM for generating the Requisition and Invoice Shipping Document (DD Form 1149 – billing report) for automatic posting of the quantities to NAVSUP Form 335 and the monetary value to NAVSUP Form 367.

#### 6303 POSTING AFLOAT BULK SALES TO THE SUBSISTENCE LEDGER (NAVSUP FORM 335)

As the transactions occur, all afloat bulk sales shall be posted by quantity to the Subsistence Ledger (NAVSUP Form 335) as described below and as shown in Figure 6-15. For automated activities, NAVSUP Form 335 is posted automatically when DD Form 1149 is approved.

Data Block and Caption

Month and Day

Expenditures (other)

Instruction for Entry

Enter the day the issue occurred.

Enter the quantity of the food item that is being issued.

Enter the difference between the quantity being issued from the previous "On Hand" balance.

NAVSUP F 3/11 0108-LF-	ORM 335 (Rev 500-3350	2-78	>		$\mathbf{s}\mathbf{u}$	BSIST	ENC	EL	EDG	ER	(4442)				
FIC					STOCK NO	D.			ITEM						
E22 -	CAKE, D	EVI	IL'S	FOOD	8	392001E	39486	0	C.	AKE	MIX, DE	VIL'S F 6/#10	OOD, MIN CN	1 64 OZ	CN,
HIGH LIM	тг				EXPEND	ITURES			İ.		1	EXPENDI	TURES		
		201	14	RECEIPTS	ENLISTE	ID FACILITY		ON	201	4	RECEIPTS	ENLISTEI DININO F	ACILITY		ON HAND
N	J/A	MO.	DAY	1	ISSUED	CUM. TOTAL	OTHER	HAND	MO.	DAY	1	ISSUED	CUM TOTAL	OTHER	HAND
		7	1	BBF		101765		5.00							-
LOW LIM	т	7	6	6.00				11.00							-
	J/A	7	6		2.00	2.00		9.00		<u> </u>					
UNIT OF I		7	6		0.00	2.00		9.00		<u> </u>					
0	CN	7	12		1.00	3.00		8.00							
2	014	7	13	6.00				14.00		<u> </u>					
MO. & DAY	*FIDED PRICE	7	13		2.00	5.00		12.00							
N/A	N/A	7	13		1.00	4.00	_	13.00							
		7	19		2.00	6.00		11.00							
		7	19		0.00	6.00		11.00							
		7	20		2.00	8.00		9.00							
		7	21		0.00	8.00		9.00							
		7	31				2.00	7.00							
	014										Q	uantit	y Issue	d	
MO. & DAY	*REC'P'T PRICE														
BF	\$8.4500														
7/6	\$8.4500														
7/13	\$8.4500														
* Use to exten	d issues to Bulistee	l Dining	Facility	s.	+ Ube to ex	stend inventory as	ad to price z	ales and tran	2,5072.						

#### Figure 6-15 NAVSUP Form 335 Posting the Afloat Bulk Sales to the Subsistence Ledger

## 6304 POSTING AFLOAT MESS SALES TO NAVSUP FORM 367

As the transactions occur, all bulk sales from DD Form 1149 shall be posted as the total value of bulk sales to the Record of Receipts and Expenditures (NAVSUP Form 367) as shown in Figure 6-16. The NAVSUP Form 367 is posted automatically for activities using the FSM system. At the end of each month, all DD Form 1149s used as the billing document for these bulk sales shall be

reconciled to ensure that the total of all sales match the sales expenditure totals on NAVSUP Form 367.

Data Block and Caption

Month and Day Activity/Purpose Document Number Value Instructions for Entry

Enter the date as it occurs. Enter name of the mess. Leave blank. This is entered automatically by the FSM system.

NEC		OF RECEIPTS						ACTIV	ЛТҮ			DA	IE: 19AUG14	
NAVS		M 367 (Rev. 1-80) S				IURES (4442)			SS ENTERPRISE (	(C)	VN-65		V12345	
		RE	CEIF	РТS				-	EXPEND	1	TUR	ES		
20	)14	SOURCE	БО	сим	ENT	VALUE	20	014	SOURCE		ocu	MENT	VALUE	
MO.	DAY	SOURCE	SOURCE NO.		VALUE	MO.	DAY	SOURCE		NC	<b>)</b> .	VALUE		
7	1	INVENTORY BROUGHT FORWARD				54,861.4600	7	20	LOSS WITH SURVEY		4016	9	60.0000	
7	2	SYSCO HAMPTON ROADS (N00109)	4121	101	902F	3,542.7700	7	31	TRANSFER W/O REIMB (USS HALYBURTON)		4031	9A18	455.5800	
7	6	SYSCO HAMPTON ROADS (N00109)	4121	101	900B	229.6400	7	31	BULK SALE (WARDROOM USS ENTERPRISE)		4031	9E22	38.9500	
7	6	SYSCO HAMPTON ROADS	4121	101	9010	2,168.3700	7	31	TRANSFER W/ REIMB (SALES OFFICER USS ENT)		4031	9K17	# 350.3200	
7	6	(N00109) SYSCO HAMPTON	4125	1.01	9001	7.853.9300	7	31	ISSUE TO THE GENERAL MESS				73,644.5800	
'		ROADS (N00109)	4125	101	1,0001	7,855.550	7	31	INVENTORY				52,938.3303	
		SYSCO					7	31	SUBTOTAL				127,487.7603	
7	6	HAMPTON ROADS	4121	101	9001	556.2000	7	31	PRICE ADJUSTMENT				791.3602	
		(N00109)					7	31	TOTAL	1			128,279.1205	

#### Figure 6-16 Posting Afloat Bulk Sales to the NAVSUP Form 367

#### 6305 OTHER SALES

The document used for requesting sales from the GM by other activities authorized to purchase subsistence items in accordance with Appendix G shall be the Requisition and Invoice/Shipping Document (DD Form 1149), or NAVSUP Form 1282, Vouchers for Transfers Between Appropriation and/or Funds (Standard Form 1080), Order for Work and Service (NAVCOMPT 2275), Military Interdepartmental Purchase Request ((MIPR) (DD Form 448)), Public Voucher for Purchases and Services other than Personal (SF1034), and Cash Collection Voucher (DD Form 1131). Multiple food item requests initially may be requested on an EBO Food Item/Issue Document (NAVSUP Form 1282) using the procedures as outlined in Paragraph 6302.

#### 6306 COLLECTION OF OTHER SALES

1. GENERAL. At the time of the sale, payment may be made by Navy Cash, cash, check (which shall be treated as cash), or a voucher transferring funds from a valid appropriation of the ordering activity to the subsistence appropriation. Further information is provided below.

- a. Sales of Subsistence. The total dollar value of sales of subsistence shall be reported on the Bulk Sales line of the monthly General Mess Summary Document (NAVSUP Form 1359) in accordance with Paragraph 7011-3.
- Payment by Voucher. The following documents may be used to transfer funds from one accounting classification to another (examples of these documents are provided in Figure 6-17 through Figure 6-21):
  - Voucher for Cash Collection (DD Form 1131)
  - Voucher for Transfer Between Appropriation and/or Funds (Standard Form 1080)
  - Order for Work and Service (NAVCOMPT 2275)
  - Military Interdepartmental Purchase Request ((MIPR) (DD Form 448))
  - Public Voucher for Purchases and Services other than Personal (SF1034)
- c. Special Recording of Sales by Voucher. A sale of food by voucher transfer between appropriations shall not result in a cash deposit with the Disbursing Office. To balance the cash statement at the end of each month, the total dollar value of other sales using a transfer of accounting classification document shall be recorded on the Other Sales of Meals line of the monthly General Mess Summary Document (NAVSUP Form 1359) in accordance with Paragraph 7002.3.b and as documented on the Navy Cash General Mess Daily Transaction Detail Report.

2. DOCUMENT DISTRIBUTION. Distribution of a voucher (DD Form 1131, SF 1080, Navy Cash GM Daily Transaction Detail Report) is as follows:

- Original to the Disbursing Officer
- Copy to the NAVSUP N432

		CASH COLLECTION VOUCHE	R	DISBURSING OFFICE CO C134003 RECEIVING OFFICE COL					
	AC	CTIVITY (Name and location)			· · · ·	·····			
9 u		ARDROOM MESS, NAVAL STAT							
RECEIVING OFFICE	RE	CEIVED AND FORWARDED BY (Printed name, tit	tle and signature)			DATE			
REC		AUL H. DEDERICK ISBURSING OFFICER				06/29/17			
		CTIVITY (Name and location)							
DISBURSING		ISBURSING OFFICE, NAVAL STA SBURSING OFFICER (Printed name, title and sign		E DISBURSING STATION	SYMBOL NUMBER				
OFFI		· · · · · · · · · · · · · · · · · · ·							
SIQ		. C. FAMILY, ENS, SC, USN ISBURSING OFFICER		18888		06/29/17			
		PERIOD: From			То				
DATE RECEIV		NAME OF REMITTER DESCRIPTION OF REMITTANCE	PURPOS	DESCRIPTION OF E FOR WHICH S WERE RECEIVED	AMOUNT				
06/3	30	WARDROOM MESS	MEAL SOLD	FOR CASH	1867.40				
06/3	30	TREASURER WARDROOM MESS TREASURER	SURCHARG	E ON MEALS	188. <b>2</b> 5	AA 1701453 2241 260 0022P 056521 2D DSIK( <u>FY)</u> N0022MHC53UY			
						0022P 056521			
		- -							
		I	<b>1</b>	TOTAL	2055.65	and the state of the			
DD F	OR	M 1131, APR 57 (EF) PREVIO	DUS EDITION MAY E	E USED.		Form approved by Comptroller General, U.S. 24 January 1956			
					24	F January 1990			
					. El Maria de Antonio (1915)	for Bacharanta an			

#### Figure 6-17 DD Form 1131 Cash Collection Voucher

Standard Form 1 Revised April 19	82	VOUCHER	FOR TRANSFERS			VOUCHE	
Department of the I TFRM 2-2500	he Treasury		RIATIONS AND/OR FL	INDS		SCHEDU	
1080-109							
Department, es FOOD SEI	tablishment, burea RVICE OFFI	au, or office receiving funds				BILL NO.	
NAVAL ST	ATION DUA	RTE				N2111	PAID BY
Department, es	tablishment, burea	au, or office charged					
	-		_				<b>\</b>
	FOOD SH	ERVICE OFFICER	•				<b>\</b>
	PORTHS	L HOSPITOL MOUTH VA, 23512					
					4	-diait 、	Julian date of
			request (calendar				
			year)				
ORDER NO.	DATE OF			yoar			
ORDER NO.	DELIVERY	4					
		SUBSISTENCE FOR THE M	IONTH OF JUNE 98		11		
		V21 CARROTS		150	\$0.27	LB	\$40.50
		V27 CELERY		220	\$0.45	LB	\$99.00
		V42 CUCUMBER		125	\$0.48	LB	\$60.00
		V72 LETTUCE		130	\$0.83	LB	\$107.90
		V83 ONIONS		200	\$0.32	LB	\$64.00
		W03 PEPPERS		50	\$0.98	LB	\$49.00
· · · · ·		W41 TOMATOES		160	\$0.67	LB	\$107.20 \$527.60
Remittance in p	ayment hereof sh	ould be sent to -	and the second secon	I	· · · · · · · · · · · · · · · · · · ·	TOTAL	\$527.60
· · · · ·	and the second second second		SSIEICATION - Office	Receiving	Eunde		-
^ ^ 4 <del>7</del>	04 450 0				1000		
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	- 05652	21					
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Figure 6-18 Standard Form 1080 Billing and Collection of Other Sales on Voucher for Transfer Between Appropriation and/or Funds

THIS ORDER MUST BE A	CCEPTED ON	N A REIMPI			LY AND IS S	UBJECT TO	THE	<b>A</b>	2. D/	CUMENT	NUMBER	-
NDITIONS LISTED ON TH	HE REVERSE	SIDE.										
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.то:								11. MAIL BILLINGS	TO:			
UIC												
			400				RESULTING B					
B. APPROPRIA- ( RN TION	C. SUB- I HEAD	D. OBJ. CLASS	E. BU. CONTR	F.	G. AAA	H. TT	L PAA	J. COST CODE		к.	AMOUNT	
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I CERTIFY THAT THE FL ARE PROPERLY CHAR( THE WORK OR SERVIC THIS ORDER IS ACCEPT WORK OR SERVICES W	GEABLE FOR 263 REQUEST TED AND THE VILL BE PRO-	TED.	AUTHORI NAME TITLE	ZING OFF	ICIAL							
I CERTIFY THAT THE FU ARE PROPERLY CHARC THE WORK OR SERVIC	GEABLE FOR 263 REQUEST TED AND THE VILL BE PRO-	TED.	AUTHORI NAME TITLE	ZING OFF	ICIAL							

Figure 6-19 NAVCOMPT Form 2275 Order for Work and Services

	MILITARY INT	ERDE	PARTME	NTAL PUR	CHASE	REQU	EST		1.			
2. FSC	3. CONTROL			4. DATE PREPAR		5. MIPR N			PAGE 1	OF 6./	MEND	PAGES NO.
7. TO:					8. FROM:	(Agency,	, name, tek	ephone n	umber of orig	nator)		
9. ITEM				HE INTERSERVIC	E SUPPLY SU	PPORT PR	OGRAM A	ND REQU	JIRED INTER	SERV	CE	
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ACRN	APPROPRIATION LI	MIT/ HEAD	81	UPPLEMENTAL ACC	OUNTING CLASS	SIFICATION			ACCTGATA		AMO	UNT
15. AUTH	ORIZING OFFICER. (Type	name and th	(e)	16. SIGNATU	RE				17. DATE	1		
DD Fo	orm 448, JUN 72 (E	G)		PREVIOUS EDI	TION IS OBSO	LETE.					Re	cat

# Figure 6-20 Military Interdepartmental Purchase Request

Standard Form 1034 Revised October 196	7	PUBLIC VOU	CHER FO		HAS	ES AI		VOUCHER NO.
Department of the Te 1 TFM 4-2000	reasury	SERVICES						
1034-121						MAL		(invoice number)
		BLISHMENT AND LOCATION		OUCHER PREPA				SCHEDULE NO.
		ase order for the prop - your payment vouche		ng date of ACT NUMBER A	ND DATE	e (not pr		PAID BY
be sent to this		your payment vouch	#3 ar	nd #1 on p	ourchas	se order	.	
			REQUI	ITION NUMBER	AND DATE	1		
			#4 or	n purchas	e order	r		
	_							
	Name	and address as shown	n on purchase	order				
PAYEE'S NAME							ŀ	DATE INVOICE RECEIVED
AND							L	
ADDRESS	1					1		DISCOUNT TERMS
							ŀ	PAYEE'S ACCOUNT NUMBER
SHIPPED FROM		то			W	BGHT		GOVERNMENT BAL NUMBER
	0.175.07							
AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES (Enter description, item numb schedule, and other infor	OR SERVICES er of contract or Federal	supply	QUAN-	COST	T PRICE PER	AMOUNT
OF ORDER					e 44			(1
	Course Date	Enter the course title of and the location of the o			\$ for	the	job	c
	Daile	on page two of your pur		0.010100				
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PROVISIONAL	APPROVEL	-5	EXCHANGE RA	-\$1.00	DIFFER	ENCES		
COMPLETE	BY 2	•		-91.00				
PARTIAL	-							
PROGRESS							ct for payment	
ADVANCE	TITLE				(Signat	ire or initia	15)	
Pursuant to authorit	ty vested in me	e, I certify that this voucher is o	orrect and proper f	or payment.				
(Date)		(Authorized Certifying					(Title)	
		A	CCOUNTING CLA	SSIFICATIO	N			
1		be accepted before the	e service has	been prov	vided.	lf your v	oucher is	received prior to the
dates of servic	e, it will be	e returned to you.						
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CASH	0	DATE		PAYEE 3				
₽ S								
	nd authority to appr	rove are combined in one person, one a	ignature only is necessa	ry; otherwise the			FOR	
3 When a voucher is rec	elpted in the name	wided, over his official title. of a company or corporation, the name	of the person writing the	company or corp	onsite:		TITLE	
name, as well as the co "Treasurer", as the case	specity in which he	signs, must sppear. For example: "Jo	hn Doe Company, per J	ohn Smith, Secre	dary", or			
Previous edition usa								NSN 7540-00-900-22
[	The information	requested on this form is required unde	PRIVACY ACT S		to the own	tions of distance	tion Federal room	
	The information of the payment	requested is to identify the particular on	editor and the amounts t	o be paid. Failure	to furnish t	is information	will hinder disch	arga
L	and a second second							

Figure 6-21 Standard Form 1034 Public Voucher for Purchases and Services Other Than Personal

# PART E: CLOSING THE GENERAL MESS

#### 6400 GENERAL

Upon notification of decommissioning, deactivation, or extended closure of a GM (GM), requisitions for replenishment shall be adjusted for acquisition of only essential food items required for the duration of active status.

#### 6401 IDENTIFICATION OF REQUIREMENTS

The first step to expend stocks at a GM scheduled for closure is to determine what stocks on board must be retained to support the anticipated needs until deactivation. These stocks must be identified and segregated if possible. All remaining stocks must then be inspected by qualified medical/veterinary personnel. Unfit items shall be certified as such and shall be surveyed in accordance with Paragraph 6001 and Paragraph 6002. Shelf life extensions must be made when appropriate. This process shall be accomplished 3 to 6 months in advance if possible.

#### 6402 EXPENDITURE OF STOCKS

This Paragraph discussed procedures for disposing of excess stocks. Any stocks not required are candidates for expenditure. The following procedure shall be used for disposing of excess stocks:

- Menus shall be adjusted to use on-hand stocks as much as possible
- All subsistence considered for transfer shall be inspected to ensure that the products are within their shelf-life. Extension of product shelf-life is authorized through veterinary units for decommissioning ships.
- Transfers without charge to other ships and stations in the vicinity shall be attempted in accordance with Paragraph 6202.
- Transfer with charge to MSC or other services in the vicinity shall be attempted in accordance with Paragraph 6203.
- The Supply Officer or FSO must request assistance from squadrons, TYCOMs, or NFMT to redistribute food items within the region as necessary.
- All material certified by medical/veterinary personnel to be unfit for consumption shall be surveyed in accordance with Paragraph 6001 and Paragraph 6002.
- Any remaining food products fit for consumption shall be sent to the DLA Disposition Services in accordance with Paragraph 6500. Contact the DLA Customer Interaction Center (CIC) at 1-877-DLA-CALL (1-877-352-2255) or email them at <u>DLAContactCenter@dla.mil</u>, 24 hours a day, 7 days a week.

# Part F: FOOD DONATION PROCEDURES

#### 6500 BULK FOOD DONATION

1. GENERAL. An Executive Memorandum of November 1996 directed federal agencies to redirect excess wholesome food from their food service facilities to programs that provide food services for the needy. The United States Department of Agriculture (USDA) is the 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 "Bill Emerson Good Samaritan Food Donation Act", was passed to provide uniform national protection to citizens, businesses, and nonprofit organizations that act in good faith to donate, recover, and distribute excess food. NAVSUP Itr 7040 511G/201 provides procedures for the donation of packaged food (canned, dehydrated, dry, and unopened chilled or frozen foods). NAVSUPINST 4355.10, Veterinary Surveillance Inspection of Subsistence, provides guidance for inspections that shall be completed before transferring donated food. When prescribed conditions are met, and donations are of excess items that will not deplete stock needed by the GM, food items may be donated to approved food banks or shelters.

2. POLICY. NAVSUP supports distributing all packaged/unopened foods (canned, dehydrated, dry, and unopened chilled or frozen foods) that are eligible for the donation program under the conditions discussed below.

- a. Transfer of Food Items. 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. Surveys. If there still is a need to eliminate these kinds of food items, then the food items are to be surveyed using DD Form 200. If the dollar value of these items exceeds \$2,500, a request shall be submitted to NAVSUP N432, via TYCOM, to use the BULK FOOD DONATION PROGRAM. The following information must be included in the request:
  - Steps completed to ensure the requirements of a. and b. above have been met.
  - Endorsement from the TYCOM.
  - Complete list of items to be surveyed.

3. GUIDELINES. The guidelines discussed below are for use upon approval or for dollar values less than \$2,500.

- a. U. S. Veterinary Service Inspection. The U.S. Army Veterinary Service must inspect the items for fitness for human consumption in accordance with DODVSA Policy #B-021. Items found to be unfit for human consumption shall be discarded in accordance with guidelines in Paragraph 6000.
- b. Food Items Transfer. Upon completion of the Veterinary Service inspection, the food items must be transferred to DLA Disposition Services. 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 the DD 1348-1-A in its retained returns, and a copy must be forwarded to NAVSUP N432. It is the responsibility of DLA Disposition Services, not the donating GM, to distribute the food items to an approved food bank or shelter.
- c. Chilled or Frozen Packaged Foods. Chilled or frozen packaged foods may need to be retained by the GM because of non-availability of refrigerator or freezer space at DLA Disposition Services locations. DLA Disposition Services is responsible for coordinating the donation with the food bank or shelter and with notifying the donating GM who shall be picking up the food items and when they will be picked up.

4. LEFTOVERS. Donation of leftover food items that have been prepared or cooked are prohibited. Cooked food not consumed cannot be donated in accordance with U.S. Title 10 guidelines, Tri-Service Food Code, and as referenced in Chapter 3, Section 3003 of NAVSUP P486, VOL I.

# **CHAPTER 7**

# GENERAL MESS REPORTS, INVENTORY, AND FINANCIAL RETURNS

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# CHAPTER 7

# GENERAL MESS REPORTS, INVENTORY, AND FINANCIAL RETURNS

# PART A: MONTHLY REPORTS

# 7000 GENERAL

All General Messes (GMs) use end-use accounting procedures whereby activities account for receipts and expenditures of food items under a subsistence appropriation. Under this authority, the GM shall submit financial returns monthly using the General Mess Summary Document (NAVSUP Form 1359). All monetary values shall be rounded to the nearest dollar, except the rates for computing allowances, Disbursing Officer (DO) Cash Certification, Surcharge and Cash collected in the Accounting Classification Section of NAVSUP Form 1359. Financial returns serve the following purposes:

- Establish accountability.
- Provide a basis for analyzing, separating, and presenting appropriation and cost accounting charges.
- Present vouchers substantiating entries in the account of FSOs for review by the Navy Department and the General Accounting Office.
- Ensure compliance with government budgetary control measures.
- Make it easier to compile statistics for logistic planning in various offices, commands, or bureaus.
- Provide statistical information necessary for future ration allowances.

## 7001 GENERAL MESS SUMMARY DOCUMENT (NAVSUP FORM 1359)

1. PURPOSE. The General Mess Summary Document (NAVSUP Form 1359) (Figure 7-1 and Figure 7-2) is the principal monthly food service report. The report contains the following essential information:

- Receipts with charge
- Rations fed
- Cash sales transactions
- Cash deposits (must include voucher collection number and Disbursing Officer symbol)
- Surveys
- Inventory Balance On Hand
- Inventory Brought Forward
- Stores Consumed (NAVSUP Form 1059)
- Food Costs (NAVSUP Form 338)
- Bulk Sales
- Receipts without Charge
- Transfers with and without Reimbursement
- Price Adjustment
- Last Full Inventory Date

2. SUBMISSION. The Food Service Management (FSM) system monthly closeouts shall be completed and submitted to NAVSUP N432 no later than the 5th day of the month following the end of the reporting period. When the 5<sup>th</sup> day of the month falls on a weekend, monthly

closeouts are due on the next business day. A printed copy of NAVSUP Form 1359 is required for deposits to the Disbursing Officer. The following list provides more guidance:

- When monthly reports cannot be submitted on or before the date required, Commands must notify TYCOM via the Immediate Superior in Command (ISIC) with a precise explanation for not meeting the deadline date.
- The monthly closeout shall be submitted to NAVSUP N432 for each month even when a GM is temporarily closed.
- Any undeposited sales outstanding at the end of the fiscal year (FY) (30 September) must be carried forward on a NAVSUP Form 1359 separate from NAVSUP Form 1359 being opened for the new FY. The GM Summary Document opened for the new fiscal year shall show \$0 as the opening entry for undeposited sales. All cash deposited has been reported as collected and credited to the fiscal year in which the sale took place.
- NAVSUP discrepancy letters shall be sent via the TYCOM to the ships/stations that have submitted incorrect returns.

3. AUDIT. The FSO, Leading Culinary Specialist (LCS), and the Recordskeeper shall conduct a monthly audit of the closeout reports using a TYCOM approved audit sheet or the audit sheet found in Appendix I before submitting monthly returns. Submarines must use the TYCOM approved audit sheet.

#### 7002 PREPARATION OF NAVSUP FORM 1359

1. HEADING AND ACCOUNTING CLASSIFICATION SECTIONS. Disbursing officers are required to submit their financial reports on the first workday of each month. They must use the "Certification" Section of NAVSUP Form 1359 to substantiate any deposits made by the FSO during the previous month. FSOs shall complete the "Heading" and "Accounting Classification" Sections of NAVSUP Form 1359 as shown below.

a. Heading.

Data Block and Caption	Instructions for Entry
ACTIVITY	Enter name of activity.
PERIOD	Enter the beginning and ending dates the GM operated.
DAYS OPERATED	Enter the number of days the GM was in operation.
DAYS IN PORT	Enter the total number of days in port (afloat units only).
UIC	Enter the unit identification code (without alphabetic prefix).
TEMPORARY CLOSURE	The activity shall enter a (Y) if it is a temporary closure or an (N) if it is not a temporary closure.
CORRECTED REPORT	Activity shall enter a (Y) to indicate a corrected report or an (N) if it is an original report.
FINAL RETURN	Enter a (Y) only when there is a decommissioning, permanent closure, or galley consolidation. Note: All deposits and book inventory must have a zero balance.
b. Accounting Classification	See Figure 7-1 and Figure 7-2.
(1) SALES:	
APPROP	Enter the last digit of the FY of the report between 17 and 1453

SUBHEAD	2241 (Ensure preprinted form is correct or make pen and ink correction with non-erasable ink)
OBJ CLASS	260
BCN	0022P
SUBALLOT	Refer to NAVSUPNOTE 7330 for the 1 <sup>st</sup> quarter of the current FY.
AAA	056521
TRANS TYPE	2D
PAA	Refer to NAVSUPNOTE 7330 for the $1^{st}$ quarter of the current FY.
COST CODE	Refer to NAVSUPNOTE 7330 for the 1 <sup>st</sup> quarter of the current FY.
COUNTRY CODE	See NOTE below if sales were made while overseas.
AMOUNT	Enter the total dollar value of collections during the month that represent meal and food sales for the month (do not include surcharges collected in this Block).

- (2) SURCHARGES O&MN:
  - (a). TYCOM/Region **must update** NAVSUP Form 1359's SURCHARGES O&MN line accounting classification fields in the FSM system.
- (3) TOTAL: Total amount of sales plus surcharges.

NOTE: Country Code and Source Code Requirements. The sale of meals (including surcharges and flight meals) to foreign national personnel overseas affects the international balance of payments. Navy GMs located at overseas shore installations, and United States ships home ported in foreign countries, that sell meals or food items must include a country code and a collection source code (Financial Management Regulation (FMR), Vol 6A, Chapter 13, Appendix B) when reporting sales on NAVSUP Form 1359. Source Code 20 shall be used for receipts from sales to U.S. personnel. Source Code 37 shall be used for receipts from sales to foreign national personnel. The following example shows sales made by a Navy GM in Italy:

- Sales to United States personnel and dependents
  - Country code: IT (Italy)
  - o Source code: 20
- Sales to foreign national personnel (Including those attached to a NATO command)
  - Country code: IT (Italy)
  - Source code: 37
- Sales to authorized messes
  - Country code: US (United States)
  - Source code: None

The country code shall be inserted beside the "Country code" caption on the left side above the line bearing the "Accounting Classification" caption on NAVSUP Form 1359. The source code shall be entered on the left of the preprinted "7" in the "Obj. class." column.

- 2. CERTIFICATION SECTION. The Certification Section is discussed below.
  - a. Submission to Disbursing Officer. After the FSO has completed the "Heading" and "Accounting Classification" Sections, NAVSUP Form 1359 shall be presented to the Disbursing Officer according to the following:
    - Concurrent with or after the last deposit made during the report period.

- On or before the last day of the month.
- When the GM returns are submitted on the relief of the FSO or Commanding Officer (CO) aboard ships that do not have a Supply Corps Officer.
- Each time cash is deposited with a different Disbursing Officer.
- b. Disbursing Officers Afloat. Disbursing Officers Afloat shall complete the Certification Section (see Figure 7-2) and shall make sure that the following is correct:
  - The date of deposit is within the "Period" in the "Heading".
  - The total amount of cash received agrees with the total of "Sales" and "Surcharges" reported in the "Accounting Classification" Section and agrees with the cash deposited with the Disbursing Officer in the Cash Statement Section.
  - The collection voucher number, Disbursing Officer Symbol number, standard document number (which is automatically generated by the FSM system), and the period of accountability are completed.

NOTE: The Certification Section does not apply to Ashore Commands.

3. RATION BREAKDOWN AND CASH STATEMENT SECTIONS. The Ration Breakdown Section and the Cash Statement Section are discussed below.

- a. Ration Breakdown Ashore. Enter the total rations fed by category and rations sold for cash from the CAC Reader to the FSM system. **Gains** resulting from rounding shall be added to the Navy regular Block, Figure 7-3.
- b. Ration Breakdown Afloat. Rations credited each day are determined by whether the ship is at sea or in port in accordance with Paragraph 2403. Determining the ration breakdown for afloat units is done in reverse order using NAVSUP Form 338 as shown below and in Figure 7-4.

Data Block and Caption	Instructions for NAVSUP Form 1359 Entry
Code 17	Enter the cumulative total at the end of the month from column (13) extracted from NAVSUP Form 338.
Code 2	Enter the cumulative total at the end of the month from column (6) extracted from NAVSUP Form 338.
Codes 3 through 15	Enter the total number of rations fed for the month obtained from local records or from Certification Forms prepared by the FSO for all categories listed in these Blocks.
Code 16	Enter the sum of all rations listed in blocks 2 through 15.
Code 1	Enter the difference between "Total Other Personnel" Block 16 and the "Grand Total" Block 17.
NOTE ON RATION BREAKDOWN:	Ensure that all rations annotated with a " <u>1</u> /" have a certification prepared (See NAVSUP P-486, Chapter 2). Forward the certification to NAVSUP N432. Ensure that the "Rations Fed" caption does not exceed the "Rations Allowed" caption.
	Cash Statement
Data Block and Caption	Instructions for Entry
Undeposited Bal Fwd	Enter the value from the undeposited sales line of the previous monthly NAVSUP Form 1359. The data on this line represents all cash on hand and/or uncollected bills

representing cash in the FSO's accountability on the first day of the report period. See Figure 7-5.

- Sale of Meals Enter the value of all meals sold, collected or uncollected and excluding surcharges, for the current month extracted from the Cash Meal Payment Book (DD Form 1544) and the Sale of GM Meals (NAVSUP Form 1046).
- Bulk Sales Enter the total value of food items sold from the GM for the report period. This value is extracted from the billing documents (DD Form 1149). See Figure 7-6.
- Surcharges Enter the total value of surcharges collected or uncollected for meals sold from the GM extracted from the Cash Meal Payment Book (DD Form 1544) and the Sale of GM Meals (NAVSUP Form 1046). See Figure 7-7.
- Cash Deposited. Enter the total value of deposits made with the Disbursing Officer/Assistant Supply Officer during the report period extracted from the Cash Receipt Book (NAVSUP Form 470) and the Cash Collection Voucher (DD Form 1131). If a Command is on Navy Cash, ensure that Navy Cash Form SF-215 is included in NAVSUP Form 470. This value must agree with the value contained in the Certification Block of NAVSUP Form 1359. See Figure 7-8.
- Other Sales of Meals Enter the total value of other sales of meals for which cash was not collected. This shall include payment by voucher transfer between accounting classifications, cash overages and shortages, and differences in rounding. The document shall be maintained by the FSO and provided to NAVSUP N432 upon request. Examples of entries on this line that shall be included in the comment section of NAVSUP Form 1359 include the following:

• Cash overages and shortages (including thefts) \$10 or less generated during the month.

• Cash overages and shortages exceeding \$10 during the month shall be reported as an undeposited sale on NAVSUP Form 1359. This amount must be maintained as Undeposited Sales until approved by NAVSUP via TYCOM. It then shall be moved to Other Sales of Meals.

• Differences due to rounding to the nearest dollar when preparing the cash statement.

• Total value of bulk sales for which payment has been reported to a Disbursing Officer on other documents such as a Voucher for Transfers Between Appropriations and/or Funds (Standard Form 1080), Voucher for Cash Collection (DD Form 1131), Public Voucher for Purchases and Services other than personal (Standard Form 1030), Military Interdepartmental Purchase Request ((MIPR) DD448). These documents substantiate reimbursable collections and shall be forwarded to NAVSUP.

Surcharge values transferred to appropriation. Operation and Maintenance, Navy, with copy of the transfer document attached (for appropriation only). When the Other Sale of Meal Line is used, supporting documentation provided to the Disbursing Officer that allows the reimbursable collections must be provided to NAVSUP. Corrected reports shall be required if supporting documentation is not provided to support posting to the Other Sale of Meal Line. Activities shall no longer be authorized to request a reversal of charges. It is suggested that the FSO and the LCS review the monthly summary document to ensure that charges are properly identified.

- Undeposited Sales Enter the total of the following equation: Undeposited balance forward + sale of meals + bulk sales + surcharges cash deposited with Disbursing Officer other sales of meals. Data in this line represents all cash on hand or uncollected cash and/or vouchers representing cash in the FSO's accountability on the last day of the report period. This amount shall be reported as an undeposited balance brought forward on the next month's NAVSUP Form 1359 See Figure 7-9.
- 4. RECEIPTS SECTION. The Receipts Section is presented below. Inventory

Balance Brought Forward Enter the total dollar value of the inventory at the beginning of the monthly accounting period. It must agree with the "Inventory Balance on Hand" caption on NAVSUP Form 1359 submitted for the previous monthly accounting period and with the opening inventory on the "Receipts" Section of NAVSUP Form 367 rounded to the nearest whole dollar See Figure 7-10.

- Receipts with Charge Enter the total dollar value of all Receipts with Charge (receipts from Prime Vendor, ships store, CLF ships, and other government agencies). This figure must agree with all receipts posted on the "Receipts" Section of NAVSUP Form 367 for all receipts <u>not</u> indicated with an (\*) in the left hand side of the Value column of NAVSUP Form 367. This value must equal the total of receipts in the Receipts with Charge File.
- Receipts without Charge Enter the total dollar value of all Receipts Without Charge (OSO to OSO). This figure must agree with all receipts posted to the "Receipts" section of NAVSUP Form 367 for all receipts indicated with an (\*) in the left hand side of the Value column of NAVSUP Form 367. This value also must equal the total of receipts in the Receipts without Charge File.
- TotalEnter the sum of the values of "Inventory Balance Brought<br/>Forward" + "Receipt with Charge" + "Receipts without<br/>Charge". See Figure 7-11.

5. EXPENDITURES SECTION. The Expenditures Section is discussed below.

Food CostEnter the total dollar value of food items, at the most current<br/>last receipt price rounded. This shall be equal to column 17<br/>of the Mess Control Record (NAVSUP Form 338) and<br/>Records of Expenditures (NAVSUP Form 367).

- Surveys Enter the total dollar value of all Surveys (DD 200), at last receipt price, as reported in the "Expenditure" section of NAVSUP Form 367 (Figure 7-12).
- Loss Without Survey Enter the total dollar value of all Loss Without Survey (NS 1334), at last receipt price, as reported in the "Expenditure" section of NAVSUP Form 367 (Figure 7-12).
- Bulk Sales Enter the total dollar value of DD 1149 (billing report), at last receipt price, of the sale of bulk food items. This value shall agree with the sale of bulk food items in the "Expenditure" section of NAVSUP Form 367 (Figure 7-13).
- Transfers with Reimbursement Enter the total dollar value, at last receipt price, of food items turned into stock points or CLF ships. This value shall agree with the value of all transfers in the Transfers with Reimbursement File and the value of all transfers to stock points or CLF ships as reported in the "Expenditure" section of NAVSUP Form 367 (Figure 7-14).
- Transfers w/o Reimbursement Enter the total value, at last receipt price, of food items transferred to other end users. This value shall agree with the value of all transfers in the Transfers without Reimbursement File and the value of all transfers to other end users as reported in the "Expenditure" section of NAVSUP Form 367 (Figure 7-15).
- Inventory Balance on Hand Enter the total dollar value, at last receipt price, of the ending inventory as of the last day of the monthly accounting period. This value shall agree with the "Inventory" entry in the "Expenditure" section of NAVSUP Form 367 rounded to the nearest dollar.

Price Adjustment Enter the value, plus or minus the amount that is required to make the Total Expenditures equal to the total receipts. This value may not agree with the Price Adjustment caption on NAVSUP Form 367 due to rounding to the nearest dollar (Figure 7-16). When the Price Adjustment exceeds 10 percent of the Food Cost for the month it must be explained on the reverse side of the NAVSUP Form 1359.

- Total Enter the sum of the values of "Food Cost" + "Surveys" + "Loss Without Survey" + "Bulk Sales" + "Transfers with Reimbursement" + "Transfers without Reimbursement" + "Inventory (Balance on Hand)" + "Price Adjustment". (See Figure 7-16).
- 6. RATIONS ALLOWED STATEMENT. The Rations Allowed Statement is discussed below.
  - Rations Allowed Afloat Figure 7-17.

	Navy Rations Allowed (Enlisted)	Enter the total rations allowed for the monthly accounting period as reported by the daily muster reports from the Executive/ Personnel Officer. Navy enlisted rations allowed equals total Navy enlisted on board minus personnel on COMRATS/BAS/TAD/TDY, on leave, confined (Brig/Correctional Custody Unit CCU), in hospital, and on unauthorized leave.
	Other Rations Allowed	Enter all other personnel (including rations sold for cash) entitled to be fed. When only cash sales are involved, the number of other personnel allowed shall always be equal to the number of other rations fed. These activities shall report the value of meals sold for cash on NAVSUP Form 1359.
	Total	Enter the sum of "Navy (enlisted)" + "Total Other Personnel."
7.	ALLOWANCES. the nearest whole dollar.	NOTE: Do not round the rate; round the value statement to
	Basic Allowance	See Figure 7-18.
	Rations	Enter the "Grand Total" figure from the "Rations Fed" column of the Ration Breakdown Section.
	Rate	Enter the Basic Daily Food Allowance described in NAVSUPNOTE 7330 series (do not round this value).
	Value	"Rations" x "Rate" (rounded to the nearest whole dollar).
	Special/Supplemental Allowances	Enter the number of rations, the rate, and the value described in the Basic Allowance Section for each type of entitled special/supplemental allowance described in NAVSUPNOTE 7330. Do not round the rate; round the value to the nearest whole dollar.
	Total Allowance	Enter the sum of the "Basic Allowance" value + all "Special/Supplemental Allowance" values + value of Under/(Over) Issue CF.
	Food Cost	Enter the total dollar value (rounded) of food items at the last receipt price consumed in the GM (the FSM system shall do this automatically). This rounded entry shall come from the Issues to the GM column on the "Expenditure" section of NAVSUP Form 367 at the end of the accounting period. See Figure 7-19.
	Under/(Over) Issue	Enter the difference between "Food Cost" and "Total Allowance." "Over" or "Under" shall be circled as appropriate. An "Over" issue exists if the "Food Cost" is greater than the "Total Allowance". An "Under" issues exists If the "Food Cost" is less than the "Total Allowance". See Subparagraph 12 below.

Percent Under/(Over) Issue Equals "Under/(Over) Issue divided by "Total Allowance" See Subparagraph 12 below.

- Stores Consumed Enter the total dollar value of food items at the last receipt price consumed in the GM (the FSM system shall do this automatically). This entry shall come from the summary of issues to the GM at the end of the monthly accounting period. See Paragraph 7202 and NAVSUP Form 1059 (Figure 7-30).
- Difference between food cost Stores consumed minus food cost = X. X divided by stores consumed = percentage. NOTE: Any difference in excess of 2 percent is an indication of errors in receipt posting and must be investigated by the FSO/LCS.
- 8. LAST FULL PHYSICAL INVENTORY. This subparagraph discussed the Last Full Physical Inventory.

Date Enter the date of the last full physical inventory performed.

- Number of Days Since Enter the number of days since the last full physical inventory was performed.
- Inventory Accuracy Rate Enter the percentage of inventory accuracy at the time the last full physical inventory was performed. (This must be the inventory accuracy rate before completing any inventory adjustments).
- 9. SIGNATURES AND COMMENTS SECTION (PRINTED COPY ONLY). This subparagraph discusses the Signatures and Comment Section for the printed copy only.

Comments Enter any comments such as country of foreign personnel fed, temporary closures, or decommissioning dates.

Reviewed by LCS Signature of LCS.

Certified by (Signature)Date and signature, rank, and title of the FSO certifying the<br/>accuracy of the form.

10. OVER AND UNDER ISSUES FOR GENERAL MESSES. The amount of over or under issue reported by each galley is monitored and reviewed by NAVSUP on a continuing basis. GMs are allowed to accumulate over or under issues during the first eleven months of the FY and shall carry forward 100 percent of the value of the over or under issue into the next month. A justification letter must be provided to NAVSUP N432 via TYCOM and/or the Regional Galley Program Manager for endorsement from all commands operating in an over issue status at the end of the FY.

11. REPORTING OVER ISSUE. A letter of explanation signed by the Supply Officer must be submitted to NAVSUP N432 via TYCOM for endorsement if a GM is over issue under the following conditions:

- End of the FY
- Upon the disestablishment of the GM
- On relief of the FSO
- Over issues greater than 10 percent for three consecutive months

12. BRINGING FORWARD OVER AND UNDER ISSUES. The following guidance in provided for bringing forward over issues and under issues:

- Over/under issue values shall be carried forward to the next month directly as an allowance to the "Monetary Allowance" column on NAVSUP Form 338.
- Over/under issue values carried forward shall be reported on the next month's NAVSUP Form 1359 in the "Allowances" section.
- Over/under issue values shall be carried forward respectively as negative/positive allowance values on NAVSUP Form 338 and NAVSUP Form 1359.
- Over/under issue values shall not be carried forward from the last month of the FY to the next FY.

F84A00001 TIME: 1:03 P	M		GE	NERAL MESS SUM	IMARY D	OCUMEN	r (navs	SUP F	ORM 1	359)		D/	ATE: 8/19	/201
ACTIVITY USS ENTERP RATIONS ALLOWED ST	-	65)		PERIOD 07/ CORRECTED REPORT? TEMPORARY	01/2014	THROUG	H 07/3		DAY	S RATED S IN PO		UIC MERGEI RETURN FINAL R	)  ?	1234
Navy Rations Allowed			17856					,	<u> </u>			FINAL R	ETURN?	
Other Rations Allowed			3022	RECEIPTS				1.1	EVEL O	F PROC	UREN	IENT		
Total Rations Allowed			20878					-						
RATION BREAKDOWN				Inventory (Balance Receipts with Cha		Forward)	\$ 548			with Cha nsfers w		bursemen	t	
Type (	Code	Rati	ons Fed	Receipts without C			11	42 L	ess: Bul					-
Navy Regular	1		2999	Total	-		\$ 1282	279 -	otal Rec	eints Le	es Tra	nsfers and	Bulk Sa	le c
Ration for Cash	2		1327	EXPENDITURES				-						ic s
Navy Reserve Navy ROTC	3		145	Food Cost (338)			+ 736	145		wances	Less (	Inder/Ove	ncr	
Naval Academy	5		16	Surveys				60 R	atio					
Marine Regular	6			Loss without Surve	ty .		+	0 R				purchases,	ransfers, a	ind
Marine Reserve	7		6					28	sles were	less than	allowar	1005.		
Army Regular	8		351	Transfer with Rein	burseme	ent		350						
Army Reserve Army National Guard	9 10A		44 217	Transfer without R Inventory (Balance			+ 4 + 529	156		Last	diait	t of cur	rent	- 1
Air Earea Mational			217	Sub Total	: on main	.,	\$ 1274					l year.		- 1
Guard	10B			Price Adjustment			+ 7	91			noca	i year.		
Air Force Regular	11		0	Total			\$ 1282	279	<u> </u>					_
Coast Guard	12			ALLOWANCES	R/	ATIONS	RAT	E /	VALUE	LAST F	ULL P	HYSICAL	INVENT	ORY
Foreign 1/ Miscellaneous 1/	13 14			BASIC FOOD				-		Date:			07/29	/201
TARS	15			ALLOWANCE		6022	8.0	⁰∕	48176					/201
Total Other Personnel				UNDER/OVER ISSUE				/	+ 647			ys Since:	2	
2/	16		3022	CARRIED FORWARD 1 TO 99 RATIONS	)	269		0	323	Invento	ry Acc	uracy Rate	: %	
Grand Total 3/	17		6021*	100 TO 149 RATION SYSCO HAMPTON	S	695	1.5		382					
3/ Codes 1 and 16. The value depicted in the R Sections of the General Me (NAVSUP Form 1359) is a NAVSUP Publication 486.1 has been used to calculate	ess Summary E result of round the most advar	ocume ing. Per tageou	nt r the	Total Allowances Food Cost (338) Under/(Over) Issue		7			66691 73645 - 6954	% Diffe & Store	rence B s Consu	med (1056 etween Foo med er) Issue	od Cost	7548 2.50 0.43
associated with this month				COUNTRY		-						.,		
CASH STATEMENT				CODE: US	APPRO	SUB	OBJ	DOM	SUB	AAA TR	RANS		OST	OUN
Undeposited Bal Fwd Sale of Meals		\$ +		ACCOUNTING CLASSIFICATION	····7	HEAD (	CLASS	DUN	ALLOT	T T	YPE	PAA COL	E AM	OUN
Bulk Sales Surcharges Cash Deposited with D.O	),	÷ -	39 2117 15526	SALE SURCHARGE O&M		53 2241 2MHC53		022F	9 0565	21 2D	DSIK	(FY)	T \$133	36.7
Other Sales of Meals Undeposited Sales		ŝ	2808	TOTA									\$155	25.6
CERTIFICATION		*	2000	SIGNATURE / CO	MMENTS	S								
Disbursing Officer Collec	ction DO	, Date	,	Comments (Hand	Written N	lote):			Revie	ewed av	Leadir	ng CS (Siş	nature)	
(Signature),(Date) Vouch 3159	her # Symbo 8371		7/2014						Ν					
CALVIN E. VILLANUEVA, CIV				The figures Contai column are correct					corre	ct to the		above info my know		
Standard Doc. No.	N0002	214M0	012345	belief.					belie	<b>۱</b>		<u>۱</u>		
CERTIFICATION: I certify in the amount of 15525.60 described above, which w statement of accountabilit 07/01/2014 through 07/31	0, representi vil be include ty for the per	ng dep d in my	osits	Executive/Personr LONNIE U. MAYE		r (Signature	e) (Date	)	Certi (Date GAB	9 <b>N</b>		ure) (Lank ENS, CV	and Title	•)
nclassified. For Official Us	se Only.	Note	Refe	r the NAVSU	P NOT	E 7330	1st q	uarte	er.			CN 0022 AA 0565		

#### Figure 7-1 NAVSUP Form 1359 General Mess Summary Document

Cash deposited with the Disbu must equal the certification NAVSUP Form 1359 and the value deposited as recorded Form 470.	in the scion of total dollar in NAVSUP in NAVSUP	
CASH STATEMENT	COUNTRY CODE: US	SUB TRANS DA COST ANOUNT
Sale of Meals + 13	22 ACCOUNTING 56 CLASSIFICATION	SUB AAA TRANS PAA COST AMOUNT
Cash Deposited with D.O 15 Other Sales of Meals -	26 SURCHARGES 174180452FA 260 00052 0 068 0 08MN 08 TOTAL	1566 2D 00421250092 SIK09T \$13388.85 1732 2D DGLSCH500924GD URT \$ 2136.75 \$15525.60
CERTIFICATION	SIGNATURE / COMMENTS	
Disbursing Officer Collection DO (Signature),(Date Voucher # Symbol	Comments (Hand Written Note):	Reviewed By Leading CS (Signature)
3159 8371 07/27/2	4	
CALVIN E. VILLANUEVA, CIV	The figures Contained in the 'Rations Allowed' column are correct to the best of my knowledge and	I CERTIFY that the above information is correct to the best of my knowledge and
Standard Doc. No. N0002214MD12	5 belief.	belief.
CERTIFICATION of certify that I have received of in the amount of 15525.60, representing deposit described above, which wil be included in my statement of accountability for the period of: 07/01/2014 through 07/31/2014.	h Executive/Personnel Officer (Signature) (Date) LONNIE U. MAYER, CDR	Certified by (Signature) (Rank and Title) (Date) GABRIEL R. STEVENS, CWO4
Unclassified. For Official Use Only.	NAVSI	JP FORM 1359

#### Figure 7-2 NAVSUP Form 1359 Recording Data on the Certification and Accounting Classification Sections to the General Mess Summary Document

F84A00001 TIME: 1:03	PM		GE	NERAL MESS SUM	MARY DO	CUMENT	(NAVSUP	FORM	1359)		DA	TE: 8/1	9/201
ACTIVITY				PERIOD 07/0	)1/2014 T	HROUGH	H 07/31/2	014		L			
USS ENTER	PRISE (CVN-	65)		CORRECTED				DA			JIC MERGED		123
RATIONS ALLOWED S	TATCMENT			REPORT?				10.43	ERATED		RETURN?	,	
	TATEMENT			TEMPORARY				NDA	YS IN POF		FINAL RE		2
Navy Rations Allowed			7856										
Other Rations Allowed Total Rations Allowed			3022 0878	RECEIPTS				LEVEL	OF PROC	UREME	NT		
			0070	Inventory (Balance	Brought Fo	orward)	\$ 54861	Receipt	s with Cha	rge			
RATION BREAKDOWN				Receipts with Charg			72276		ansfers w	/Reimb	ursement		
Туре	Code	Rations			harge		1142	Less: Bo	ulk Sales				
Navy Regular Ration for Cash	1		2999 1327				\$128279	Total Re	eceipts Les	s Trans	sfers and	Bulk Sa	les
Navy Reserve	3		145	EXPENDITURES				Total AI	lowances l	less Un	der/Over/	CF	
Navy ROTC	4		140	Food Cost (338)			+ 73645	Ratio					
Naval Academy	5			Surveys			+ 60						
Marine Regular	6			Loss without Survey	y		+ 0		s than 1.00 n re less than i			ensters, a	and
Marine Reserve	7		6				+ 39 + 350		+ 1444 Biller	der der te der res			
Army Regular Army Reserve	8 9			Transfer with Reim Transfer without Re			+ 350						
Army National Guard	9 10A			Inventory (Balance			+ 52938						
Air Force National		٦	21/	Sub Total	en rana)		\$ 127488						
Guard	10B	<u>۱</u>		Price Adjustment		-	+ 791						
Air Force Regular	11		0	Total		:	\$ 128279						
Coast Guard	12		١.	ALLOWANCES	RAT	IONS	RATE	VALUE	LAST FI	JLL PH	YSICAL II	VENT	OR
Foreign 1/	13		١	BASIC FOOD	1011				0.1		10107121		_
Miscellaneous 1/ TARS	14 15		١	ALLOWANCE		6022	8.00	48176				07/29	N201
Total Other Personnel			_ \	UNDER/OVER ISSUE				+ 647	Number	of Days	s Since:	2	
2/	16		3022	CARRIED FORWARD TO 99 RATIONS		269	1.20		Inventor	y Accur	acy Rate:	%	
Grand Total 3/	17		021*	10 TO 149 RATIONS		269 695	0.55	323 382					
Volume 1. 2/ Codes 2 through 15. 3/ Codes 1 and 16. * The value depicted in the Sections of the General N (NAVSUP Form 1359) is NAVSUP Publication 486 has been used to calcular	less Summary D a result of roundi 5, the most royant	n & Allow ocument ng. Per th tageous v ances	0	Total Alowances Food Cast (338) Under/(Oter) Issue				6669 - 7364 - 6954		ence Bet Consum		Cost	754 2.50 0.43
associated with this mont	th/year.			COUNTRY									
CASH STATEMENT				CODE: US	APPROP	SUB	OBJ LASS BCI	, SUB	TR	ANS _	co	ST	~
Undeposited Bal Fwd Sale of Meals	/	\$ + 1	2722 3456	ACCOUNTING CLASSIFICATION	APPROP	HEAD C	LASS BUI	N ALLO	г 2000 т	YPE P	CODE	E AM	001
Bulk Sales Surcharges		+	39 2117	SALES	1741469	241 260	00022 0	069566	20.0042	125000	22401200		100
Cash Deposited with D.0	0.	- 1	5526	SURCHARGES			000022 0						
Other Sales of Meals		- '	0	O&MN	N			000108				\$15	
Undeposited Sales		\$	2808	TOTAL	<u> </u>								
"Total Credit"	elenna			SIGNATURE / COI	Ι.								
"Grand To				Comments (Hand V		ihe r	VAVSI	JPF	orm 1	359	Ratio	on	
Grand To	lai	Date			Brea	akdo	wn Bl	ock	figure	s m	ust n	nate	h
315	9 8371	07/27/	014						-				•••
	00/1	011211	.014				NAVS	I YUG		1125	12		
CALVIN E. VILLANUEVA, CIV				The figures Contain									_
				column are correct belief.	to the best	of my kn	iowledge al	nd corr beli	ect to the	best of	my knowle	edge an	d
Standard Doc. No.		214MD12		woman.				- Sen					
CERTIFICATION: I certi in the amount of 15525. described above, which statement of accountabi 07/01/2014 through 07/3	60, representin wil be included lity for the perio	g depos I in my		Executive/Personne LONNIE U. MAYER		lignature	) (Date)	(Da	tified by (S te) BRIEL R. S	-			e)
nclassified. For Official U	Use Only.							N	AVSL	JP F	ORM	135	9

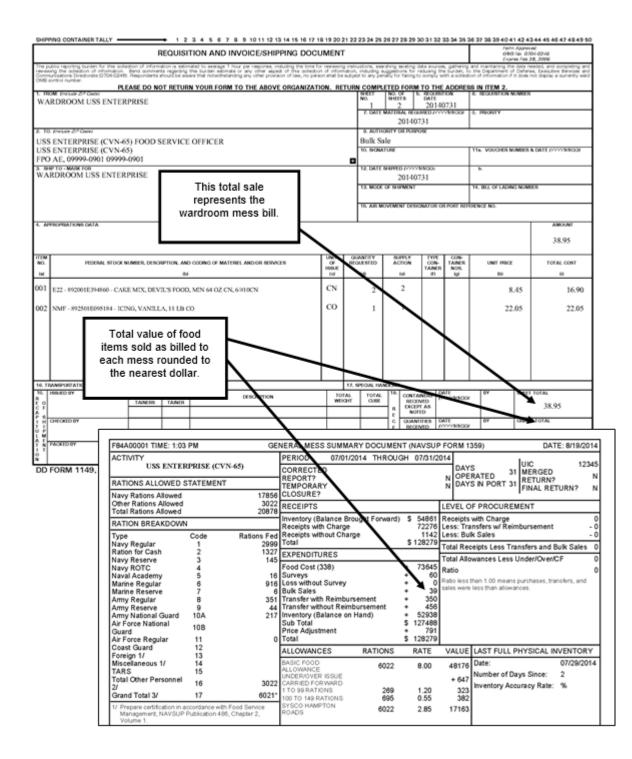
Figure 7-3 NAVSUP Form 1359 Recording Rations Fed at Ashore Activities to the General Mess Summary Document

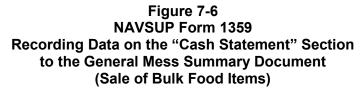
F84A00001 TIME: 1:03	PM		GE	NERAL MESS SUMMARY D	OCUME	NT (NAVSUP	PFORM 1	359)	(	ATE: 8/19/201	4
ACTIVITY				PERIOD 07/01/2014	THROU	GH 07/31/2	014		lune		1
USS ENTER	PRISE (CVN-	65)		CORRECTED			DAY	s	UIC MERGE	1234 D	
RATIONS ALLOWED S	TATEMENT			REPORT? TEMPORARY		"Navv	Requ	lar"	RETUR	N?	N
Navy Rations Allowed			17856	CLOSURE?		section			FINAL	RETURN?	N
Other Rations Allowed			3022	RECEIPTS		17) minu					
Total Rations Allowed			20878	Inventory (Balance Brought		.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	13 000	6 (10	<i>.</i>		0
RATION BREAKDOWN				Receipts with Charge		12210	Less: In	IIISHES V	w nemburseme	nt -	õ
Туре	Code	Rati	ons Fed	Receipts with our Charge		1142 \$ 128279	Less: Bu	k Sales		-	0
Navy Regular Ration for Cash	1		1327	PENDITURES		\$ 120210	Total Re	ceipts L	ess Transfers ar	d Bulk Sales	0
Navy Reserve	3		145				Total Allo	wances	Less Under/Ov	er/CF	0
Navy ROTC Naval Academy	4		16	Food Cost (350)		+ 73645 + 60	Ratio				0
Marine Regular	6			Loss without Survey		+ 0	The	0.000	of all ratio	no oold	
Marine Reserve Army Regular	7		6 351		and a	39			sh or cred		
Army Reserve	9			Transfer without Reimburse		+ 456	•				
Army National Guard	10A		217		d)	+ 52938			ed on DD		
Air Force National Guard	10B			Sub Total Price Adjustment		\$ 127488 + 791	154		d NAVSU		
Air Force Regular	11		0	Total		\$ 128279		1	046 Afloat		l
Coast Guard Foreign 1/	12 13			ALLOWANCES R	ATIONS	RATE	VALUE	DIST	ULL PHTSICA	INVENTORT	4
Foreign 1/ Miscellaneous 1/	13			BASIC FOOD	6022	8.00	48176	Date:		07/29/201	4
TARS	15			ALLOWANCE UNDER/OVER ISSUE	0022	0.00			r of Days Since	2	1
Total Other Personnel 2/	16		3022	CARRIED FOR WARD			+ 647	Invento	ry Accuracy Ra		
Grand Total 3/	17		6021*	1 TO 99 RATIONS 100 TO 149 RATIONS	269 695	1.20	323 382	Г			
1/ Prepare certification in ad				SYSCO HAMPTON	6022	2.85	17163		BDFA	5	OPPLEMENT
Management, NAVSUP 8 Volume 1.	ublication 486, 0	Chapter	2,	NOADS		2.00			NAVS	JP Form	338
2/ Codes 2 through 15.											
* The value depicted in the	Ration Breakdow	vn & Al	lowance	Total Mowances			66691	Stores	ON CREDIT	MOR	NETARY
Sections of the General # (NAVSUP Form 1359) is				Food Cast (338)			- 73645	% Diff	.1	ALLO	DWANCE
NAVSUP Publication 486	the most advant	tageou	s value	Under/(Over) Issue			- 6954	& Stor % Une		DAILY C	UMULATIVE
has been used to calcula associated with this mont		ances						>> Uni	13 (13	(14)	TOTAL (15)
CASH STATEMENT				COUNTRY CODE: US	SUB	OBJ	. SUB	ł			647.17
Undeposited Bal Fwd		\$	2722	ACCOUNTING	HEAD	CLASS BCI	N ALLOT	AAA		387 41 73,10 541 21 70.20	5020.27 7890.47
Sale of Meals Bulk Sales		*	13456 39	CLASSIFICATION						\$12 19 2.30	9922.77
Surcharges		+	2117	SALES SURCHARGES	5322412	60 0 0 0 2 2 0	068566	2D 00		995 10-9.95 137 2734.60	10872.72 13607.32
Cash Deposited with D.	D.	-	15526	O&MN 1 18	0452FA 2	60 00052 0	068732	2D DG		182 276 150 507 254 150	16375.82
Other Sales of Meals Undeposited Sales		ŝ	2808	TOTAL						607 254 50 854 279 10	18918.32 21709.42
CERTIFICATION		+		SIGNATURE / COMMENT	(				-	027 195-90	23664.32
	ection DO			Comments (Hand Written N	lote):		Revi			155 1516 80 258 1220 55	25181.12 26401.67
(Signature),(Date) Vou		Date	0		<b>\</b>					513 2881 50	29283.17
315			7/2014	1	· \					810 335610 063 2858 90	32639.27 35498.17
CALVIN E.				The figures Contained in th	a Batian	Allowed	LCE	RTIFY	0 3	253 2147 00	37645.17
VILLANUEVA, CIV				column are correct to the be			nd corre	ct to th		505 2847 50 612 1267 95	40492.77 41760.72
Standard Doc. No.	N00022	214M0	012345	belief.		1	belie	f.	3 3	735 1457 55	43218.27
CERTIFICATION: I certi				Executive/Personnel Office	r (Signatu	re) (Date)	Certi	fied by		246 3175 30	45817.27 48992.57
in the amount of 15525.	60, representin	ng dep	osits	LONNIE U. MAYER, CDR		N.	(Dab	e)		533 3243 10	52235.67
described above, which statement of accountable						· \	GAB	RIELR			INVENTORY
07/01/2014 through 07/						\				738 2314 50	54552.17
										857 1410.15 972 136 75	55962.32 57325.07
nclassified. For Official V	ise Only.						<u>۱</u>		0 5	032 750.00	58084.07 58881.02
							· ·		-	274 200 2.70	58881.02 60903.72
							· /		8 5	492 24 3.40 717 23 2.50	63367.12
							· · ·		3	117 2 2 2 30	65909.62
									2 5	959 2 . 4.60	68644.22
									3 0	959 2 14.60 022 716.95	69441.17
								$\backslash$		959 21.4.60	
								$\sum$		959 2 14.60 022 716.95	69441.17
										039 7 4.60 022 7 6.93	69441.17 69441.17
									Code	(13) cum	69441.17 69441.17
									Code	(13) cum t the end	69441.17 69441.17
									Code	(13) cum	69441.1 69441.1

#### Figure 7-4 NAVSUP Form 1359 Recording Rations Fed for Afloat Activities to the General Mess Summary Document

Previous Monthly NA	VSUP FORM 1359	132609 Stores Consumed (1059) 126 - 126445 % Difference Between Food Cost 6164 & Stores Consumed % Under(Over) Issue 4.6	1254
CASH STATEMENT           Undeposited Bal Fwd         \$ 0477           Sale of Meals         + 1165           Buik Sales         + 07           Cash Deposited with D.O.         - 1418           Offer Sales of Meals         + 07           Undeposited Sales         \$ 222	CLASSIFICATION SURCHARGES SURCHARGES 17414532241 260 0001 O&MN TOTAL	SUB         SUB         AAA         TRANS         PAA         COST         AMOU           22         0         068566         2D         00418350092451K097         \$12354           22         0         068732         2D         DELECES0092401SURF         \$18255           514178         1825         1825         \$14178         \$1825	.00
CERTIFICATION Disbursing Officer Collection DO (Signature).(Date) Voucher # Symbol	Comments (Land Written Note):	Reviewed By Leading CS (Signature)	
3135 8371 06/24/2014 CALVIN E. VILLANUEVA, CiV Standard Dec. No. N0002214M012345 CERTIFICATION: Leerstly that have received cash in the amount of 14178 65, representing deposits described above, which will be included in my statement of accountability for the period of 06/01/2014 through 06/30/2014.	The figures Contained in the "Rations Among column are correct to the best of my knowlet belief.	(Date) GABRIEL R. STEVENS, CWO4	Indeposited sales from
Unclassified, For Official Use Only. F84A00001 TIME: 1:03 PM GENI	ERAL MESS SUMMARY DOCUMENT (NAVSUP F	ORM 1359) DATE: 8/19/2014	revious monthly report carried to current monthly report.
USS ENTERPRISE (CVN-65) RATIONS ALLOWED STATEMENT	CORRECTED IEPORT? 'EMPORARY	DAYS UIC 12345 N OPERATED 31 MERGED N N DAYS IN PORT 31 FINAL RETURN? N	<u> </u>
Other Rations Allowed 3022 R Total Rations Allowed 20878	-	EVEL OF PROCUREMENT Receipts with Charge ess: Transfers with Reindursement -0	
Type Code Rations Fed P Type Code Rations Fed P Navy Regular 2000 Navy Reserve 3 1527 Navy ROTC 4 F Navy ROTC 4 F Navy ROTC 4 F Naval Asademy 5 160 Marine Reserve 7 60 Marine Reserve 7 60 Marine Reserve 9 441 Army Regular 100 Army Regular 100 217 Army Reserve 100 217 Army Reserve 100 217 217 217 217 217 217 217 217 217 217	Lesceipto without Charge         1142         1           Oral         \$128270         T           SXPENDITURES         T         T           Sold Cost (338)         * 73665         R           Sold Cost (338)         * 001         1           Swembork         500         0         1           Julk Sales         390         350         1           Transfer without Reimbursement         455         3503         10           Jub Total         \$ 127488         127488         127488	ess: Transfers w/ Reinbursement 0 ess: Buk Sales Idal Receipts Less Transfers and Buk Sale 0 Idal Akwances Less Under/Over/CE 0 Latio Data Dens Transfers, and allowing the sale of the sa	
Coast Quand         12         A           Foreign 17         13         A           Miscellaneous 17         14         B           TARS         15         D           Total Other Personnel         16         3022           Qrand Total 37         17         60311           V. Preservertanee newstance with Food Total         17	Stati         \$ 128279           LLOWANCES         RATIONS         RATE           ASIC FOOD         6022         8.00           LOWANCE         6022         8.00           LOWANCE         50.42         8.00           State Softward         50.26         9.02           State Softward         50.00         9.02           State Softward         55         0.55           VSCO HAMPTON         59.2         2.85	OPE         LAST FULL PHYSICAL INVENTORY           48176         Date:         07/29/2014           + 647         Number of Days Since:         2           inventory Accuracy Rate:         %           392         17163	
The value depicted on the Tation Development Automation Sections of the General Mass Summary Document ( NAV200 From 1009) a result of nondering Per the NAV200 From 1009) a result of nondering Per the Insistem used to advalate the Total Alexances associated with this introfflyate! CASH STATEMENT Undeposited Ball Fuel \$ 2722 A	Inderfi Over Saue	66091         Stores Consumed (1059)         75489           -73645         % Difference Britmen Food Cost         2,5%           -6564         & Stores Costsumed         10,43%           % Under/Over) Issue         10,43%           SUB         AAA         TRANS         PAA           CODE         AMOUNT         TYPE         PAA	
Buk Sales = 30 Suroharges + 2117 Cash Deposited with D.O 15520 Other Sales of Meals - 0 Undeposited Sales \$ 2000 CERTIFICATION 5	SALES SURCHARGES OGAM TOTAL KONATURE / COMMENTS	68566 2D 0042125009245IK09T \$1308.85 68732 2D D016CH500924618UNT \$ 213675 \$15525.00	
Disbursing Officer Collection DO (Signature).(Date) Vouther# Symbol Date 3159 8371 07/27/2014 CALVIN E.	Current Monthly NA		
Standard Doc. No. N0002214MD12345 CERTIFICATION: I certify that I have received cash	ouinn are correct to the best of my knowledge and elef. Skecutive/Personnel Officer (Signature) (Date) ONNIE U. MAYER, CDR	Control to the best of my whowedge and belief. Certified by (Signature) (Rank and Tife) (Date) GABRIEL R. STEVENS, CWO4	

Figure 7-5 NAVSUP Form 1359 Recording Data on the "Cash Statement" Section to the General Mess Summary Document (Undeposited Sales Beginning of the Month)





F84A00001 TIME: 1:03 P1	u .	()E	NERAL MESS SUM	MARY DOCUMEN	T (NAVSUE	FORM	350) 041	TE: 8/19/2014	
ACTIVITY		~		1/2014 THROUG			<i>278)</i> 071	C. 0710/2014	
USS ENTERPI	RISE (CVN-65)			///2014 INKO05	M 07/31/2	DAY	. UIC	12345	
			CORRECTED REPORT?				PATED 31 MERGED	N	
RATIONS ALLOWED STA	ATEMENT		TEMPORARY			N DAY	S IN PORT 31 FINAL RET		
Navy Rations Allowed		17856	CLOSURE?				-		Total for such areas
Other Rations Allowed Total Rations Allowed		3022 20878	RECEIPTS			LEVEL C	OF PROCUREMENT		Total for surcharges
RATION BREAKDOWN		20070	Inventory (Balance				with Charge	0	includes the DD Form
			Receipts with Char Receipts without Cl	pe		Less: Tri Less: Bu	Insfers w/ Reimbursement	- 0	1544s and NAVSUP Form
Type C Navy Regular	ode R 1	ations Fed 2999	Total	ange -	\$ 128279				1046s.
Ration for Cash	2	1327	EXPENDITURES				ceipts Less Transfers and B		
Navy Reserve Navy ROTC	3	145	Food Cost (338)		+ 73645		owances Less Under/Over/		
Naval Academy	5	16	Surveys		+ 60	Ratio		0	
Marine Regular	6		Loss without Surve	y .	+ 0		then 1.00 means purchases, tra less than allowances.	instead, and	
Marine Reserve Army Regular	7		Bulk Sales Transfer with Reimi	ture among	+ 39 + 350				
Army Reserve	9		Transfer without Re		+ 456				
Army National Guard 1	10A	217	Inventory (Balance	on Hand)	+ 52938				
Air Force National Guard	10B		Sub Total Price Adjustment		\$ 127488 + 791			I	
	11	0	Total		\$ 128279			I	
	12	-	ALLOWANCES	RATIONS	RATE	VALUE	LAST FULL PHYSICAL IN	WENTORY	
	13		BASIC FOOD				later	07/29/2014	
	15		ALLOWANCE	6022	8.00	4817	Number of Days Since:	2	
Total Other Personnel	16	3022	UNDER/OVER ISSUE CARRIED FORWARD			647		-	
2	17	6021*	1 TO 99 RATIONS	269	1.20	323	Inventory Accuracy Rate:	*	
1/ Prepare certification in acco			100 TO 149 RATIONS SYSCO HAMPTON	695		382			
Management, NAVSUP Put			ROADS	6022	2.85	17163			
Volume 1. 2/ Codes 2 through 15.									
3/ Codes 1 and 16.									
<ul> <li>The value depicted in the R Sections of the General Me</li> </ul>			Total Allowances Food Cost (338)				Stores Consumed (1059) % Difference Between Food	- C - L	
(NAVSUP Form 1359) is an NAVSUP Publication 486, 8	result of rounding.	Perthe	Under/(Over) Issue				& Stores Consumed	Cost 2.50%	
has been used to calculate	the Total Allowano			/			% Under/(Over) Issue	10.43%	
associated with this monthly	year.		COUNTRY						
CASH STATEMENT			CODE: US	APPROP SUB	OBJ BC	SUB	AAA TYPE PAA CODE	ST AMOUNT	
Undeposited Bal Fwd	5		ACCOUNTING	HEAD	CLASS ***	' ALLOT	TYPE TO CODE	-	
Sale of Meals Bulk Sales	:	13456							
Surcharges		2117	SALES SURCHARGES				2D 00421250092451K09		
Cash Deposited with D.O. Other Sales of Meals	-	15526	O&MN	174180452FA 2	0 00052 0	068732	2D DGLSCH500924GLSUR		
Undeposited Sales	ŝ	2808	TOTAL					\$15525.60	
CERTIFICATION			SIGNATURE / COM	IMENTS					
Disbursing Officer Collect		ute	Comments (Hand V	Written Note):		Revi	ewed By Leading CS (Sign	ature)	
(Signature).(Date) Vouch	ier# Symbol ~							I	

Figure 7-7 NAVSUP Form 1359 Recording Data on the "Cash Statement" Section to the General Mess Summary Document (Surcharges on General Mess Meals)

F84A00001 TIME: 1:03	PM	GE	NERAL MESS SUM			_	359) DATE: 8/19/2014		
ACTIVITY	DDIFF (CVN)			1/2014 THROU	GH 07/31/2		UIC 12345		
USS ENTER	PRISE (CVN-6	0)	CORRECTED			DAYS	SATED 31 MERGED		
RATIONS ALLOWED S	TATEMENT		REPORT? TEMPORARY				S IN PORT 31 FINAL RETURN?		
Navy Rations Allowed Other Rations Allowed		17856	CLOSURE?				•		
Total Rations Allowed		3022 20878	RECEIPTO				F PROCUREMENT		
RATION BREAKDOWN			Inventory (Balance Receipts with Char	ge -	72276	Less: Tra	with Charge 0 nsfers w/ Reimbursement - 0		
Type Navy Regular	Code 1	Rations Fed 2999		narge	1142 \$ 128279	Less: Bul			
Ration for Cash	2	1327	EXPENDITURES				eipts Less Transfers and Bulk Sales 0		
Navy Reserve	3	145			. 70.045	Total Allo	wances Less Under/Over/CF 0		
Navy ROTC	4 5	10	Food Cost (338) Surveys		+ 73645 + 60	Ratio	C		
Naval Academy Marine Regular	5		Loss without Surve	J.	+ 0	Ratio less t	han 1.00 means purchases, transfers, and		
Marine Reserve	7	6		,	+ 39	sales were	less than allowances.		
Army Regular	8		Transfer with Reim	oursement	+ 350				
Army Reserve	9		Transfer without Re	imbursement	+ 456				
Army National Guard	10A	217	Inventory (Balance		+ 52938				
Air Force National	10B		Sub Total		\$ 127488				
Guard		_	Price Adjustment		+ 791				
Air Force Regular	11	0	Total		\$ 128279				
Coast Guard Foreign 1/	12 13		ALLOWANCES	RATIONS	RATE	VALUE	LAST FULL PHYSICAL INVENTORY		
Miscellaneous 1/	13		BASIC FOOD			10170	Date: 07/29/2014		
TARS	15		ALLOWANCE	6022	8.00	48176			
Total Other Personnel			UNDER/OVER ISSUE			+ 647	Number of Days Since: 2		
2/	16	3022	CARRIED FORWARD 1 TO 99 RATIONS	269	1.20	323	Inventory Accuracy Rate: %		
Grand Total 3/	17	6021*	100 TO 149 RATIONS	695	0.55	382			
<ol> <li>Prepare certification in a Management, NAVSUP I Volume 1.</li> <li>Codes 2 through 15.</li> <li>Codes 1 and 16.</li> </ol>	ocordance with Fo Publication 486, C	od Service hapter 2,	SYSCO HAMPTON ROADS	6022	2.85	17163			
The value depicted in the Sections of the General II (NAVSUP Form 1359) is NAVSUP Publication 48 has been used to calcula associated with this mon	Mess Summary Do a result of roundir 5, the most advant te the Total Allow	cument g. Per the ageous value	Total Allowances Food Cost (338) Under/(Over) Issue			66691 - 73645 - 6954	Cash deposited with the Disbursing Officer must equal the certification section of NAVSUP Forr		
CASH STATEMENT			CODE: US	SUB	OBJ	. SUB	1359 and total dollar value		
Undeposited Bal Fwd		\$ 2722	ACCOUNTING	APPROP HEAD	CLASS BC	ALLOT	A deposited as recorded o		
Sale of Meals		+ 13456	CLASSIFICATION				NAVSUP Form 470.		
Bulk Sales		+ 39 + 2117	SALES						
Surcharges Cash Deposited with D.	0	- 15526	_SURCHARGES	174145322412 174180452FA2		068732	20 20 DOLSCHRUNYZARISUNT N 2136 /5		
Other Sales of Meals	·.	7 0	O8MN	114100402FA2	0000000000	0001021	20 DGLSCH500924GLSURT \$ 2136.75 \$15525.60		
Undeposited Sales		\$ 2808	TOTAL				\$15525.00		
CERTIFICATION			SIGNATURE 7 SO						
	ection D cher # symbol	Date	Comments (Hand)	niti o Note):		Revie	rwed By Leading CS (Signature)		
315	9 8371	07/27/2014							
CALVIN E. VILLANUEVA, CIV	/	$\sim$	The figures Contained in the 'Rations Allower' column are correct to the best of my knowledge and				I CERTIFY that the above information is correct to the best of my knowledge and		
Standard Doc. No.	N90022	14MD12345	belief.			belief			
CERTIFICATION 1 cent in the amodat of 15525, described above, which statement of accountab 07/01/2014 through 07/0	wil be included ility for the perio	g deposits in my	Executive/Personn LONNIE U. MAYER		ire) (Date)	Certif (Date GABI	) rounded to the		

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#### Figure 7-8 NAVSUP Form 1359 Recording "Cash Deposited With Disbursing Officer" to the General Mess Summary Document

F84A00001 TIME: 1:03	PM		GE	NERAL MESS SUM	MARY D	OCUMEN	IT (	NAVSUP	FORM	1359)	DATE: 8	8/19/201
ACTIVITY						THROUG			_			
USS ENTERPRISE (CVN-65)				CORRECTED	0112014			onone	DA	CRATER 31 MER		1234
RATIONS ALLOWED STATEMENT				REPORT? TEMPORARY						VC IN DODT 31 KEI	URN?	1
Navy Rations Allowed		1	7856						"	FIND	AL RETUR	N? 1
Other Rations Allowed			3022	RECEIPTS			_		LEVEL	OF PROCUREMENT		
Total Rations Allowed			20878	Inventory (Balance	Brought	Forward)	s	54861	Receipt	s with Charge		
RATION BREAKDOWN				Receipts with Char	ge	,	•	72276	Less: Tr	ansfers w/ Reimburse	ement	-
Туре	Code	Ration			harge		e	1142 128279	Less: B	ulk Sales		-
Navy Regular Ration for Cash	1		2999 1327				\$	1202/9	Total Re	eceipts Less Transfer	s and Bulk	Sales
Navy Reserve	3		145	EXPENDITURES					Total Al	lowances Less Under	/Over/CF	
Navy ROTC	4			Food Cost (338)			+	73645 60	Ratio			
Naval Academy Marine Regular	5 6			Surveys Loss without Surve	~		:	00		s than 1.00 means purcha	ises, transfe	rs, and
Marine Reserve	7			Bulk Sales	,		+	39	sales wer	e less than allowances.		
Army Regular	8		351	Transfer with Reim			+	350				
Army Reserve	9			Transfer without R			*	456				
Army National Guard	10A		217	Inventory (Balance Sub Total	on Hand	ŋ	ŝ	52938 127488				
Air Force National Guard	10B			Price Adjustment			÷	791				
Air Force Regular	11		0	Total				128279				
Coast Guard	12			ALLOWANCES	P/	ATIONS	<u></u>	RATE	VALUE	E LAST FULL PHYSI	CAL INVE	NTORY
Foreign 1/	13				10					Date:		
Miscellaneous 1/ TARS	14 15			BASIC FOOD ALLOWANCE		6022		8.00	48176	·		/29/2014
Total Other Personnel				UNDER/OVER ISSUE					+ 64	Number of Days Si	nce: 2	
2/	16			CARRIED FORWARD 1 TO 99 RATIONS		269		1.20	32	Inventory Accuracy	Rate: %	
Grand Total 3/	17		6021*	100 TO 149 RATIONS		695		0.55	38			
Management, NAVSUP F Volume 1. 2/ Codes 2 through 15. 3/ Codes 1 and 16. * The value depicted in the Sectors of the General N (NAVSUP Form 1550) is NAVSUP Publication 486 has been used to calcular	Ration Breakdov Aess Summary D a result of roundi , the most advan te the Total Allow	vn & Allov ocument ng. Perth tageous v	vance	ROADS Total Allowances Food Cost (338) Under/(Over) Issue	,	6022		2.85			n Food Cos	7548 4 2.50 10,439
associated with this mont	hlyear.			COUNTRY								
CASH STATEMENT			0700	CODE: US	APPRO	P SUB	20	BJ BCI	SUB	T AAA TRANS PAA	CODE	AMOUN'
Undeposited Bal Fwd Sale of Meals Bulk Sales		\$ + 1	2722 13456 39	ACCOUNTING CLASSIFICATION		HEAD	00	433	ALLO	I ITPE	CODE	
Surcharges Cash Deposited with D.0 Other Sales of Meals Undeposited Sales	0.	÷	2117 15526 2808	SALES SURCHARGES O&MN TOTAL	174180	)452FA 26				2D 004212500924 2D DGLSCH500924	GLSURT S	
CERTIFICATION			-	DIGNATURE / COI	MMENTS	3						
Disbursing Officer Colle (Signature),(Date) Vou	ection DO	Date		Comments (Hand V	Written N	lote):			Rev	riewed By Leading CS	s (Signatur	e)
315		07/ 7/	2014									
CALVIN E. VILLANUEVA, CIV		Ĩ	2014	The figures Contair column are correct						RTIFY that the above ect to the best of my		
Standard Doc. No.	N0002	2141 D1	2345	belief.	0001000	ist of my i		meage a	beli		niomicago	and
CERTIFICATION: I certi in the amount of 15525. described above, which statement of accountabi 07/01/2014 through 07/3	fy that I have r 60, representin wil be included lity for the peri	eceived ng eepos d in my	cash	Executive/Personnel Officer (Signature) (Date) LONNIE U. MAYER, CDR				(Da	Certified by (Signature) (Rank and Title) (Date) GABRIEL R. STEVENS, CWO4			
nclassified. For Official U	Jse Only.	Γ										

This amount shall be reported as undeposited balance brought forward on next month's NAVSUP Form 1359.

Figure 7-9 General Mess Summary Document

NAV	SUP FO	DRM 367											Pa	ge 1 of	3	٦			
												DAT	FE: 19/	U014					
		OF RECEIPT				TURES (4442)	)	ACT	VITY JSS ENTERPRE	SE (	CVN-65	VIC	v	12345					
		RE	CEIP	TS					EXPE	ND	ITUR	ES			1				
	2014	SOURCE		CUM	ENT	VALUE	20	14	SOURCE		DOCU	IENT	VA	LUE	1				
MC	DAY	INVENTORY		NO.		TALOL	MO.	DAY	LOSS WITH	_	NC				-				
7	1	BROUGHT				54,861.4600	<b>P</b> <sup>7</sup>	20	SURVEY TRANSFER	_	4016	9	<	0.0000					
7	2	SYSCO HAMPTON ROADS (N00109)	4121	101	902F	3,542.7700	7	31	W/O REIMB (USS HALYBURTO	(N)	4031	9A18	45	5.5800					
7	6	SYSCO	4121	101		229.6400	7	31	BULK SALE (WARDROON USS	A	4031	9E22	3	8.9500					
F84A00001 TI	ME: 1:0	3 PM			GE	NERAL MES	S SUM	MMA	RY DOCUMEN	IT (	NAVSU	P FOR	RM 13	59)			DATE	8/19/	2014
ACTIVITY						PERIOD	07	/01/2	014 THROUG	ЗH	07/31/	2014				UIC			2345
US	S ENTI	RPRISE (CV	N-65)			CORRECTE REPORT?	D						DAYS OPER		31	MERC			2345 N
RATIONS ALL Navy Rations	Allowed	i .		$\vdash$	17856	TEMPORAR CLOSURE?						Ñ	DAYS	IN PO	RT 31	FINAL	RETU	RN?	N
Other Rations Total Rations			1		3022 20878	RECEIPTO				_					UREN	IENT			_
RATION BREA	AKDOV	VN.	1			Inventory (B Receipts wit	h Cha	rge		- 5	54861	Less	: Tran			nbursen	nent		- 0
Type Navy Regular		Code 1	/ <sup>R</sup>	ation	15 Fed 2999		hout (	Charg		\$	1142		: Bulk		as Tea	nsfers a	and Bui	k Cale	-0 s0
Ration for Cas Navy Reserve		3			1327 145		<b>KES</b>									Jnder/C			0
previou	s aco s figu	ventory fr counting p re to the n r value.	erioo		16 6 351 44 217 0	Transfer with	h Rein hout R alance	nburs	ursement	* * * * * * * * *	60 39 350 456 52938 127488 791 128279	Rato sales	less th		means allowar	purchase noes.	rs, trans	lers, an	d
Foreign 1/		13				ALLOWANC	ES		RATIONS		RATE	VAI	LUE	AST F	ULL P	HYSIC	AL INV	ENTO	RY
Miscellaneous TARS	1/	14 15				BASIC FOOD ALLOWANCE			6022		8.00	48	11/0	Date:				7/29/2	2014
Total Other Pe	rsonne	16			3022	UNDER/OVER CARRIED FOR	RWAR	E D					647			iys Sinc uracy R			
Grand Total 3/	,	17			6021*	100 10 100 100 10	ATION	s	269 695		1.20		323 382						
Management, Volume 1. 2/ Codes 2 throu	NAVSU	P Publication 48	h Food 6, Chaj	Servi pter 2	ce	SYSCO HAMP ROADS	PTON		6022		2.85	17	163						
Sections of th (NAVSUP For NAVSUP Pub has been use	e Gener m 1359 fication - d to calc	the Ration Break al Mess Summa Lis a result of ro 485, the most ad ulate the Total A	ry Docu unding. Vantag	Per ti eous	he	Total Allowa Food Cost ( Under/(Over	338)	e				- 73	954	6 Diffe 8 Store	rence B s Const	med (10 letween imed ir) Issue	Food Co	ost 2	5489 550% 43%
CASH STATE		ontri/year.				COUNTRY CODE: US						~			DANC		0007		
Undeposited B Sale of Meals			-		2722 13456	ACCOUNTI			PROP SUB	cIJ	ASS BC	N ALI	LOT /	VAA T	RANS YPE	PAA C	ODE	AMO	UNT
Bulk Sales Surcharges				:	39 2117	5	SALES	1.7	4145322412	50.0	0022 0	0.68	566.2	D 004	21250	092481	I KO 9T	\$1336	18,85
Cash Deposite Other Sales of	Meals	D.O.			15526	SURCHA	O&MN OTAL	17	4190452FA 2										36.75
Undeposited S			:	5	2808	SIGNATUR		_	ENTS	_									$\neg$
Disbursing Off (Signature),(D	icer C ate) V		1001	ate	/2014	<sup>©</sup> NA	vsı	JP	FORM 1	13	59	L				ng CS (			
CALVIN E. VILLANUEVA	CIV					Column are	correc	t to t	he best of my i	nov	wiedge a	and o	correct			above i of my kn			
Standard Doc.			02214			belief.						1	belief.						
CERTIFICATION in the amount described abo statement of a 07/01/2014 the	of 1552 ve, whi ccount	5.60, represe ch wil be inclu ability for the p	nting o ded in	depo my		Executive/P LONNIE U.	ersonr MAYE	nel O R, C	fficer (Signatu DR	re) (	(Date)	- 10	(Date)		-	ure) (Ra ENS, C		Title)	

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Figure 7-10 Recording Data on the "Balance Sheet" Section (Balance Brought Forward) to the General Mess Summary Document

NAVSU	JP FO	RM 367					NAVS	UP F	ORM 36	57	Page 3 of	3	
		(N00109)											
7	31	SYSCO HAMPTON ROADS (N00109)	4148	101	9032	246.3435					-	-	I the receipts harge and
7	- SI - L	Marva Maid Dairy	4231	101	9001	356.8000		/			d on the	"receipt	orward total ts" section of
7	31	USNS SEATTLE	4231	9004		5,831.2000	/			_		JP Form	
7	31	TOTAL			(12	8,279.1205			I				e receipts
* Reco	nipt Wi	ithout Charge	8			$\sim$				w		harge s SUP 13	ection of 59.
84A00001 TIME	: 1:03 P	M		GENER	AL MESS	SUMMARY DOCU	MENT (NAVSUR	FORM 1	359)	DAT	E: 8/19/2014		
USS E	NTERF	RISE (CVN-6	5		RIOD	07/01/2014 THR	OUGH 07/31/2	014 DAY		UIC	12345		
ATIONS ALLOW	VED ST	ATEMENT		RE	PORT? MPORARY			N OPE	RATED 31	MERGED RETURN?	/	r	
lavy Rations Allo	wed		178	56 CL	OSURE?					FINAL RET	IURN? N		
Other Rations Allo Total Rations Allo			30 206	178	CEIPTS				F PROCUREM	ENT			
RATION BREAKD				Inv	entory (Bala celpts with (	ance Brought Forw Charge	ard) \$ 54861 72276	Receipts Less: Tra	with Charge insfers w/ Reim	bursemen	-0		
ype	(		Rations F	ed Re	ceipts witho		1142 \$ 128279	Less: Bul	k Sales		- 0		
lavy Regular lation for Cash		1			PENDITUR	ES	\$ 120275		eipts Less Tran	-	lulk Sales 0		
avy Reserve avy ROTC		3	1	45	od Cost (33		* 73645		wances Less L	ider/Over/	CF 0		
laval Academy		5		16 Su	rveys	- /	+ 60	Ratio			0		
tarine Regular tarine Reserve		6	\$		ss without S Ik Sales	urvey	* 0 * 39	Ratio less sales were		urchases, tra ces.	nsiens, and		
umy Regular		8	3	51 Tra	insfer with F	Reimbursement	+ 350						
umy Reserve		.9				ut Reimbursement ance on Hand)	* 456 * 52938		/				
Army National Gu Air Force National		10A		Su	b Total		\$ 127488		r				
Guard		10B			ce Adjustme	ent							
Vir Force Regular Coast Guard		11 12		0 To			\$ 128279	·					
oreign 1/		13			LOWANCE	S RATION	IS RATE	VALUE	LAST FULL PI	1YSICAL IN			
Ascellaneous 1/ ARS		14 15		ALL	SIC FOOD	603	22 8.00	48176	Date:		07/29/2014		
otal Other Perso	nnel	16	30		DER/OVER IS RRIED FORM			+ 647	Number of Day		2		
y Grand Total 3/		17	60	11	O 99 RATION	is 26		323	Inventory Accu	racy Rate:	%		
/ Prepare certificati	on in acc			500	TO 149 RAT SCO HAMPT(		95 0.55 22 2.85	382 17163					
Management, NA Volume 1.	VSUP PL	Jolication 486, Ch	apter 2,	RO	ADIS		2.00	17103					
/ Codes 2 through / Codes 1 and 16.	15.												
The value depicte				··· To	tal Allowand	es		66691	Stores Consur	ned (1059)	75489		
		ess Summary Doo result of rounding	p. Per the	1.1.1	od Cost (33				% Difference Be		Cost 2.50%		
(NAVSUP Form 1			deout valu	• Un	der/(Over) I	ssue		- 6954	& Stores Consu % Under/(Ove		10.43%		
(NAVSUP Form 1 NAVSUP Publicit	tion 486,	the most advanta the Total Allowar	nces										
(NAVSUP Form 1 NAVSUP Publicat has been used to associated with th	calculate sis month	e the Total Allowar	nces		UNTRY				N Gilden (Gre				
(NAVSUP Form 1 NAVSUP Publicat has been used to associated with th CASH STATEMED	tion 486, calculate tis month NT	e the Total Allowar	nces	00	DE: US	APPROP .SI	UB OBJ BC	SUB					
(NAVSUP Form 1 NAVSUP Publicat has been used to associated with th CASH STATEME Jindeposited Ball	tion 486, calculate tis month NT	e the Total Allowar	fices \$ 27	CC 122 AC	OE: US		JB OBJ AD CLASS BC	N ALLOT					
(NAVSUP Form 1 NAVSUP Publicat has been used to associated with th CASH STATEME Jndeposited Ball 5 Sale of Meals Sulk Sales	tion 486, calculate tis month NT	e the Total Allowar	\$ 27 * 134 *	22 AC 156 CL 39	OE: US COUNTING ASSIFICAT	ION			AAA TRANS	AA CODE	ST AMOUNT		
(NAVSUP Form 1 NAVSUP Publicat has been used to associated with th CASH STATEMED Indeposited Ball is sale of Meals balk Sales Surcharges	tion 485, calculate tis month NT Fwd	⊧ the Total Allowa Vyear.	foes \$ 27 * 134 * 21	722 AC 156 CL 39	ODE: US COUNTING ASSIFICAT SA SURCHARG	ION LES 1741453224 3ES 1741404528	126000022 0	068566	AAA TRANS	PAA CODE	ST AMOUNT		
(NAVSUP Form 1 NAVSUP Publicat has been used to associated with th CASH STATEME Jindeposited Ball Sale of Meals burcharges Cash Deposited w ther Sales of Me	con 485, calculate is month NT Fwd with D.O calls	⊧ the Total Allowa Vyear.	\$ 27 + 134 + 21 - 155	222 AC 156 CL 39 117 226 0	ODE: US COUNTING ASSIFICAT SURCHARG OS	LES 1741453224 3ES 1741804528		068566	AAA TRANS	PAA CODE	ST AMOUNT		
(NAVSUP Form 1 NAVSUP Publicat has been used to associated with th CASH STATEME Jindeposited Ball Sale of Meals burcharges Cash Deposited with Dher Sales of Me Jindeposited Sale	con 485, calculate is month NT Fwd with D.O eals IS	⊧ the Total Allowa Vyear.	\$ 27 + 134 + 21 - 155	222 AC 456 CL 39 117 526 0 108	DE: US COUNTING ASSIFICAT SURCHARG 03 TO	ION LES 3ES 1741453224 174180452F TAL	126000022 0	068566	AAA TRANS	PAA CODE	5T AMOUNT T \$13388.85 T \$ 2136.75		
(NAVSUP Form 1 NAVSUP Form 1 has been used to associated with th CASH STATEMEI Judeposited Ball Sale of Meals Sulk Sales Surcharges Cash Deposited We Undeposited Sale CERTIFICATION	con 485, calculate is month NT Fwd with D.O ealls is	e the Total Allowar Vyear.	\$ 27 + 134 + 21 - 155	222 AC 156 CL 39 117 126 0 108 SIC	DE: US COUNTING ASSIFICAT SURCHARG OS TO SNATURE /	COMMENTS	126000022 0	068566 068732	AAA TRANS TYPE	PAA COO CODE	ST AMOUNT \$13388.85 \$ 2136.75 \$15525.60		
NAVSUP Form 1 HAVSUP Publicat has been used to associated with the ASH STATEMED Jundeposited Ball Sale of Meals Sale of Meals Sale of Meals Sale Sales Sale Sales Cash Deposited Sale Cherris Cash States Cherris Cash States Cash Deposited Sale CERTIFICATION Disbursing Office	calculate is month NT Fwd with D.O eals rs	the Total Allower year.	\$ 27 + 134 + 21 - 155	222 AC 156 CL 39 117 126 0 108 SIC	DE: US COUNTING ASSIFICAT SURCHARG OS TO SNATURE /	ION LES 3ES 1741453224 174180452F TAL	126000022 0	068566 068732	AAA TRANS	PAA COO CODE	ST AMOUNT \$13388.85 \$ 2136.75 \$15525.60		
(NAVSUP Form 1 NAVSUP Publicat has been used to associated with th CASH STATEME Jindeposited Ball Sale of Meals Surcharges Cash Deposited with Undeposited Sale	con 485, calculate is month NT Fwd with D.O eals is r Colle ) Voud	wyear. ), etion DO her # Symbol	s 21 + 134 + 21 - 155 - 5 26 Date	222 AC 456 CL 399 117 526 0 008 510 Co	DE: US COUNTING ASSIFICAT SURCHAR SURCHAR OS TO ONATURE / Imments (Ha	ICOM COMMENTS COMMENTS and Written Note):	126000022 0 %26000052 0	068566 068732	AAA TRANS TYPE	PAA COO CODE	ST AMOUNT \$13388.85 \$ 2136.75 \$15525.60		
(NAVSUP Form 1 HAVSUP Publicat has been used to associated with th CASH STATEMED Jindeposited Ball Jale of Meals burcharges Cash Deposited va Undeposited Sale CERTIFICATION Visibursing Office Signature),(Date)	calculate is month NT Fwd with D.O eals rs	wyear. ), etion DO her # Symbol	\$ 21 + 134 + 21 - 155 \$ 26	222 AC 456 CL 399 117 526 0 008 510 Co	DE: US COUNTING ASSIFICAT SURCHAR SURCHAR OS TO ONATURE / Imments (Ha	COMMENTS	126000022 0 %26000052 0	068566 068732	AAA TRANS TYPE 2D 004212500 2D D012CH500 ewed By Leadin	PAA CODE 1924SIK09 1924GLSUR g CS (Sign	ST AMOUNT T \$13388.85 T \$ 2136.75 \$15525.60 ature)		
(NAVSUP Foor) NAVSUP Publicat has been used to essociated with th CASH STATEME) Indeposited Ball is late of Meals butk Sales function and the barcharges cash Deposited Sale CERTIFICATION Nisbursing Officer Signature).(Date)	ton 455, calculate is month NT Fwd with D.O nalls rs r Colle ) Voud 3159	wyear. ), etion DO her # Symbol	s 21 + 134 + 21 - 155 - 5 26 Date	CO 722 AC 156 CL 39 117 526 0 008 SIC Co 14	DE: US COUNTING ASSIFICAT SURCHARG SURCHARG OG TO SNATURE / mments (History)	ICOM COMMENTS COMMENTS and Written Note):	1 260 00022 0 % 260 00052 0 M 1359	Revie	AAA TRANS TYPE 1 2D 004212500 2D 004212500 2D 004212500 2D 004212500 ewed By Leadin RTIFY that the a ct to the best of	PAA CODE 1924SIK09 1924GLSUR 1924GLSUR	ST AMOUNT T \$13388.85 T \$ 2138.75 \$15525.60 ature) nation is		
NAVSUP Form 1 HAVSUP Publicat has been used to associated with the State of Meals but Sales of Meals but Sales and Deposited Sale Jodeposited Sale SetTIFICATION Disbursing Office Signature).(Date)	ton 455, realculate iss month NT Fwd with D.O reals rs r Colle ) Voud 3159	wyear. ), etion DO her # Symbol	\$ 27 + 134 + 21 - 156 \$ 28 Date 07/27/20	222 AC 156 CL 39 117 226 0 808 SIC Co 14	DE: US COUNTING ASSIFICAT SURCHARG OS SURCHARG OS TO SNATURE / INATURE /	INTERPORT	1 260 00022 0 % 260 00052 0 M 1359	068566 068732	AAA TRANS TYPE 1 2D 004212500 2D 004212500 2D 004212500 2D 004212500 ewed By Leadin RTIFY that the a ct to the best of	PAA CODE 1924SIK09 1924GLSUR 1924GLSUR	ST AMOUNT T \$13388.85 T \$ 2138.75 \$15525.60 ature) nation is		
NAVSUP Form 1 HAVSUP Publicat has been used to associated with the Stack of Meals Safe	veth D.C valculations month NT Fwd veth D.C valis veth D.C valis veth Vouc 3159 V	o, tion DO her # Symbol 8371 N0002211 y that I have re-	\$ 21 + 134 + 21 - 156 - 5 26 Date 07/27/20	CO 722 AC 56 CL 39 117 526 0 008 SIC Co 14 56 CL 56 CL 56 CL 56 CL 56 CL 56 CL 56 56 CL 56 56 CL 56 56 56 56 56 56 56 56 56 56	DE: US COUNTING ASSIFICAT SURCHAR SURCHAR O TO SNATURE / TO SNATURE / Mments (H) NAVS MAVS cutive/Per	ICON LES IT41453224 SEP IT4180452P IT418052P IT41	1260 00022 0 A 260 00052 0 M 1359	Revie	AAA TRANS I 2D 004212500 2D D015CH500 mwed By Leadin RTIFY that the a cit to the best of f.	PAA CODE 192451K09 19246LSUR g CS (Signi ibove inform fmy knowle	ST AMOUNT T \$13388.85 T \$ 2136.75 \$15525.60 ature) nation is dge and		
INAVSUP Form I HAVSUP Publicat has been used to associated with the State of Meals built States and Deposited Ball Safe of Meals built States Judeposited Safe	tion 405, iss month NT Fwd with D.O eals rs r Collee ) Voud 3159 V c, : I certify	etion DO her # Symbol 8371 N000221 y that I have re-	5 22 + 134 + 2 - 156 - 5 28 07/27/20 14MD123 celved ca pdeposits	CO 722 AC 56 CL 39 117 526 0 008 SIC Co 14 56 CL 56 CL 56 CL 56 CL 56 CL 56 CL 56 56 CL 56 56 CL 56 56 56 56 56 56 56 56 56 56	DE: US COUNTING ASSIFICAT SURCHAR SURCHAR O TO SNATURE / TO SNATURE / Mments (H) NAVS MAVS cutive/Per	INTERNATION	1260 00022 0 A 260 00052 0 M 1359	Reviewed Certition	AAA TRANS 1 TYPE 1 2D 004212500 2D D0LSCH500 swed By Leadin RTIFY that the a ct to the best of f. fied by (Signatu b)	9AA CODE 1924SIK09 1924GLSUR g CS (Sign: hbove inform my knowle re) (Rank a	ST AMOUNT T \$13388.85 T \$ 2136.75 \$15525.60 ature) nation is dge and nd Title)		
(DAVSUP Form 1 AAVSUP Form 1 AAVSUP Publicat has been used to associated with T ASH STATEME) indeposited Ball ale of Meals talk Sales and Deposited V tale Sales of Me ExtriFICATION isoursing Officer Signature) (Date) ALVIN E. TILLANUEVA, CH Standard Doc. No ERTIFICATION.	vith D.C r Colle- is month NT Fwd r Colle- is 3159 V c. i certifi is certifi is certifi is certifi is certifi	ction DO her # Symbol 8371 N000221 y that I have re 0, representing wil be included I	\$ 21 + 134 + 21 - 150 - 5 28 Date 07/27/20 07/27/20 07/27/20 07/27/20	CO 722 AC 56 CL 39 117 526 0 008 SIC Co 14 56 CL 56 CL 56 CL 56 CL 56 CL 56 CL 56 56 CL 56 56 CL 56 56 56 56 56 56 56 56 56 56	DE: US COUNTING ASSIFICAT SURCHAR SURCHAR O TO SNATURE / TO SNATURE / Mments (H) NAVS MAVS cutive/Per	ICON LES IT41453224 SEP IT4180452P IT418052P IT41	1260 00022 0 A 260 00052 0 M 1359	Reviewed Certition	AAA TRANS I 2D 004212500 2D D015CH500 mwed By Leadin RTIFY that the a cit to the best of f.	9AA CODE 1924SIK09 1924GLSUR g CS (Sign: hbove inform my knowle re) (Rank a	ST AMOUNT T \$13388.85 T \$ 2136.75 \$15525.60 ature) nation is dge and nd Title)		

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## Figure 7-11 Recording Data on the "Balance Sheet" Section Total to the General Mess Summary Document

#### F84A00001 TIME: 1:03 PM GENERAL MESS SUMMARY D DATE: 8/19/2014 NAVSUP FORM 1359 ACTIVITY PERIOD 07/01/2014 12345 USS ENTERPRISE (CVN-65) CORRECTED RGED OPERATED Ν REPORT? N DAYS IN PORT 31 RETURN? FINAL RETURN? RATIONS ALLOWED STATEMENT TEMPORARY Ν CLOSURE? Navy Rations Allowed 17856 Other Rations Allowed Total Rations Allowed 3022 LEVEL OF PROCUREMENT RECEIPTS 20878 Inventory (Balance Brought Forward) \$ Receipts with Charge Less: Transfers w/ Reimbursement 54861 Ū RATION BREAKDOWN Receipts with Charge 72276 õ Rations Fed Receipts without Charge 1142 Less: Bulk Sales - 0 Type Code Total \$ 128279 Navy Regular Ration for Cash 1 2999 Total Receipts Less Transfers and Bulk Sales 0 1327 EXPENDITURES 7360 Total Allowances Less Under/Over/CF Navy Reserve 3 145 Food Cost (338) Navy ROTC 4 Ratio Surveys Loss without Survey Naval Academy 5 16 This total dollar value is. Marine Regular 916 67 where we are Marine Reserve Bulk Sales 39 6 extended at last receipt Transfer with Reimbursement 350 Army Regular 351 8 price as reported on Army Reserve Transfer without Reimbursement 456 44 217 Inventory (Balance on Hand) NAVSUP Form 367 Army National Guard 52938 10A Air Force National Sub Total ŝ 127488 10B expenditure section. Price Adjustment 791 Guard Air Force Regular 11 Total s 128279 0 Coast Guard 12 VALUE LAST FULL PHYSICA INVENTORY ALLOWANCES RATIONS RATE 13 Foreign 1/ 07/29/2014 Miscellaneous 1/ 14 ASIC FOOD Date: 8.00 48176 6022 LLOWANCE TARS 15 Number of Days Since 2 DER/OVER ISSUE Total Other Personnel + 647 16 3022 ARRIED FORWARD TO 99 RATIONS Inventory Accuracy Rat 96 323 269 1.20 Grand Total 3/ 17 6021 0 TO 149 RATIONS 695 0.55 382 NAVSUP FORM 367 ge 1 of 3 NAVSUP FORM 367 DATE: 19AUG14 RECORD OF RECEIPTS AND EXPENDITURES (4442) ACTIVITY UIC USS ENTERPRISE (CVN-65) 2345 NAVSUP FORM 367 (Rev. 1-80) S/N 0108-LF-500-3670 RECEIPTS EXPENDITURES 2014 2014 DOCUMENT DOCUMENT SOURCE VALUE SOURCE VAL UΕ MO. DAY NO. MO. DAY NO. INVENTORY LOSS WITH 9 60.0000 7 204016 BROUGHT 54,861.4600 SURVEY 1 FORWARD TRANSFER SYSCO W/O REIMB 9A18 455.5800 7 31 4031 HAMPTON (USS 7 2 4121 101 902F 3,542.7700 HALYBURTON) ROADS (N00109) BULK SALE WARDROOM SYSCO 7 4031 9E22 38.9500 31 HAMPTON **ÙSS** 4121 101 900B 229.6400 7 б ENTERPRISE) ROADS (N00109) TRANSFER W/ SYSCO REIMB (SALES 7 ±Ξ 31 4031 9K17 350.3200 HAMPTON OFFICER USS 4121 101 9010 2,168.3700 7 6 ROADS ENT) (N00109) ISSUE TO THE SYSCO 7 31 GENERAL. 73.644.5800 HAMPTON MESS 7 6 4125 101 9001 7.853.9300 ROADS INVENTORY 52,938.3303 31 (N00109) 7 31 SUBTOTAL 127,487.7603 SYSCO PRICE HAMPTON 7 6 4121 101 9001 556.2000 7 31 791.3602 ADJUSTMENT ROADS (N00109) 31 TOTAL 128,279.1205

## NAVSUP P-486, Vol I, Rev 9 - Food Service Management

Figure 7-12 Recording Data on the "Expenditure" Section (Survey and Loss Without Survey) to the General Mess Summary Document

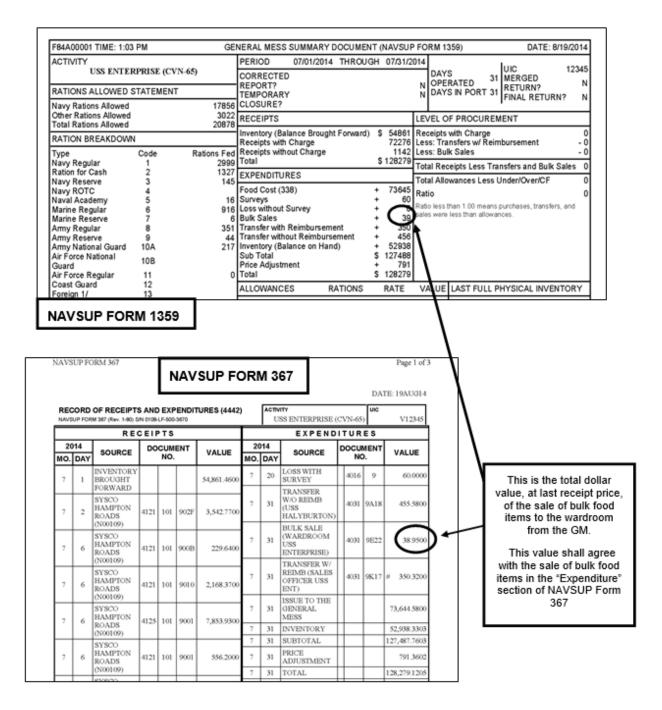


Figure 7-13 Reporting Sale of Bulk Food on the General Mess Summary Document

F84A00001 TIME: 1:03	PM	GE	NERAL MESS SUM	MARY DOCUMEN	NT (NAVSUP	FORM 1	359) DATE: 8/19/2014
ACTIVITY USS ENTER	PRISE (CVN-6			01/2014 THROU	,	D14 DAY	S UIC 1234 RATED 31 MERGED
RATIONS ALLOWED S	TATEMENT		TEMPORARY			N DAY	S IN PORT 31 FINAL RETURN?
Navy Rations Allowed Other Rations Allowed		17856	CLOSURE?				
Total Rations Allowed		20878	RECEIPTS				OF PROCUREMENT
RATION BREAKDOWN	Code	Rations Fed	Inventory (Balance Receipts with Char Receipts without C	ge	72276		with Charge ansfers w/ Reimbursement - Ik Sales -
Navy Regular	1	2999		nuige	\$ 128279		ceipts Less Transfers and Bulk Sales
Ration for Cash	2 3	1327	EXPENDITURES				wances Less Under/Over/CF
Navy Reserve Navy ROTC	3	145	Food Cost (338)		+ 73645	Ratio	Swance's Less Onder/Over/OP
Naval Academy	5		Surveys		+ 60		than 1.00 means purchases, transfers, and
Marine Regular Marine Reserve	6 7		Loss without Surve Bulk Sales	У	+ 0 + 39		less than allowances.
Army Regular	8		Transfer with Reim	bursement	+ 350		
Army Reserve	9		Transfer without Re		+ 456		
Army National Guard Air Force National	10A	217	Inventory (Balance Sub Total	on Hand)	+ 52938 \$ 127488		
Guard	10B		Price Adjustment		+ 791		
Air Force Regular	11	0	Total		\$ 128279		
Coast Guard Foreign 1/	12 13		ALLOWANCES	RATIONS	RATE	VALUE	LAST FULL PHYSICAL INVENTORY
Miscellaneous 1/	14		BASIC FOOD	6022	8.00	48176	Date: 07/29/2014
TARS	15		ALLOWANCE UNDER/OVER ISSUE		0.00		Number of Days Since: 2
Total Other Personnel 2/	16	3022	CARRIED FORWARD		4.00	+ 647	Inventory Accuracy Rate: %
Grand Total 3/	17	6021*	1 TO 99 RATIONS 100 TO 149 RATIONS	269 695	1.20 0.55	323 382	
<ol> <li>Prepare certification in ac Management, NAVSUP F Volume 1.</li> <li>Codes 2 through 15.</li> <li>Codes 1 and 16.</li> <li>The value depicted in the Sections of the General N (NAVSUP Form 1359) is</li> </ol>	Publication 486, Cl Ration Breakdow Mess Summary Do a result of roundin	n & Allowance curnent ig. Per the	SYSCO HAMPTON ROADS Total Allowances Food Cost (338) Under/(Over) Issue	6022	2.85	17163 66691 - 73645 - 6954	Stores Consumed (1059) 7548 % Difference Between Food Cost & Stores Consumed 2.50%
NAVSUP Publication 486 has been used to calculate			Under/(Over) issue			- 0904	% Under/(Over) Issue 10.439
associated with this mont		1000	COUNTRY				
CASH STATEMENT			CODE: US	ADDROD SUB	OBJ DO	SUB	AAA TYPE PAA CODE AMOUN
Undeposited Bal Fwd Sale of Meals Bulk Sales		\$ 2722 + 13456 + 39	ACCOUNTING CLASSIFICATION	HEAD	CLASS BUI	N ALLOT	AAA TRANS PAA CODE AMOUN
Surcharges Cash Deposited with D.0 Other Sales of Meals Undeposited Sales	0.	+ 2117 - 15526 - 0 \$ 2808	SALES SURCHARGES O&MN TOTAL				2D 004212500924SIK09T \$13388.8 2D DGLSCH500924GLSURT \$ 2136.7 \$15525.6
CERTIFICATION			SIGNATURE / COI	MMENTS			
	ection DO cher # Symbol	Date	Comments (Hand V	Vritten Note):		Revi	ewed By Leading CS (Signature)
3159	9 8371	07/27/2014					
CALVIN E. VILLANUEVA, CIV			The figures Contair column are correct				RTIFY that the above information is act to the best of my knowledge and
Standard Doc. No.	N00022	14MD12345	belief.	,	-	belie	
CERTIFICATION: I certi in the amount of 15525.0 described above, which statement of accountabi 07/01/2014 through 07/3	60, representing wil be included lity for the perio	g deposits in my	Executive/Personn LONNIE U. MAYEF		re) (Date)	(Date	fied by (Signature) (Rank and Title) e) RIEL R. STEVENS, CWO4

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## Figure 7-14 Recording Data on the "Expenditure" Section (Transfer With Reimbursement) to the General Mess Summary Document

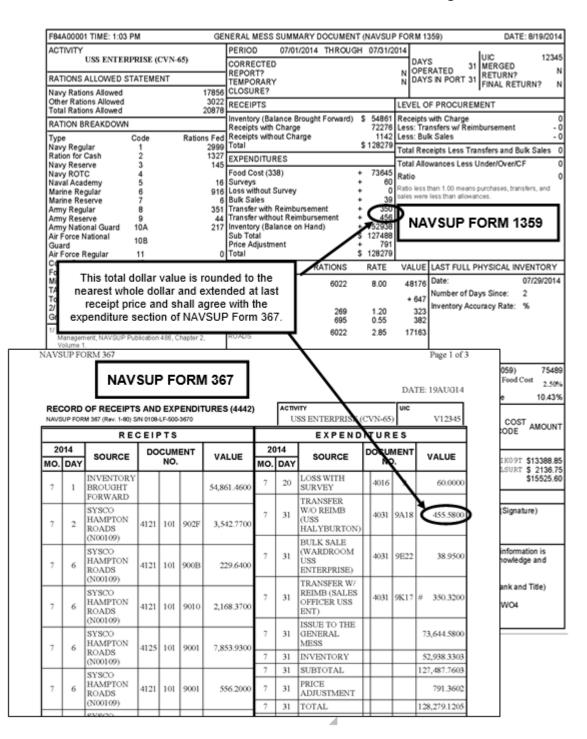


Figure 7-15 Recording Data on the "Expenditure" Section (Transfer Without Reimbursement) to the General Mess Summary Document

#### F84A00001 TIME: 1:03 PM GENERAL MESS SUMMARY DOCUMENT (NAVSUP FORM 1359) DATE: 8/19/2014 ACTIVITY PERIOD 07/01/2014 THROUGH 07/31/2014 USS ENTERPRISE (CVN-65) luic 12345 DAYS 31 MERGED OPERATED 31 RETURN? DAYS IN PORT 31 FINAL RETURN? CORRECTED N REPORT? N RATIONS ALLOWED STATEMENT TEMPORARY N Ν CLOSURE? Navy Rations Allowed 17856 Other Rations Allowed 3022 RECEIPTS LEVEL OF PROCUREMENT Total Rations Allowed 20878 Inventory (Balance Brought Forward) \$ 54861 Receipts with Charge 0 RATION BREAKDOWN Receipts with Charge 72276 Less: Transfers w/ Reimbursement ő Rations Fed Receipts without Charge Туре Code 1142 Less: Bulk Sales - 0 Navy Regular Total \$ 128279 2999 Total Receipts Less Transfers and Bulk Sales 0 Ration for Cash 1327 EXPENDITURES Total Allowances Less Under/Over/CF Navy Reserve 3 145 Navy ROTC Food Cost (338) 73645 + Ratio Surveys Loss without Survey Bulk Sales 16 60 Naval Academy 5 table less than 1.00 means purchases, transfers, and Marine Regular Marine Reserve Ö 6 916 ales were less than allowar 39 7 6 Army Regular Transfer with Reimbursement Transfer without Reimbursement 350 456 8 351 Army Reserve Army National Guard 9 44 NAVSUP 217 Inventory (Balance on Hand) 52938 10A 127499 791 128279 Sub Total FORM 1359 Air Force National ŝ 10B Price Adjustment Guard Air Force Regular 11 0 Total ×. e Coast Guard 12 ALLOWANCES RATIONS VALU LAST FULL PHYSICAL INVENTORY RATE Foreign 1/ 13 ASIC FOOD 07/29/2014 Miscellaneous 1/ 14 6022 8.00 48176 TARS 15 ALLOWANCE f Days Since: Nu 2 UNDER/OVER ISSUE Total Other Personnel + 647 16 3022 Inventory A uracy Rate: % TO 99 RATIONS 269 1.20 323 Grand Total 3/ 17 6021\* 100 TO 149 RATIONS 695 SCO HAMPTON ADS Note: Due to rounding this value may Prepare certification in accordance with Food Service Management, NAVSUP Publication 486, Chapter 2, 6022 not agree with NAVSUP Form 367 and Volume 1 2 Codes 2 Ethnoigh 15. 37 Codes 1 and 16. \* The value depicted in the Ration Breakdown & Allowance NAVSUP Form 1359. Total Allowances Sections of the General Mess Summary Document Food Cost (338) 6 Differe (NAVSUP Form 1359) is a result of rounding. Per the NAVSUP Publication 486, the most advantageous va 2.50% 6954 & Stores C med Under/(Over) Issue ous value has been used to calculate the Total Allowances associated with this month/year. % Under ver) Issue 10.43% COUNTRY NS PAA CODE NAVSUP FORM 367 COST AMOUNT Page 1 of 3 OT AAA тι NAVSUP FORM 367 DATE: 19AU014 12500924SIK09T \$13388.85 6 2D 0 RECORD OF RECEIPTS AND EXPENDITURES (4442) ACTIVITY 32 2D D CH500924GLSURT \$ 2136.75 USS ENTERPRISE (CVN-65) V12345 \$15525.60 EXPENDITURES RECEIPTS 2014 DOCUMENT 2014 DOCUMENT VALUE SOURCE VALUE SOURCE MO. DAY NO. MO. DAY NO. d By Leading CS (Signature) wien VENTOR: .088 WITH 20 4016 9 60.000 54,861.460 1 ROUGHT SURVEY ORWARD TRANSFER \$7500 W/O REIMB 31 4031 9A18 455.5800 CE TIFY that the above information is HAMPTON 1385 -4121 100 2 902F 3,542.770 HALYBURTON ROADS ct to the best of my knowledge and N00109) BULK SALE WARDROOM 00800 31 4030 9823 38.950 HAMPTON ROADS N00109) ified by (Signature) (Rank and Title) 101 900B 7 6 4121 229.640 NTERPRISE) TRANSFER W/ REIMB (SALES OFFICER USS ABRIEL R. STEVENS, CWO4 YSCO IAMPTON 31 9617 350.320 4033 4121 101 9010 6 2,168.37 tOAD5 INT) \$00109) ISSUE TO THE GENERAL 31 73,644.580 sysco HAMPTON 7 MESS 4125 101 9001 7,853.930 6 **DADS** 31 INVENTORY 52,938.330 N001091 31 SUBTOTAL SYSCO HAMPTON PRICE 4121 101 31 6 9001 556 200 ADJUSTMENT 291.36 ROADS N00109) 31 TOTAL 128.2

Figure 7-16 Recording Data on the "Expenditure" Section (Price Adjustment) Section of the General Mess Summary Document

F84A00001 TIME: 1:03 PI	N	GE	NERAL MESS SUM	MARY DOCUME	NT (NAVSUP	FORM 1	359) DATE: 8/19/201
ACTIVITY USS ENTERPI			CORRECTED REPORT?	1/2014 THROU	GH 07/31/2	N OPE	RATED 31 MERGED
RATIONS ALLOWED STA Navy Rations Allowed		17856	TEMPORARY CLOSURE?			NDAY	S IN PORT 31 FINAL RETURN?
Other Rations Allowed Total Rations Allowed	(	3022 20878				LEVEL C	F PROCUREMENT
RATION BREAKDOWN		$\overline{\boldsymbol{\gamma}}$	Inventory (Balance Receipts with Char				with Charge Insfers w/ Reimbursement -
Type C Navy Regular	ode Ratio	Fed 2999		harge	1142 \$ 128279	Less: Bu	k Sales - ceipts Less Transfers and Bulk Sales
Ration for Cash	2	1327	EXPENDITURES				
Navy Reserve Navy ROTC	3 4	145	Food Cost (338)		+ 73645		wances Less Under/Over/CF
Naval Academy	5	16	Surveys		+ 60	Ratio	
Marine Regular	6		Loss without Surve	y	+ 0		than 1.00 means purchases, transfers, and less than allowances.
Marine Reserve Army Regular	7 8	351	Bulk Sales Transfer with Reim	bursement	+ 39 + 350		
Army Reserve Army National Guard Air Force National	9 10A 10B	44	Transfer without Re Inventory (Balance Sub Total	embursement	+ 456 + 52938 \$ 127488 + 791	N/	AVSUP FORM 1359
Guard Air Force Regular	11	0	Price Adjustment Total		+ /91 \$ 128279		
	12	, v	ALLOWANCES	RATIONS	RATE	VALUE	LAST FULL PHYSICAL INVENTORY
	13		BASIC FOOD				
	14 15		ALLOWANCE	6022	8.00	48176	Date: 07/29/201
Total Other Demonsel	16	3022	UNDER/OVER ISSUE CARRIED FORWARD			+ 647	Number of Days Since: 2
2/			1 TO 99 RATIONS	269	1.20	323	Inventory Accuracy Rate: %
Grand Total 3/	17	6021*	100 TO 149 RATIONS SYSCO HAMPTON	695	0.55	382	
Determined report afloat a PERSUPPDE			ROADS	6022	2.85	17163	Stores Consumed (1059) 7548
			Food Cost (338) Under/(Over) Issue			- 73645 - 6954	% Difference Between Food Cost & Stores Consumed % Under/(Over) Issue 10.43
associated with this monthly	year.		COUNTRY				
CASH STATEMENT			CODE: US	APPROP SUB	OBJ BC	SUB	AAA TYPE PAA CODE AMOUN
Undeposited Bal Fwd Sale of Meals Bulk Sales	\$	2722 13456 39	ACCOUNTING CLASSIFICATION	HEAD	CLASS	ALLOT	TYPE CODE
Surcharges Cash Deposited with D.O. Other Sales of Meals Undeposited Sales	+ - - \$	2117 15526 0 2808	SALES SURCHARGES OSMN TOTAL				2D 0042125009245IK09T \$13388.6 2D DGLSCH500924GLSURT \$ 2136.7 \$15525.6
CERTIFICATION			SIGNATURE / COM	IMENTS			
	tion DO er# Symbol Date	,	Comments (Hand V	Vritten Note):		Revi	ewed By Leading CS (Signature)
3159		7/2014	1				
CALVIN E. VILLANUEVA, CIV			The figures Contain column are correct				RTIFY that the above information is to the best of my knowledge and
Standard Doc. No.	N0002214MD	12345	belief.	ie ere week of high		belie	
CERTIFICATION: I certify in the amount of 15525.60 described above, which wi statement of accountability 07/01/2014 through 07/31.	that I have receive , representing dep il be included in my y for the period of:	d cash osits	Executive/Personn LONNIE U. MAYEF		re) (Date)	(Dat	fied by (Signature) (Rank and Title) e) RIEL R. STEVENS, CWO4

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## Figure 7-17 Recording Data on the "Ration Allowed Statement" Section to the General Mess Summary Document

F84A00001 TIME: 1:03 PM GE	NERAL MESS SUMMARY DOCUMENT (NAVSUP FORM 1359) DATE: 8/19/20
ACTIVITY	PERIOD 07/01/2014 THROUGH 07/31/2014
USS ENTERPRISE (CVN-65)	CORRECTED DAYS 31 MERGED
RATIONS ALLOWED STATEMENT	REPORT? N OPERATED RETURN?
Navy Rations Allowed 17856	FINAL RETURN?
Valvy Rations Allowed 17656 Other Rations Allowed 3022	
Total Rations Allowed 20878	
RATION BREAKDOWN	Inventory ( equal the total rations Receipts w Receipts w Receipts w fed column.
Type Code Rations Fed	Total
Navy Regular 1 2999 Ration for Cash 2 1327	Total Receipts Less Transfers and Bulk Sales
Navy Reserve 3 145	Total Allowances Less Under/Over/CF
Navy ROTC 4	Food Cost (\$38) + 73645 Ratio
	Surveys + 60
	t o since the strength of the
	DUK 38 + 38
Air Earna Matianal	Subfotal \$ 127488
Suard 10B	Prije Adjustment + 791
Air Force Regular 11 0	
Coast Guard 12	
Foreign 1/ 13	LLOWANCES RATIONS ATE VALUE LAST FULL PHYSICAL INVENTORY
Miscellaneous 1/ 14	BASIC FOOD 6022 8.00 48176 Date: 07/29/201
TARS 15	ALLOWANCE Number of Days Since: 2
Total Other Personnel 16 3812	+ 647
<i>u v v v v v v v v v v</i>	1 TO 99 RATIONS 269 1.20 323 Inventory Accuracy Rate: %
Grand Total 3/ 17 6021*	100 TO 149 RATIONS 895 0.55 382 SYSCO HAMPTON 2005 17400
Volume 1. V Codes 2 through 15. V Codes 1 and 16. The value depicted in the Ration Breakdown & Allowance Sectors of the General Mess Summary Document (NAVSUP Form 1359) is a result of rounding. Perthe NAVSUP Publication 408, the most advantageous value has been used to calculate the Total Allowances associated with this monthylear.	Total Allowances         66691         Stores Consumed (1059)         754           Food Cost (338)         - 73645         % Difference Between Food Cost         2.50           Under/(Over) Issue         - 6954         & Stores Consumed         0.43
CASH STATEMENT	COUNTRY CODE:US SUB OBLI SUB TRANS COST
	APPROP SOB OBS BCN SOB AAA INANS PAA COST AMOUN
Jndeposited Bal Fwd \$ 2722	ACCOUNING HEAD CLASS SON ALLOT TYPE TO CODE
Sale of Meals + 13456 Bulk Sales + 39	CLASSIFICATION
Surcharges + 2117	SALES 1741453224126000022 0 068566 2D 0042125009245IK09T \$13388;
The basic allowance rates used m	N 174180452FA 26000052 0 068732 2D DGLSCH500924GLSURT \$ 2136. \$15525.
with the latest NAVSUPNOTE	
Disbursing Officer Collection DO	Comments (Hand Written Note): Reviewed By Leading CS (Signature)
Signature).(Date) Voucher # Symbol Date	
3159 8371 07/27/2014	
CALVIN E. VILLANUEVA, CIV	The figures Contained in the 'Rations Allowed' I CERTIFY that the above information is column are correct to the best of my knowledge and correct to the best of my knowledge and
Standard Doc. No. N0002214MD12345	belief.
CERTIFICATION: I certify that I have received cash	Executive/Personnel Officer (Signature) (Date) Certified by (Signature) (Rank and Title)
n the amount of 15525.60, representing deposits	LONNIE U. MAYER, CDR (Date) (Date)

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## Figure 7-18 NAVSUP Form 1359 Recording Data on the Computation Allowance/Financial Section (Total Allowances) to the General Mess Summary Document

F84A00001 TIME: 1:03	PM	GE	NERAL MESS SUM	MARY DOCUMEN	IT (NAVSUP	FORM 1	359) DATE: 8/19/20
ACTIVITY	PRISE (CVN-6			)1/2014 THROU	,	014 DAY	
RATIONS ALLOWED S	TATEMENT		REPORT? TEMPORARY				S IN PORT 31 FINAL RETURN?
Navy Rations Allowed		17856	CLOSURE?				FINAL REFORM?
Other Rations Allowed		3022	RECEIPTS			LEVEL O	F PROCUREMENT
Total Rations Allowed		20878	Inventory (Balance		\$ 54861		with Charge
RATION BREAKDOWN	<b>•</b> •		Receipts with Char	ge	72276 7142		ansfers w/ Reimbursement
Type Navy Regular	Code 1	Rations Fed	Receipts without C Total	laige	\$ 128279		
Ration for Cash	2	1327	EXPENDITURES		+	Total Red	ceipts Less Transfers and Bulk Sales
Navy Reserve	3	145				Total Allo	owances Less Under/Over/CF
Navy ROTC	4		Food Cost (338)		+ 73645	Ratio	
Naval Academy Marine Regular	5 6		Surveys Loss without Surve		+ 60 + 0	Ratio less	than 1.00 means purchases, transfers, and
Marine Reserve	7		Bulk Sales	У	+ 39		less than allowances.
Amy Regular	8		Transfer with Reim	bursement	+ 350		
Army Reserve	9		Transfer without R		+ 456		
Army National Guard	10A	217	Inventory (Balance	on Hand)	+ 52938		
Air Force National	10B		Sub Total		\$ 127488 + 791		
Guard Air Force Regular	11	0	Price Adjustment Total		+ 791 \$ 128279		
Coast Guard	12	0					
Foreign 1/	13		ALLOWANCES	RATIONS	RATE	VALUE	LAST FULL PHYSICAL INVENTORY
Miscellaneous 1/	14		BASIC FOOD	6022	8.00	48176	Date: 07/29/201
TARS	15		ALLOWANCE UNDER/OVER ISSUE		0.00		Number of Days Since: 2
Total Other Personnel	16	3022	CARRIED FORWARD			+ 647	Inventory Accuracy Rate: %
2/ Crand Tatal 2/	17	6021*	1 TO 99 RATIONS	269	1.20	323	Inventory Accuracy Rate. %
Grand Total 3/			100 TO 149 RATIONS	695	0.55	382	
<ol> <li>Prepare certification in ac Management, NAVSUP F Volume 1.</li> <li>Codes 2 through 15.</li> <li>Codes 1 and 16.</li> <li>The value depicted in the</li> </ol>	Publication 486, Cl	hapter 2,	SYSCO HAMPTON ROADS	6022	2.85	66691	Stores Consumed (1059) 754
Sections of the General M (NAVSUP Form 1359) is a NAVSUP Publication 486 has been used to calculat associated with this month	Ness Summary Do a result of roundin the most advantate the Total Allowa	cument g. Per the ageous value	Food Cost (338) Under/(Over) Issue				% Difference Between Food Cost
CASH STATEMENT			COUNTRY CODE: US	CLIP	OPI	CUP	TRANS COST
Undeposited Bal Fwd Sale of Meals Bulk Sales		\$ 2722 + 13456 + 39	ACCOUNTING CLASSIFICATION	APPROP HEAD	CLASS BCI	ALLOT	AAA TYPE PAA COST AMOUN
Surcharges Cash Deposited with D.C Other Sales of Meals Undeposited Sales	D.	+ 39 + 2117 - 15526 - 0 \$ 2808	SALES SURCHARGES O&MN TOTAL				2D 004212500924SIK09T \$13388. 2D DGLSCH500924GLSURT \$ 2136. \$15525.
CERTIFICATION			SIGNATURE / COI	MMENTS			
Disbursing Officer Colle (Signature),(Date) Vou		Date	Comments (Hand \	Vritten Note):		Revi	ewed By Leading CS (Signature)
3159	8371	07/27/2014					
CALVIN E. VILLANUEVA, CIV			The figures Contair column are correct				RTIFY that the above information is act to the best of my knowledge and
Standard Doc. No.	N00022	14MD12345	belief.		-	belie	f.
CERTIFICATION: I certi in the amount of 15525.6 described above, which statement of accountabil 07/01/2014 through 07/3	60, representing wil be included lity for the perio	g deposits in my	Executive/Personn LONNIE U. MAYEF		re) (Date)	(Date	ified by (Signature) (Rank and Title) e) RIEL R. STEVENS, CWO4

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## Figure 7-19

Recording Data "Expenditure" Section of the General Mess Summary on the Document

## 7003 DISTRIBUTION OF NAVSUP FORM 1359

NAVSUP Form 1359 shall be distributed as follows:

- Original Signed hard copy retained by the FSO and placed in the accountability file for 10 years.
- Copy 1 Provided to the Disbursing Officer when deposits are made.

## 7004 PROCEDURES FOR SUBMITTING CORRECTED NAVSUP FORM 1359

1. GENERAL. As the result of late discovered errors or omissions, submission of a corrected General Mess Summary Document shall be necessary. Reopening prior months requires TYCOM/CNIC approval. Any errors in undeposited sales at the beginning or end of a month shall effect preceding/subsequent submittals.

2. PROCEDURES WHEN SUBMITTING AN AUTOMATED CORRECTED REPORT. A new NAVSUP Form 1359 shall be reprinted each time a change is made in the FSM system that affects the NAVSUP Form 1359. Reprinting the NAVSUP Form 1359 shall overwrite the original monthly closeout package. You must maintain the original and each corrected copy of NAVSUP Form 1359 in the accountability file.

3. CORRECTED REPORTS. All entries on hard copy records that reflect corrected figures shall be annotated with one asterisk (\*) on the original and the copy of the record (see Figure 7-20). This is not required when corrections are made in the FSM system.

Errors in the Disbursing Officer's Certification Section require that the Section shall be filled out completely and signed by the Disbursing Officer. If there are no errors in this Section, it shall be completed in its entirely with the exception of the signature block. The word "SIGNED" shall be entered in place of the Disbursing Officer's signature and initialed by the FSO.

Each corrected NAVSUP Form 1359 that is retained in the accountability file shall be annotated with a "Y" and the corrected report number in the "CORRECTED REPORT?" field. The corrected reports for the month shall be numbered consecutively. Justification for the correction shall be entered manually in the Comments Section of NAVSUP Form 1359.

The FSO shall sign and insert the typed name and rank and current date after all sections of NAVSUP Form 1359 have been completed and proper documentation has been attached to the original and the copy.

NOTE: It is recommended that FSM system users print the NAVSUP Form 1359 each month before posting any records to verify that all carry forward values were carried forward correctly.

F84A00001 TIME: 1:03 PM	GE	NERAL MESS SUM	MARY DOCUM	ENT (NAVSUP	FORM 1	359) DATE: 8/19/201
ACTIVITY		PERIOD 07/	01/2014 THRO	UGH 07/31/2		- UIC 1234
USS ENTERPRISE (CVN-	55)	CORRECTED			Y DAY	S 31 MERGED
RATIONS ALLOWED STATEMENT		REPORT? TEMPORARY				RATED RETURN?
Navy Rations Allowed	* 17856				N_	FINAL RETURN?
Other Rations Allowed	3022	RECEIPTS			LEVEL C	OF PROCUREMENT
Total Rations Allowed	20878	RECEIPTS				
RATION BREAKDOWN	1 \	Correction of				with Charge ansfers w/ Reimbursement -
Type Code	1 `	Correction sl		1142	Less: Bu	
Navy Regular 1		annotated w		\$ 128279		
Ration for Cash 2 Navy Reserve 3		asterisk	*.		1 1	Corrected report shall have
Navy ROTC 4		Food Cost (338)		+ 73645		Y in the corrected repo
Naval Academy 5		Surveys		+ 60		block followed by the
Marine Regular 6		Loss without Surve	У	+ 0		corrected report numbe
Marine Reserve 7 Army Regular 8		Bulk Sales Transfer with Reim	burgement	+ 39 + 350		corrected report number
Army Reserve 9		Transfer without Re		+ 456	-	
Army National Guard 10A		Inventory (Balance		+ 52938		
Air Force National 10B		Sub Total		\$ 127488		
Guard	0	Price Adjustment Total		+ 791 \$ 128279		
Air Force Regular 11 Coast Guard 12	0	L				
Foreign 1/ 13		ALLOWANCES	RATIONS	RATE	VALUE	LAST FULL PHYSICAL INVENTORY
Miscellaneous 1/ 14		BASIC FOOD	6022	8.00	48176	Date: 07/29/201
ARS 15		ALLOWANCE UNDER/OVER ISSUE				Number of Days Since: 2
Total Other Personnel 16	3022	CARRIED FOR WARD			+ 647	Inventory Accuracy Rate: %
Grand Total 3/ 17	6021*	1 TO 99 RATIONS 100 TO 149 RATIONS	269		323 382	
<ol> <li>Prepare certification in accordance with Fo Management, NAVSUP Publication 486, C Volume 1.</li> <li>Codes 2 through 15.</li> <li>Codes 1 and 16.</li> <li>The value depicted in the Ration Breakdow</li> </ol>	hapter 2,	SYSCO HAMPTON ROADS	6022	2.85	66691	
Sections of the General Mess Summary D (NAVSUP Form 1359) is a result of roundi NAVSUP Publication 486, the most advan has been used to calculate the Total Allow associated with this month/vear.	ocument ng. Perthe tageous value	Food Cost (338) Under/(Over) Issue	1		- 73645 - 6954	% Difference Between Food Cost 2 50
CASH STATEMENT		COUNTRY CODE: US	SUE	OB.	SUB	TRANS COST
Jndeposited Bal Fwd Sale of Meals Bulk Sales	\$ 2722 + 13456 + 39	CLASSIFICATION	APPROP HEA	D CLASS BCI	ALLOT	AAA TYPE PAA CODE AMOUN
Surcharges Cash Deposited with D.O. Other Sales of Meals Jndeposited Sales	+ 2117 - 15526 - 0 \$ 2808	SALES SURCHARGES O&MN TOTAL	174180452FA			2D 00421250092451K09T \$13388.6 2D DGLSCH500924GLSURT \$ 2136.7 \$15525.6
CERTIFICATION		SIGNATURE / COI				
Disbursing Officer Collection DO (Signature),(Date) Voucher # Symbo		Comments (Hand \	Written Note):		Revi	ewed By Leading CS (Signature)
3159 8371	07/27/2014					
CALVIN E. /ILLANUEVA, CIV		The figures Contain column are correct			1d corre	RTIFY that the above information is to the best of my knowledge and
	214MD12345	belief.			belie	л.
CERTIFICATION: I certify that I have r n the amount of 15525.60, representir described above, which wil be included statement of accountability for the peri 7/01/2014 through 07/31/2014.	g deposits I in my	Executive/Personn LONNIE U. MAYER		ture) (Date)	(Date	ified by (Signature) (Rank and Title) e) RIEL R. STEVENS, CWO4

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## Figure 7-20 NAVSUP Form 1359 Submitting a Manual Corrected General Mess Summary Document Corrected NAVSUP Form 1359

# PART B: INVENTORY

## 7100 GENERAL INFORMATION

1. APPLICABILITY. The procedures in this section apply to all GMs. Performing accurate and timely inventories is one of the most critical responsibilities of the FSO. Physical inventories provide the foundation to support recordkeeping closeouts and submission of GM returns.

2. DEFINITION. A physical inventory is a process of identifying, counting, and evaluating all subsistence on hand at a specified time.

- 3. PURPOSE. A physical inventory is taken for the following purposes:
  - To establish and reestablish financial accountability and responsibility
  - To determine the dollar value of the subsistence on hand so that the required financial reports can be prepared
  - To check on the accuracy of subsistence ledgers and to adjust any differences that may exist between the subsistence ledgers and the subsistence on hand.
  - To determine the dollar value of subsistence shortages caused by spoilage, damage, waste, pilferage, or other losses not reflected on subsistence ledgers.
  - To identify subsistence shortages and overages and to determine financial liability.
  - To serve as a management tool for subsistence inventory controls.

4. INVENTORY LEVELS. Afloat and ashore commands must constantly ensure that inventory levels maintain current TYCOM/Regional Galley Program Manager-approved endurance levels as discussed below.

- a. Afloat. Based on TYCOM endurance level guidance and knowledge of future operations.
- b. Ashore. Maintain no more than seven to ten days inventory on hand. Exceptions for circumstances such as natural disasters must be approved through CNIC.
- c. Inventory Level Priorities. Maintaining the following good inventory practices throughout the month reduces inventory issues:
  - Use first-in/first-out inventory management system.
  - Determine food ordering requirements from past crew consumption, acceptability patterns, and item cost.
  - Reduce inventory levels before entry into shipyard/overhaul periods by adjusting menus to reduce on-board stocks.
  - Transfer excess stock to other activities sufficiently in advance of food expiration.
  - Request assistance from TYCOM.

5. COMPLETION OF INVENTORIES. A full physical subsistence inventory shall be performed as follows:

- Upon relief of the accountable FSO.
- Upon relief of the responsible Bulk Storeroom Custodian.
- Within 90 days of the last full physical inventory (see Figure 7-21). It is highly recommended that the last quarterly inventory be conducted in the month of September. NOTE: Spot inventories must be maintained to avoid inventory adjustments for over issues when conducting quarterly inventories.
- When there is evidence of unauthorized entry into that storeroom.
- Within 45 days of decommissioning.
- At any other time when directed by the Type Commander, Major Claimant, CO, Supply Officer, or FSO.

F84A00001 TIME: 1:03 F	РМ	GEI	NERAL MESS SUM	MARY DOCUMEN	IT (NAVSUP	FORM 13	359) DATE: 8/19/2014
ACTIVITY	PRISE (CVN-65			01/2014 THROUG	,	_	s UIC 12345
RATIONS ALLOWED ST	TATEMENT		REPORT? TEMPORARY			N OPE	RATED 31 MERGED N RETURN? N S IN PORT 31 FINAL RETURN? N
Navy Rations Allowed		17856	CLOSURE?			<u> </u>	FINAL RETORN? N
Other Rations Allowed		3022	RECEIPTS			LEVEL O	F PROCUREMENT
Total Rations Allowed		20878			6 54064		
RATION BREAKDOWN	Code	Rations Fed	Inventory (Balance Receipts with Char Receipts without Cl	ge	\$ 54861 72276 1142		ansfers w/ Reimbursement - 0
Navy Regular	1		Total	large	\$ 128279		
Ration for Cash	2	1327	EXPENDITURES				
Navy Reserve	3	145			. 70.045	Total Allo	wances Less Under/Over/CF 0
Navy ROTC	4	16	Food Cost (338)		+ 73645 + 60	Ratio	0
Naval Academy Marine Regular	5 6		Surveys Loss without Surve		+ 0	Ratio less t	than 1.00 means purchases, transfers, and
Marine Reserve	7		Bulk Sales	y	+ 39	sales were	less than allowances.
Army Regular	8		Transfer with Reim	oursement	+ 350		
Army Reserve	9		Transfer without Re		+ 456		ate of last full inventory
Army National Guard	10A	217	Inventory (Balance	on Hand)	+ 52938	(inv	ventory is required every
Air Force National	10B		Sub Total		\$ 127488 + 791	,	90 days).
Guard Air Force Regular	11	0	Price Adjustment Total		+ 791 \$ 128279		10 ddy0):
Coast Guard	12	0					
Foreign 1/	13		ALLOWANCES	RATIONS	RATE	VALUE	LAST FULL PHYSICAL INVENTORY
Miscellaneous 1/	14		BASIC FOOD	6022	8.00	48176	Date: 07/29/2014
TARS	15		ALLOWANCE UNDER/OVER ISSUE	0022	0.00		Number of Days Since: 2
Total Other Personnel	16	3022	CARRIED FORWARD			+ 647	
2/			1 TO 99 RATIONS	269	1.20	323	Inventory Accuracy Rate: %
Grand Total 3/	17	6021*	100 TO 149 RATIONS	695	0.55	382	/
<ol> <li>Prepare certification in ac Management, NAVSUP P Volume 1.</li> <li>Codes 2 through 15.</li> <li>Codes 1 and 16.</li> </ol>	ublication 486, Ch	apter 2,	SYSCO HAMPTON ROADS	6022	2.85	17163	
<ul> <li>The value depicted in the Sections of the General M (NAVSUP Form 1359) is a NAVSUP Publication 486, has been used to calculat associated with this month</li> </ul>	less Summary Doo a result of rounding , the most advanta e the Total Allowar	cument g. Perthe igeous value	Total Allowances Food Cost (338) Under/(Over) Issue			66691 - 73645 - 6954	Stores Consumed (1059)         75489           % Difference Between FoodCost & Stores Consumed         2.50%           % Under/(Over) Issue         10.43%
CASH STATEMENT			COUNTRY CODE: US	SUB	OBJ DO	, SUB	AAA TRANS DAA COST AMOUNT
Undeposited Bal Fwd		\$ 2722	ACCOUNTING	APPROP	OBJ BCI		AAA TRANS PAA COST AMOUNT
Sale of Meals			CLASSIFICATION	Inventor	v accura	cv rate	is based on
Bulk Sales		+ 39	SALES				anduated
Surcharges		+ 2117	SURCHARGES	li le las		intory c	1001 0100000
Cash Deposited with D.C Other Sales of Meals	).	- 15526	O&MN				SURT \$ 2136.75 \$15525.60
Undeposited Sales		\$ 2808	TOTAL				\$15525.00
CERTIFICATION		+ 1000	SIGNATURE / COM	IMENTS			
	ection DO	Date	Comments (Hand V	Vritten Note):		Revie	ewed By Leading CS (Signature)
(Signature),(Date) Voud 3159	· ·	07/27/2014					
CALVIN E.	5011		The form 0 is i	- 4 - 4 - 15 - 1	A.H	1.05	
VILLANUEVA, CIV			The figures Contain				RTIFY that the above information is act to the best of my knowledge and
Standard Doc. No.	N000221	4MD12345	column are correct belief.	to the best of my i	diowiedye al	beliet	
			E	0.00			
CERTIFICATION: I certif in the amount of 15525.6 described above, which y statement of accountabil 07/01/2014 through 07/3	0, representing wil be included i ity for the period	deposits in my	Executive/Personne LONNIE U. MAYEF		re) (Date)	(Date	fied by (Signature) (Rank and Title) e) RIEL R. STEVENS, CWO4

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## Figure 7-21 NAVSUP Form 1359 Recording Data for the Last Full Inventory on the General Mess Summary Document

6. INVENTORY ADJUSTMENTS. The four types of inventory adjustments are discussed below.

- a. Loss from Inventory. This results when the number of items on hand, counted during a physical inventory, is less than the number of items listed in NAVSUP Form 335, Subsistence Ledger. This shortage must be investigated by the LCS or FSO.
- b. Gain from Inventory. This results when the number of items on hand, counted during a physical inventory, is more than the number of items listed in NAVSUP Form 335, Subsistence Ledger. This excess must be investigated by the LCS or FSO.
- c. Net Inventory Adjustment. The Net Inventory Adjustment is the dollar value of the inventory after subtracting the Loss by inventory (+) from the Gained by inventory values (-). Example: if the command inventory adjusted \$10,000 as a Gained by inventory (-) and \$6,500 as a Loss by inventory (+) the Net Inventory Adjustment shall equal a gain of \$3,500 (-).
- d. Gross Inventory Adjustment. The Gross Inventory Adjustment is all adjustments, whether positive or negative, calculated as an absolute value. Example: \$10,000 Gained By Inventory (-), \$6,500 Loss By Inventory (+) = a Gross Inventory absolute value of \$16,500.

## 7101 INVENTORY MANAGEMENT

1. GENERAL. FSOs shall be expected to maintain an inventory validity of at least 95 percent. Loss of issue, receipt and expenditure documents, and incorrect records posting shall impede the ability to meet the 95 percent accuracy goal. Paying attention to the storerooms shall provide significant dividends on the time invested. A difference in book balances and the actual count during an inventory may be the difference between being over or under issue. Various checks and balances may be used to maintain control of inventory accuracy. Additional information is discussed below.

- a. Inventory Management. The FSO is required to implement an effective inventory management plan in accordance with TYCOM guidance. This procedure is used when the FSO conducts spot inventories of subsistence items in the bulk storeroom at unannounced times during the course of the monthly accounting period. A minimum of 10 percent of subsistence line items maintained in the bulk storeroom shall be inventoried twice a month or 20 percent monthly (Food Service Officer's decision based on needed inventory accuracy controls). Spot inventories must concentrate on high value and fast moving items. The results shall be compared to the Subsistence Ledgers (NAVSUP Forms 335) to ensure that the inventory accuracy of the bulk storeroom is maintained. The spot inventory needs to be signed by the FSO and placed in the FSO's non-accountability file for 3 years. Refer to the local TYCOM guidance for any additional and or increased levels of spot inventory requirements not outlined in this paragraph.
- b. Full Physical Inventories. This procedure is used when the FSO conducts a full quarterly inventory of all subsistence items every 90 days. The results shall be compared Subsistence Ledgers (NAVSUP Forms 335) with appropriate adjusting entries made. Because of operational risks, COMSUBFOR is authorized to exempt deployed submarines from quarterly inventories. Within 45 days of initial return to homeport, a full inventory must be conducted and results must be reported to TYCOM via the ISIC. Caution must be exercised with this procedure when like subsistence items are located in multiple locations.
- c. Breakout/Perpetual Inventories. This procedure is used when the Bulk Storeroom Custodian inventories the remaining subsistence items after each breakout or issue is made. The Bulk Storeroom Custodian shall indicate the balance on hand on each Food Item Request/Issue Document (NAVSUP Form 1282) after making each breakout or issue. The Recordskeeper shall compare this balance after decreasing the breakout or

issue on the Subsistence Ledger (NAVSUP Form 335). Differences shall be examined and appropriate entries made.

- d. Emergency Breakout Procedures. Emergency breakout procedures must be developed and approved by the FSO to ensure that proper inventory is maintained.
- e. Inventory Priorities. A full inventory conducted in a week that a spot inventory is required supersedes the need to conduct an additional spot inventory for that week.
- f. Inventory Discrepancies. Inadvertent inventory discrepancies (such as fat finger or posted wrong) shall be handled as a spot check the next day.
- g. Unforeseen Circumstances. Unforeseen circumstances (such as emergency leave or TAD) may cause the Food Service Officer (FSO) to be unavailable to conduct designated inventories (spot and/or full). The following procedures shall be followed:
  - (1) FSO shall have a LOA on file designating a temporary replacement in their absence.
  - (2) If the FSO is on shore duty, or operating a ship on FSM ashore mode there needs to be a NAVSUP approved SAAR form on file by NAVSUP designating the alternate role in block 11 of the SAAR form. A SAAR form needs to be completed and submitted when there is no SAAR form currently on file with an alternate role. The FSO shall take the following steps:
    - Send an e-mail to <u>navsup\_bsc\_fsm@navy.mil</u> requesting the new role. Note: An approved SAAR must be on file with NAVSUP Information Assurance Officer.
    - Follow all inventory procedures in accordance with P-486 Chapter 7, Paragraph 7100 and any other written procedures identified by the FSO when the alternate member assumes the temporary role as FSO.
  - (3) When the FSO returns, the previous designated role of the temporary relief will be reinstated.

## 7102 PREPARING FOR INVENTORIES

1. PREPARATION. Before the inventory all receipts, transfers, surveys, returns, and issues to the GM and other authorized messes must be up to date and posted with approval by the FSO. All receipt and expenditure (transfer, survey, sale, and issue) documents shall be posted to the following:

- Subsistence Ledgers (NAVSUP Forms 335)
- Record of Receipts and Expenditures (NAVSUP Form 367)

All subsistence items shall be arranged to make counting easier. It is recommended that like items be together, neatly stacked, visible, and in food item code (FIC) sequence in each storeroom, where possible.

2. ASSIGNMENT OF PERSONNEL. Before turnover of the FSO position, the FSO and the relieving FSO are required to complete a full inventory. Personnel who are assigned responsibility for subsistence storage areas shall be present and participate in the inventory in their respective spaces. A two-team method (two teams, two or more per team) shall be used when possible.

## 7103 FULL PHYSICAL INVENTORY PROCEDURES

- 1. INVENTORY. Inventory procedures are discussed below.
  - a. Recording the Inventory. The actual count of subsistence items will be recorded on the inventory worksheet (Figure 7-22) that has been generated and printed from FSM and be referred to as the rough inventory. Entries will be recorded in ink or permanent marker. Errors will be lined out and not blacked out or erased. All corrections will be initialed by the Food Service Officer. Each page of the rough inventory will be signed by all individuals participating in the inventory. It is also recommended that TYCOM be contacted for specific local requirements.

- b. Actions During the Inventory. The contents of boxes from which items have been removed shall always be counted. The FSO shall take the necessary action to ensure that no issue, transfer, or sale of subsistence items is made, except in an emergency, until the inventory has been reconciled. If an emergency breakout is made during the inventory, the inventory team shall be notified and their signatures shall be obtained on the breakout document.
- c. Actions After the Inventory Placed in Initiated Status in FSM (Reconciliation). Item loss by inventory quantities are calculated as follows, Physical count of item (PI Quantity) divided by previous book inventory value (System Quantity) equals line item validity. Item gain by inventory quantities (GBI), recorded as positive value as adjustments (gain). All quantity adjustments (gain or loss) with a line item validity of below 95 percent must be reconciled before placing the inventory into posted status. Changes to the inventory not permitted after placing inventory into the posted status. The Food Service Officer must place the inventory into accepted status, followed by generating and printing of the Physical Inventory (PI) Discrepancy Report (1059) to be signed. (Figure 7-23a, 7-23b, and 7-23c). Earlier versions of FSM, Food Service Officer accept the inventory followed by printing and signing all physical inventory view pages (Figure 7-26b).
  - (1) If the inventory is correct, it may be posted at this time or when all discrepancies have been resolved. The inventory quantity shall be posted to the "On Hand" balance column.
  - (2) If the inventory reveals unresolved discrepancies resulting in a shortage (the number of items on hand counted during a physical inventory is less than the number of items listed on NAVSUP Form 335, Subsistence Ledger) a loss from inventory has occurred and must be posted as shown below and in Figure 7-24.

Column	Instructions for Entry
Month and Day	Month and day the inventory was performed
Receipts	INVADJ (if applicable)
GM Issued	If the inventory quantity is greater than the "On
	Hand" balance, the amount entered shall be a
	negative value. If the inventory quantity is less
	than the "On Hand" balance, the amount shall be
	a positive value.
GM Cumulative Total	The sum of the value entered in the "GM Issued"
	column and the last value entered in the
	"Cumulative Total" column (if applicable).
Other	INV
On Hand	The physical inventory count of the subsistence
	item.

(3) If the inventory reveals unresolved discrepancies resulting in an excess, (the number of items on hand counted during a physical inventory is more than the number of items listed in the NAVSUP Form 335, Subsistence Ledger) a Gain From Inventory has occurred and must be posted as shown below and in Figure 7-25.

<u>Column</u>	Instructions for Entry
Month and Day	Month and day the inventory was performed
Receipts	INVADJ (if applicable)
GM Issued	The difference between the actual amount counted during the physical inventory and the
	On Hand balance shown on NAVSUP Form 335.
	This amount shall be a negative value.
GM Cumulative Total	The sum of the value entered in the "GM Issued"
	column and the last value entered in the

"Cumulative Total" column. This shall be a negative value.

INŬ

Other On Hand

The physical inventory count of the subsistence tem.

Inventory Adjustment Sheets (Physical Inventory (PI) Discrepancy Report). Quantity differences between the inventory and NAVSUP Form 335 balance shall be recorded to the Inventory Adjustment Sheets. An original and one copy of the Inventory Adjustment sheets shall be made using a blank NAVSUP Form 1059. An inventory loss is posted as a positive (+) figure, and an inventory gain is posted as a negative (-) figure. A credit issue occurs when an inventory adjustment results in a gain that is greater than the cumulative total of issues to a GM. These types of inventory adjustments must be researched thoroughly before they are posted. Generally, the causes for credit issues failing to post are an error or a receipt in a previous inventory count for that item. Each entry on the Inventory Adjustment Sheet shall be at the most current last receipt price. All Inventory Adjustment Sheets must be retained in the non-accountability file as part of the retained returns.

(4) Posting Differences (Money Value Only) to the Food Cost Control Record (NAVSUP Form 338). Gains and/or losses in inventories must be assumed to be issued or returned items that were not documented to and from the GM. Therefore, the summary of all inventory adjustments must be posted to NAVSUP Form 338 to reflect the true accumulation of actual food costs (see Figure 7-26a for gain or loss by inventory). Proper posting for the money value of inventory adjustment is shown below.

<u>Column</u>	Instructions for Entry
(1)	Date of the inventory
(14-15)	Inventory adjustment
(16)	Obtained from the Inventory Adjustment Sheet. A total inventory adjustment that results in a loss (positive figure) shall be posted as a plus entry. When the total inventory adjustment results in a credit issue (negative figure), it shall be posted as a minus entry.
(17)	The sum of the total inventory adjustment (Column 16) plus the Food Cost cumulative total (Column 17).
(19)	Difference between Column (15) and Column (17).

2. SMOOTH INVENTORY. Book Inventory Report (NAVSUP Form 1059) shall be generated in FSM system. The Book Inventory Report will be generated after the rough has been placed in posted and accepted status. The FSO, and if applicable, the relieving FSO shall compare the rough and smooth inventories. They shall sign and date the bottom of the last page of the smooth inventory and PI Discrepancy reports to certify correctness (Figure 7-23a, Figure 7-23b, and Figure 7-23c) and Book Inventory report. Note: Earlier versions of FSM, Physical Inventory View pages will be utilized in place of Physical Inventory (PI) Discrepancy Report (1059).

3. BOOK INVENTORY. Book inventory is the balance on hand on the last day of the monthly accounting period in closed status. It shall be recorded on NAVSUP Form 1059 signed by the Food Service Officer to be retained in the non-accountability file.

- 4. DISTRIBUTION. Distribution is discussed below.
  - a. Rough Inventory. Inventory worksheets shall be retained until the next inventory has been completed. All differences on the rough inventory must be reconciled before printing the book inventory report (NAVSUP Form 1059) and Physical Inventory (PI) Discrepancy Report (1059).
  - b. Smooth Inventory. The prepared book inventory report and Physical Inventory (PI) Discrepancy Report (1059) needs to be signed by the FSO and placed in the FSO's non-accountability file for 3 years.

Physical Inventory Worksheet

Page 1 of 32

# **Inventory Worksheet**

FIC	NSN	Nomenclature	U/I	Quantity
A09	890501E093016	FISH, CLAMS, CHPD, 12/51 OZ CANS PER	CN	
A09	890501E294935	CLAMS, MINCED, 49 OR 51 OZ	CN	
A18	890501E091152	CKN, BONED,CN,6/29 OZ CN	CN	
A21	890501E093006	SALMON, CN, PINK, 24/14.75 OZ CN	CN	
A32	890501E099941	TUNA, LT, PG, 6/43 OZ FLEX PG	PG	
A32	890501E192177	FISH, TUNA LIGHT 6/43 FLEX POUCH	PG	
A69	891001E617915	YOGURT SOFT SERV, VAN, LITE, FZN, LIQ, 1/2.3 GL CO, FOR DISP	со	
A72	891001E621483	SOFT SERV MIX, YOGURT, SBERRY, FZN, LIQ, 1/2.3 GL CO, FOR SOFT SERV DISP	со	
A78	891001E190517	MILK, DRY, INST, NF, 6/5 LB BG	BG	
A90	891001E093868	MILK, WHITE, 1% UHT, 5 GAL, BIB	co	
A90	891001E126377	MILK, UHT, WHITE, LOW FAT, 1 LT CO	со	
A93	891001E295804	MILK, STRAWBERRY, 1%, UHT, 8 OZ CO, 24 CT CS, SHELF STABLE	CS	
A94	891001E394857	MILK, RF, CHL, UHT, 2%, 36/0.5 PT CO	CS	
B10	891501E290047	APPLESAUCE, NAT JUICE, 72/4 OZ CO	CS	
B10	891501E293066	APPLESAUCE, #10	CN	
B10	891501E392072	APPLESAUCE, CN, UNSWT, MIN 104 OZ CN, 6/#10CN	CN	
B28	891501E293068	VEG, BEANS, GREEN, CANNED, CUT US GRADE	CN	
B34	891501E196228	BEANS, KIDNEY, #10	CN	
B34	891501E290350	VEG, BEANS, KIDNEY, CANNED, DARK RED, US GR A, 6/NO. 10 CN	CN	
B50	891501E192769	BEANS, REFRIED #10	CN	
B50	891501E298089	BEANS, REFRIED, CN, MIN 110 OZ CN, 6/#10CN	CN	
B54	891501E099521	BEANS, BAKED CN W/BACON AND BROWN SUGAR #10 SZ C	CN	
B54	891501E199417	VEG, BAKED BEAN, NO 10 SIZE CAN, 6/CASE	CN	
B54	891501E292429	BEANS,WHITE W/ TOMATO SAUCE, #10	CN	
B62	891501E291632	VEG, BEAN SPROUTS, NO. 10 CN, 6/CS	CN	
B66	891501E197170	BEETS, #10	CN	
B70	891501E093942	BLACK BEANS #10 CN	CN	
B72	891501E297008	FRUIT, BLUEBERRIES, WATER PACK, US	CN	
B95	891501E296383	CHERRIES, MARASCHINO, 16 OZ	co	
B98	891501E397051	GREENS,COLLARD,CN,SEASONED,MIN 101 OZ CN,6/#10CN	CN	

## Figure 7-22 NAVSUP Form 1059 Food Item Report/Master Food Code List Used For Recording Inventory

		1	_								
FIC	NUN	Nomenclature	ττ	Quantity	Quantity	Gain	Loss	Validity	Unit Price	Total Gais/Loss	Initial
A10	8905018603231	CNN, BONNED, CN, PIECHE, SOLID PG, MIN 48 OE CN, 6/#SCN	CN .	35	25		0	100 %	\$14.31	\$0.00	
M2	891001E615224	BODS, SCRAMBLED, DENY, SUTTER FLA	C0	34	36		0	100 1	\$32.83	\$0.00	
851	8915018621320	BRAME, REFRIED, DMNY, 6/30 OE CO	00	31	31		0	100 %	\$6.80	\$0.00	
895	8915018617612	CHERRIES, MARASCHINO, MOL, RED, PITTED, M/O STRMS, 12/14 OE GL CO	C0	7	7		0	100 1	\$3.99	\$0.00	
C26	8915018396632	PRUIT COCRTAIL, CANNED, LIGHT SYRUP PACK, US GRADE A OR B, NO 10 CAN	CN .	6	6		0	100 %	\$9.08	\$0.00	
C32	8915018616217	JUICE, APPLE, 12/46 OE CN	CN .	6			0	100 %	\$2.68	\$0.00	
C47	8915018196350	JUICE, LEMON, 32 OE BT	c0	25	25		0	100 1	\$3.59	80.00	
C\$3	891501E124617	JUICE, GRAPEPHUIT 1004, MINUTE MAID, 1 GAL BIB	ВX	4	4		0	100 %	\$30.95	\$0.00	
C73	8915018601923	VED, MUERROOMS, CAMBED, STEM AND PIECES, 1402 CAN, 24/CASE	a	33	33		0	100 1	\$2.86	80.00	
D20	8915018091206	PIMINTOS, #2 1/2	CN .	26	24		2	92.31 1	\$3.16	\$(6.32)	
D51	8915012590451	DOTATORS, DENY, SL, 4/5 LB BG	80	34	30	0 0	4	88.24 1	\$15.10	\$(60.40)	
D53	8915018090668	POTATORS, DEDY, INST, GRAMFLES, VIT C FORTIFIED, 6/#10CN	CN .	61	62	1	. 0	GRI	\$9.40	\$9.40	
263	8915018091643	RAISING, SERDLESS, 15 CE	C0	27	27	0	0	100 %	\$2.86	\$0.00	
Des	8915018296242	SAUNERRAUT, #10	CN .	6	6		0	100 %	\$5.28	\$0.00	
Des	891501E396934	TOMATORS, DICED	a				2	75 1	\$5.42	\$(10.84)	
EOC.	8920018193141	BISCUIT MIX, #10	CN I	24	21		0	100 %	\$9.85	\$0.00	
810	8920018622926	BROWNIE MIX, CHOC, LF, WATER PREP, 6/6 LB BG	90	9	9		0	100 1	\$10.45	\$0.00	
813	8920018291692	BREAD CRIMBE, BREADING, 5 LB	00	8			0	100 %	\$5.60	\$0.00	
814	8920018393346	STUPPING MIX, SHAGONED, 12/2 LB CO	C0	4	4		0	100 %	\$5.12	\$0.00	
817	8920018620841	CARE MIX, BANANA, WATER PREP, 6/5 LB CO	00	1	1	6	0	100 %	\$8.48	\$0.00	
810	8920018622919	CAME MIX, CARROT, WATHER PREP, 6/5 LB BG	86	17	16		1	94.12 1	\$10.00	\$(10.00)	
E31	892001E291603	CARE MIX, WRITE, #10	a	2.0	11	( (	0	100 %	\$10.27	80.00	
834	8920018291604	CAKE MIX, YELLOW, #10	CN .	27	29	2	0	GRI	\$10.29	\$20.58	
B66	8920018297695	CEREBAL, ROLLED GATE, QUICK COOK, 1	C0	17	15		2	88.24 1	\$1.59	\$(3.18)	
879	8920018291732	CHEMAL, CHEMA OF MEMAT/FARINA, QUI	00	10	10	0	0	100 %	\$3.07	\$0.00	
E80	8920018598920	CEREAL, INDV. KELLOGE VARIETY	CI	30	30		0	100 1	\$54.72	\$0.00	
EBC	8920018094278	CEREAL BAR STRAM, LF 1.30E EA 48/CS	CS	2	2	0	0	100 %	\$17.25	\$0.00	
891	8920018094461	CEREAL HAR BLUEBERRY LF 1.30E 48/CE	CS				0	100 1	\$17.25	\$0.00	
E93	8940018622024	BARS, FRUIT CRISPS, STRANBERRY	CIS	4	4	6	0	100 %	\$31.20	\$0.00	
899	8920018615192	GRANCLA BAR, CRUNCHY, HONEY ALMOND FLAX, 72/1.23 0	CE	4	4	0	0	100 %	\$34.04	\$0.00	
P00	8920018615194	GRANDLA BAR, CHUNCHY,THAIL MIX,72/1.23 OE PG	CS	5	5	6	0	100 %	\$34.04	\$0.00	
F43	8920018297726	CHONTONS, TETD, PLAIN OR SHASONED, 10	C0	2	2	0	0	100 %	\$35.52	\$0.00	
P54	8920018295315	FLOUR, WHEAT GEN PURPOSE 4-1018 BG	BG	0	0	0	0	100 %	\$6.94	80.00	
P56	8920018296590	PLOOR, IRRAD 35# CN	60	20	20	0	0	100 1	\$56.60	\$0.00	
PCS	8920018291734	HOMINY CRITE, 24 CE	C0	2	1	6	1	50 1	\$3.13	\$(3.13)	
F67	8920018390827	HOMINY GRITS, INST, VARIETY, 144/1 OZ	CS	2	2	0	0	100 %	\$43.95	\$0.00	

#### PI Discrepancy Report (1059) : USS ENTERPRISE (CVN-65) 07/24/2014 (Spot)

Note: The PI discrepancy report (1059) is considered the inventory adjustment sheet and smooth inventory in the FSM system.

## Figure 7-23a PI Discrepancy Report Page 1 of 3

		1									
F75	892001E296979	FETTUCCINE, DRY, 4/5 LB BX	вх	3	3	0	0	100 %	\$6.77	\$0.00	
F76	892001E297718	PASTA, LASACNA NOODLES, DRY, 16 OZ	CD	48	48	0	0	100 %	\$3.16	\$0.00	
F79	892001E295787	PASTA, ELBOW	co	3	3	0	0	100 %	\$20.70	\$0.00	
F80	892001E293314	PASTA, ZITI, DRY, 10 LB BOX, 2/CASE	CO	10	10	0	0	100 %	\$14.29	\$0.00	
F84	892001E297722	PASTA, ROTINI, DRY, 10 LB CO, 2/CS	CS	5	5	0	0	100 %	\$28.32	\$0.00	
F85	892001E092624	PASTA, SHELL, DRY, MEDIUM, 10 LB C	вх	2	2	0	0	100 %	\$15.55	\$0.00	
F87	892001E090223	PASTA, NOODLES BOG DRY 1 LB	CO	24	24	0	0	100 %	\$24.72	\$0.00	
GOB	892001E599570	PIE SHELL, PREFORMED, SS, GRAHAM, 9" RD, 1/12 CT CS	CS	1	1	0	0	100 %	\$33.92	\$0.00	
G10	892001E297728	RICE, PARBOILED, LONG GRAIN, 10 LB	BC	51	51	. 0	0	100 %	\$7.88	\$0.00	
G15	892001E297945	RICE BLEND, LONG GRAIN & WILD, 36	CO	4	3	0	1	75 1	\$6.07	\$(6.07)	
G23	892001E392009	RICE, PILAF, 6/36 OZ BX .G23	co	30	30	0	0	100 %	\$4.37	\$0.00	
G29	892001E297731	TACO SHELLS, CORN, YELLOW, 0.5 OZ E	CS	14	14	0	0	100 %	\$25.24	\$0.00	
G70	892501E297735	CHOCOLATE CHIPS, DEMI-SWEET, 12 OZ	CO	69	71	2	0	GBI	\$3.54	\$7.08	
G74	8925018597439	SYRUP, CHOCOLATE	co	39	39	0	0	100 %	\$2.98	\$0.00	
G88	8925018391568	MOLASSES, 11.5 OZ CO, 12/CS	CO	3	3	0	0	100 %	\$3.51	\$0.00	
G92	892501B622960	ICING MIX, CHOC, PDR, WATER PREP, 6/5 LB BG	BC	6	6	0	0	100 %	\$9.58	\$0.00	
G93	892501B622961	ICING MIX, VAN, PDR, WATER PREP, 6/5 LB BG	BC	5	5	0	0	100 %	\$8.65	\$0.00	
H06	892501E621748	S/O, WALMUT, LIGHT, HALVES AND PIECES, 6/2 LB BG	BC	1	0	0	1	0 8	\$22.13	\$(22.13)	
н11	892501E295657	SYRUD, IMITATION, MAPLE, #10	CN	52	55	3	0	GBI	\$8.87	\$26.61	
L03	892001E391682	FRENCH TOAST STICKS, CINNAMON, 3/4" THICK, PRECKD, FRZ, 4/2.5 LB CO	CO	46	46	0	0	100 %	\$11.52	\$0.00	
L04	892001E391684	WAFFLES, BELGIAN STYLE, FRZ, 72/2.4 OZ EA	CS	13	13	0	0	100 %	\$39.16	\$0.00	
N37	895001E620189	SAUCE, SOY, RS, 12/10 OZ CO	CO	84	84	0	0	100 %	\$2.79	\$0.00	
P69	896001E124269	PEPSI-COLA 2.5 GL BIB	вх	23	21	0	2	91.3 1	\$51.59	\$(103.18)	
P69	896001E122431	BEV BASE, COLA, SWT, (COKE CLASSIC), CONC, 2.5 GAL BIB, FOR CARB DISPENSER	вх	15	15	0	0	100 %	\$49.58	\$0.00	
P69	896001E124634	BEV, CARB, COCA COLA ZERO, 2 GAL BIB	вх	8	15	7	0	GBI	\$39.08	\$273.56	
P70	896001E124271	SEVEN UP 2.5 GL BIB	вх	10	10	0	0	100 %	\$51.59	\$0.00	
₽70	896001E122432	BEV BASE, LEMON-LIME, SWT, CONC, (SPRITE), 2.5 GAL BIB, FOR CARB DISPENSER	вх	6	4	0	2	66.67 1	\$47.40	\$(94.80)	
P70	896001E122434	BEV BASE, LEMON, SWT, (FANTA), CONC, 2.5 GAL BIB, FOR CARB DISPENSER	вх	2	3	1	0	GBI	\$44.32	\$44.32	
P71	896001E124299	GINGER ALR, 2.5 GL BIB	вх	7	7	0	0	100 %	\$51.59	\$0.00	
P77	896001E124270	DIET-PEPSI-COLA 2.5 GL BIB	вх	5	5	0	0	100 %	\$51.59	\$0.00	
Q01	890501E392754	BACON, SL, P/C, FZN, X-THK, 200 CT PG, 6/4 LB PG, N#540	LB	252	252	0	0	100 %	\$10.27	\$0.00	
Q04	890501B623600	BACON, TURKEY, CHPEFEM, SL, FZN, C&S, LAID OUT, 25/LB, 4/3 LB PG	LB	144	156	12	0	GBI	\$4.02	\$48.24	
S09	891001E091096	CHEESE, DIZZA BLEND, 5 LB BAG	BC	12	12	0	0	100 %	\$29.60	\$0.00	
582	891501E297994	VEG, CORN, FZN, ON THE COB, GOLDEN	CO	9	9	0	0	100 \$	\$41.62	\$0.00	
S86	891501E297992	VEG, CORN, FZN, GOLDEN, WHOLE KERN	co	40	40	0	0	100 %	\$4.07	\$0.00	
T17	891501B392035	ONION RINGS	CO	96	96	0	0	100 %	\$6.28	\$0.00	
T30	891501E099453	POTATOES, HASH BROWN PATTY, OVENABLE	CS	4	9	5	0	GBI	\$37.28	\$186.40	
T38	891501E612454	POTATORS, FR FRIES, CRINKLE, FZN, 3/8" THK, 6/5 LB CO	CO	106	106	0	0	100 %	\$6.09	\$0.00	
T40	891501E099462	VEC POTATO FZN FF BEER BATTERED	BC	34	36	2	0	GBI	\$7.95	\$15.90	
T78	894001B392105	BREAKFAST BURRITO, EQG/BACON/CHEESE, FRZ, 24/4.5 OZ EA	CS	31	25	0	6	80.65 1	\$50.48	\$(302.88)	
U38	891001E620561	CHEESE, AM, PROCESSED, SL, FZN, 120 CT PG, 4/5 LB PG	LB	140	140	0	0	100 %	\$3.57	\$0.00	

Figure 7-23b PI Discrepancy Report Page 2 of 3

U53	891001E397745	CHEESE, PROV, NAT, SL, FZN, 0.75	0Z EL, 8/1.5	LB PC	PG	41	4	во	0	100 1	\$8.50	\$0.00	
									Gair				\$632.09
									Loss			ş	(622.93)
									Gros	s Adjustment		1	\$1255.02
									Net	Adjustment			\$9.16
PS0 81	gnature		-						Iter	s Inventoried	L		78
									Ites	s Inventoried	with Gain/Los	s	20
			_						Item	s Inventoried	Validity		74.36 %
Date			_						Syst	en Quantity 7	otal		2068
									Gair	/Loss Total			59
									Inve	ntory Validit	y (Accuracy Ra	te)	97.15 %

COMMENTS GAI - GAIN BY INVENTORY ITEMS INVENTORY - (ITEMS INVENTORIED MINUS ITEMS INVENTORIED WITE A GAIN/LOSS) DIVIDED BY ITEMS INVENTORIED WULTIPLIED BY ONE HUNDRED INVENTORY VALIDITY - (SYSTEM QUANTITY TOTAL MINUS GAIN/LOSS TOTAL) DIVIDED BY SYSTEM QUANTITY TOTAL MULTIPLIED BY ONE HUNDRED

Figure 7-23c PI Discrepancy Report Page 3 of 3

Subsis	stence Le	dger (444	2)													Page 1 of 1
	NAVSUP FOI S/N 0108-LF-50	RM 335 (Rev. 2 0-3350	!-78)			SUI	BSISTE	NCE	LED	GE	R (4	1442)				
	FIC	50 MEC	<u>۱</u>	VE		stock no. 891501E298195							тарт	ADLES	7NT 5 1	TTCS
	HIGH LIMIT	52 - VEG	, IVII I	AE		( EXPENDII		98193	1		G, IV	IIAED V	EGET.	ABLES, FZ	LIN, J V	/EGS
			2014 E					ON HAND	201	4	RECEIPTS	ENLISTE		OTHER	ON HAND	
	N/A					ISSUED	CUM TOTAL			MO.	DAY		ISSUED	CUM. TOTAL	1	
			7	1	BBF				84.00							
	LOW LIMIT		7	3		24.00	24.00		60.00							
	N	/A	7	5		24.00	48.00		36.00							
	UNIT OF ISS	UE	7	8		0.00	48.00		36.00							
	C	0	7	12		12.00	60.00		24.00							
	20	14	7	18		12.00	72.00		12.00							
	MO. & DAY	*FIXED PRICE	7	20	48.00				60.00							
	N/A	N/A	7	21		-12.00	84.00		48.00							
			7	24		12.00	96.00		36.00							
			7	28		12.00	108.00		24.00							
			7	29		0.00	108.00		24.00							
	20	14														
	MO: & DAY	+REC'P'T PRICE														<u> </u>
	BF	\$2.6600														<u> </u>
	7/20	\$2.6600														<u> </u>
					l						<u> </u>	ł		ł	-	<u> </u>

## Figure 7-24 NAVSUP Form 335 Posting a Loss by Inventory

tence I	.edger (4442	2)													Pag		
NAVSUPI S/N 0108-LF	FORM 335 (Rev. 2- -500-3350	78)			su	BSIS	ΓEN	CE I	LED	GE	R (4442	)					
FIC					STOCK NO.					ITEM							
Le	55 - PASTR VARIET			ISH,	892001E598048					DANISH PASTRY, FZN, APPLE, CHEESE, CHERRY, 48/2.5 OZ PG							
HIGH LIM					EXPENI	TURES						EXPENDI					
		201	.4	RECEIPTS	ENLISTI		OTHER	ON HAND	201	4	RECEIPTS	ENLISTE DINING F	D	OTHER	ON HAND		
	N/A	MO.	DAY		ISSUED	CUM. TOTAL	OTHER		MO.	DAY	]	ISSUED	CUM. TOTAL	OTHER			
		7	1	BBF				5.00									
LOW LIM	ГГ	7	2		1.00	1.00		4.00									
	N/A	7	3		1.00	2.00		3.00									
UNIT OF I	SSUE	7	4		1.00	3.00		2.00									
CS 2014		7	6	3.00				5.00									
		7	7		1.00	4.00		4.00									
MO. & DAY	*FIXED PRICE	7	8		2.00	6.00		2.00									
N/A	N/A	7	8		0.00	6.00		2.00									
		7	9	3.00				5.00									
		7	9		1.00	7.00		4.00									
		7	10		1.00	8.00		3.00									
		7	11		1.00	9.00		2.00									
		7	13	3.00				5.00									
		7	13		2.00	11.00		3.00									
		7	15	3.00				6.00									
	2014	7	19		1.00	12.00		5.00									
MO. & DAY	+REC'P'T PRICE	7	20	3.00				8.00									
BF	\$25.4900	7	21		1.00	13.00		7.00				1	1				
7/6	\$25.4900	7	21		1.00	12.00		8.00									
7/9	\$25.4900	7	22		1.00	13.00		7.00									
7/13	\$25.4900	7	29		0.00	13.00		7.00									
7/15	\$25.4900	7	30		1.00	14.00		6.00									
7/20	\$25.4900																
			1	1			1	1	11		1	1	1	1	1		

## Figure 7-25 NAVSUP Form 335 Posting a Gain by Inventory

	DAY OF	seich)				ENERAL MESS CONTROL RECORD (4061) wssin-cuiw 38 (nex. 148) (Weiter of Antropy or Salaton)												FOR THE ITERIOD July 2014		
OWNENI'S MO	OP		USS ENTERPRISE (CVN-65)													ULC. V12345				
OWNENI'S MO	OP	MEALS FED MEALS SOLD FOR CASH MEALS FED - INATIONS IN KIND										KATION C	NECH I	MONE	IARY ALLOWANCE FOOD COST				OVERUNDER ISSUES	
	(1)			LUNCH 47% (3)	UINNER 475 (4)	NICHI 275/475 (5)	LIAULY (6)	NI 12/12/AIQP A/S1 22/5 (7)	LUNCH 475 (0)	UNNER 475 (2)	NCHI 275/425 (10)	UAILY (11)	INKICASH SALES DAILY TOTAL (12)	CUMULATIVE TOTAL (13)	LIAILY (14)	CUMULATIVE TOTAL (15)	LIAULY (16)	CUMULATIVE TOTAL (17)	ONE IGATION (18)	CURRENT BALANCE (12)
15	-	(*)	(4)	(4)	(4)		(0)	(4)	(4)	(19)		(14)	(13)		647.17		(0)	(196)	(4)	
	1	54	50	12	0	53.60	616	369	276	0	333.20	287	287	6195.95	4546.12	6563.50	6563.50	11.76	;	
	:	5	36	:	0	26.50	284	272	154	0	227.20	254	661	2755.90	7602.02	3638.20	\$1\$1.70	16.32	4	
	;	7	2	:	0	2.00	260	152	165	0	165.00	171	\$12	1855.25	9657.37	2278.23	10656.93	13.21	-2	
	4	5	6	1	0	3.50	99	и	65	0	79.60	5	195	1000.15	10457.52	1660.69	11897.62	17.36	-14	
	5	65	24	13	0	\$2.00	169	259	161	0	159.50	26	1137	2625.70	13063.22	2699.26	14596.55	11.15	-15	
	6	ន	131	26	0	75.00	135	202	165	0	170.20	36	1382	2658.25	15761.67	1435.96	16032.56	5.86	4	
	7	70	106	12	0	60.60	165	205	124	0	164.90	22	1607	2661.25	15152.72	3167.66	19200.30	14.05	-10	
	:	65	130	3	0	75.00	120	217	167	0	172.60	267	1854	2679.95	20562.67	23.8	22679.16	14.05	-1	
	9	59	64	19	0	65.00	167	172	76	0	127.50	175	2027	1577.05	22739.72	29.3	25057.62	13.65	4	
	10	21	132	5	0	\$9.00	95	56	63	0	69.00	13	2155	1659.20	24191.92	1150.55	26188.30	1.99	-3	
	11	22	22	;	0	16.60	8	19	50	0	14.60	105	225	1176.20	25773.12	1165.33	27333.65	11.12	-3	
	12	30	159	2	0	\$0.60	152	219	161	0	174.40	255	20	2766.75	25129.57	2799.27	30132.95	10.95	-13	
	13	76	175	21	0	94.50	145	272	160	0	202.60	297	2510	7222.65	31342.32	2559.67	33022.42	9.73	-14	
	14	12	102	2	0	66.00	150	273	119	0	156.50	25	3063	2745.05	24107.37	2505.13	35828.55	11.09	-17	
	15	S	123	12	0	64.60	12	167	105	0	125.60	190	1253	2061.50	26161.57	1957.96	37786.51	10.31	-10	
	16	ස	12	10	0	65.90	110	372		0	205.00	252	3505	2734.20	38903.07	2151.69	39945.00	1.57	-10	
	17	12	16	:	0	9.60	96	167	6	0	97.60	107	3612	1219.50	60122.57	2151.69	62126.69	20.39	-00	
	15	13	13	6	0	10.20	105	155	70	0	112.60	13	3735	1602.20	61525.07	1531.09	63957.55	14.59	-04	
	19	54	95	:	0	\$3.20	150	214	153	0	176.50	230	2965	2695.50	66020.57	2506.23	66665.51	10.90	-04	
	20	52	105	12	0	57.60	220	37	161	0	223.20	251	66	2018.85	67069.62	2552.09	69015.90	9.05	-19	
	21	60	121	11	0	64.50	255	366	161	0	221.90	257	633	3113.95	50183.37	2217.96	\$2233.84	11.21	-00	
	21													20	ENTORY ADJUSTMENT	60.10	52273.96	0.00	-00	
	22	67	65	13	0	66.60	234	155	120	0	160.00	205	63	2224.25	52607.62	3796.69	56070.43	18.52	-36	
	23	12	7	:	0	1.40	162	102	105	0	110.40	119	6857	1356.60	53764.22	1563.66	57639.07	13.15	-33	
	24	13	4	6	0	5.00	150	106	94	0	109.20	113	672	1311.00	55075.22	1695.61	59137.65	13.05	-60	
	3	18	5	7	0	1.40	45	5	52	0	51.20	හ	5032	723.00	55798.22	920.57	60062.55	15.51	-0	
	26	10	2	4	0	4.40	50	65	57	0	51.00	ជ	5095	759.15	56557.37	757.67	60856.22	12.50	-0	
	27	60		12	0	61.00	16	176	105	0	130.50	179	5276	1942.15	55499.52	1262.26	62095.65	6.94	-35	
	3	6	109	:	0	\$5.90	131	193	167	0	162.20	213	5692	2365.30	60864.82	2022.25	65120.76	13.55	-0	
	29	55	220	65	0	125.60	100	100	100	0	100.00	23	5717	2661.25	63306.07	5515.67	70636.23	26.51	-73	
	30	:	5	1	0	2.90	155	299	205	0	239.00	20	5959	2625.70	65921.77	1962.93	72579.16	1.03	-44	
	л	10	2	7	0	5.60	73	56	50	0	57.00	-				_	73666.55	16.91	-63	
	TOTALS												Not in	onto	ry Adjus	tmor	73644.58	12.25	-0	

## Figure 7-26a NAVSUP Form 338 General Mess Control Record Posting Money Value Gain or Loss by Inventory

FOOD SERVICE OFFICER

LEADING CS

RECORDS NEEPER

#### Physical Inventory Edit

		TYPE         S           REQUESTED DATE         01           INVENTORY DATE         0           APPROVE         REINITIATE         VA		P	STATUS NITIATED DATE	Initiated 12/31/2019 HEET - DONE	Each I signed Servid	d		
3 Physical Inventories Found										
EIC 🔺	<u>N SN</u>	NOMENCLATURE		<u>wa</u>	SYSTEM QUANTIT	Y <u>P10</u>	UANTITY	ADJUSTMENT		
A09	890501E294935	CLAMS, MINCED, 49 OR 51 OZ		CN	1	2 11		-1		
A18	890501E198297	CKN, BONED, CN, PIECES, SOLID PG, 64	48 OZ CN	CN	1	e 16		0		
A83	891001E093332	SOFT SERV MIX, NONDAIRY, CHOC, PDR	R, 6/6 LB CO	со		5		0		
< Page 1 of 1 > 20 rows per page V Goto Page: Go										

#### UNCLASSIFIED - For Official Use Only

Food Service Management (FSM) Version 3.0.6 This is an Official U.S. Navy Web site Navy.mil. Navy.com Print this page, on earlier version FSM. Note: updated version FSM will have the PI Discrepancy Report (1059)

Developed by the NAVSUP Business Systems Center

Naval Supply Systems Command 5450 Carlisle Pile, P.O. Box 2050 Mechanicsburg, PA 17055

Figure 7-26b Physical Inventory Edit

# PART C: PREPARATION OF FINANCIAL RETURNS – CLOSINGOUT RECORDS

## 7200 GENERAL

1. 1359 SUPPORTING DOCUMENTS. The supporting documents used to prepare NAVSUP Form 1359 are NAVSUP Forms 338, 367, 470, 1046, 1059, 1149, 1292, 1334, 1336, DD Form 1544, DD Form 200, and DD Form 1131. Maintaining a Head Count Record to calculate rations allowed and muster report data is recommended. This number shall be used as a historical data record.

NOTE: A gain by inventory in excess of quantities issued shall show a negative symbol on the Stores Consumed NAVSUP Form 1059.

## 7201 MONTHLY SUMMARY OF ISSUES TO THE GENERAL MESS (NAVSUP FORM 1059)

After NAVSUP Forms 335 have been properly closed, a Summary of Issues (Stores Consumed) to the GM shall be extended at the most current last receipt price (Figure 7-27) on NAVSUP Form 1059. NAVSUP Form 1059 must be signed, dated, and reviewed by the FSO.

## 7202 RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367)

1. GENERAL. NAVSUP Form 367 is completed by the FSM system when all receipt and expenditure documents are posted. The Record of Receipts and Expenditures (NAVSUP Form 367) is broken down into two sections: a "Receipt" Section and an "Expenditure" Section.

2. RECEIPT SECTION. Before closing out NAVSUP Form 367, the following end-of-month entries must have been made on the receipt side:

- Beginning Inventory brought forward
- Receipts with charge
- Receipts without charge (annotated with an asterisk\*).
- Total (a+b+c = d)

3. EXPENDITURE SECTION. Before closing out NAVSUP Form 367, the following end-ofmonth entries must have been made on the expenditure side:

- Loss without Survey (NAVSUP Form 1334)
- Surveys (DD Form 200)
- Summary of Issues to the GM (Food Cost)
- Ending Inventory
- Sale of Bulk Food Items
- Transfers With Reimbursement
- Transfers Without Reimbursement
- Price Adjustment
- Total (a+b+c+d+e+f+g+h = i)

4. POSTING LOSS WITHOUT SURVEY (NAVSUP Form 1334). NAVSUP Form 1334 is generated by the FSM system. The source document for posting the total dollar value of Loss Without Survey is the Expenditure Log (Loss Without Survey) (NAVSUP Form 1334). The procedure for posting this value to the "Expenditure" side of NAVSUP Form 367 is shown below and in Figure 7-28.

Data Block and Caption Month and Day	Instructions for Entry Enter the last day of the monthly accounting
	period using the format MM/DD
Source	Enter "Loss w/o Survey"
Document No.	The Document Number shall be generated by
Block 1 through Block 3	the FSM system
Value on NAVSUP Form 1334.	The total dollar value of all surveys documented

5. POSTING SURVEYS (DD Form 200). The source document for posting the total dollar value of Surveys is the Financial Liability Investigation of Property Loss (DD Form 200). The following is the procedure for posting this value to the "Expenditure" side of NAVSUP Form 367:

Data Block and Caption	Instructions for Entry
Month and Day	Enter the last day of the monthly accounting
	period using the format MM/DD
Source	Enter "Survey"
Document No.	The Document Number shall be generated by
Block 1 through Block 3	the FSM system (After serial number added)
Value	The total dollar value of all surveys documented
	on DD Form 200

6. POSTING SUMMARY OF ISSUES TO THE GENERAL MESS. The source documents for posting the total dollar value of Issues to the GM at the most current last receipt price is the GM Control Record (NAVSUP Form 338) (NAVSUP Form 1059). It summarizes all issues to the GM throughout the monthly accounting period. The procedure for posting this value to the "Expenditure" side of NAVSUP Form 367 is shown below and in Figure 7-29.

Data Block and Caption	Instructions for Entry
Month and Day	Enter the last day of the monthly accounting
	period using the format MM/DD
Source	Enter "GM Issues"
Document No.	Leave blank.
Value	The total dollar value of all GM issues as
	recorded on column 17 of NAVSUP Form 338.

7. POSTING ENDING INVENTORY. See Paragraph 7103(2) for the FSM system close out. The source document for posting the total dollar value of the Ending Inventory at last receipt price is the Food Item Report/Master Food Code List (NAVSUP Form 1059). The procedure for posting this value to the "Expenditure" side of NAVSUP Form 367 is shown below and in Figure 7-30.

Data Block and Caption	Instructions for Entry
Month and Day	Enter the last day of the monthly accounting period using the format MM/DD
Source	Enter "Ending Inventory"
Document No.	Leave blank
Value	The total dollar value of ending inventory as recorded on NAVSUP Form 1059

8. PRICE ADJUSTMENT. See Paragraph 7203(7) for the FSM system close out. After all receipts and expenditures have been posted, the value of receipts and the value of expenditures shall be totaled. Any difference shall be considered a price adjustment and shall be posted as a positive (plus) or negative (minus) value to the expenditure side as shown below and in Figure 7-

31).

Data Block and Caption	Instructions for Entry
Month and Day	Enter the last day of the monthly accounting period using the format MM/DD
Activity/Purpose	Enter "Price Adjustment"
Document No.	Leave blank
Value	The total dollar value (plus or minus) required to make the total expenditures equal to the total receipts

The price adjustment is the difference between fluctuating Last Receipt Prices used to compute issues to the GM. The price adjustment may include errors in posting the value of receipts, expenditures, and inventories. Therefore, care must be exercised in posting receipt and expenditure transactions, taking inventories, and using correct unit prices to preclude excessive price adjustments. When the value of the price adjustments exceeds 10 percent of the value of food cost (NAVSUP Form 338), a review shall be made to determine the cause. High cost items and high usage items shall be reviewed first to ascertain the accuracy of receipt and expenditure transactions, pricing, and the inventory; an error in one of these items may substantially affect the price adjustment. If the review results in a price adjustment greater than 10 percent of the food cost, an explanation must be annotated on the Comment Section of NAVSUP Form 1359.

9. CLOSE-OUT OF NAVSUP FORM 367. After all end-of-accounting-period entries have been made on the "Expenditure" side and the Price Adjustment has been computed, close-out entries to NAVSUP Form 367 shall be made as shown below and in Figure 7-31.

Data Block and Caption	Instructions for Entry
Receipts Side	
Month and Day	Enter the last day of the monthly accounting period using the format MM/DD
Source	Enter "Total"
Document No.	Leave blank
Value	Sum of Expenditure Side
Month and Day	Enter the last day of the monthly accounting period using the format MM/DD
Source	Enter CLOSE OUT

#### STORES CONSUMED (4061) NAVSUP FORM 1059 (REV. 11-81) ACTIVITY UIC DATE USS ENTERPRISE (CVN 45) V12345 NOMENCLATURE NSN u VALU FIC οτγ UP A18 CKN, BONED, CN, 6/29 OZ CN 890501E091152 CN 12.0 7.370 88.440 32,550 A32 TUNA, LT, PG, 6/43 OZ FLEX PG 890501E099941 PG 3.0 10.850 A78 MILK, DRY, INST, NF, 6/5 LB BG 891001E190517 B 4.0018.210 72.8400 B10 APPLESAUCE, #10 891501E293066 C 12.00 5.58 66.9600 VEG, BEANS, KIDNEY, CANNED, DARK RED, US GR 891501E290350 C 17,4800 B34 4.00 43 A, 6/NO. 10 CN B50 BEANS, REFRIED, CN, MIN 110 OZ CN, 6/#10CN 891501E298089 C 10.00 54.3000 .4 ю BEANS, BAKED CN W/BACON AND BROWN SUGAR B54 891501E099521 22.00 х 138.8200 #10 SZ C B54 VEG, BAKED BEAN, NO 10 SIZE CAN, 6/CASE 891501E199417 173.6000 31.00 00 B66 BEETS, #10 891501E197170 2.009.9400 00 B72 FRUIT, BLUEBERRIES, WATER PACK, US 891501E297008 3.00 100 39.8100 B95 CHERRIES, MARASCHINO, 16 OZ 891501E296383 3.00 00 7.1100 GREENS, COLLARD, CN, SEASONED, MIN 101 OZ B98 891501E397051 6.00 100 27.1800 CN.6/#10CN C14 CRANBERRY SAUCE JELLIED, #10 891501E198012 21.1800 3.00 600 JUICE, APPLE, FZN, CONC, 5/1, UNSWT, 3/3 LT CO, C32 891501E621112 33.00 500 865.2600 FOR DISP BEV BASE, CRANBERRY C35 896001E621120 26.00 643.7600 COCKTAIL SWT.FZN.CONC.25% JUICE W/VIT 00 C,4/1,3/3 LT CO,FOR DI C47 JUICE, LEMON, RECONSTITUTED, 12/32 FL OZ BT 891501E090178 1.00 ю 1.8900 ORANGES, MANDARIN, CN, SEGMENTS, L/S, 6/#10 C76 CN 891501E197108 33.9600 6.00 00 D11 BEANS, GARBANZO, CN, 6/#10 CN 891501E095930 6.00 Ö 20 24.3000 D20 PIMIENTOS, #2 1/2 891501E091206 6.00 22 19.3200 D34 PINEAPPLE, SLICES, #10 891501E295759 3.00 34 19.0200 D43 POTATOES, SWEET LIGHT SYRUP, #10 891501E294851 12.00 600 67.2000 6.00 D51 POTATOES, WHITE, SLICES, DEHY, 5 LB 891501E295800 .010 84.060 D53 POTATOES, WHITE, #10, DOMESTIC 891501E296404 287.49 37.00 .770 D63 RAISINS, GOLDEN, SDLS, NAT, 24/15 OZ CO 891501E394339 40.00 1.9400 77.60 D80 TOMATO PASTE, CN, 6/#10 CN 891501E095483 C 13.00 .0920 27.1 60 TOMATOES.CN.DICED.NO SALT ADDED.MIN 103 891501E393927 C 34.00 300 177.8200 D85 OZ CN.6/#10 CN E10 BROWNIE MIX, CHOC, 6 LB PG 892001E092297 PG 5.00 11.03 55,1500 CRUMBS, BREAD, PLAIN, 2/7.5 LB CO E13 892001E390306 CO 2.07.930 15.8600 CAKE MIX, DEVIL'S FOOD, MIN 64 OZ CN, 6/#10CN 8.0 8.4500 E22 892001E394860 67.6000 CAKE MIX, WHITE, #10 892001E291603 2 7.9700 .9400 E31 Y83 YEAST, BAKER'S, DRY, 2 LB 895001E196866 BC 0.0000 000 RECORD COUNT = 346 TOTAL CONSU Cumulative total of all e Approved By (Signature, Rate & Title) issues to GM as recorded on NAVSUP ed By (Signature, Rate & Title 335. Reviewed By (Signature, Rate & Title) I CERTIFY THE FOREGOING TO BE A TRUE STATEMENT OF INVENTORY. Summary of issues to the GM is extended at the last receipt price. \*\*\* END OF REPORT \*\*\*

## Figure 7-27 NAVSUP Form 1059 Summary of Issues to the General Mess on the Fixed Price List Food Item Report/Master Food Code List

(Loss without Su NAVSUP FORM 13		ACTIVI	IY (Name ar	nd Mailing Address)				U.C.		PERIOD			THROUG	н		
DATE ST	OCK NUMBER	ITEM	NAME	un c	TY R	AST ECP'T RICE	TOTAL VALUE		REASO	IN FOR L	oss			ERVICE (Signature	OFFICER	
						+										
					_											
						-		+								
	—— [	NAV	SUP FO	DRM 367			Г	-							Page 1 of 3	
								NAVSI	JP F	OR	M 367					
							L			_					TE: 19AU014	
				OF RECEIP? M 367 (Rev. 1-80)				URES (4442	9	ACTIV	NTY SS ENTERPRISE (	C	/N-65	UIC	V12345	
			NAVSUP FORM 367 (Rev. 140) SN 0108-LF-600-3670 USS ENTERPRIS													
					CEI	PTS					EXPEND	11	TUR	ES		
			014 DAY		_	PTS CUM NO.		VALUE	20 MO.	D14	E X P E N D SOURCE	<b>—</b>	OCUN NC	IENT	VALUE	
			-	R E SOURCE	DC	CUM		VALUE 54,861.4600	MO.		SOURCE LOSS WITH SURVEY	<b>—</b>	ocu	IENT		
S/N 0108-LF-505-0	0601	MO	DAY	R E SOURCE INVENTOR' BROUGHT FORWARD SYSCO HAMPTON ROADS		CUM			<b>MO.</b> 7 7	DAY	SOURCE	<b>—</b>	0CUI NC 4016	MENT	VALUE	
S/N 0108-LF-505-0	0601	<b>MO</b> . 7	1 1	R E SOURCE INVENTOR BROUGHT FORWARD SYSCO HAMPTON ROADS SYSCO HAMPTON ROADS	4121	NO.		54,861.4600	<b>MO.</b> 7 7 7	20	SOURCE LOSS WITH SURVEY TRANSFER WO REIMB (USS	<b>—</b>	4016 4031	9	VALUE 60.0000	
S/N 0108-LF-505-0	0601	7 7 7	1 2	R E SOURCE INVENTOR' BROUGHT FORWARD SYSCO HAMPTON ROADS (N00109) SYSCO HAMPTON ROADS (N00109) SYSCO HAMPTON ROADS	4121 4121	101	902F	54,861.4600 3,542.7700	мо. 7 7 7 7	20 31	SOURCE LOSS WITH SURVEY TRANSFER W/O REIMB (USS HALYBURTON) BULK SALE (WARDROOM USS	<b>—</b>	4016 4031 4031	9 9 9A18	VALUE 60.0000 455.5800 38.9500	
S/N 0108-LF-505-0	0601	7 7 7	DAY 1 2 6	R E SOURCE INVENTOR BROUGHT FORWARD SYSCO HAMPTON ROADS (N00109) SYSCO HAMPTON ROADS (N00109) SYSCO HAMPTON ROADS (N00109) SYSCO HAMPTON ROADS (N00109)	4121 4121 4121	101	902F 900B	54,861.4600 3,542.7700 229,6400	MO.           7           7           7           7           7           7           7           7           7	20 31 31 31 31	SOURCE LOSS WITH SURVEY TRANSFER WO REIMB (USS HALYBURTON) BULK SALE (WARDROOM USS ENTERPRISE) TRANSFER W/ REIMB (SALES OFFICER USS ENT) ISSUE TO THE GENERAL MESS	<b>—</b>	4016 4031 4031	9 9 9A18 9E22	VALUE 60.0000 455.5800 38.9500 # 350.3200 73,644.5800	
S/N 0108-LF-505-0	0601	7 7 7 7	1 2 6 6	R E SOURCE INVENTOR' BROUGHT FORWARD SYSCO HAMPTON ROADS (N00109) SYSCO HAMPTON ROADS (N00109) SYSCO HAMPTON ROADS (N00109) SYSCO HAMPTON ROADS (N00109)	4121 4121 4121	101 101	902F 900B 9010	54,861.4600 3,542.7700 229.6400 2,168.3700	7 7 7 7 7 7 7 7	20 31 31 31 31 31	SOURCE LOSS WITH SURVEY TRANSFER W/O REIMB (USS HALYBURTON) BULK SALE (WARDROOM USS ENTERPRISE) TRANSFER W/ REIMB (SALES OFFICER USS ENT) ISSUE TO THE GENERAL MESS INVENTORY	<b>—</b>	4016 4031 4031	9 9 9A18 9E22	VALUE 60.0000 455.5800 38.9500 # 350.3200 73,644.5800 52,938.3303	
S/N 0108-LF-505-0	0601	7 7 7 7	1 2 6 6	R E SOURCE INVENTOR' BROUGHT FORWARD SYSCO HAMPTON ROADS (N00109) SYSCO HAMPTON ROADS (N00109) SYSCO HAMPTON ROADS (N00109) SYSCO HAMPTON ROADS (N00109) SYSCO HAMPTON ROADS (N00109) SYSCO HAMPTON	DC           f           4121           4121           4121           4121	101 101	902F 900B 9010	54,861.4600 3,542.7700 229.6400 2,168.3700	<b>MO.</b> 7 7 7 7 7 7 7	20 31 31 31 31	SOURCE LOSS WITH SURVEY TRANSFER WO REIMB (USS HALYBURTON) BULK SALE (WARDROOM USS ENTERPRISE) TRANSFER W/ REIMB (SALES OFFICER USS ENT) ISSUE TO THE GENERAL MESS INVENTORY SUBTOTAL PRICE	<b>—</b>	4016 4031 4031	9 9 9A18 9E22	VALUE 60.0000 455.5800 38.9500 # 350.3200 73,644.5800	
S/N 0108-LF-505-C	0601	7 7 7 7 7	DAY           1           2           6           6           6	R E SOURCE INVENTOR' BROUGHT FORWARD SYSCO HAMPTON ROADS (N00109) SYSCO HAMPTON ROADS (N00109) SYSCO HAMPTON ROADS (N00109) SYSCO HAMPTON ROADS (N00109) SYSCO HAMPTON ROADS (N00109) SYSCO	DC           f           4121           4121           4121           4121	101 101 101	902F 900B 9010 9001	54,861,4600 3,542,7700 229,6400 2,168,3700 7,853,9300	<b>MO.</b> 7 7 7 7 7 7 7	20 31 31 31 31 31 31 31	SOURCE LOSS WITH SURVEY TRANSFER W.O REIMB (USS HALYBURTON) BULK SALE (WARDROOM USS ENTERPRISE) TRANSFER W/ REIMB (SALES OFFICER USS ENT) ISSUE TO THE GENERAL MESS INVENTORY SUBTOTAL	<b>—</b>	4016 4031 4031	9 9 9A18 9E22	VALUE 60.0000 455.5800 38.9500 # 350.3200 73,644.5800 52,938.3303 127,487.7603	

## Figure 7-28 NAVSUP Form 367 Posting a Loss Without Survey (NAVSUP Form 1334) to the Record of Receipts and Expenditures

													NAV	su	P F(	OR	M 338				
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				12	- 26		3.0	128	20	18		176.20	34		136	3812	502	C 101.9	1822.8	18	3.7
$\rightarrow$		-	70	154	12		_	14	22	124		144.80	12	-	1427	341.2	32		18006.30	34.05	-187.5
+	-	-	8	120	2		13.00	191	27	147		0 1540	17		185	258	250		263.1	14.05	-354
+	1		2					12 12	15	1		0 12°.80 0 48.20	1	-	210	149.2	274	-	20.6	1.0	
+	1	-	1				1440	10	10	10		1 144	10		125	11/1/20	255		1711.6	11.12	-196.5
	1	-	3	15	3		2.47	10	20	145		1140	2		20	294.75	223		2012.00	11.05	-385.0
	1		3		2		8.20	14		140		25.6	3		310	нıe	736	: 38.0	1911-0	15	-1983
-	1	-	E	16	3	- 0	64.00	150	15	19		18.8	25		306	148	207		2828.55	11.09	<12.1
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+	1	-	12				142	96 136	10	3		5 F.40	1		312	125.8	812 672		013.0 011.5	21.39	-2851 -2651
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Figure 7-29 Posting General Mess Issues to the Record of Receipts and Expenditures

## NAVSUP FORM 1059

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Figure 7-30 NAVSUP Form 367 Posting Ending Inventory to the Record of Receipts and Expenditures

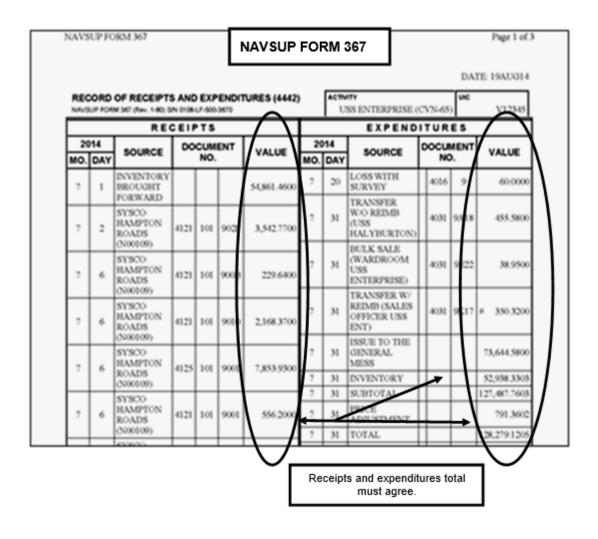


Figure 7-31 NAVSUP Form 367 Price Adjustment and Closing Entries on the Record of Receipts and Expenditures

## 7203 MONTHLY AUDITING

Before submission of monthly financial reports to NAVSUP N432 the FSO, LCS, and Recordskeeper shall conduct a thorough audit of all financial returns and shall retain a copy in the retained returns. See Appendix C and Appendix I, Part III. Refer to the local TYCOM for specific mandatory auditing requirements and procedures.

# PART D: SUBMISSION, RETENTION, AND DISPOSITION OF FINANCIAL RETURNS AND SUPPORTING DOCUMENTS

## SECTION 1: SUBMITTING FINANCIAL RETURNS

## 7300 SUBMISSION

The GM Summary Document (NAVSUP Form 1359) and close-out shall be processed through FSM with the accounting period placed in a closed status and the replication completed. The document shall be completed within 5 days following the end of each regular monthly accounting period.

The Form shall be distributed as follows:

- Two copies of NAVSUP Form 1359 shall be printed.
- One copy shall be signed by the Disbursing Officer, and the final close-out copy shall be retained in the FSO accountability file.
- It is not required to forward NAVSUP Form 1359 hardcopy to NAVSUP.

NOTE: Hard copy Certification Letters, Orders, Funding Documents, NAVSUP Form 1334, and DD Forms 200 are required when applicable. They shall be sent via email to FSMRENAVSUPHQ@navy.mil.

## 7301 RELIEF OF THE ACCOUNTABLE FSO

Upon relief of the accountable FSO, an inventory shall be taken by the relieved and relieving officers. Notification of the new accountable FSO and the dollar amount of the relieving inventory shall be submitted to NAVSUP N432 at the first available opportunity via email. See Appendix D.

## 7302 DELAYED RETURNS

Command shall notify NAVSUP via TYCOM, via email or message, of any delayed returns before the end of the current month.

## 7303 UNDEPOSITED FUNDS

NAVSUP shall notify Commands, via email within 30 days after the close of the FY, of all ships/stations that have not deposited all funds collected. A copy of the notification shall be provided to the TYCOM/Region. NAVSUP shall continue to track deposits until all undeposited sales have been collected.

## 7304 TEMPORARY CLOSURE OF A GENERAL MESS

When it is anticipated that a Navy GM shall be temporarily closed, or shall be in an inactive status for more than 15 days for overhaul, remodeling, or renovation, a letter must be forwarded to NAVSUP N432 (via the TYCOM/Region for endorsement) at least 30 days before the closure that advises the closure date, reason for closure, and expected reopening date. NAVSUP N432 does not authorize temporary closure notifications via phone. If the reopening date is delayed, NAVSUP N432 must be advised of the revised reopening date via TYCOM.

Working in conjunction with the TYCOM and/or the Navy Food Management Team (NFMT), all efforts must be made to transfer food items to other U.S. Navy ships or shore galleys. This action ensures that activities receive the appropriate Special Food Allowance as listed in

NAVSUPNOTE 7330. The mess shall continue to conduct monthly close-outs in the usual manner entering yes (Y) in the appropriate block provided on NAVSUP Form 1359 in the FSM system.

### 7305 FINAL RETURNS

1. ADJUSTING REQUISITIONS. Upon notification of decommissioning/disestablishment all requisitions for replenishment shall be adjusted for only the essential food items that are required for the duration of active status. A Notification Letter must be submitted to NAVSUP N432 via the TYCOM and/or Region and shall be electronically scanned and emailed to the FSM system Returns Mailbox (FSMRENAVSUPHQ@navy.mil). The next submission of NAVSUP Form 1359 must be recorded as the final return in the FSM system.

2. COMPLETED TRANSFERS. The "Inventory Balance on Hand" entry on NAVSUP Form 1359 must have a zero balance after all "Transfers with Reimbursement" or "Transfers without Reimbursement" have been completed.

3. UNDEPOSITED SALES. When submitting final returns the undeposited balance must be zero with all monies collected.

4. DISPOSITION OF RETAINED RETURNS. Upon decommissioning and/or disestablishment all retained returns must be organized and stored in a dry space for a minimum of 10 years for auditing purpose. Refer to TYCOM for disposition of all accountable records.

# SECTION 2: RETAINING FINANCIAL RETURNS AND SUPPORTING DOCUMENTS <u>7306 BILLING DISCREPANCIES</u>

The Department of Navy (DoN) has moved toward audit readiness. The adequacy and availability of supporting documents is critical to a successful financial statement audit. Financial Management Office (FMO) Audit Readiness Test, Military Standard Requisition and Issue Process, Subsistence in Kind (MILSTRIP-SIK) and the enforcement of food service accountability must be adhered to. To resolve billing discrepancies with the Subsistence Prime Vendor, and to support audits and inspections, it is essential for the FSO to retain all financial documents for 10 years for auditing purposes in accordance with the Memorandum from the Office of the Assistant Secretary dated 29 January 2015.

#### 7307 RECORDS RETAINED

To ensure the financial accountability of the GM, all financial records must be audited by the Recordskeeper, LCS, and FSO before the accounting period closeout. After audits are completed all retained returns shall be labeled, dated, and organized in the FSO's accountability file. Table 7-1 shows what forms must be retained in the FSO's accountability file for 10 years. Exceptions to the 10-year retention are shown in Table 7-2 and Table 7-3.

	ACCOUNTABILITY FILE	
Audit Sheet	Signed Monthly Audit Sheets	10 years
NAVSUP Form 1359	General Mess Summary Document	10 years
NAVSUP Form 1359	General Mess Summary Document Prior FY Undeposited sales	10 years
NAVSUP Form 338	General Mess Control Record	10 years
NAVSUP Form 1336	Requisition Log	10 years
NAVSUP Form 367	Record of Receipts and Expenditures	10 years
SF 30	Amendment of Solicitation/Modification of Contract	10 years
DD Form 1348	DoD Single Line Item Release/Receipt Document	10 years
DD Form 1149	Requisition and Invoice/Shipping Document. Used as a transfer with or without reimbursement or as a receipt with or without charge and when used as a Bulk Sale.	10 years
MILSTRIPS	Manual MILSTRIPS, Cross Reference Documents, Approved MILSTRIPs (until FSM system 3.0.6 is released)	10 years
Receipt Documents	STORES/VENDORS	
NAVSUP Form 1334	Expenditure Log (not in the FSM system yet)	10 years
DD Form 200	Financial Liability Investigation of Property Loss	10 years
NAVSUP Form 1046	Credit Sale of General Mess Meals	10 years
DD Form 1544	Cash Meal Payment Book	10 years
DD Form 1544e	Navy CAC System	10 years
NAVSUP Form 470	Cash Receipt Book	10 years
	Navy Cash Monthly Summary Reports	10 years
DD FORM 1131	Cash Collection Voucher	10 years
SF 215	Deposit Ticket	10 years
Funding Document	NAVCOMPT 2275, DD Form 448, SF 1080, SF 1034	10 years
	Credit Card Machine Reports	10 years
NAVSUP Form 1059	Stores Consumed	10 years
DD Form 1608	Unsatisfactory Material Report	10 years
SF 364	Report of Discrepancy	10 years
NAVSUP Form 1292	Monthly Recapitulation of Meal Record (Afloat and Ashore)	10 years

### Table 7-1 Accountability File

	NON-ACCOUNTABILITY FILE	
Pre-Daily NAVSUP Form 1282	Food-Item Request/Issue Document	Discard after smooth has been signed
Post-Daily NAVSUP Form 1282	Food-Item Request/Issue Document	Retain current and previous three months
NAVSUP Form 1090	Food-Preparation Worksheet	Retain current and previous three months
NAVSUP Form 1292	Daily Recapitulation of Meal Record (Ashore only)	Discard 12 months after Region audit is completed.
NAVSUP Form 1291	Meal Signature Record (Ashore only)	Discard after Command audit is completed.
NAVSUP Form 1059	Full Rough Inventory	Retained until the next complete inventory has been conducted and reconciled.
NAVSUP Form 1059	Full Smooth Inventory	Retain for 3 years
	Physical Inventory Discrepancy Report/Inventory Adjustment Sheets	Retain for 3 years
	5% Expenditure Listing (Physical Inventory Discrepancy Report)	Retain for 3 years
	Spot Inventory	Retain for one quarter (3 months)

### Table 7-2 Non-Accountability File

POLICY UPDATES AND SUPPORTING DOCU	IMENTS
Official Letters, Naval Messages, Certification Letters	Minimum 2 years
Midshipman/ROTC/Foreign Orders and/or Memorandums	Minimum 2 years
Head Count Record	Minimum 2 years
P476, NAVSUP Notice 7330	Minimum 2 years
Food Flashes (serves as interim policy until new revision of P-486)	Minimum of 2 years or until the policy is included in the New revision of the NAVSUP P-486
ALFOODACTS and other directives in the Master List of Food Service Publications	Current and any open ALFOODACTS from previous CY

# Table 7-3

Policy Updates and Supporting Documents

### SECTION 3: YEAR-END GENERAL MESS CHECK-OFF LIST

### 7308 END-OF-YEAR CHECKLIST

At the end of the FY, and immediately following, there are many things that must be done to ensure a smooth close-out of one FY and the opening of another. The following list of important questions must be answered positively by an FSO for the smooth and efficient operation of the GM:

- Has the GM received the 1st quarter NAVSUPNOTE 7330 that contains the annual instructions for Fiscal Year End Accounting Procedures for deposit of cash?
- Has the GM completed an over-issue package (if an over-issue status exists at the end of the FY in accordance with Paragraph 7002.11)?
- Have all undeposted sales been collected?
- Has the Command implemented the new rates by 01 January of the current FY? (The Sale of Meal Rates are released annually each December by NAVSUP423).
- Has a full inventory been conducted in the last quarter of the FY?

# **APPENDIX A**

# FOOD SERVICE MANAGEMENT SYSTEM PROCEDURES

Part A: FOOD SERVICE MANAGEMENT (FSM) SYSTEM ACCESS
FSM System Access and Security <u>1000</u>
Part B: RETAINED HARD COPY RECORDS AND ARCHIVING (GENERAL)
Retaining FSM Records <u>1100</u>
Hardcopy Records and Archiving <u>1101</u>
Part C: INTERNATIONAL DATELINE CROSSINGS
International Dateline Food Preparation Worksheet Creation
Part D: MANAGEMENT OF REPLICATION PROCESS
FSM Replication Process
Part E: FSM SYSTEM DAILY CHECKLIST AND FSM USER GUIDE
FSM System Daily Checklist and FSM User Guide <u>1400</u>
Part F: ENDURANCE MODULE DETAILS
FSM System Entrees for Endurance <u>1500</u>

# APPENDIX A

# FOOD SERVICE MANAGEMENT (FSM) SYSTEM PROCEDURES

# PART A: FOOD SERVICE MANAGEMENT (FSM) SYSTEM ACCESS

# 1000 FSM SYSTEM ACCESS AND SECURITY

1. FSM SECURITY. The Food Service Management (FSM) system is an automated tool for use by Navy food service personnel afloat and ashore. The FSM is used to perform all administrative and recordkeeping functions related to the daily operations of a General Mess (GM). FSM contains the following five user groups that have multiple user roles for system access:

- Non-Distance Support
- Distance Support Galley
- Distance Support LST
- Ashore Galley
- NAVSUP Enterprise

Strict use of the FSM System's Daily Checklist and management and audit techniques ensure proper use of FSM. FSM's Main Menu is discussed below.

2. FSM MAIN MENU -- COVERED TOPICS. The following FSM main menu topics are discussed below:

- Pre-Meal/As Needed Tasks
- Post-Meal/As Needed Tasks
- Reports
- Management Tasks
- FSM System Access Rights/User Accounts (Ten Roles)

a.	Pre-Meal/As Needed Tasks	Step Number	Tasks (FSM Daily Checklist)
	Manage Order	1	Create (edit order) and approve a food order (smooth order) for the activity.
	Manage Food Prep Worksheet	2	Create a Food Prep Worksheet (1090) for the next sequential uncreated day for the galley.
	Manage Food Prep Worksheet	3	Change the status of the Food Prep Worksheet (1090) to "Approved".
	Issue	4	Create the Food Item Request/Issue Document (1282) that corresponds to the Food Prep Worksheet created above.
	Issue	5	Place the status of the Food Item Request/Issue Document (1282) in the approved status.
	Physical Inventory	/ 15a-e	Create a physical inventory (spot/full). Approve request and Print Worksheet.

b. Post-Meal/As Needed Tasks	Step Number	Tasks (FSM Daily Checklist)
Receive	6	Receive and post food items associated with due-in report(s).
Receipt	7a	Complete the uploading of receipt file processing of an order that has been fully received (post-meal task step six). Stores Receipt File includes FSM field for Cost Recovery Rate to remain marked as N\A. (Post Meal task step 7a option is preferred over manually posting option step 7b).
Receipt	7b	Complete manual receipt processing of an order that has been fully received (post-meal step six). FSM field for Cost Recovery Rate for manual receipt process must select CONUS or OCONUS, after all vendor manifest documents last receipt prices manually entered in FSM receipt price field (Manual receipt posting only if stores receipt file not received within 48 hours).
Manage Food Prep Worksheet	8	Confirm that Daily Setting options are correct. Edit Prep Worksheet if necessary.
Issue	9	Post the Food Item Request/Issue Document (1282).
Issue	10	Place the Food Item Request/Issue Document
10000	10	(1282) in the accepted status (Completed by the FSO or LCS).
Manage Person	nel 11	Create, modify, and manage officer personnel accounts via the Manage Personnel Module.
RIK Head Count	s 12	Enter the RIK head counts for the each meal associated with the current date.
Cash Sales Head Count	12	Enter the cash head counts for the Head Counts for each meal associated with the current date.
Credit Sales	12	Enter the credit head counts for the Head Counts
Head Count		for each meal associated with the current date.
Post Meal Food	13	Enter the actual head count, the actual portions
Prep Worksheet	S	prepared, leftovers, and the disposition of the leftovers for each meal prepared and served on the current date.
Post Meal Food Prep Worksheet	14 s	Place each meal associated with the day into the accepted status. This shall set the status of the Food Prep Worksheet (1090) to "Accepted" by the FSO or LCS.
Losses	15a	Record a loss of an inventory item.
Transfer/ Bulk Sales	15b	Record a bulk sale or transfer for the activity.
Physical Inventory	15c	Initiate, Validate, Post and Accept a physical inventory (spot/full). Note: Record the inventory date with the last accepted expenditure date.
Special Daily Allowance	15d	Record the use of a special daily allowance and Other Allowance.
Cash Deposits	15e	Record a cash deposit for the activity.

Closeout (1 <sup>st</sup> )	16	At the end of the month, perform the closeout validation process and ensure that all required tasks
Closeout (2 <sup>nd</sup> )	16	are successfully completed. After successfully completing the closeout validation process, finalize the closeout record for the ship.

The FSM Icon on the FSM Main Menu is used to access the Users Reference Guide. The *FSM 3.1 Daily Checklist* document is included as an Appendix in the Guide. The corresponding section of the User's Guide is listed for each task to enable quick access to specific instructions.

- c. Reports. The following reports support Pre/Post Meal and As Needed Task Entries:
  - Subsistence Ledger (335)
  - General Mess Control (338)
  - Receipts and Expenditures (367)
  - Sale of General Mess Meals (1046)
  - Book Inventory (Food Item History File) (1059)
  - Stores Consumed 1059)
  - Recapitulation of Meal Record (1292)
  - Requisition Log (1336)
  - General Mess Summary (1359)
  - General Mess Summary (1359) Prior FY
  - Food Service Update Reports
  - Recipe Frequency Chart
  - Recipe Listing
  - Replication Via Crane
  - Closeout Report
  - Reverse Endurance
  - Sustainability
  - View Cycle Menu
  - Menu Load List Report
  - FIC Menu Listing Report
  - Total Food Weight Report
- d. Management Tasks. The following management tasks support the Quarterly NAVSUP Notice 7330:
  - Activities
  - Charges
  - Cost Recovery Rate
  - Data Locks
  - FICs
  - FIC Categories
  - Food Allowances
  - Prime Vendor Allowances
  - Ration Credits
  - Storage Locations
  - Vendors
  - Users

- e. FSM System Access Rights/User Accounts. The FSO must prepare an instruction covering operation of the FSM computer and the security to be used by food service personnel. FSOs shall use good judgment, while maintaining accountability, to adjust the degree of FSM Roles to reflect the unique operating and manning conditions of a specific activity. The ten roles are discussed below.
  - (1) Supply Officer. The Supply Officer (or the FSO when the Supply Officer and FSO is the same person) shall have unrestricted access to all areas of the FSM application.
  - (2) Food Service Officer/Regional Manager. The FSO (or the Supply Officer when the Supply Officer and FSO is the same person) shall have unrestricted access to all areas of the FSM application. The FSO may be authorized to give the LCS or the FSO roles with written authority. Under no circumstance shall the FSO be authorized to allow the Recordskeeper to place FSM orders in approved status.
  - (3) Leading Culinary Specialist. The Leading Culinary Specialist (LCS) shall have unrestricted access to all areas of the FSM System with the exception of the following activities: adding new users to the FSM application, issuing updates, and approving surveys.
  - (4) Recordskeeper (Primary). The General Mess Recordskeeper shall have unrestricted access to all areas of the FSM System with the exception of the following: placing FSM orders in approved status, placing losses (surveys) in accepted status, placing inventories in accepted status, adding new users to the FSM application, and Issuing updates.
  - (5) Recordskeeper (Back-up). The Cash Collection Agent must be instructed to enter Deposits under the As Needed Tasks section of the FSM Main Menu Cash Deposits (Step 15e). The Back-up Recordskeeper must have the same access rights as the General Mess Recordskeeper listed above. The Cash Collection Agent shall not have direct access to GM records and shall not be assigned as the back-up Recordskeeper. It may be impossible on some small ships and submarines to separate these duties; this shall be the only authorized exception.

NOTE: On small ships and submarines the Cash Collection Agent and the Back-up Recordskeeper is the same person. FSOs must monitor their records very closely because of the perceived conflict of interest.

- (6) Watch Captain. The Watch Captain shall perform FSM Daily Checklist step number 4 and step number 13 (display/view reports in FSM application).
- (7) Storeroom Custodian. The Storeroom Custodian may perform FSM Daily Checklist step number 1 (Edit Order only), step number 6, and step number 9 (display\view reports in FSM application).
- (8) Cook on Watch. The cook on watch may use the FSM's recipe conversion function. The Report Viewer role allows all areas to be displayed and/or viewed on Main Menu of FSM application.
- (9) Report Viewer. The Report Viewer role allows all areas to be displayed and/or viewed on the Main Menu of the FSM application.
- (10) TYCOM. TYCOMs may review and audit all Commands under their responsibility at a view-only role (other than at the beginning of the fiscal year when they enter Surcharge (OM&N) Line of Accounting information).

# PART B: RETAINED HARD COPY RECORDS AND ARCHIVING (GENERAL)

## 1100 RETAINING FSM RECORDS

1. GENERAL. NAVSUP Business Systems Center developed the Food Service Management System (FSM) that was certified by Naval Supply Systems Command (NAVSUP) for use by Navy GMs. FSM automates all recordkeeping functions and produces most forms required by this publication. Accuracy of records is significantly increased and mathematical errors are virtually eliminated. The FSM does not negate the need for the FSO and the Culinary Specialist (CS) to understand the concepts behind food service records and procedures. Implementation of the FSM system is accomplished by NAVSUP Business Systems Center and Navy Food Management Teams. Normal operation of the program is managed by NAVSUP N432.

2. FSM. FSM is the only software currently authorized for use by Navy GMs. Development, funding, or procurement of any new food service automation system must first be approved by NAVSUP.

### 1101 HARDCOPY RECORDS AND ARCHIVING

1. GENERAL. The procedures discussed below shall be followed by FSM record keeping afloat and ashore activities unless otherwise specified.

- a. Pre-Meal NAVSUP 1282 (Food-Item Request/Issue Document). The Pre-Meal NAVSUP 1282s (Food-Item Request/Issue Document) for the GM may be discarded after the FSO has certified them and has ensured that all data elements are correct and any discrepancies have been reconciled.
- b. Post-Meal NAVSUP 1282 (Food-Item Request/Issue Document). The Post-Meal NAVSUP 1282s (Food-Item Request/Issue Document) require only the FSO's signature for the Certification on the issue document. Before signing, the FSO must verify that all required and authorized signatures appear on the Pre-Meal daily NAVSUP 1282s. Post-Meal daily NAVSUP Form 1282s shall be retained indefinitely with FSM. Refer to TYCOM's guidance and direction for a printable version of Form 1282.
- c. Completed Approved Status Pre-Meal Task NAVSUP 1090 (Food Preparation Worksheet). The completed Approved Status Pre-Meal Task NAVSUP 1090s (Food Preparation Worksheet) shall be retained for the current month and three previous months. All others shall be retained indefinitely in the FSM. Refer to TYCOM's guidance and direction for a printable version of Form 1090.
- d. Completed NAVSUP 1282 (Post-Meal Daily Food Item Request/Issue Document). The completed NAVSUP 1282s (Post-Meal Daily Food Item Request/Issue Document) for issue to all messes shall be approved by the FSO and filed with other accountable documents. After the FSO's review and reconciliation of the rough Pre-Meal Tasks Issue 1282s, the forms shall be returned to the originating mess for disposition. Post-Meal issues, NAVSUP Form 1282s, shall be retained indefinitely in the FSM. Refer to TYCOM's guidance and direction for a printable version of Form 1282.
- e. NAVSUP Form 338 (General Mess Control Record). The FSO and LCS review NAVSUP Form 338 (General Mess Control Record) daily in FSM to aid in maintaining the GM's financial stability.
- f. Inventory Retention. The full rough inventory can be discarded after the smooth inventory is approved and signed. The full smooth inventory shall be retained for a period of 3 years as part of the FSO's non-accountability file. All adjustments recorded on Initiated Status FSM Physical Inventory Edit (rough) must be reconciled before they are put in posted or accepted status.

The smooth inventory (Accepted Status Physical Inventory Edit) shall be printed after the adjustments are made. The rough inventory must be recorded on the FSM inventory worksheet in indelible ink. All persons involved in the inventory must sign each page of the FSM inventory worksheet (rough) and must initial all changes. The FSO shall sign the smooth worksheet; this worksheet shall be retained in the accountability file. The FSO shall contact the TYCOM for specific local requirements.

- g. NAVSUP Form 1359 Supporting Documents. At the end of the month all supporting documents related to NAVSUP Form 1359 shall be retained indefinitely in the FSM. Refer to TYCOM's guidance and direction for a printable version of Form 1359.
- h. Accounting Period Status. The Accounting period shall remain in a Closed Status in the FSM. Extracting the close out file is not required unless directed by NAVSUP or TYCOM.

2. AUTHORITY FOR PAPER REDUCTION. TYCOMs have the authority to authorize deviations from a, b, and c above using the following procedures to reduce paper use (TYCOM shall be contacted for specific local requirements):

- Once all data blocks on the Pre-Daily NAVSUP 1282s have been completed, the Recordskeeper shall post them to the FSM computer in accordance with the FSM Daily Checklist routine.
- After posting, the Recordskeeper must save the Post-Daily NAVSUP 1282 in the FSM and the LCS or above shall place the FSM's NAVSUP 1282 into the accept status. Post-Meal daily NAVSUP Form 1282s shall be retained indefinitely in the FSM. Refer to TYCOM's guidance and direction for a printable version of Form 1282.
- The FSO shall use NAVSUP Form 1090 to verify that the correct amounts were issued on NAVSUP Form 1282. The FSO shall sign the Form to certify that the correct amounts were entered and shall sign the Pre-Meal Task Approved Status NAVSUP 1090.

3. RECORDS AUDIT. To ensure the financial accountability of the GM, all reports must be audited by the FSO, LCS, and Recordskeeper before the accounting period closeout. For CVNs, the Principal Assistant for Services (PAS) shall audit all reports before the accounting period closeout. All reports shall be in an Accepted Status before initiating any accounting period closeout in FSM. The records below (4a, 1-24) shall be retained in the FSO's accountability file for the current and past ten years' closed accounting periods with a few exceptions. Retained returns must be labeled and organized to make it easy to discard records at the proper time.

- 4. FSM PRE-AUDITS. FSM pre-audits shall be processed as follows:
  - TYCOM/ISIC/ATG/NFMT and CNIC Regional Program Managers will maintain FSM access to conduct pre-audits on the general side of FSM. All monthly reports, including corrected reports, shall be evaluated by the supervisory roles assigned by Fleet and CNIC Leadership. These roles require FSM access via FSM3 ashore and afloat production specific to supervisory responsibility.
  - For submarines, designated representatives will receive, upload, and complete pre-audits for submarine FSM3 financials.

# PART C: INTERNATIONAL DATELINE CROSSINGS

# 1200 INTERNATIONAL DATELINE FOOD PREPARATION WORKSHEET CREATION

1. FOOD PREPARATION WORKSHEET. The following steps shall be taken to create a Food Prep Worksheet While Crossing the International Date Line:

- ✓ The FSM Recordskeeper shall access the FSM system and shall click on the Manage Food Prep Worksheets link from the Pre-Meal Tasks section on the Main Menu.
- ✓ Select an activity from the ACTIVITY list, if necessary.
- ✓ Select a galley from the GALLEY list, if necessary.
- ✓ Enter a date in the CONSUMPTION DATE field, if necessary.
- ✓ Select UNDERWAY in the DAILY SETTINGS section.
- ✓ The night meal fields are replaced with two international dateline fields. It is no longer possible to select the Galley Closed No Meals Served check box.
- Select an option from the RATION CREDITS list, if necessary. NOTE: If the default ration credits option is changed, a confirmation dialog box appears. Click OK to continue.
- ✓ In the INTERNATIONAL DATE LINE (IDL) section, select the LOSE DAY check box or the GAIN DAY check box.
- ✓ Click OK.
- ✓ Click the CREATE DAY link.
- ✓ If the LOSE DAY check box is selected, the page updates and no worksheet is displayed.
- ✓ If the GAIN DAY check box is selected, the page updates and displays a worksheet including a MIDRATS menu. The View Gained Day check box also appears next to the CONSUMPTION DATE field at the top of the page.
- ✓ Meals are selected automatically based upon activity, the consumption date, and the start date of the cycle menu.
- ✓ Update the numbers in the Est. Headcount fields for each meal, if necessary, and then click the Save Headcount Changes link.
- ✓ The page updates and saves all changes. The availability of menu items in inventory is also checked against any new numbers entered. Recipe names that are displayed in red letters have at least one item with insufficient quantities.
- ✓ Select the APPROVE DAY check box.
- ✓ Click OK.
- ✓ At the top of the page, select the View Gained Day check box.
- ✓ The page updates and displays the menu for the gained day. The gained day menu is identical to the first day menu, except for the words, "IDL Gained Day" in the menu header. It is possible to manually change the menu or to use an alternate menu for the day.
- ✓ Make the necessary changes to the menu and then repeat steps p and q to approve the day.

2. INTERNATIONAL DATELINE GENERAL MESS CONTROL RECORD (NAVSUP FORM 338). When NAVSUP Form 338 (General Mess Control Record) is printed out, a pound sign (#) must be placed in the Day of the Month column (1) next to the day for the crossing of the International Dateline "WEST TO EAST" indicating (GAINED ONE DAY). If the day is (LOST), the FSM system will show nothing on that date.

# PART D: MANAGEMENT OF REPLICATION PROCESS

## **1300 FSM REPLICATION PROCESS**

1. FSM REPLICATION. FSM Replication is a bi-directional merge replication process that enables transferring of data between the afloat and ashore FSM systems. Files are sent from ship to shore ("FROM-SHIP") and from shore to ship ("TO-SHIP").

There may be situations when the transfer of the files from shore to ship is interrupted and needs to be fixed manually. The FSM IT Replication Check batch file automates the data-gathering portion of this process to assist the ship's IT personnel and NAVSUP BSC in identifying the problem and solving it.

2. BATCH FILE INSTALLATION. Batch files are received as ".txt" files. They must be saved on the NIAPS desktop, changing the extension to ".bat". The batch file then may be run by doubleclicking it. The following instructions are for installing the FSM IT Replication Check batch file:

- ✓ Login to the NIAPS server as the NIAPS\_Administrator.
- ✓ Locate the file "FSM\_IT\_Replication\_Check.txt" that was downloaded from the NFMT Representative.
- Place this file on the desktop and change the extension to ".bat" so that the new file name is "FSM\_IT\_Replication\_Check.bat".
- ✓ Click "Yes" when prompted about changing the file extension
- ✓ The batch file is run by double-clicking the batch file that was installed using the installation procedure above. This generates an output text file that shall be returned to NAVSUP BSC for analysis. The instructions below are for running the FSM IT Replication Check batch file.

The following instructions are for logging in to the NIAPS Server:

- ✓ Login to the NIAPS server as the NIAPS\_Administrator.
- ✓ Locate the file "FSM\_IT\_Replication\_Check.bat" and double-click it to run it. This will appear on the desktop when properly installed.
- ✓ This creates an output file named "FSM\_IT\_Replication\_Check\_Log\_YYYYMMDD.txt" on the desktop (YYYYMMDD is the current day's date). Choose "Reply to All" on the email and attach the output file.

NOTE: If the file "FSM\_IT\_Replication\_Check.bat" is not present, contact the NFMT Representative.

3. TROUBLESHOOTING QUESTIONS AND ANSWERS. Troubleshooting questions and answers are presented below.

- Q: The batch file cannot be found. Where is it?
- A: See the Installation section above and retry installing the batch file.
- Q: Running the batch file generates an error message. How to handle this?
- A: Take a screenshot of the error message and send it to NAVSUP BSC for analysis.
- Q: The output file cannot be found. Where did it go?
- A: The batch file creates the output file in the same folder as the batch file. If the batch file was installed on the desktop as instructed in the Installation section above, then the output file also will be placed on the desktop. Contact NAVSUP BSC for assistance if the output file is not stored in the same directory as the batch file.

4. CONFIRM FSM REPLICATION CHECKLIST. The FSM Replication Checklist shall be used daily to execute replication Via Crane within the FSM application.

NOTE: If FSM files are more than 3 days behind and not applied, prompt the afloat IT to check replication (manually running DS\_Updates and Scheduled tasks for FSM Replication).

There may be situations when the transfer of the files from shore to ship is interrupted and needs to be fixed manually. The FSM IT Replication Check batch file automates the data-gathering portion of this process to assist the ship's IT personnel and NAVSUP BSC in identifying the problem and solving it. The Afloat IT should use Utilization of the FSM3 IT Replication Check batch file in accordance with Food Service Management (FSM) Version 3.x IT Replication Check Batch File Procedure.doc, to provide NAVSUP Business System Center (BSC) and Navy food Management Team with a Replication check log.

Non-FSM System replication problem trouble tickets prepared and/or submitted via NAVY311 marked for attention to NAIPS Support team <<u>niaps-support@navy.mil</u>>.

FSM System replication problem trouble tickets prepared/submitted via NAVY311 marked for attention FSM Support <<u>navsup bsc fsm@navy.mil</u>>.

The contact information for NAVY311 is given below. When emailing directly, a copy must be sent to the local NFMT FSM Analyst (contact information is listed in the current NAVSUP Publication 476 directory).

Contact Information for Navy 311: PHONE 1-855-NAVY311 (1-855-628-9311) DSN 510-NAVY311 (510-628-9311) EMAIL Navy311@navy.mil (unclassified); Navy311@navy.smil.mil (classified) WEB www.Navy311.navy.mil (unclassified) www.Navy311.navy.smil.mil classified) TEXT type Navy311@navy.mil in the TO line of a text message CHAT via Navy311 website or mobile phone

# PART E: FSM SYSTEM DAILY CHECKLIST AND USER GUIDE

## 1400 FSM DAILY CHECKLIST AND FSM USER GUIDE

Email addresses may be registered to the NAVSUP master directory at the following website: <u>https://applications.navsup.navy.mil/FSMwiki/</u>. It is then possible to download Documentation for FSM Version 3.0.6 User's Guide (afloat) and FSM Version 3.1.X Ashore User's Guide (ashore).

Main Menu

Pre-Meal Tasks	Post-Meal Tasks	Management Tasks
Manage Food Prep Worksheets	<u>RIK Head Counts</u>	<u>Activities</u>
• Issue	<u>Cash Sales Head Counts</u>	<u>Charges</u>
	<u>Credit Sales Head Counts</u>	Cost Recovery Rate
	<ul> <li>Post Meal Food Prep Worksheets</li> </ul>	Data Locks
		• <u>FICs</u>
As Needed Tasks	Reports	<ul> <li><u>FIC Categories</u></li> </ul>
<u>Closeout</u>	<u>Subsistence Ledger (335)</u>	Food Allowances
Issue Adjustments	<ul> <li>General Mess Control Record (338)</li> </ul>	Prime Vendor Allowances
• Losses	<ul> <li><u>Receipts and Expenditures (367)</u></li> </ul>	Ration Credits
<u>Cash Deposits</u>	<ul> <li>Sale of General Mess Meals (1046)</li> </ul>	<u>Storage Locations</u>
Physical Inventory	<ul> <li>Book Inventory (1059)</li> </ul>	Vendors
<u>Manage Personnel</u>	<ul> <li><u>Stores Consumed (1059)</u></li> </ul>	• <u>Users</u>
<u>Manage Orders</u>	<ul> <li>Recapitulation of Meal Record (1292)</li> </ul>	
<u>Receive</u>	Requisition Log (1336)	
<u>Receipt</u>	<ul> <li>General Mess Summary (1359)</li> </ul>	Supply Officer use
<u>Recipe Conversion</u>	General Mess Summary (1359) PRIOR FY	for Food Service
<ul> <li>Special Daily Allowance</li> </ul>	Food Service Update Reports	Officer (very top
<u>Transfer / Bulk Sales</u>	Menu Recipe Listing	role)
	<ul> <li><u>Recipe Frequency Chart</u></li> </ul>	
	<u>Recipe Listing</u>	
1155s are no longer	Replication Via Crane	
used for ordering	<u>Closeout Report</u>	
subsistence.	<u>Reverse Endurance</u>	
	<u>Sustainability</u>	
	<u>View Cycle Menu</u>	

# FSM Daily Checklist

Current

Date:

Use this checklist to make sure all necessary tasks are performed; each task must be checked off as it is performed.

NOTE: All Afloat Users shall execute the *Replication Via Crane* report daily to check for replication errors and issues. (Use the FSM CS Replication Checklist, Daily). Roles are assigned and managed by the Supply Officer/Food Service Officer of Activity.

ROLES	STEPS ORDER	TASK	Section in User's Guide	
Pre-Meal Tasks for future dates (steps 2-4 maintain seven to nine days from current calendar day)				
	□1.	If required, create (edit order) and approve a food order (smooth order) for the activity	<u>10.2</u> or <u>10.3</u>	
	<b></b> 2.	Create a Food Prep Worksheet (1090) for the next sequential uncreated day for your galley.	<u>11.2</u> or <u>11.3</u>	
	□3.	Change the status of the Food Prep Worksheet (1090) to "Approved".	<u>11.2</u> or <u>11.3</u>	
	□4.	Create The Food Item Request/Issue Document (1282) that corresponds to the Food Prep Worksheet created above.	<u>12.2</u> ,#4	
	<u></u> 5.	Place the status of the Food Item Request/ Issue Document (1282) in the approved status.	<u>12.2</u> ,#9	
	□15C	If applicable, create a physical inventory (spot/full). Approve request and Print Worksheet.	<u>21</u>	
Post-Meal	Tasks per d	aily 1282 date of consumption (not necessarily current date of computer)		
	6	If applicable, receive and post the food items associated with your due- in report(s)	<u>10.8 and</u> <u>10.9</u>	
	<b>∏</b> 7a	If applicable, complete the uploading of receipt file processing of an order that has been fully received (previous step). Receipt File includes Cost Recovery Rate FSM remains N\A. (Preferred Method).	<u>10.11</u>	
	☐7b	If applicable, complete the manual receipt processing of an order that has been fully received (previous step). Cost Recovery Rate for manual receipt process must select CONUS or OCONUS. (Manual receipt posting only if receipt file greater than 48 hours).	<u>10.10</u>	
	□8.	Confirm that Daily Setting options are correct. Edit if necessary.	11.4	
	<b>9</b> .	Post the Food Item Request/Issue Document (1282)	<u>12.2,</u> #11	
	<b>□</b> 10.	Place the Food Item Request/Issue Document (1282) in the accepted status.	<u>12.2</u>	
	□11.	If applicable, create, modify, and manage officer accounts via the Manage Personnel module.	<u>13</u>	
	<b>□</b> 12.	Enter the RIK, cash, and credit head counts for each meal associated with the current date.	<u>14</u>	
	<b>□</b> 13.	Enter the actual head count, the actual portions prepared, leftovers, and disposition of the leftovers for each meal prepared and served on the current date.	<u>14</u>	
	<b>□</b> 14.	Place each meal associated with the day in the accepted status. This will set the status of the Food Prep Worksheet (1090) to accepted.	<u>14</u>	
	□15A	If applicable, record the loss of an inventory item.	<u>15.1</u>	
	□15B	If necessary, record a bulk sale or transfer for your activity.	<u>16</u>	
	□15C	If applicable, Initiate, Validate, Post, and Accept a physical inventory (spot/full),	<u>21</u>	

	NOTE: Record the Inventory date with the last accepted expenditure date.	
□15D	If necessary, record the use of a special daily allowance and Other Allowance.	<u>19.2</u>
□15E	If required, record a cash deposit for the activity	<u>18.1</u>
□16A	At the end of the month, perform the closeout validation process and ensure that all required tasks are completed successfully.	<u>22.1</u>
□16B	After successfully completing the closeout validation process, finalize the closeout record for the ship,	<u>22.2</u>

NOTE 1: Before Step #16 FSM Return Reports Checklist (use before completing/finalizing the accounting period closeout) all reports must be in Accept Status mode before finalizing the closeout.

- ✓ View General Mess Summary Document (NAVSUP Form 1359)(Current Fiscal Year) and view General Mess Summary Document (NAVSUP form 1359) Prior FY (Oct/Nov/Dec).
- Prepare command Muster Reports Folder obtain and validate Navy Rations Allowed Figure.
- ✓ View Record of Receipts and Expenditures (NAVSUP Form 367).
- ✓ View Sale of General Mess Meals (NAVSUP Form 1046) validate daily post meal tasks credit sales headcount.
- ✓ View Cash Meal Payment Sheets (DD Form 1544) audit with completed sheets.
- ✓ Prepare Certification letters if applicable (external to FSM).
- ✓ Monthly Recapitulation of Meal Record (NAVSUP Form 1292).
- ✓ View General Mess Control Record (NAVSUP Form 338).
- ✓ Cash Receipt Book (NAVSUP 470) Validate Cash Deposits for Month, with SF 215.
- ✓ Assemble receipts with charge folder (attach receipt invoice to each Accepted Receipt Detail) as follows:
  - Receipts with Charge (from Ships Store) Requisition and Invoice/Shipping Document (DD Form 1149)
  - Receipts without Charge (from other FSO) Requisition and Invoice/Shipping Document (DD Form 1149)
  - Receipts Prime Vendor
  - Receipts for No Method
- ✓ Requisition Log (NAVSUP Form 1336) items received include summary page.
- ✓ Financial Liability Investigation of Property Loss (DD Form 200).
- Financial Liability Investigation of Property Loss (DD Form 200) for Expenditure Log (NAVSUP Form 1334) reasons.
- Requisition and Invoice/Shipping Document (DD Form 1149) Transfer with reimbursement.
- ✓ Requisition and Invoice/Shipping Document (DD Form 1149) Transfer without reimbursement.
- ✓ Requisition and Invoice/Shipping Document (DD Form 1149) Bulk Sales.
- ✓ Food Item Report/Master Food Code List (NAVSUP Form 1059) Book Inventory printed for monthly closeout.
- ✓ Food Item Report/Master Food Code List (NAVSUP Form 1059) Full Inventory (minimum 90 day cycle)(Relieving Inventory).
- ✓ Food Item Report/Master Food Code List (NAVSUP Form 1059) Inventory Adjustment Documents (weekly).
- ✓ Food Item Report/Master Food Code List (NAVSUP Form 1059) Issues To General Mess (Stores Consumed).

- ✓ Food Item Request-Issue Document (NAVSUP Form 1282) Ensure consumed dates are accepted, certified by FSO with signature, and dated.
- ✓ Assemble separate folders for FSM Order Due-In Reports and FSO signed/dated MILSTRIP (supports FIAR and FIP Compliancy).

NOTE 2: If any corrected food service report is needed, all will be retained with the original report.

# PART F: ENDURANCE MODULE DETAILS

## 1500 FSM SYSTEM ENTRIES FOR ENDURANCE

1. AFLOAT ENDURANCE LEVELS CALCULATIONS. Afloat endurance levels calculations in the Food Service Management (FSM) System are based on use, acceptability, and crew size. To achieve afloat endurance levels the user must enter the following in the FSM System:

- Required Delivery Date (RDD) -- the date that the order will be received.
- Sustainment Days The number of days to endure; the number of days from the RDD date that the ordered amount will last.
- Crew Size (Core or Embarked) -- the average size of the crew during the endurance period. This is a set number located and adjusted in the Activity (constants section of FSM).

NOTE: Crew Size (Embarked) sum of Crew Size (Core) plus Crew Size (Embarked). Adjustments to Crew Size (Core and Embarked) maintained in FSM Manage Activity, Activity Information, FSM/Activity Settings. Before calculating endurance levels the Crew Size (Core or Embarked) must be updated.

- 2. DEFINITIONS FOR UNDERSTANDING AFLOAT ENDURANCE LEVELS. The following definitions will aid in understanding afloat endurance levels:
  - On-Hand Balance. The current on-hand balance of the Food Item Code (FIC) on the day the endurance report is run.
  - Eat-Down Amount. The amount of the FIC that will be used (based on menu, crew size, and acceptability) from the day that the endurance report is run until the endurance RDD.
  - Due-In Amount. The amount of the FIC already on order with RDDs that precede the endurance RDD.
  - On-Hand RDD Amount. The amount of the FIC that will be on hand on the endurance RDD date.
  - On-Hand RDD Amount. The on-hand balance *minus* the eat-down amount *plus* the due-in amount. This amount must never be less than zero. The formula for the On-Hand RDD Amount is as follows: The on-hand balance *divided by* the eat-down amount *plus* the due-in amount. This amount shall never be less than zero.
  - Endurance Amount. The amount of the FIC that will be used on the RDD date *plus* the number of Endurance Days. This is based on menu, crew size, and acceptability
  - Ordered Amount. This is the endurance amount *minus* the On-hand RDD Amount. The ordered amount is limited by shelf life, maximum pound limit, high limit, and Unit of issue (UI) limit.
- 3. SUSTAINABILITY (AUTOMATIC ORDERING ENDURANCE CALCULATION). The calculations discussed below are used for sustainability.
  - a. Determining Category Report Field Manage FIC Search. Select each category followed by Search, resulting in FIC records found (set by TYCOM).

<u>FIC Category Descriptions-Records Found</u> Chill (Ham, Cheese, and Yogurt) - 46 Bag In a Box Items - 21 Meat Items in Dry Storeroom - 15 Subsistence items not in Dry (BIB, Meat, Starch or Vegetables) - 186 Rice, Pasta Etc. - 15 Canned, Dehydrated and Dry Beans - 28

All Eggs, Fresh, Frozen & Chill - 11 Fresh Fruits and Vegetables - 77 Frozen Meat, Cheese and Vegetarian Entrees (No Crab legs, Cornish Hen or Lobster Included) - 195 Frozen Items NOT Meat or Vegetables - 49 Frozen Vegetables - 36 Milk (Fresh/UHT/ESL) - 24 Non-Sustainment (Bread, Desserts & Condiments) - 486 MREs & UGRs - 93

b. Determining "Pounds in Inventory" - Total Current On Hand Balance of each FIC per sustainability category multiplied by book inventory conversion Factor.

Divide by sustainability "Serving size (LBS)". Note: Serving size (LBS) set by NAVSUP HQ (Jen/USDA) in Manage FIC Category. Divide by Crew Size provided by Activity at time of needed report Run. Note: Ensure all users of FSM use same crew size.

Note: (1) Before running report, determine the last calendar date expenditures were posted (Issue, Losses, Transfers, and Bulk sales. (2) Determine last calendar date posted status for expenditures was received.

The result per the Sustainability Category equals "Sustainability Days".

		Sustainabili	ty		
	ACTIVITY	USS JAMES E. WILLIAMS (D	DG-95)	~	
d	CREW SIZE	288			
		RUN CLEAR	DONE		
<b>Г</b>	a		С	b	e
CAT	EGORY 🔺		<u>SERVING SIZE (LBS)</u>	POUNDS IN INVENTORY	SUSTAINABILITY DAYS
All Eggs, Fresh, Frozen & Chill			0.1250	1195	33.19
Bag In a Box Items			0.7500	150	0.69
Canned, Dehydrated and Dry Beans			1.2500	3053	8.48
Chill (Ham, Cheese & Yogurt)			0.9375	1536	5.69
Fresh Fruits and Vegetables			1.2500	3182	8.84
Frozen Items NOT Meat or Vegetables			1.0000	534	1.85
Frozen Meat, Cheese and Vegetarian Entre	es (No Crab leg	s, Cornish Hen or Lobster Included)	0.6875	7803	39.41
Frozen Vegetables			1.2500	0	0.00
Meat Items in Dry Storeroom			0.6875	1193	6.03
Milk (Fresh/UHT/ESL)			0.7500	1029	4.76
MREs & UGRs			3.0000	0	0.00
Non-Sustainment (Bread, Desserts & Condi	ments)		1.0000	11467	39.82
Rice, Pasta Etc.			0.5000	1159	8.05
Subsistence items not in Dry (BIB, Meat, Sta	irch or Vegetab	les) Categories	1.0000	5822	20.22

# APPENDIX B FOOD SERVICE FORMS

DD FORM 200 – Financial Liability Investigation of Property Loss (Front and Back)
DD FORM 448 – Military Interdepartmental Purchase Request
DD FORM 577 – Appointment/Termination Record-Authorized Signature (Front and Back) <u>B-6/7</u>
DA FORM 7539 – Request for Veterinary Laboratory Testing and Food Sample Record <u>B-8/9</u>
DD FORM 1131 – Cash Collection Voucher <u>B-10</u>
DD FORM 1149 – Requisition and Invoice/Shipping Document
DA FORM 7538 – Subsistence Serviceability Certificate <u>B-12</u>
DD FORM 1348-1A – Issue Release/Receipt Document <u>B-13</u>
DD FORM 1348-1 – DOD Single Line Item Release/Receipt Document
DD FORM 1544 – Cash Meal Payment Sheet <u>B-15</u>
DD FORM 1608 – Unsatisfactory Material Report (Subsistence) (Front and Back) B-16/17
NAVCOMPT FORM 2114 – Cash Receipt CertificateB-18
NAVCOMPT FORM 2275 – Order for Work and Services <u>B-19</u>
NAVCOMPT FORM 2276 – Order for Work and Services/Direct CitationB-20
NAVSUP FORM 335 – Subsistence Ledger (Front and Back)
NAVSUP FORM 338 – General Mess Control Record (Front and Back)B-23/24
NAVSUP FORM 367 – Record of Receipts and Expenditures
NAVSUP FORM 470 – Cash Receipt BookB-26
NAVSUP FORM 1046 – Sale of General Mess MealsB-27
NAVSUP FORM 1090 – Food Preparation Worksheet (Front and Back) <u>B-28/29</u>
NAVSUP FORM 1105 – Meal Pass <u>B-30</u>
NAVSUP FORM 1282 – Food Item Request/Issue Document
NAVSUP FORM 1291 – Meal Signature Record <u>B-32</u>
NAVSUP FORM 1292 – Recapitulation of Meal RecordB-33
NAVSUP FORM 1334 – Expenditure Log (Loss Without Survey)
NAVSUP FORM 1336 – Requisition Log <u>B-35</u>
NAVSUP FORM 1359 – General Mess Summary Document
PPQ FORM 288 – Ship Inspection Report
MEDCOM FORM 817 – Quality Assurance Representative's Correspondence
STANDARD FORM 364 – Report of Discrepancy (Front and Back) B-39/40
STANDARD FORM 1080 – Voucher for Transfers Between Appropriations and/or Funds B-41
STANDARD FORM 215 – Deposit Ticket <u>B-42</u>
STANDARD FORM 1034 – Public Voucher for Purchases/Services Other than Personal <u>B-43</u>
Requisition Routing Sheet <u>B-44</u>
Recipe Conversion Worksheet (Sample Form) <u>B-45</u>

Navy Standard Core Menu (NSCM) Report (Sample Form)	<u>B-46</u>
NSCM Menu Production Board (Sample Form)	<u>B-47</u>
NSCM Menu Review Board (Sample Form)	<u>B-48</u>
Pledge of Service	<u>B-49</u>
Armed Services Recipe Service (AFRS) Recipe Card Template	<u>B-50</u>
NSCM New Item Request Form	<u>B-51</u>
DLA Troop Support Sole Source Justification Form (Page 1 through Page 4)	<u>B-52/53/54/55</u>
NSCM 1080 Menu Template	<u>B-56</u>
Cash Meal Payment Book (Sample)	B-57/58/59/60
	<u>B 01,00,00,00</u>
Foreign Partnership Certification Letter (Sample)	
	<u>B-61</u>
Foreign Partnership Certification Letter (Sample)	<u>B-61</u> <u>B-62</u>
Foreign Partnership Certification Letter (Sample) Humanitarian Certification Letter (Sample)	<u>B-61</u> <u>B-62</u> <u>B-63</u>

## DD FORM 200 -- Financial Liability Investigation of Property Loss (Front)

A PHANTAL HADRITY ALLED		· · · · · · · · · · · · · · · · · · ·	·····	
FINANCIAL L	ABILITY INVESTIG	ATION OF PROPER	RTY LOSS	
<u>, </u>	PRIVACY ACT	STATEMENT		
AUTHORITY: 10 USC 136; 10 USC 27 7200.10; EO 9397.	775; DoD Instruction	ROUTINE USES: None.		
PRINCIPAL PURPOSE: To officially report the fa supporting the assessmen for the loss, damage, or controlled property. The the SSN is for positive iden	nt of financial charges destruction of DoD- purpose of soliciting	circumst damage other fa	ary; however, refus: ances under which the d, or destroyed may l ctors in determining if ancially liable.	e property was lost, be considered with
1. DATE INITIATED (YYMMDD)	. INQUIRY / INVESTIGATIO		3. DATE LOSS DISC	OVERED (YYMMDD)
4. NATIONAL STOCK NO. 5. ITEM DESCRIP	TION	6. QÜANTITY	7. UNIT COST	8. TOTAL COST
9. CIRCUMSTANCES UNDER WHICH PROPERTY (Attach additional pages as necessary) 10. ACTIONS TAKEN TO CORRECT CIRCUMSTAN		LOST	DAMAGED	DESTROYED
as necessary) 11. INDIVIDUAL COMPLETING BLOCKS 1 THROU	GH 10		<u> </u>	
<ul> <li>ORGANIZATIONAL ADDRESS (Unit Designation Office Symbol, Base, State/Country, Zip Code</li> </ul>		(Last, First, Middle Initial)	c. AUT	OVON/D\$N_NUMBER
	d. SIGNATURE		e. DAT	E SIGNED
12. (X one)     RESPONSIBLE OFFICER (PF       a. NEGLIGENCE OR ABUSE EVIDENT / SUSPECTED (X one)     b. COMMENTS / b. COMMENTS / C. ORGANIZATIONAL ADDRESS (Unit Designation Office Symbol, Base, State/Country, Zip Codition	RECOMMENDATIONS	(Last, First, Middle Initial)	e. AUT	OVON/DSN NUMBER
	f. SIGNATURE		g. DAT	E SIGNED
13. APPOINTING AUTHORITY				
a. RECOMMENDATION (X one) b. COMMENTS/ (1) Approve	RATIONALE			ANCIAL LIABILITY ICER APPOINTED
(2) Disapprove d. ORGANIZATIONAL ADDRESS (Unit Designati		(Last, First, Middle Initial)		1) Yes (2) No OVON/DSN NUMBER
Office Symbol, Base, State/Country, Zip Cod	g. SIGNATURE	-	h. DAT	E SIGNED
14. APPROVING AUTHORITY				
a. ACTION b. COMMENTS/ (X one) (1) Approve	RATIONALE		CON (X 0	
(2) Disapprove d. ORGANIZATIONAL ADDRESS (Unit Designati Office Symbol, Base, State/Country, Zip Cod		(Last, First, Middle Initial)		(1) Yes (2) No TOVON/DSN NUMBER -
	g. SIGNATURE		h. DAT	FE SIGNED
DD Form 200, FEB 91	Previous editions	are obsolete.	s	/N 0102-LF-011-9100
		· · · · · · · · · · · · · · · · · · ·		

D Form 200 (Back), FEB 91

# DD FORM 200 – Financial Liability Investigation of Property Loss (Back)

15. FRANCIAL LIABILITY OFFICER		
a. FINDINGS AND RECOMMENDATIONS (Attach addition	tional pages as necessary)	
·		
b. DOLLAR AMOUNT OF LOSS		
5. DOLLAR AMOUNT OF LOSS	C. MONTHLY BASIC PAY	d. RECOMMENDED FINANCIAL LIABILITY
e. ORGANIZATIONAL ADDRESS (Unit Designation,	f. TYPED NAME (Last, First, Middle Initial,	
Office Symbol, Base, State/Country, Zip Code)		g. AUTOVON/DSN NUMBER
	h. DATE REPORT SUBMITTED TO APPOINT	ING I. DATE APPOINTED
	AUTHORITY (YYMMDD)	(YYMMDD)
	j. SIGNATURE	k. DATE SIGNED
	J. JIGHARDINE	K. DATE SIGNED
16. INDIVIDUAL CHARGED	<u> </u>	
a. I HAVE EXAMINED THE FINDINGS AND RECOMMEN	DATIONS OF THE FINANCIAL MARINEY OF	
(1) Submit the attached statement of objection.		
b. I HAVE BEEN INFORMED OF MY RIGHT TO LEGAL		
c. ORGANIZATIONAL ADDRESS (Unit Designation,	d. TYPED NAME (Last, first, Middle Initial)	
Office Symbol, Base, State/Country, Zip Code)		NUMBER
	g. SIGNATURE	h. DATE SIGNED
F. AUTOVON/DSN NUMBER	1	
17. ACCOUNTABLE OFFICER		
a. DOCUMENT NUMBER(S) USED TO ADJUST PROPER	TY RECORD	
b. ORGANIZATIONAL ADDRESS (Unit Designation,	c. TYPED NAME (Last, First, Middle Initial)	d. AUTOVON/DSN NUMBER
Office Symbol, Base, State/Country, Zip Code)		. HOTOVORT DON NOMBER
	e. SIGNATURE	f. DATE SIGNED
D Form 200 (Back), FEB 91	· · · · · · · · · · · · · · · · · · ·	<u></u>
O TOTAL FOR (DOCK) TED 31		

# DD FORM 448 -- Military Interdepartmental Purchase Request

APPOINTMENT (Read Pri			CORD - AUT		
		PRIVACY	ACT STATEM	ENT	
AUTHORITY: E.O. 9397, 31 U.S.C. Sections 33 PRINCIPAL PURPOSE(S): To maintain a record and to identify the duties associated with this appo SORN T1300 (http://docio.defense.gov/Pricacy/S/ ROUTINE USE(S): The information on this form as amended. It may also be disclosed outside of individuals to issue Treasury checks. In addition, obtain this information for the purpose(s) identified http://docio.defense.gov/Privacy/SORNsIndex/Bla DISCLOSURE Voluntary; however, failure to prov	of appoint ontment. ORNsIndex may be dis the Departs other Fede	DoDFMR, 700 ment and term (DODCompon closed as gen ment of Defens ral, State and D Blanket Rou	0.14-R, Vol. 5. ination of appoint entArticleViewta erally permitted u se (DoD) to the F local government ine Uses publish	tment of perso <u>bid/7489/Artic</u> inder 5 U.S.C ederal Reserv t agencies, wh ed at:	<u>ele/6235/1300.aspx</u> ) Section 552a(b) of the Privacy Act of 1974, e Banks to verify authority of the appointed lich have identified a need to know, may
		SECTION I -	APPOINTEE		
1. NAME (First, Middle Initial, Last and Rank or G	Grade) 2	DoD ID NU	/BER	3. TITLE	
4. DOD COMPONENT/ORGANIZATION	5	. ADDRESS (	include ZIP Code, e	emali address, a	and telephone number with area code and DSN)
<ol><li>POSITION TO WHICH APPOINTED (X approp</li></ol>	priate box -		-	one invalidat	
DISBURSING OFFICER: DSSN		CASHIER			CHANGE FUND CUSTODIAN
DEPUTY DISBURSING OFFICER: DSSN		PAYING A	GENT		IMPREST FUND CASHIER
CERTIFYING OFFICER		COLLECT	IONS AGENT		SAFEKEEPING CUSTODIAN
DEPARTMENTAL ACCOUNTABLE OFFICIA	AL	DISBURS	ING AGENT		ASSISTANT SAFEKEEPING CUSTODIAN
7. YOU ARE APPOINTED TO SERVE IN THE P	OSITION	DENTIFIED IN	ITEM 6. YOUR	RESPONSIB	ILITIES INCLUDE:
8. REVIEW AND ADHERE TO THE FOLLOWING	g public	ATION(S) NEE	EDED TO ADEQ	UATELY PER	FORM YOUR ASSIGNED DUTIES:
	SECTIO	NIL- APPO	INTING AUTH	ORITY	
9. NAME (First, Middle Initial, Last)		TITLE		orarr	11. DOD COMPONENT/ORGANIZATION
12. DATE (YYYYMMDD)	13. 9	SIGNATURE	NO- AND		-
SEC	CTION III	- APPOINTE	EACKNOWLE	DGEMENT	
I acknowledge and accept the position ar States for all public funds or payment certific applicable to this appointment and have bee 16 below.	ation, as	appropriate.	under my contr	ol. I have be	een counseled on my pecuniary liability
14. PRINTED NAME (First, Middle Initial, Last)			15. DATE (YY	YYMMDD) (N	iot earlier than date in item 12 or 13)
16.a. DIGITAL SIGNATURE			16.b. MANUAL	. Signature	E
2	SECTION	IV - APPOIN	TMENT TERM	INATION	
			YYYYMMDD)		NTEE INITIALS
The appointment of the individual named a hereby revoked.	above is			WHEN CON	
19. NAME OF APPOINTING AUTHORITY	20. TITL	E		21. APPOI	NTING AUTHORITY SIGNATURE
				TO AN	
DD FORM 577, NOV 2014	P	REVIOUS ED	TION IS OBSOL	ÉTE.	Adobe Designer 9.0

### DD FORM 577 -- Appointment/Termination Record-Authorized Signature (Front)

NOTE: The principal purpose of DD Form 577 is to maintain a record of certifying and accountable officers' appointments and the termination of those appointments. The information also is used for identification purposes associated with certification of documents and/or liability of public records and funds.

APPOINTMENT/TE (Read Privacy	RMINATION R			
	PRIVACY	ACT STATEM	ENT	
AUTHORITY: E.O. 9397, 31 U.S.C. Sections 3325, 3 PRINCIPAL PURPOSE(S): To maintain a record of a and to identify the duties associated with this appointm SCRN T1300 ( <u>http://docio.defense.gov/Pricacy/SORN</u> ROUTINE USE(S): The information on this form may as amended. It may also be disclosed outside of the L individuals to issue Treasury checks. In addition, othe obtain this information for the purpose(s) identified in th	3528, DoDFMR, 70 oppointment and ten ent. sIndex/DODCompo be disclosed as ge pepartment of Defet r Federal, State ann e DoD Blanket Bo	00.14-R, Vol. 5. mination of appoint mentArticleView/ta nerally permitted un rse (DoD) to the F to local government une l loca publich	tment of perso bid/7489/Artic Inder 5 U.S.C ederal Reserv t agencies, wh ed at	<u>de/6235/t1300.aspx</u> ) Section 552a(b) of the Privacy Act of 1974, re Banks to verify authority of the appointed lich have identified a need to know, may
http://docio.defense.gov/Privacy/SOR/Nsindex/Blanket DISCLOSURE Voluntary; however, failure to provide	RoutineUses aspx.			
DISCLOSURE Voluntary; however, failure to provide to			de appointmei	nts.
1. NAME (First, Middle Initial, Last and Rank or Grade		- APPOINTEE		
1. NAME (Pirst, Middle Initial, Last and Rank or Grade	e) 2. DoD ID NU	MDER	3. TITLE	
4. DOD COMPONENT/ORGANIZATION	5. ADDRESS	(Include ZIP Code,	emali address, a	ind telephone number with area code and DSN)
6. POSITION TO WHICH APPOINTED (X appropriate		-	one invalidate	
DISBURSING OFFICER: DSSN DEPUTY DISBURSING OFFICER: DSSN	CASHIE			CHANGE FUND CUSTODIAN IMPREST FUND CASHIER
CERTIFYING OFFICER		TIONS AGENT		SAFEKEEPING CUSTODIAN
DEPARTMENTAL ACCOUNTABLE OFFICIAL		SING AGENT		ASSISTANT SAFEKEEPING CUSTODIAN
7 YOU ARE APPOINTED TO SERVE IN THE POSIT			RESPONSIBI	
1. TOO AKE AT OINTED TO SERVE IN THE TOSH		ATTEM 0. TOOK		ETTES INCLUDE.
8. REVIEW AND ADHERE TO THE FOLLOWING PU	BLICATION(S) NE	EDED TO ADEQ	UATELY PER	FORM YOUR ASSIGNED DUTIES:
SE	CTION II - APP	DINTING AUTH	ORITY	
<ol> <li>NAME (First, Middle Initial, Last)</li> </ol>	10. TITLE			11. DOD COMPONENT/ORGANIZATION
12. DATE (YYYYMMDD)	13. SIGNATURE	NOV AND		
SECTIO	N III - APPOINT	EE ACKNOWI	DGEMENT	
I acknowledge and accept the position and re-				at I am strictly liable to the I Inited
States for all public funds or payment certification applicable to this appointment and have been gin 16 below.	n, as appropriate	under my contr	ol. I have be	een counseled on my pecuniary liability
14. PRINTED NAME (First, Middle Initial, Last)		15. DATE (Y)	YYMMDD) (N	ot earlier than date in item 12 or 13)
16.a. DIGITAL SIGNATURE		16.b. MANUAL	SIGNATURE	
SEC	TION IV - APPOI			
The appointment of the individual named above	/e is	(YYYYMMDD)		NTEE INITIALS
hereby revoked.			1770 KAN	
19. NAME OF APPOINTING AUTHORITY 20.	TITLE		21. APPOIN	ITING AUTHORITY SIGNATURE
			339 KM	
DD FORM 577, NOV 2014	PREVIOUS EI	DITION IS OBSOL	ÉTE.	Adobe Designer 9.0

# DD FORM 577 -- Appointment/Termination Record-Authorized Signature (Back)

INSTRUCTIONS FOR COMPLETING APPOINTMENT/TERMINATION RECORD - AUTHORIZED SIGNATURE
Use this form to:
<ol> <li>Appoint disbursing officers and their agents, e.g., deputy disbursing officers, disbursing agents, paying agents, cashiers, imprest fund cashiers, change fund custodians, and collection agents.</li> </ol>
<ol><li>Appoint certifying officers. Certifying officers are those individuals, military or civilian, designated to attest to the correctness of statements, facts, accounts, and amounts appearing on a voucher for payment.</li></ol>
<ol><li>Appoint departmental officials. Departmental officials are those individuals, military or civilian, who are designated in writing and are not otherwise accountable under applicable law, who provide source information, data or service on which a certifying officer relies when certifying vouchers as correct and proper for payment.</li></ol>
4. Appoint safekeeping custodians or assistants. Appointees to these positions are not subject to pecuniary liability.
5. Governing guidance is in the Department of Defense Financial Management Regulation, Volume 5 (Disbursing Policy).
SECTION I.
1. Enter the Appointee's name and rank or grade.
2. Enter the Appointee's 10-digit DoD Identification Number.
3. Enter the Appointee's title.
<ol> <li>5. Enter the name, complete address (to include e-mail address), and telephone number (include DSN when available) of the DoD Component or activity to which appointed.</li> </ol>
<ol><li>Mark X in the appropriate box to indicate the duty the appointee will perform (select only one). If appointing a disbursing officer or deputy disbursing officer, enter the appropriate DSSN in the space provided.</li></ol>
<ol><li>The appointing authority identifies the types of payments affected, but need only be specific as he or she considers necessary, and may include any other pertinent, applicable information (e.g., system involved).</li></ol>
8. List all publications the Appointee must review and follow in order to adequately fulfill the requirements of the appointment.
SECTION II.
9 12. Enter the appointing authority's name, title, DoD Component/Organization location, and date signed.
13. The appointing authority must enter his or her manual or digital signature. If signature is digital, completing item 12 is not required since the digital signature includes the date; enter only after completion of items 1 through 11, as this signature will "lock" those items.
SECTION III.
14 16. The appointee enters his or her name and digital (16a) or manual (16b) signature, or both, depending on type(s) of signature(s) to be employed, in the appropriate spaces. If the signature is manual (16b), complete item 15, but if the signature is ONLY digital (18a), completing item 15 is not required since the digital signature includes the date. If the appointee enters both manual and digital signatures, the dates in items 15 and 16a must match. The date in item 15 (or 18a if signed digitally) cannot be earlier than the date in item 12 or 13. The appointment is effective on the date of acceptance by the appointee, and is not in force without his or her acknowledgement.
SECTION IV.
Completing this section terminates the original appointment. If partial authority is to be retained, complete a new DD Form 577.
<ol> <li>Enter the date the termination is effective. Completion of this item is not required if item 21 is signed digitally, since the electronic signature includes the date.</li> </ol>
18. The appointee initials in the space provided acknowledging revocation of the appointment.
19 21. The appointing authority enters his or her name, title and signature (which may be digital) in the spaces provided.

DD FORM 577 (BACK), NOV 2014

### DD FORM 7539 -- Request for Veterinary Laboratory Testing and Food Sample Record Page 1 of 2

REQUEST FOR VETERINA For use of this fo							ECORD
	OINT OF (				-	3. CONTROL NU	MBER:
Phon						4. TO: 🗆 VE	TCOM FADL
	on Identifi	ication M	lumber:				_
			-				
5. PRODUCER/MANUFACTURER (Name, Address a	nd Phone	<i>k</i>					
				EST/	BLISH	MENT # / PLANT (	ODE (IMSL, USDA, etc.)
							, ,
						VC #	
						5180	WICK STONE
6. REASON FOR SUBMISSION: Suspected foodborne liness	-	- 0~	tination m	onlinds	10.0507		auon Aunns Ial
(contact laboratory prior to submission)	L	-					
Suspected foreign material/object		_ 00	itract com	pliance		Sp	eclai
Customer return/complaint (provide synopsis of incident/problem and it	ocal_ 🗆	Pro	ximate ana	lysis			ected routine
Inspection results in the Remarks section b OTHER (Specify):	elow).					Ro	utine
7. SAMPLES SELECTED FROM:			S. DATE	SAME	LE(S) S	SELECTED:	thru
	LANT					ATURE CONDITION	NS:
	ime vende	or			iperatu	ro	
Commercial establishment							
OTHER:				lied - Ir	ncilude "	1 temperature pilot	per shipping container
10. INSPECTOR'S SIGNATURE			11. ACC	OUNT	ABLE O	FFICER'S SIGNAT	URE
<ol> <li>REMARKS (use additional paper if necessary):</li> </ol>							
SHIPPING CARRIER TRACKING NUMBER:	_		TORY USE		FR-		RECEIVED
		0104101	in ner onr		<b>-</b>		
	CAN				v.		-
DESENT TEMPERATURE.	5AM		OR ANALY				
RECEIPT TEMPERATURE:	-		HEMISTRY		۵۳	CROBIOLOGY	

DA FORM 7539, FEB 2005

PAGE 1 OF 2

### DD FORM 7539 -- Request for Veterinary Laboratory Testing and Food Sample Record Page 2 of 2

SAMPLE NUMBER 1		FOR LABORATORY US	EONLY
SUBMITTER SAMPLE NUMBER	SAMPLE DESCRIPTION		BRAND NAME
UNIVERSAL PRODUCT CODE (UPC)	PRODUCT CODE		SAMPLE WEIGHT/VOLUME
QUANTITY SUBMITTED	UNIT OF ISSUE	TOTAL COST	DISPOSITION
SAMPLE NUMBER 2		FOR LABORATORY US	EONLY
SUBMITTER SAMPLE NUMBER	SAMPLE DESCRIPTION		BRAND NAME
UNIVERSAL PRODUCT CODE (UPC)	PRODUCT CODE		SAMPLE WEIGHT/VOLUME
QUANTITY SUBMITTED	UNIT OF ISSUE	TOTAL COST	DISPOSITION
SAMPLE NUMBER 3		FOR LABORATORY US	EONLY
SUBMITTER SAMPLE NUMBER	SAMPLE DESCRIPTION		BRAND NAME
UNIVERSAL PRODUCT CODE (UPC)	PRODUCT CODE		SAMPLE WEIGHT/VOLUME
QUANTITY SUBMITTED	UNIT OF ISSUE	TOTAL COST	DISPOSITION
SAMPLE NUMBER 4		FOR LABORATORY US	EONLY
SUBMITTER SAMPLE NUMBER	SAMPLE DESCRIPTION		BRAND NAME
UNIVERSAL PRODUCT CODE (UPC)	PRODUCT CODE		SAMPLE WEIGHT/VOLUME
QUANTITY SUBMITTED	UNIT OF ISSUE	TOTAL COST	DISPOSITION
SAMPLE NUMBER 5		FOR LABORATORY US	EONLY
SUBMITTER SAMPLE NUMBER	SAMPLE DESCRIPTION		BRAND NAME
UNIVERSAL PRODUCT CODE (UPC)	PRODUCT CODE		SAMPLE WEIGHT/VOLUME
QUANTITY SUBMITTED	UNIT OF ISSUE	TOTAL COST	DISPOSITION
SAMPLE NUMBER 6		FOR LABORATORY US	EONLY
SUBMITTER SAMPLE NUMBER	SAMPLE DESCRIPTION		BRAND NAME
UNIVERSAL PRODUCT CODE (UPC)	PRODUCT CODE		SAMPLE WEIGHT/VOLUME
QUANTITY SUBMITTED	UNIT OF ISSUE	TOTAL COST	DISPOSITION

DA FORM 7539, FEB 2005

APD \$V1.000 PAGE 2 OF 2

# DD FORM 1131 -- Cash Collection Voucher

			1. DISBURSING OF	FICE COLLECTION	VOUCHER NUMBER
	CASH COLLECTION VOUCHE	R	2. RECEIVING OFFI	CE COLLECTION V	OUCHER NUMBER
3. RECEIV	ING OFFICE				
a. ACTIVIT	TY (Name and Location) (Include ZIP Code)				
b. RECEIVE	ED AND FORWARDED BY (Printed Name, 1	Title and Signature	=)		d. DATE (YYYYMMDD)
		_			
	ONE NUMBER (Include Area Code):				
4. DISBUR	ERCIAL: SING OFFICE	DSN:			
a. ACTIVIT	TY (Name and Location) (Include ZIP Code)				
					I
b. DISBUR	SING OFFICER (Printed Name, Title and Si	gnature)			d. DISBURSING STATION SYMBOL NUMBER
c. TELEPH	ONE NUMBER (Include Area Code): ERCIAL:	DSN:			e. DATE (YYYYMMDD)
	a. FROM:	ь. то:			
6. DATE RECEIVED	7. NAME OF REMITTER DESCRIPTION OF REMITTANCE	PURPOS	DESCRIPTION OF E FOR WHICH S WERE RECEIVED	9. AMOUNT	10. ACCOUNTING CLASSIFICATION
			11. TOTAL	0.00	
DD FORM	/ 1131, DEC 2003	PREVIOUS	EDITION IS OBSOLET	E. Res	et Adobe Professional 8.0

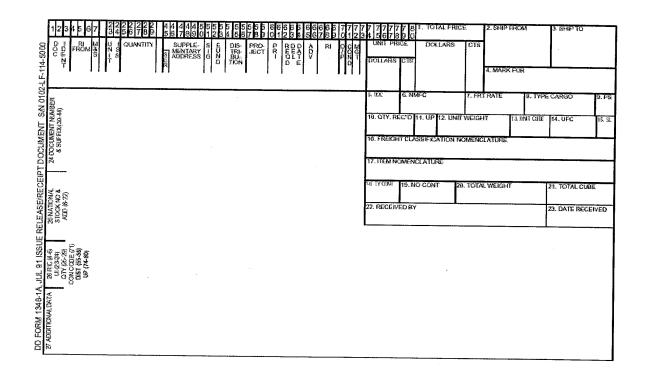
			REQUISITION AND INVOICE/SHIPPING DOCUMENT	CE/SHIPF	VING DOC	UMENT			
1. FROM: (Include ZIP Code)					SHEET NO.	NO. OF SHEETS	5. REGUISITION DATE	6. REQUISITION NUMBER	UMBER
					7. DATE	MATERIAL REG	7. DATE MATERIAL REQUIRED (YYYYAM/DD)	8. PRIORITY	
2. TO: (Include ZIP Code)					9. AUTH	9. AUTHORITY OR PURPOSE	OSE		
					10. SIGNATURE	ATURE		11a. VOUCHER NU	11a. VOUCHER NUMBER & DATE (YYYYMMDD)
3. SHIP TO - MARK FOR					12. DATE	12. DATE SHIPPED (YYYYMMDD)	(DOWWA	ei -	
					13. MOD	13. MODE OF SHIPMENT		14. BILL OF LADING NUMBER	G NUMBER
					15. AIR N	NOVEMENT DE	15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO	REFERENCE NO.	
4. APPROPRIATIONS DATA					-				AMOUNT
NO. FEDERAL STOCI (a)	K NUMBER, DES	CRIPTION, AND (b)	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL ANDIOR SERVICES (D)	UNIT OF (c)	QUANTITY REQUESTED (d)	SUPPLY ACTION (9)	TYPE CON- CON- TAINER TAINER NOS. (1) (g)	ER UNIT PRICE	TOTAL COST (I)
16. TRANSPORTATION VIA AMC OR MSC CHARGEABLE TO	IC CHARGEABLE	E T0			17. SPECIAL HANDLING	ANDLING			
18. ISSUED BY R E O A F	TOTAL CON- TAINERS	TYPE CON- TAINER	DESCRIPTION	TOTAL WEIGHT	HT TOTAL	19. R	CONTAINERS DATE RECEIVED (YYYYI,MADD) EXCEPT AS NOTED	DD) BY	SHEET TOTAL
CHECKED BY							QUANTITIES DATE RECEIVED (YYYYIAADD) EXCEPT AS NOTED	DD) BY	GRAND TOTAL
A M PACKED BY							DATE DATE (YYYYMMDD)	DD) BY	20. RECEIVER'S VOUCHER NO.
N L N			TOTAL	1					

# DD FORM 1149 -- Requisition and Invoice/Shipping Document

			ENCE SERVIC form, see AR 40-6						CONTROL	L NO. :	
T0:				FROM:					DATE:		
									PAGE:	OF	PAGES
	UPC / ITEM DESCRIPTION		DOLLAR VALUE	NE WEIK		QUANTITY	UNIT OF ISSUE		REMARK	S	
					_						
											_
	APPLICABLE PHRASE The subsistence items listed above are immediate destruction.	e UNFIT for h	uman consumption	n and (CR	EATE A	HEALTH HAZARD	)) / (CREATE A S/	AFETY HAZARD) within th	e facility. R	ecommend dispo	sition by
	The subsistence items listed above are	e UNFIT for th	neir original or inter	nded purp	ose, how	ever, product is st	ill wholesome and	may be retained for altern	ative use:		
1000507	(explain in detail what is usable / unus										
INSPECT	TOR'S NAME:	SIGNATUR	ε.			COPY FURNISH	EU:				
VETERIN	IARY OFFICER'S NAME:	SIGNATUR	E:								
DA FO	RM 7538, FEB 2005										APD LC v1.00

# DA FORM 7538 -- Subsistence Serviceability Certificate

DD FORM 1348-1A -- Issue Release/Receipt Document



# DD FORM 1348-1 -- DOD Single Line Item Release/Receipt Document

DOC RI M STOCKI IDENT. FROM & FSC S	NUMBER	AĎ	UNIT OF ISSUE	QUANTIT			DATE S	SERIAL		SIGNAL AND	JNDE	distri: Bution	PROJ. Ect	BIT	REQ'D DEL DATE	ADVICE	RI		ŀ	JNIT PF DOLLARS	
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DD FORM 1544 -- Cash Meal Payment Sheet

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CASH MEAL PAYMENT SHEET											L NO.		
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## DD FORM 1608 -- Unsatisfactory Material Report (Subsistence) (Front)

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	SFACTORT (See instructions			aence/	(YYYYMMDD)		Form Appro OMB No. 0	704-0188
The public reporting burd and maintaining the data including suggestions for provision of law, no perso PLEASE DO NOT RETURN	en for this collection of needed, and complet reducing the burden, i in shall be subject to a RN YOUR FORM TO T	f information is estimating and reviewing the to the Department of ny penalty for failing to HE ABOVE ORGANE	ted to everage 11 mins collection of informatic Defense, Executive Se o comply with a collecti ZATION.	utes per response, incl on. Send comments r rvices and Directorate on of information if it d	uding the time for revi egarding this burden ( (0704-0188). Respon ces not display a curre	ewing instructions, estimate or any of dents should be a ently valid OMB co	searching existing data her espect of this collect ware that notwithstandin ntrol number.	sources, gathering ion of information, g any other
2. RECEIVING AC				3. ORIGIN	ATING ACTIVIT	Y		
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							YES	NO
5. NATIONAL STO	OCK NUMBER			6. SPECIE	ICATION NUMB	ER/IMPS NU	MBER	
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<ol> <li>CONTRACTOR</li> <li>NAME</li> </ol>				Delivery,		i (Depot, Distrit	bution Point, Direct Ve	noor
S. HOULE					7			
b. PLANT ADDRESS	(Street, City, State	and Zip Code)						
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9. CONTRACT N	UMBER	10. CONTRAC	TOR LOT NUMBE	ER 11. PROD	JCT CODE	12	DATE OF PACK	(YYYYMMDD)
13. REQUISITION	NUMBER	14. DATE SUP	PLIES RECEIVED	D 15 SIZE 0	F LOT/SHIPMEN	ит 16	QUANTITY ON H	AND
		(YYYYMMDD		a. CASES				
			od Service, Comr				ic.)	
17. NARRATIVE D	ESCRIPTION OF	UNSATISFACT	ORY QUALITY A	ND IDENTIFICA	TION OF DEFEC	TS		
18. RECOMMENDA	ATIONS							
	EICIAL							
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20. INSPECTION R	ESULTS (When		ort can be forward	ded by users with	out this section b	eing complete		
TYPE OF	INSPECTION	QUALITY	CLASS OF	ACCEPTANCE	REJECTION	SAMPLE	NUMBER OF DEFECTS OR	SAMPLE
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21. AUTHORIZED							0.00405	
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DD FORM 160	8, AUG 96		PREVIOUS E	EDITION MAY BE	USED.	Reset	Ado	be Professional 7.0

## DD FORM 1608 -- Unsatisfactory Material Report (Subsistence) (Back)

INSTRU	CTIONS
GENERAL. This form should be used to report all unsatis-	ITEM 19. Self-explanatory.
factory conditions on all subsistence items procured by the Defense Personnel Support Center and is not limited to those in nonconformance with specification requirements. Timely reporting is essential so that action, if appropriate, may be started prior to expiration of the warranty period. When unsatisfactory conditions are not related to specification requirements, special attention should be given to Item 17.	ITEM 20c. Acceptable Quality Level is the maximum percent defective (or the maximum number of defects per hundred units) that, for the purpose of sampling inspection can be considered satisfactory as a process average (MIL-STD-109). ITEM 21. Self-explanatory.
Photographs are an excellent method for illustrating the exact nature of many discrepancies. Inspection and testing records should be forwarded with the UMR, when appropriate. Use additional sheets as necessary and identify with related item	DISTRIBUTION
number.	<ul> <li>Originator will prepare original and three copies of report, retain one copy and forward remainder to following appropriate</li> </ul>
ITEM 3. State complete name and address in the clear.	service office.
ITEM 4a. State nomenclature in sufficient detail to insure identity including as necessary type, grade, class, etc. (See Federal Supply Catalog C8900-SL or Master Item Identification List.)	Commander US Army Troop Support Agency ATTN: DALO-TAF-S Fort Lee, VA 23801-8020
ITEM 4b. AFCLSAC (Armed Forces Consumer Level Subsistence Appraisal Committee) Evaluation. Self- explanatory.	Commanding Officer Navy Food Service Systems Office ATTN: Code SV
ITEM 6. Specification number or Institutional Meat Purchase Specification (IMPS) number from shipping container. If Brand Name Contract, indicate "BNC".	Washington, DC 20374-1662 Air Force
ITEM 7. To be obtained from shipping container.	(Troop Issue/Specification Items Only) HQ, AFESC-DEHF
ITEM 8. To be obtained from service supply activity. State the name of the DLA depot or distribution point or the vendor's	Tyndall AFB, FL 32403-6001
name. ITEMS 9 and 10. To be obtained from shipping container.	Air Force (Brand Name Resale Items Only) HQ, AFCOMS/SGPM
ITEM 11. List the manufacturer's product code (usually shown as a series of numerals and letters printed or embossed on bottles, cartons, and cans) found on primary containers. These codes may also be found printed or stenciled on shipping container.	Kelly Air Force Base, TX 78241-6290 Commandant of the Marine Corps Code LFS-4 Headquarters US Marine Corps Washington, DC 20380-0001
ITEM 12. To be obtained from shipping container.	<ul> <li>b. Service Office will review reports for completeness and</li> </ul>
ITEMS 13, 14, 15 and 16. To be obtained from service supply activity records. Enter complete requisition number.	validity and, if valid and complete, forward original for action to:
ITEM 17. Include a narrative description of the unsatisfactory condition which makes the item unsuitable for intended use or affects consumer satisfaction or acceptance. List storage conditions or other factors which may relate to the unsatisfactory condition of the product. Indicate current status	Commander Defense Personnel Support Center ATTN: DPSC-HQS (CDCFP) Philadelphia, PA 19101-8419
of product, i.e., on hold, normal issue, or expedited issue.	and forward information copy to:
ITEM 18. State recommendations regarding disposition of supplies, revision of specification requirements, revision of purchase requirements as to size of units and quantities. List all other discrepancy forms reporting this same discrepancy and item.	Commander US Army Research, Development & Engineering Center ATTN: STRNC-W Natick, MA 01760-5000
DD FORM 1608 (BACK), AUG 96	
DD I OKM 1000 (DACK), AUG 30	

## NAVCOMPT FORM 2114 -- Cash Receipt Certificate

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-	accountable to The United States of		\$
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## NAVCOMPT FORM 2275 -- Order for Work and Services

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## NAVCOMPT FORM 2276 -- Order for Work and Services/Direct Citation

REQUEST FOR CONTRACTUAL PROCUREMENT

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# NAVSUP FORM 335 -- Subsistence Ledger (Front)

## NAVSUP FORM 335 -- Subsistence Ledger (Back)

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## NAVSUP FORM 338 -- General Mess Control Record (Front)

FROM: (Name of J	Activity or 3	Section)											
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5	5	66	94	13	0	52.00	149	259	141	0	159.50	242	
5	6	61	131	26	0	75.00	135	213	145	0	170.20	265	
5	7	70	104	12	0	60.60	145	205	134	0	166.90	225	
s s	5	65	130	25 19	0	75.00 65.00	134	217	147	0	172.60	267	
, R	10	21	132	19	0	65.00 59.00	95	55	/4 65	0	69.20	125	
13 15	11	22	22		0	16.40	95	10	50	0	B6.60	105	
5	12	19	159	22	0	50.60	152	219	141	0	176.60	255	
5	13	76	175	21	0	94.50	145	272	160	0	202.40	297	
5	14		102	22	0	66.00	150	273	119	0	186.80	25	
5	15	5	123	12	0	64.60	52	167	105	0	125.60	190	
s	16	ස	52	10	0	65.90	110	372	55	0	205.00	252	
25	17	12	16	2	0	9.60	96	147	69	0	97.60	107	
85	15	13	13	6	0	10.20	105	155	70	0	112.40	123	
s	19	54	95	5	0	53.20	150	216	155	0	176.50	230	
5	20	52	105	12	0	57.60	220	267	161	0	223.20	261	
5	21	80	121	11	0	64, 50	255	266	161	0	221.50	267	
	21												
5	22	67	65	13	0	65.60	234	155	130	0	160.00	205	
75	23	12	7	5	0	E. 60	142	102	105	0	110.40	119	
25	26	u	6	á	0	5.60	150	106	96	0	109.20	115	
QS .	25	15	5	7	0	E.60	65	52	52	0	51.20	60	
Q5	26	10	2	6	0	6.60	50	65	57	0	55.50	ជ	
5	27	60	55	12	0	45.00	55	176	105	0	130.50	179	
5	25	ස	109	1	0	55.00	131	195	147	0	162.20	215	
5	29	55	220	66	0	125.60	100	100	100	0	100.00	22	
5	30 31	2		1	0	2.50	185	299 56	205	0	239.20	262 63	
QS .	TOTALS	10		7	0	5.90	74	20	30	0	57.00	64	

## NAVSUP FORM 338 -- General Mess Control Record (Back)

MONE LARY ALLOWANCE DAILY (14) CUMULATIVE IOTAL (15) 647.17 4195.95 456512 2755.90 7602.02 1855.25 9457.27 1000.15 10657.52 2655.25 15741.47 2661.25 15741.47 2672.25 15741.47 2772.25 15741.47 277471.47 277471.47 277471.47 277471.47	4542.50 2452.20 2275.22 1680.69 2699.26 1425.96	AllVie (NB) ALCON (18) 4543.50 (111.74 5181.70 14.32 10454.53 (11.31 11897.62 (17.36 14596.85 (11.15 16022.84 (5.85 19200.70 (14.05 25037.42 (13.43 25087.42 (13.43 25188.20 (1.99 27533.66 (11.12 20192.95 (10.95	UVEN/UNDEN ISSUES CURRENT BALANCE (12) 647.17 301.62 -479.65 -499.56 -1660.10 -1513.65 -291.37 -1017.55 -1518.67 -2297.70 -1959.38 -1960.56
CLMULATIVE ICIAL (14)         CLMULATIVE ICIAL (15)           4195.95         647.17           4195.95         4965.12           2755.90         7602.02           1855.25         9457.37           1000.15         10457.52           2625.70         11065.22           2655.25         15761.47           2647.95         20062.67           1877.05         22799.72           1879.20         26195.92           1879.20         26195.92           2675.25         15761.47           2675.92         20182.67           1877.05         22799.72           1276.75         22199.75           12766.75         28129.87           2021.25         151262.22           2745.05         24107.27	LIAHLY CUMULA (18) CUMULA (17) (17) (17) (17) (17) (17) (17) (17)	AllVie (NB) ALCON (18) 4543.50 (111.74 5181.70 14.32 10454.53 (11.31 11897.62 (17.36 14596.85 (11.15 16022.84 (5.85 19200.70 (14.05 25037.42 (13.43 25087.42 (13.43 25188.20 (1.99 27533.66 (11.12 20192.95 (10.95	CUMMENI BALANCE (10) 647.17 302.62 -479.65 -4999.56 -1660.10 -1513.66 -291.37 -1017.55 -1017.55 -1516.67 -2297.70 -1959.38
LARL *         I C) I AL           (14)         (13)           4192.95         4566.12           2755.90         7602.02           1855.25         9457.27           1000.15         10657.52           2625.70         11065.25           2625.25         15761.67           2641.25         18182.72           2679.95         20662.67           1177.05         22729.72           1167.20         26573.12           2766.75         28129.87           2021.45         31362.22	UNEL 7 (189) (17) (189) (17) (17) (17) (17) (17) (17) (17) (17	AL. (18) (18) (18) (18) (18) (17) (18) (17) (18) (17) (18) (17) (18) (17) (18) (17) (18) (17) (18) (17) (18) (11) (1	BALANCE (10) 502.62 -579.65 -4099.56 -1060.10 -1513.66 -291.37 -1017.55 -1516.67 -2929.70 -1999.38
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2755.90 7602.02 1855.25 9457.37 1000.15 10457.52 2625.70 13065.02 2655.25 15741.47 2641.25 18182.72 2679.95 20082.67 1877.05 22729.72 1459.20 24195.92 1174.20 25573.12 2766.75 28129.87 3222.45 31262.22	2658.20 2275.25 1600.69 2699.26 1425.96 3167.66 2478.84 2258.25 1150.85 1165.35 2799.27 2589.47	8181.70         14.22           10456.95         13.31           11897.62         17.36           14596.85         11.15           16052.86         5.85           19200.20         14.05           25037.42         13.63           26185.20         8.99           27323.65         11.12           20122.95         10.95	-579.65 -699.56 -1660.10 -1512.66 -291.37 -1017.55 -1816.67 -2997.70 -1959.35
1855.35         9457.37           1000.15         10457.52           2625.70         12083.22           2655.25         15741.47           2641.25         18182.72           2679.95         20862.47           1877.05         22729.72           1876.20         24195.20           2649.20         24195.20           2766.75         28129.87           2272.45         31262.20           2745.05         24107.27	2275.23 1600.69 2699.26 1625.96 3167.65 3478.84 2358.28 1150.88 1150.88 1165.38 2799.27 2889.47	10656.95         13.31           11897.62         17.36           14596.88         11.15           16052.86         5.86           19200.10         14.05           25057.42         13.67           26185.10         8.99           27535.65         11.12           20122.95         10.95	-099.56 -1660.10 -1513.66 -291.37 -1017.58 -1516.67 -2297.70 -1999.38
1000.15 10457.52 2625.70 11065.22 2655.25 115761.67 2661.25 115761.67 2679.95 20862.67 1877.05 22729.72 1459.20 26195.92 1176.20 26573.12 2766.75 26129.97 2272.65 31261.22	1600.69 2699.26 1425.96 2167.65 2478.56 2358.25 1150.85 1165.35 2799.27 2589.47	11897.62         17.36           14596.88         11.15           16002.84         5.86           19200.10         14.08           25679.14         14.08           25007.42         12.63           26188.10         8.99           2733.65         11.12           20122.95         10.95	-1660.10 -1513.66 -291.37 -1017.58 -1516.67 -2297.70 -1999.38
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2658.25 15741.47 2661.25 15741.47 2661.25 1578.72 2679.95 20562.67 1877.05 22738.72 1459.20 26198.92 1174.20 26575.12 2766.75 26139.97 2222.45 251362.22 2745.05 26107.37	1425.96 3167.65 3678.86 2158.25 1150.85 1165.35 2799.27 2889.47	16022.56 5.56 19200.30 14.05 22579.14 14.05 25037.42 13.45 25135.45 11.12 27335.45 11.12 20132.95 10.95	-291.37 -1017.55 -1516.47 -2297.70 -1999.38
2001.05         19182.70           2679.95         20802.07           1877.05         20708.70           1459.00         20198.90           1174.00         25573.10           2766.75         28129.97           2002.45         31362.90           2003.05         29129.97           2004.75         29129.97           2005.45         31362.90           2004.75         29129.97	2167.65 2678.56 2358.25 1150.55 1165.25 2799.27 2559.47	19200.30 14.05 22579.14 14.05 25057.42 12.65 25155.20 8.99 27333.65 11.12 20122.95 10.95	-1017.58 -1816.67 -2297.70 -1989.28
2679.95         20662.67           1877.05         22728.72           1459.20         24198.92           1174.20         25573.12           2766.75         28129.87           2222.45         31362.92           2766.75         28129.87           2224.65         31362.92	2478.84 2258.25 1150.85 1145.35 2799.27 2889.47	22679.16 14.05 25057.42 13.65 26188.20 8.99 27353.65 11.12 30132.95 10.95	-1816.67 -2297.70 -1989.28
1877.05         22729.72           1459.20         24198.92           1174.20         25573.12           2766.75         28129.87           3222.45         31362.92           2765.05         34107.37	2358.25 1150.85 1165.35 2799.27 2889.47	25057.42 13.65 26188.20 8.99 27353.65 11.12 20132.95 10.95	-2297.70 -1989.25
1459 20 24194 92 1174 20 25573 12 2766 75 28129 87 3222 45 31362 32 2745 05 24107.37	1150.85 1145.35 2799.27 2888.47	26188.30 8.99 27533.65 11.12 30132.95 10.95	-1989.25
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2766.75 28129.87 5222.45 51362.52 2745.05 34107.37	2799.27 2889.47	20132.95 10.95	-1960.56
3222.45 31342.32 2745.05 34107.37	2659.47		-1799-29
2745.05 34107.37			-1993.05
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20 21 22 12 12 7 7 7 7 7 19 23 24 24 26	48.85 47069.45 13.95 50183.37 EVENTORY ADJUSTMENT 04.25 55007.65 55.60 55764.25 11.00 55075.25 23.00 55778.25 59.15 56557.37 42.15 55659.55 65.20 60564.85 41.25 65506.07 25.70 65520.07 25.70 655720.07 25.70 6557520.07 25.70 6557520.07 25.70 655752000000000000000	48.85         47069.42         2552.09           13.95         50183.27         2211.94           EVENTORY ADJUSTMENT         40.10           24.25         5007.62         3796.69           56.60         55764.22         1568.64           11.00         55075.22         1692.61           25.00         55798.22         930.87           98.15         56657.37         787.67           42.15         54699.52         11062.26           43.20         605664.82         2022.28           41.25         643206.07         5515.47           25.70         65951.77         1962.95	48.85         47069.42         2552.09         49015.90         9.05           13.95         50182.37         3217.94         52232.84         11.21           EVENTORY ADJUSTMENT         40.10         52272.94         0.00           24.25         52647.42         3796.49         56070.45         118.52           56.60         53764.22         1568.64         57639.07         12.18           11.00         55075.22         1498.61         59137.65         12.05           25.00         55796.22         950.87         60068.55         15.51           91.15         56657.57         797.67         60268.52         12.49           42.15         55699.52         1262.26         62098.42         6.94           42.15         55699.52         1262.26         62098.42         12.49           42.15         55699.52         1262.26         62098.42         12.49           43.15         56699.52         1262.26         62098.42         6.94           45.20         602664.22         1262.25         65120.76         12.85           47.15         551206.07         5515.47         70626.25         26.51           12.5         65690.92         1065

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		RECEIPTS		-			_			EXPEN	EXPENDITURES				
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## **NAVSUP FORM 367 -- Record of Receipts and Expenditures**

NAVSUP P-486, Rev 9 – Food Service Management

# Activity hereby acknowledge receipt, from the cashier/ collection agent, of the amount set opposite our names. 61 . . . . . . . . . - horeby certify that cash received from sales in the zmount set opposite my name has been turned over to the collection agent or deburing officer. Month of 1 . AMOUNT IN FIGURES Cents CASH RECEIPT BOOK SHIP'S OR COMMISSARY STORE/ ENLISTED DINING FACILITY AMOUNT IN WORDS Dollars

#### NAVSUP P-486, Rev 9 – Food Service Management

NAVSUP FORM 470 -- Cash Receipt Book

DATE

## NAVSUP FORM 1046 – Sale of General Mess Meals

ACTIVITY:					, (	GENE	RAL	MES	SS																												
NAME	MON	TH:	Oct	ober	YE	AR:	201	9																										TAL LES			TOTAL
NAME	Meal	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			 Rate	Value	VALUE
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I CERTIFY THAT						IEALS	consu	JMED	IN THE	MESS	ES AN	D THA	T THE	AMOU	INTS H	AVE B		SIGNA'	fure (S	UPPLY	DFFICER	)											DAT	Έ	RATION	IS	
COLLECTED TH	S DATE AS	S INDI	CATED	ABOV	Ε																																
LEGEND:	* - Indi	vidua	l Cha	rged	Full R	ate																															
	X - In P	ort, S	- At	Sea																																	
NAVSUP FORM 1046	RECOR	р со	UNT	= 10																																	

0100-LF-501-0901	MAVSUP FORM 1090 (REV. 5-82) 5/N 0106-LF-501-0901			l.			5	DAte		Breakfast At	ALLOWED	Ř.	MEDICLED	VCLINE
ACTIVITY			MESS MANA	LEADING MESS MANAGEMENT SPEC.	REVIEWED & RECEIVED BY	REVIE	WED & RE	REVIEWED & RECEIVED BY		Lunch		$\left  \right $		
RECIPE	MENU ITEM	PORTIONS TO PREPARE	ACTUAL		INSTRUCTIONS	START PREPARATION		START COOKING	PORTIONS LEFT OVER		COMMENTS/D		TION OF L	DF LEFTOVE
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## NAVSUP FORM 1090 -- Food Preparation Worksheet (Front)

NAVSUP P-486, Rev 9 – Food Service Management

				TABLE PREPAR	RATION ROOM		BAKE SH		1	NEAT PREPARA	LTION ROOM
		ļ	MBLU	QUANTITY	INSTRUCTIONS		CUANTITY		LTEM -	QUANTITY	INSTRUCTIONS
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## NAVSUP FORM 1090 -- Food Preparation Worksheet (Back)

NAVSUP P-486, Rev 9 – Food Service Management

NAVSUP FORM 1105 – Meal Pass

PASS NO.		EDF NO.
		·
SIGNATURE OF H	OLDER	EXPIRATION DATE
PASS MUST BE PRESENTED AT EACH MEAL	punishable under the IICMI	I b eat in the enlisted dining facility by another constitutes an offense The issuing officer will be notified ound, and when authorized user is

# NAVSUP FORM 1282 – Food Item Request/Issue Document

QUISITI	ONED BY (Signature, Rate and Title)	D C	ATE FOR ONSUMPTION	APPROV	L ED BY <i>(Signat</i>	ure, Rate	and Title)	·····
OOD	DESCRIPTION OF MATERIAL	<u>_</u>		· · · ·	TITY			VALUE
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SUED BY	(Signature, Rate and Title)		DATE		SHEET TOT	AL		
CEIVER	BY (Signature)		DATE		<u> </u>			
CEIVEL	o (Signa ture)		DATE		SUB TOTAL	-		
TURNE	D BY (Signature)		DATE		BAKERY P	ROD. (-)		······································
CEIVED	BY (Signature)		TAG		GRAND TO	TAL		
ERTIFY	that document(s) is/are a true st	atement of	1		11		1	
SNATUR						DATE_		
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## NAVSUP FORM 1291 – Meal Signature Record

AVSUP FORM 1291	E RECORD (REV. 2-72)			DATE:		SHEET NO:	
MESS LINE (1st, 2nd etc.)	CATEGORY OF PERSONNEL (Check applicable block)						DRCE DNAL GUARD
	applicable block)	- NAVY					
·				RESERVE			
		ROTC		GUARD	REGUL/		R (Specify)
SIGNATUR (First initial and lu	E 1st name)	MEAL PASS NUMBER	COMMAND/UNIT	SIGNATU (First initial and	RE last name)	MEAL PASS NUMBER	COMMAND/UN
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2				27			
8				28			
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24			+	49			
25				50			

## NAVSUP FORM 1292 -- Recapitulation of Meal Record

RE	CAPITULATION OF MEAL RI ISUP FORM 1292 (REV. 3-75)	ECORD (4061)			PERIOD OR D	ATE	
_	CATEGORY OF PERSONNEL	BREAKFAST	LUNCH	DINN	IER	NIGHT/OTHER	
	REGULAR						
NAVY	RESERVE						
NA	ROTC						
	CADETS						
MARINE	REGULAR						
₹8	RESERVE						
	REGULAR						
АЯМҮ	RESERVE						
	NATIONAL GUARD						
COAS	T GUARD						
CIVIL	IAN APPLICANTS						
AIR	REGULAR						
*2 	NATIONAL GUARD						
FORE							
OTHE (Spec)							
	1ST SUBTOTAL						
CASH	SALES (INCLUDE CONTRACT PERSONNEL)						
	2ND SUBTOTAL						
PERS	ONNEL NOT PASSING THROUGH						
	GRAND TOTAL						
-	ERSION FACTOR	20%	40%		40%	% APPLICABLE	
RATH	DN CREDIT					TOTAL CREDIT	
		ST	TATION AUDIT BOAR	D			
The u SIGNA	indersigned certify the above to be, for the TURE AND BANK, BATE, OR GRADE	period specified, an ac	curate recapitulation of	f enlisted dini	ing facility m	eals receipted for.	
BIGNA	TURE AND RANK, RATE, OR GRADE						
SIGNA	TURE AND RANK, RATE, OR GRADE						

(Loss without Survey) MAVSUP FORM 1334 (REV. 7-73)						U.1.C.	тнасцен
STOCK NUMBER	ITEM NAME	1/n	qτγ	LAST RECP'T PRICE	TOTAL VALUE	REASON FOR LOSS	FOOD SERVICE OFFICER (Signature)
		1					
			1				
					-		
			TOTAL MONEY VALUE	EV VALUE			

## NAVSUP FORM 1334 -- Expenditure Log (Loss Without Survey)

NAVSUP P-486, Rev 9 – Food Service Management

## NAVSUP FORM 1336 – Requisition Log

AVSUP	FORM 1336	<b>OG (4430)</b> S (8-69)				MONTH AND YR.		
DOCL	JMENT	3	4	5	<sup>6</sup> RECEIPT	7	<sup>8</sup> RECEIPT	9
	2	ITEM	SOURCE	DATE RECEIVED	WITHOUT	CUMULATIVE	WITH	CUMULATIVE
DATE	SERIAL				CHARGE	TOTAL	CHARGE	TOTAL
		L						

## NAVSUP FORM 1359 -- General Mess Summary Document

General Mess Summary (1359)

Page 1 of 1

F84A00001 TIME: 1:03	PM	GE	NERAL MESS SUM	MARY DOCUMEN	T (NAVSUP	FORM 1	359) DATE: 8/19/2014
	PRISE (CVN-6			)1/2014 THROUG		014 DAY	S UIC 12345 RATED 31 MERGED N
RATIONS ALLOWED S Navy Rations Allowed	TATEMENT	17856	TEMPORARY CLOSURE?				S IN PORT 31 FINAL RETURN? N
Other Rations Allowed Total Rations Allowed		3022	RECEIPTS			LEVEL C	OF PROCUREMENT
RATION BREAKDOWN	Code	Rations Fed	Inventory (Balance Receipts with Char Receipts without C	ge	72276		with Charge 0 ansfers w/ Reimbursement - 0 lk Sales - 0
Type Navy Regular	1	2999		laige	\$ 128279		ceipts Less Transfers and Bulk Sales 0
Ration for Cash Navy Reserve Navy ROTC Naval Academy Marine Regular Army Regular Army Regular Army Reserve Army National Guard Air Force National Guard	2 3 5 6 7 8 9 10A 10B	916 6 351 44	EXPENDITURES Food Cost (338) Surveys Loss without Surve Bulk Sales Transfer with Reim Transfer without Re Inventory (Balance Sub Total Price Adjustment	bursement eimbursement	+ 73645 + 60 + 0 + 39 + 350 + 456 + 52938 \$ 127488 + 791	Total Allo Ratio Ratio less	than 1.00 means purchases, transfers, and less than allowances.
Air Force Regular	11	0	Total		\$ 128279		
Coast Guard Foreign 1/	12 13		ALLOWANCES	RATIONS	RATE	VALUE	
Miscellaneous 1/ TARS Total Other Personnel 2/	14 15 16	3022	BASIC FOOD ALLOWANCE UNDER/OVER ISSUE CARRIED FORWARD 1 TO 99 RATIONS		8.00	48176 + 647 323	Date:07/29/2014Number of Days Since:2Inventory Accuracy Rate:%
Grand Total 3/ 1/ Prepare certification in a Management, NAVSUP I Volume 1. 2/ Codes 2 through 15. 3/ Codes 1 and 16.	Publication 486, Ch	napter 2.	100 TO 149 RATIONS SYSCO HAMPTON ROADS	695 6022	0.55 2.85	382 17163	
<ul> <li>The value depicted in the Sections of the General I (NAVSUP Form 1359) is NAVSUP Publication 486 has been used to calcula associated with this moni</li> </ul>	viess Summary Do a result of roundin 5, the most advanta te the Total Allowa	cument g. Per the ageous value	Total Allowances Food Cost (338) Under/(Over) Issue			66691 - 73645 - 6954	Stores Consumed (1059)         75489           % Difference Between Food Cost         2.50%           & Stores Consumed         10.43%           % Under/(Over) Issue         10.43%
CASH STATEMENT	avyear.		COUNTRY CODE: US	SUB	OBJ	SUB	TRANS COST
Undeposited Bal Fwd Sale of Meals Bulk Sales		\$ 2722 + 13456 + 39	ACCOUNTING CLASSIFICATION	APPROP HEAD	CLASS BC	ALLOT	AAA TYPE PAA COST AMOUNT
Surcharges Cash Deposited with D. Other Sales of Meals Undeposited Sales	0.	+ 2117 - 15526 - 0 \$ 2808	TOTAL	174180452FA 26			2D 004212500924SIK09T \$13388.85 2D DGLSCH500924GLSURT \$ 2136.75 \$15525.60
CERTIFICATION			SIGNATURE / COI				
Disbursing Officer Coll (Signature),(Date) Vou 315	cher # Symbol	Date 07/27/2014	Comments (Hand \	Vritten Note):		Revi	ewed By Leading CS (Signature)
CALVIN E. VILLANUEVA, CIV	0071	5/12/12014	The figures Contair column are correct			nd corre	RTIFY that the above information is ot to the best of my knowledge and
Standard Doc. No.		14MD12345	belief.			belie	
CERTIFICATION: I certi in the amount of 15525. described above, which statement of accountabi 07/01/2014 through 07/	60, representing wil be included lity for the perio	g deposits in my	Executive/Personn LONNIE U. MAYER		e) (Date)	(Date	fied by (Signature) (Rank and Title) e) RIEL R. STEVENS, CWO4

Unclassified. For Official Use Only.

## PPQ FORM 288 – Ship Inspection Report

	NIMAL AND	EPARTMENT OF AGRICUL PLANT HEALTH INSPECTI PROTECTION AND QUARA	ON SERVICE	1. PORT REPOR	IING	2. FLAG/NAME	E OF VESSEL		3. DOCK
	SHIP	INSPECTION R	EPORT						
. FROM (	(Port and Co	untry)		5. VIA					
ARRIVA	AL DATE		7. ARRIVAL TI	i Me	8	INSPECTION DA	TE	9. INSPE	CTION TIME
0. NO. P/	ASSENGERS	AND CREW CLEARED	ETA	Actual 11. NO. PIECES				From	To
								2. PROPOSED DEPA	ARTURE DATE
3.			PROHIBITI	ED AND/OR R		16	RAL MATE	RIALS	
	CO	MODITY	LOCAT		COUNTRY C ORIGIN	)F	SAFEG	UARD AND/OR DISP	OSITION PRESCRIBED
	<u> </u>								
								. =.	
									- · · · · · · · · · · · · · · · · · · ·
								······	
									remove any of the followi live plants; (3) live birds;
		AGE MUST BE KEPT							
any ag	gricultural	items are sealed, the	seals are not to	be broken o	r removed w	hile this vesse	it is within t	IGS AT ALL TIME: erritorial limits of	S. f the United States or the
amene	ce Seaway	except under directi	m or an Agricul	tural officer.					
0.0.0.	( IDUYY)	The requirements a					ions are pu	nishable by fine	and imprisonment.
7. I Fully	y Understar	nd the Saleguards Prese	ribed Above (Sigr	ature of Respons	ible Ship's Offi	cer) 18. TITL	E		19. DATE
o.		ITION OF GARBAGE CON WHEN INSPECTED	TAINERS	DEFICIENT	1 1	HIP AREAS not NSPECTED		DLDS INSPECTED	22. LIVE ANIMALS/BIRDS ABOARD
COVERED	D	INSIDE RAILING	LEAKPROOF	CORRECTED		QUARTERS			YES NO
YES		YES NO	YES NO		] NO	DRY STO			Туре:
		<u> </u>	APHI	S MARPOL AI			HECKLIST		Number:
					HILLA Y CO	MPLIANCE C			
		~~~	RE MADE BY AP	HIS PERSONNE	EL AFTER IN	SPECTING VES	SEL'S WAST	E HANDLING PR	OCEDURES AND EQUIPME
23.		NO Plastic mat	RE MADE BY AP	HIS PERSONNE	EL AFTER IN	SPECTING VES e vessel.	SEL'S WAST	E HANDLING PRO	OCEDURES AND EQUIPME
		NO Plastic mat	RE MADE BY AP	HIS PERSONNE	EL AFTER IN	SPECTING VES e vessel.	SEL'S WAST	E HANDLING PRO	OCEDURES AND EQUIPME
23.	VES	NO Plastic mat	RE MADE BY AP	HIS PERSONNE isposal are use the vessel's tra	EL AFTER IN: ad aboard the ash for dispo	SPECTING VES e vessel. sal ashore.	SEL'S WAST	E HANDLING PR	OCEDURES AND EQUIPME
23. 24.	VES	NO         Plastic mat           NO         There are no           NO         There is a           NO         Responsible show garba	RE MADE BY AP erials requiring d vaste plastics in unctional inciner a vessel represe ge pickup roccip	HIS PERSONNE isposal are use the vessel's tra- rator or other d intative was rec	EL AFTER IN ad aboard the ash for dispo isposal meth quested to	SPECTING VES e vessel. sal ashore. od aboard.	SEL'S WAST		PPQ BOARDING OFFICER INITIAL
23. 24. 25. 26a.	VES	NO         Plastic mat           NO         There are no           NO         There is a           NO         There is a           NO         Responsible show garba disposal of	The MADE BY AP erials requiring d waste plastics in unctional inciner to vessel represe ge pickup roccip plastics ashore.	HIS PERSONNE isposal are use the vessel's tra- rator or other d ntative was reco ot or other evid	EL AFTER IN ad aboard the ash for dispo isposal meth juested to ence of tawfu	SPECTING VES e vessel. sal ashore. od aboard.	· · · · · · · · · · · · · · · · · · ·	[ATIVE	PPQ BOARDING
23. 24. 25. 26a.	VES VES VES VES	NO         Plastic mat           NO         There are v           NO         There is a           NO         Responsibly show garbs disposal of           NO         Responsibly pickup received	RE MADE BY AP erials requiring d vaste plastics in unctional inciner a vessel represe ge pickup roceip plastics ashore.	HIS PERSONNE isposal are use the vessel's tra- rator or other d intative was reco of or other evid	EL AFTER IN ad aboard the ash for dispo isposal meth juested to ence of tawfu	SPECTING VES e vessel. sal ashore. od aboard.	F REPRESENT	[ATIVE	PPQ BOARDING OFFICER INITIAL
23. 24. 25. 26a. 26b.	VES VES VES VES	No Plastic mat     No There are v     No There is a     No Responsible     show garbs     disposal of     No Responsible     pickup rece     disposal of	RE MADE BY AP erials requiring d vaste plastics in unctional inciner e vessel represe ge pickup roceig plastics ashore.	HIS PERSONNE isposal are use the vessel's tra- tator or other d intative was rec to r other evid intative produce ence of lawful	EL AFTER IN: ad aboard the ash for dispo isposal meth quested to ence of lawfe ed garbage	SPECTING VES a vessel. sal ashore. od aboard. I TITLE O	F REPRESENT		PPQ BOARDING OFFICER INITIAL
23. 24. 25. 26a. 26b.	YES YES YES YES YES	NO         Plastic mat           NO         There are v           NO         There is a           NO         Responsibly show garbs disposal of           NO         Responsibly pickup received	RE MADE BY AP erials requiring d vaste plastics in unctional inciner e vessel represe ge pickup roceig plastics ashore.	HIS PERSONNE isposal are use the vessel's tra- tator or other d intative was rec to r other evid intative produce ence of lawful	EL AFTER IN: ad aboard the ash for dispo isposal meth quested to ence of lawfe ed garbage	SPECTING VES a vessel. sal ashore. od aboard. I TITLE O	F REPRESENT		PPQ BOARDING OFFICER INITIAL
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23. 24. 25. 26a. 26b. LERT: F	ves ves ves ves ves	No Plastic mat     No There are v     No There is a     No Responsible     show garbs     disposal of     No Responsible     pickup rece     disposal of	RE MADE BY AP erials requiring d vaste plastics in unctional inciner e vessel represe ge pickup roceig plastics ashore.	HIS PERSONNE isposal are use the vessel's tra- tator or other d intative was rec to r other evid intative produce ence of lawful	EL AFTER IN: ad aboard the ash for dispo- isposal meth uested to ence of tawfu ed garbage to the nearch	SPECTING VES a vessel. sal ashore. od aboard. I TITLE O	F REPRESENT		PPQ BOARDING OFFICER INITIAL

## MEDCOM FORM 817 -- Quality Assurance Representative's Correspondence

		RESENTATIVE'S CORRESPONDENCE If Sup 1 to AR 40-657, the proponent spency is MCCS+HV	
1 TO:		2 FROM: (Name, address, ZIP Code, and office telephone number)	_
	4 17514		_
3. CONTRACT: (P.O., OR O.I. NUMBER)	4. ITEM		
5. PRIME CONTRACTOR: (NAME, ADDRESS AN		6. PLANT: (NAME, ADDRESS, AND ZIP CODE)	
a. PRIME CONTRACTOR. (NAME, ADDRESS AN		6. PDNII. (NNIE, NDNESS, NND EIP CODE)	
			_
7. SIGNATURE OF QAR		8. DATE	
MEDCOM Form 817, MAR 2010	Re	places DD Form 1232	HC v1.00

## STANDARD FORM 364 -- Report of Discrepancy (Front)

REPORT OF DISCREPANCY	(ROI	D)		1. DATE OF PP	REPARATIO	N	2. RE	PORT NUMB	ER	
SHIPPING	<b>□</b> ,	ACKAGING								
. TO (Name and address, Include ZIP Cod	de)			4. FROM (Nan	ne and addin	ess, includ	le ZIP (	Code)		
a. SHIPPER'S NAME				5b. NUMBER A	ND DATE (	)F		BER (GBL, W		
a. SHIPPER'S NUMBER (Purchase rder/Shipment, Contract, etc.)	7b. OF	FICE ADMIN	ISTRATION CO	NTRACT				STIONER'S NI chase Reques	-	equi-
. SHIPMENT, BILL	LING, A	ND RECEI	PT DATA		10.	DISCR	EPAN	ICY DATA		11.
NSN/PART NUMBER AND NOMENCLATURE (3)		UNIT OF ISSUE (b)	QUANTITY SHIPPED/ BILLED (C)	QUANTITY RECEIVED (d)	QUAN- TITY (a)	UNIT PRIC (b)		COST (C)	CODE <sup>1</sup> (d)	AC-2 TION CODE
2. REMARKS (Continue on separate shee	et of pap	er If necessa	(vy)		•					
2. REMARKS (Continue on separate shee	-									
	-	REPANCY	CODES						NCODES	
CONDITION OF MATERIAL C1 — In condition other than that indica release! receipt document C2 — Expired shelf life C3 — Damaged parcel post shipment SUPPLY DOCUMENTATION D1 — Not received D3 — Incomplete improper or without a (Only when receipt cannot be pro- process) MI3DIRECTED MATERIAL M1 — Addressed to wrong activity OVERAGE/ DUPLICATE SHIPMENTS O1 — Quantity in excess of that on reques than unit of issue pack) O3 — Quantity divides shipment PACKING DI3CREPANGY P1 — Improper packing P3 — Improper packing	1DISC ated on authority openly	REPANCY g s s s s s s s s s s s s s s s s s s	CODES RODUCT QUAL 11 — Deficient im and FMS si HORTAGE OF I 12 — Quantity les unit of issue and of issue and of issue and of issue and of issue and of issue and of issue and of issue and of issue and of issue and of issue and of issue and of issue and of issue and of issue and of issue and of issue and of issue and of issue and of issue and of issue and of issue and of issue and of issue and of issue and of 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## STANDARD FORM 364 -- Report of Discrepancy (Back)

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## STANDARD FORM 1080 -- Voucher for Transfers Between Appropriations and/or Funds

2 Treas	urd Form 1080 and May 1970		VOUC	HER FOR	TRA	NSFERS	APPROVED BY		VOUCHE	R NO.
10 S/N 01	and May 1970 Sury FRM 2500 180-108-03 04-LF-800-0180	BET	WEEN APP				UNDS		SCHEDU	ILE NO.
	, establishment, b	oureau, or off	fice billing						BILL NO	
										PAID BY
Department	, establishment, h	oureau, or of	fice billed							
						•				
RDER NO.	DATE OF DELIVERY		ARTICLES OR SERVICES					UNIT F	PER	AMOUNT DOLLARS AND CENTS
Remittance i	in payment hereo	f should be s	ent to-						TOTAL,	
							2			
					ASSIF	ICATION - 2	Billing Offic	e	T-	
Appr Symbol a	ropriation and Subhead	Object Class	ACCOUT Bureau Cont. and Suballot. No.	Auth. Actig. Activity	1	Property Acetg. Activity		e st Code		Amount
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☆ U.S. GOVERNMENT PRINTING OFFICE 1978-708-318

## STANDARD FORM 215 -- Deposit Ticket

STANDARD FORM 215 PRESCRIBED BY DEPT. OF TREASURY 1TFM 5-3000	DEPOSIT TICKET					DEPARTMENT OF THE TREASURY FINANCIAL MANAGEMENT SERVICE NSN- 7540-01-019-9452				
DEPOSIT NUMBER	MAILED TO BANK A				8-DIGIT OR 4-DIGIT AGENCY LOCATION CODE (ALC)			AMOUNT		
MMDDYY					•					
(1) (2)			(3)			(4)		SINGLR SPACE ALL ENTRIES ON THIS LINE USE NORMAL PUNCTUATION - OMIT \$ SIGN		
(6) AGENCY USE								· · ·		
(9) DEPOSITORS TITLE, DEPARTME	ENT OF AGENCY ANI	D ADDRESS	3			(7) NAME	AND AI	DDRESS OF DEPOSITARY		
						FÓR CREDIT DATE SHOW UNCOLLECT	IN THE AC N, SUBJEC	E ABOVE AMOUNT HAS BEEN RECEIVED COUNT OF THE US TREASURY ON THE IT TO ADJUSTMENT OF AS INCLUDED THEREIN.		
						MMDDYY				
						AUTHORIZED SIGNATURE CONFIRMED DATE				
DEPOSITARY FORWARD THIS DOCUMENT WITH STATEMENT OR TRANSCRIPT OF THE U.S. ORIGINAL TREASURY ACCOUNT OF THE SAME DATE										
							Μ	EMORANDUM COPY		
DEPOSITARY COPY										
ACENCY COPY										
CONFIRMED COPY										

Standard Form	n 1034					0110						VOUCH	ER
Revised Janua			PUB	LIC VO	UCHE	R FO	R PUR	CHASE	S AN	ID			
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Pursuant to au	thority veste	d in m	e, I certify tha	t this vouc	her is co	rrect and	proper fo	or payment.					
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hinder dis	scharge of th	e payi	ment obligatio	n.									

## STANDARD FORM 1034 -- Public Voucher for Purchases/Services Other than Personal

**Requisition Routing Sheet** 

	REQUISITION ROUTING SHEET	
C	Date:	
0	Purpose/Description:	
	From: UIC:	
M	(Activity)	
M	UNIT POC:	
A	EMAIL: Phone DSN:	
N	Mobile # Cell Phone:	
	Attached: DDFORM 1149	
D	Food Service Officer Signature)	
	To:	
	(TYCOM)	
	From: <u>·</u> . (TYCOM)	
T	(TYCOM)	
-	Approval/Disapproval:	
Y	(TYCOM Signature)	
C	TYCOM POC:	
0	Phone DSN:	
-	Mobile # Cell Phone:	
M		2
	To:	
	From:	
B		
U	Approval/Disapproval:	
P	O O Date Obligated in STARS:	
E	Requisition/Document Number: Bill to DODAAC:	
R	Ship to DODAAC.	
S	Fund Code:	
	To: (TYCOM/COMMAND)	
· · · · · · · · · · · · · · · · · · ·	(TTCOM/COMMAND)	
С	From: Date:	
	(Activity)	
0	To: Local NAVSUP FLC ·	[
M	(Ensure the BUPERS POC and CTF COR are notified via email when contract is awarded)	2
M	Must include Fleet COR Name, Phone and Email Address Below .	ſ
A	Fleet COR DODAAC	j.
N		୍ୱ
D	DLA <u>-</u>	j,
D	Ships Store S3	ી

	<u>Recipe Co</u>	onver	sion Wo	<u>rkshee</u>	t (Samp	le Form)						
Item:						Date:						
Portions to Prepa	re:	e: Working Factor:						Name:				
				MEA	SURE	S						
INGREDIENTS		BS	OZ	GAL	QT	PT	CUPS	TBSP	TSP			
1.												
2.												
3.												
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17.												
inces to Decimal	Decima	l to F	raction		Abb	oreviatio	ns	Measur Weight				
.06 10= .63 .13 11= .69	.00 to .12 = 0			63 to .87 = 3/4		TSP= Teaspoon			TBSP			
.19 12= .75				1.00	PT= Pi	: Tablesp nt	boon	16 TBSP = 1 CU				
.25 13= .81	.38 to .62 = 1/2	2			QT= Quart GL= Gallon			2 CUPS = 1 PT				
.31 14= .88	Fractio	n to I	Decimal					2 PT = 1 ( 4 QT = 1 (				
.38 15= .94 .44 16= 1.00	1/4 = .25		2/3 =		OZ= O			16  OZ = 1				
.50	1/3 = .33		3/4 =	.75	LB = P	ound						
.56	1/2 = .50						F					

# HINT: Weigh dry items; measure liquid items. <u>Navy Standard Core Menu (NSCM) Report (Sample Form)</u>

SAMPL USS UNDERWAY NS	
DATE:	
NSCM Concerns: Report manpower issues, equipme concerns to include food quality, flavor and consisten Vendor food quality associated with the NSCM.	
NSCM Suggested Changes:	
Proposed menu change -	
Explanation for menu change –	
Recommended recipe change –	
Suggested New Menu Recipe –	
- L	TJG Spice
F	ood Service Officer
*Note: All NSCM reports should go to your region should then compile reports into a summary repo	

## NSCM Menu Production Board (Sample Form)

# SAMPLE

## USS UNDERWAY MENU PRODUCTION BOARD

DATE/TIME:

FOOD SERVICE STAFF MEMBERS/ATTENDEES:

**MENU PRODUCTION BOARD**: Preparation of the menu production board starts at the conclusion of the last weekly production board. Ensure all concerns are properly documented, investigated and processed through to NAVSUP via your regional TYCOM when relating to concerns with the Navy Standard Core Menu. The success of all menu production boards is the involvement of all Culinary Specialist in support of the Navy's Standard Core Menu. When all Culinary Specialist work together as a team to identify manpower issues, equipment and storage challenges, menu concerns to include food quality, flavor and consistency, and conflicts with afloat or ashore command activities the Menu Production Board will be productive and successful. Meeting should start out with a specific purpose developed from information collected since the last Menu Production Board.

**MENU PRODUCTION BOARD RESULTS**: Provided by documentation found on previous board minutes. Discussion should include results of unanswered concerns, modifications of the menu since last menu review board, etc.

**MENU PRODUCTION BOARD NEW ISSUES**: Time to discuss new menu issues to include customer service, sanitation, suggested menu changes, special meals, general food service concerns.

**MENU BOARD CONCLUSION**: Review unclear issues or concerns. Food service team should discuss updates on future revisions to the Navy's Standard Core Menu and report all news/results from NAVSUP concerning previous menu requests.

**BOARD ADJOURNED**:

LTJG Spice

NSCM Menu Review Board (Sample Form)

SAMP	LE
USS UNDERWAY MEN	U REVIEW BOARD
QUARTER:	
DATE/TIME:	
FOOD SERVICE STAFF MEMBERS/ATTENDEES:	
DIVISIONAL ATTENDEES:	
<b>MENU BOARD REVIEW:</b> Preparation of menu review review board. The success of menu review board is to addressed, investigated, and hopefully resolved prior to	ensure all concerns have been properly
<b>MENU BOARD RESULTS:</b> Provided by documentation minutes. Discussion should include results of unanswe menu review board, etc.	
<b>MENU BOARD NEW ISSUES:</b> Time to discuss new m suggested menu changes, special meals, and general f	
<b>MENU BOARD CONCLUSION</b> : Review unclear issues updates on future revisions to the Navy's Standard Core concerning previous menu requests.	•
BOARD ADJOURNED:	
	G Spice
Foc	od Service Officer

Pledge of Service



## Armed Services Recipe Service (AFRS) Recipe Card Template

	Ree	cipe Card Nan	ne		
Yield:			Categ	ory:	A-Q
Pans:			Reci	pe #	
Portion Size: Number of Servings					
Calories Carbohydr	ates Protein	Fat	Cholesterol	Sodium	Calcium
Xkcal Xg	Xg	Xg	X mg	X mg	X mg

## **NSCM New Item Request Form**

FOOD ITEM CODE (FIC)	
NOMENCLATURE:	
NSN/LSN/NAPA:	
VENDOR INFORMATION:	
PRODUCT DETAILS:	
UNIT OF ISSUE (U/I):	
PACKAGE MODE:	
NO. UNITS PER PACKAGE MODE:	
WEIGHT OF CASE IN LBS:	
CUBE OF CASE:	
CONVERSION FACTOR:	
TYPE PACK:	
CARGO FLAG: Y/N	
ADVANCED FOOD INDICATOR: Y/N	
FOOD CATEGORY CODE: Dry, Chill, Frozen	

ROUTING:	Initials	Date	PLATFORM:
Funct Mailbox			AIRFOR
JEN			LDECK
CHEF			SURFOR
LCDR JAMES			LCS
BEV			SUBFOR

# DLA Troop Support Sole Source Justification Form Example – Page 1 of 4

All field denoted with an asterisk (*) are required fields in order to submit a new item request. If any of these fields are not filled an automated mess Requester's Name.* Requester's Name.* Requester's Name.* Crganization Name.* Department Name.* Department Name.* Department Name.* Product Information All fields to be completed by person requesting evaluation. Type of Product.* Product Information All fields to be completed by person requesting evaluation. Type of Product.* Product Information All fields to be completed by person requesting evaluation. Type of Product.* Product Information All fields to be completed by person requesting evaluation. Type of Product.* Product Name.* Description* Mfr Sales Rep: Distributor Name.* Product Name.* Product Name.* Product State State State State Name: Distributor Name.* Product State State State Name: Distributor Name.* Proceed Processing Request For New Stote Number Plant Name For Sanford For Neats NAMPIMPS* Procease Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Procesing Raw Processing Raw Processing Raw Proce	Requestor	
Requestor's E-mail: * ohn.dos@example.com Phose: * Drganization Name: * Product Information All fields to be completed by person requesting evaluation. Type of Product: * Name & Description* Mit: Sales Rep: Name Product Nameformer Name & Description* Mit: Sales Rep Phone: Distributer Name-PV Distributer Name-PV Distributer Name Product Nameformer Plant Name Plant Name Plant Name Approved Source Stock Number Cerrently Exists Place stock number is bot to the sight Nameformer SKU# Country of Origin Select Ose CRESH OFROZEN OREFRIGERATED OSHELF STABLE OCANNED OTHER Description Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing Raw Processing		submit a new item request. If any of these fields are not filled an automated messa
Organization Name: *	Requestor's Name: *	Title: *
Department Name: * Department Name: * Department Name: * Department Name: * Product Information Alf fields to be completed by person requesting evaluation. Type of Product: * Name & Description* Mftr/Sales Rep: Mftr/Sales Rep + Mftr/Sales Rep + Mftr/Sales Rep + Mftr/Sales Rep + Mftr/Sales Rep + Mftr/Sales Rep + Mftr/Sales Rep + Distributor Name-PV Distributor Name + Pto to the sight Request For New Stock Number Plant Name Location Address Establishment # USDC Country of Origin Select One CFRESH CFROZEN CREFRIGERATED C SHELF STABLE C CANNED C OTHER Description Select One C FRESH CFROZEN CREFRIGERATED C SHELF STABLE C CANNED C OTHER Processing Raw Processing Raw Processing Raw Processing Raw Precooked Diced Diced Staredded Staredd Grade Cut Chopped Diced Diced Staredded Starede Count L Duit of Measure Paths Ratio Factor Count L Duit of Measure Paths Paths Count L Duit of Measure Paths Count L Duit of Measure Paths Count L Duit of Measure Paths Count L Duit of Measure Paths Count State Count L Duit of Measure Paths Count L Duit of Measure Paths Count State Count L Duit of Measure Paths Count L Duit of Measure Paths Count State Count L Duit of Measure Paths Count L Duit of Measure Paths Count State Count L Duit of Measure Paths Count L Duit of Measure Paths Count L Duit of Measure Paths Count L Duit of Measure Paths Count L Duit of Measure Paths Count L Duit of Measure Paths Count L Duit of Measure Paths Count L Duit of Measure Paths Count L Duit of Measure Paths Count L Duit of Measure Paths Count L Duit of Measure Paths Count L Duit of Measure Paths Count L Duit of Measure Paths Count L Duit of Measure Paths Count L Duit of Measure Paths Count L Duit of Measure Paths Count L Duit of Measure Paths Count L Duit of Measure Paths Count L Duit of Measure Paths Count L Duit of Measure Paths Count L Duit of Measure Paths Count L Duit of Measure Paths Count L Duit of Measure Paths Count L Duit of Measure Paths Count L Duit of Measure Paths Count L Duit of Measure Paths Count L Duit of Measure Paths Count L Duit of Measur	Requestor's E-mail: * john.doe@example.com	Phone: *
Do you have any relationship - business, financial, personal, or otherwise - with the supplier of this product or any of the supplier's representatives?*  Product Information All fields to be completed by person requesting evaluation.  Type of Product *  Sales Rep Phone: Distributor Name-PV  Sales	Organization Name: *	Date of Submission:
product or any of the supplier's representative? *  Product Information  All fields to be completed by person requesting evaluation.  Type of Product *  Name & Description*  Mft Sales Rep: Mft Web Site: Mft Web Site: Mft Sales Rep: Sales Rep Phone: Distributor Part #:  Sales Rep Phone: Stock Number Currently Exists Sales Rep Phone: Stock Number Currently Exists Sales Rep Phone: Stock Number Currently Exists Sales Rep Phone: Stock Number Currently Exists Sales Rep Phone: Stock Number Currently Exists Sales Rep Phone: Stock Number Currently Exists Sales Rep Phone: Stock Number Currently Exists Sales Rep Phone: Stock Number Currently Exists Sales Rep Phone: Stock Number Currently Exists Sales Rep Phone: Stock Number Currently Exists Sales Rep Phone: Stock Number Currently Exists Sales Rep Phone: Stock Number Currently Exists Sales Rep Phone: Stock Number Currently Exists Sales Rep Phone: Stock Number Currently Exists Sales Rep Phone: Stock Number Currently Exists Sales Rep Phone: Stock Number Currently Exists Sales Rep Phone: Stock Number Plant Name Location Address Establishment # Sales Rep Phone: Stock Number Plant Name Location Address Sales Rep Phone: Stock Number Plant Name Location Address Sales Rep Phone: Stock Number Plant Name Location Address Sales Rep Phone: Stock Number Plant Name Location Address Sales Rep Phone: Stock Number Plant Name Sales Rep Phone: Sales Rep Phone: Sales Rep Phone: Sales Rep Phone: Sales Rep Phone: Sales Rep Phone: Sales Rep Phone: Sales Rep Phone: Sales Rep Phone: Sales Rep Phone: Sales Rep Phone: Sales Rep Phone: Sales Rep Phone: Sales Rep Phone: Sales Rep Phone: Sales Rep Phone: Sales Rep Phone: Sales Rep Phone: Sales Rep Phone: Sales Rep Phone: Sales Rep Phone: Sales Rep Phone: Sales Rep Phone: Sales Rep Phone: Sales Rep Phone: Sales Rep Phone: Sales Rep Phone: Sales Rep Phone: Sales Rep Phone: Sales Rep Phone: Sales Rep Phone: Sales Rep Phone: Sales Rep Phone: Sales Rep Phone: Sales Rep Phone: Sales Rep Phone: Sales Rep Phone: Sales Rep Phone: Sales Rep Phone: Sales Rep Phon	Department Name: *	
All fields to be completed by person requesting evaluation. Type of Product * Type of Product * Type of Product * Type of Product * Type of Product * Type of Product * Type of Product Manufacturer Type of Product Manufacturer Type of Product Manufacturer Type of Product Manufacturer Type of Product Manufacturer Type of Product Manufacturer Type of Product Manufacturer Type of Product Manufacturer Type of Product Manufacturer Type of Product Manufacturer Type of Product Manufacturer Type of Product Manufacturer Type of Product Manufacturer Type of Product Manufacturer Type of Product Manufacturer Type of Product Manufacturer Type of Product Manufacturer Type of Product Manufacturer Type of Product Manufacturer Type of Product Manufacturer Type of Product Manufacturer Type of Product Manufacturer Type of Product Manufacturer Type of Product Manufacturer Type of Product Manufacturer Type of Product Manufacturer Type of Product Manufacturer Type of Product Manufacturer Type of Product Manufacturer Type of Product Manufacturer Type of Product Manufacturer Type of Product Manufacturer Type of Product Manufacturer Type of Product Manufacturer Type of Product Manufacturer Type of Product Manufacturer Type of Product Manufacturer Type of Product Manufacturer Type of Product Manufacturer Type of Product Manufacturer Type of Product Manufacturer Type of Product Manufacturer Type of Product Manufacturer Type of Product Manufacturer Type of Product Manufacturer Type of Product Manufacturer Type of Product Manufacturer Type of Product Manufacturer Type of Product Manufacturer Type of Product Manufacturer Type of Product Manufacturer Type of Product Manufacturer Type of Product Manufacturer Type of Product Manufacturer Type of Product Manufacturer Type of Product Manufacturer Type of Product Manufacturer Type of Product Manufacturer Type of Product Manufacturer Type of Product Manufacturer Type of Product Manufacturer Type of Product Manufacturer Type of Product Manufacturer Type of Product Manufacturer Type of Product Manufa		wise - with the supplier of this
Type of Product *  Type of Product *  Type of Product *  Type of Product *  Type of Product *  Type of Product Manufacturer  Type of Product Manufacturer  Type of Product Manufacturer  Mfr Sales Rep Prone:  Distributor Name-PV  Distributor Name-PV  Stock Number Currently Exist:	Product Information	
Anne & Description*       Product Manufacturer         Mfr/Sales Rep:       Mfr/Sales Rep e-mail:         Distributor Name-PV       Distributor Part #:         O Stock Number Currently Exists       Mfr/Sales Rep e-mail:         Distributor Name-PV       Distributor Part #:         O Stock Number Currently Exists       Mfr/Sales Rep e-mail:         Place stock number is box to the right       Distributor Part #:         O Stock Number       Distributor Part #:         Plant Name       Location Address         Approved Source       Establishment #         For Seafood VETCOM       USDC         Manufacturer SKU#       Country of Origin         Select One       CFRESH © FROZEN © REFRIGERATED © SHELF STABLE © CANNED © OTHER         Description	All fields to be completed by person requesting evaluation.	
Name & Description*       Product Manufacturer         Mfr/Sales Rep:       Mfr/Sales Rep = mail:         Distributor Name-PV       Distributor Part #:         O Stock Number Currently Exists       Distributor Part #:         Place stock number in box to the right       Distributor Part #:         O Stock Number       Location Address         Plant Name       Location Address         Approved Source       Establishment #         Varies/Color Flavor       Country of Origin         Select One       CFRESH O FROZEN O REFRIGERATED O SHELF STABLE O CANNED O THER         Description	Type of Product: *	Brand Name:
Sales Rep Phone:       Mfr/Sales Rep e-mail:         Distributor Name-PV       Distributor Part #:         Stock Number Currently Exists	Name & Description*	Product Manufacturer
Distributor Name-PV Distributor Part #: Stock Number Currently Exists Request For New Stock Number Plant Name Approved Source Establishment # For Seafood VETCOM Manufacturer SKU# Select One OFRESH OFROZEN OREFRIGERATED OSHELF STABLE OCANNED OTHER Description Variety/Color/Flavor For Meats NAMP/IMPS# Weight Range Grade Processing Raw Precooked Pully Cooked Other (Plasse Specify) Battered Breaded Maxinated Seasoned Cut Ocopped Diced Shredded Slaced Ground Pack Bulk Individually Wrapped Portions Weight Count/LB Unit of Measure Portion Size Units Per Case Purchase Ratio Factor	Mfr/Sales Rep:	Mfr Web Site:
Stock Number Currently Exists         Place stock number in box to the right         Request For New Stock Number         Plant Name         Approved Source         For Seafood VETCOM         Manufacturer SKU#         Country of Origin         Select One         FRESH         FROZEN         REFRIGERATED         SHELF STABLE         Country of Origin         Select One         FRESH         FROZEN         REFRIGERATED         SHELF STABLE         Country of Origin         Bescription         Variety/Color/Flavor         For Meats         NAMP/IMPS#         Proceoked         Fully Cooked         Other (Please Specify)         Battered       Breaded         Breaded       Marinated         Seasoned       Ground         Pack       Bulk       Individually Wrapped Portions         Weight Pactose       Purchase Ratio Factor	Sales Rep Phone:	Mfr/Sales Rep e-mail:
Place stock number in box to the right     Request For New Stock Number  Plant Name Approved Source For Seafood VETCOM Select One FRESH FROZEN CREFRIGERATED SHELF STABLE CANNED OTHER  Description Variety/Color/Flavee For Meats NAMPIMPS# Processing Raw Processing Raw Processed Disced Disced Shredded Sliced Ground Pack Bulk Individually Wrapped Portions Weight Count/LB Unit of Measure Portion Size Units Per Case Purchase Ratio Factor	Distributor Name-PV	Distributor Part #:
For Seafood VETCOM       USDC         Manufacturer SKU#       Country of Origin         Select One       FRESH         FRESH       FROZEN         REFRIGERATED       SHELF STABLE         CANNED       OTHER         Description       Uspc         Variety/Color/Flavor       Grade         For Meats       NAMP/IMPS#         Weight Range       Grade         Processing       Raw         Processing       Raw         Processing       Cut         Battered       Breaded         Maninated       Seasoned         Cut       Chopped         Diced       Shredded         Shredded       Ground         Pack       Bulk       Individually Wrapped Portions         Weight Count/LB       Unit of Measure         Portion Size       Units Per Case       Purchase Ratio Factor	C Request For New Stock Number	Location Address
Manufacturer SKU#       Country of Origin         Select One       FRESH       FROZEN       REFRIGERATED       SHELF STABLE       CANNED       OTHER         Description	Approved Source	Establishment #
Select One       OFRESH       OFROZEN       OREFRIGERATED       OSHELF STABLE       OCANNED       OTHER         Description	For Seafood VETCOM	USDC
Description Variety/Color/Flavor For Meats NAMP/IMPS# Weight Range Grade Processing Raw Precooked Procoked Individually Precooked Individually Wrapped Portions Pack Bulk Individually Wrapped Portions Weight Count/LB Unit of Measure Portion Size Units Per Case Purchase Ratio Factor	Manufacturer SKU#	Country of Origin
Variety/Color/Flavor For Meats NAMP/IMPS# Weight Range Grade Grade Processing Raw Precooked Fully Cooked Other (Please Specify) Battered Breaded Marinated Seasoned Cut Chopped Diced Shredded Sliced Ground Pack Bulk Individually Wrapped Portions Weight Count/LB Unit of Measure Portion Size Units Per Case Purchase Ratio Factor	Select One OFRESH OFROZEN OREFRIGERATED OSH	HELF STABLE OCANNED OOTHER
For Meats       NAMP/IMPS#       Weight Range       Grade         Processing       Raw       Precooked       Fully Cooked       Other (Please Specify)         Battered       Breaded       Marinated       Seasoned         Cut       Chopped       Diced       Shredded       Sliced       Ground         Pack       Bulk       Individually Wrapped Portions       Weight       Count/LB       Unit of Measure         Portion Size       Units Per Case       Purchase Ratio Factor       Diced       Diced       Diced	Description	
Processing       Raw       Precooked       Fully Cooked       Other (Please Specify)         Battered       Breaded       Marinated       Seasoned         Cut       Chopped       Diced       Shredded       Sliced       Ground         Pack       Bulk       Individually Wrapped Portions       Weight       Count/LB       Unit of Measure         Portion Size       Units Per Case       Purchase Ratio Factor       Diced       Diced       Diced	Variety/Color/Flavor	
Battered       Precodiced       Precodiced       Other (Press specify)         Battered       Breaded       Marinated       Seasoned         Cut       Chopped       Diced       Shredded       Sliced       Ground         Pack       Bulk       Individually Wrapped Portions       Weight       Count/LB       Unit of Measure         Portion Size       Units Per Case       Purchase Ratio Factor       Diced       Diced	For Meats NAMP/IMPS# Weight R	Range Grade
Cut       Chopped       Diced       Shredded       Sliced       Ground         Pack       Bulk       Individually Wrapped Portions       Weight       Count/LB       Unit of Measure         Portion Size       Units Per Case       Purchase Ratio Factor	Processing Raw Precooked F	'ully Cooked 🗌 Other (Please Specify)
Pack     Bulk     Individually Wrapped Portions     Weight     Count/LB     Unit of Measure       Portion Size     Units Per Case     Purchase Ratio Factor	Battered Breaded M	farinated Seasoned
Portion Size Units Per Case Purchase Ratio Factor	Cut Chopped D	Diced 🗌 Shredded 🗌 Sliced 🗌 Ground
	Pack 🔲 Bulk 🗌 Individually Wrapped Portions 🛛 Wei	ight Count/LB Unit of Measure
Cantainar Siza	Portion Size Units Per Case	Purchase Ratio Factor
Jan Container Size		

# DLA Troop Support Sole Source Justification Form Example – Page 2 of 4

Manufacturer Shelf Life Data Code Breaker
Code Breaker Sheet Included
NAPA Allowance
Product Usage
1. State primary reason for initiating this new product request:
2. Is there a benefit to the war fighter not currently satisfied by the current products used?
3. If Yes, explain.
4. Is there currently a product in the Subsistence Prime Vendor catalog performing the same function?
5. If Yes, please list the name, manufacturer, and manufacturer code
6. Please check all applicable reasons for request
Current Item is Impracticable Health/Safety Requirement Required by Law or Regulation
Shelf Life Requirements Other (Please Specify)
7. If this new product is replacing an existing product, please list existing product name, manufacturer, manufacturer catalog codes
8. Please provide the following information for the proposed product:
Unit Price to be transmitted
As documented by attached invoice/price quote Estimated Annual Usage
Estimated Annual Cost
9. Are there similar products on the market?
10. If Yes, please list the manufacturer(s):

# DLA Troop Support Sole Source Justification Form Example – Page 3 of 4

Value Analysis				
Value Analysis				
11. Explanation of why a particular brand Government's requirements and why other needs.				
12. Do you have information validating the				
<ol><li>Specify facts supporting justification, in</li></ol>	cluding documentation	(e.g. market researd	h, comparison cuttings, cos	t, yield, information):
14. Similar product on contract: OYes	ONe			
Number used last F/Y		Projected use n	ew product for this F/Y	
Old Product Cost (each):		New Product C	-	
Annualized Cost Impact:		New Annualized		
15. Is this product available through a distr	"butor"	1	_	
16. A statement of the actions, the agency r a brand name item before any subsequent	nay take to remove or ov		ers that limit the Govern	ment's requirements to
17. When will this decision be re-evaluated	?			
18. The customer or technical personnel ce complete and accurate. If affirmed by DSC this "new" item request will replace.		-		
Customer or Te	ch Personnel Signati	ire	Date	
	you for your request. A DS		ll contact you shortly.	

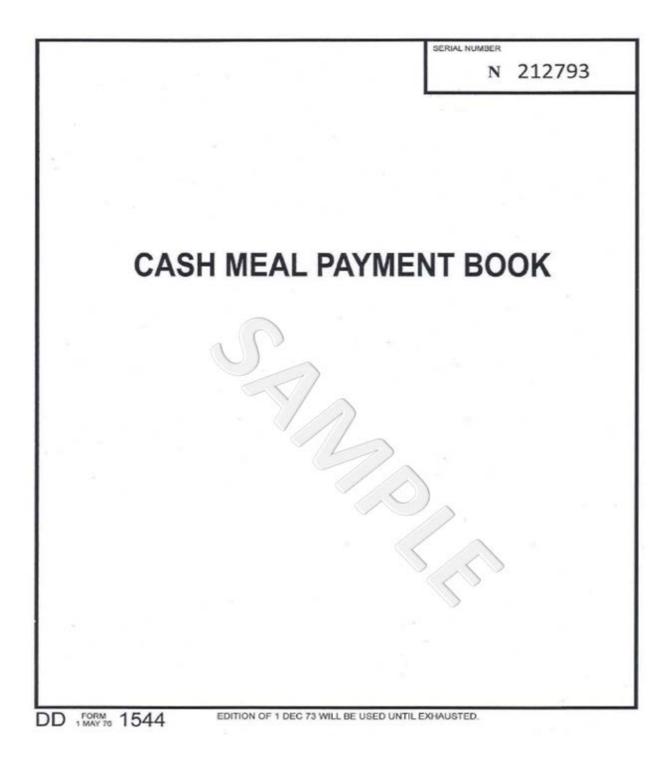
DLA Troop Support Sole Source Justification Form Example – Page 4 of 4

To be	Completed	by the Co	ntracting	Agency
To be completed by the Co	ntracting Officer:			
-CP Memo 09-08; Publ	of the Justification l of the Justification l of the Justification b dscp.dla.mil/contracting/	doc/JA%20Format%20a	:%20of%209-10-09.de	
2. Contracting Officer's determ	nination that the anticipat	ted cost to the Governm	aent will be fair and r	reasonable:
3. The Contracting Officer cert Officer's knowledge and belief.		a or documentation is a	ccurate and complete	e to the best of the Contracting
C	ontracting Officer's S	ignature	·	Date
	Ū			
Item is hereby approved a	nd authorized to be added to	o this Prime Vendor Cata	alog	
Item is not approved	Reason:			
Coordination Between:				
Customer	Name			Date
Account Manager	Name			Date
Acquisition Specialist	Name			Date
		Print Form		

# NSCM 1080 Menu Template

	INSERT GALLEYNAME INSERT MENU DATE ie: Oct 2013																	
		Cycle Menu: WEEK 1												DAYS 1-7				
	Recipe #	Breakfast Recipe Name	CAL	PRO	FAT	сно	Recipe #	Lunch Recipe Name	CAL	PRO	FAT	сно	Recipe #	Dinner Recipe Name	CAL	PRO	FAT	сно
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0			-				_								+		⊢	-
N			-						+	<u> </u>		<u> </u>			+	-	⊢	+
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Cash Meal Payment Book (Sample) - Page 1 of 4



# Cash Meal Payment Book (Sample) - Page 2 of 4

CASH MEAL PAYME	SERIAL NO. N 212793			
SECTION I- CONTROL OFFICE	SECTION II- ISSUE	SECTION	III - TURNED IN	BY
CONTROL OFFICER TITLE, ORGANIZATION AND LOCATION.	TO: (Organization on Alecation)	NAME: ORGANIZATION AND LOG		NO. CASH TURN IN YOUCHERS ATTACHED
	FROM:	1		
SIGNATURE AND DATE		OFFICER TURNINGIN BOOK		DATE

4		SERIAL NO.	
4	TRANSFER CONTROL AND RECEIPT - CASH MEAL PAYMENT BOOK	N 212793	
NAME AN	D LOCATION OF ACTIVITY RECEIVING CASH MEAL PAYMENT BOOK		
ISSUEDOR	TURNEDIN BY (Signature )		DATE
122020 011			cure .
	GD		

3	TRANSFER CONTROL AND RECEY - CAr AL PAYMENT BOOK	N 212793
NAME AND	DECATION OF ACTIVITY RECEIVING CASH MEAL P EM OOK	
ISSUED OR 1	URNED IN BY (Signature )	DATE

2	TRANSFER CONTROL AND RECEIPT - CASH MEAL PAYM	T BOOK	SERIAL NO. N 212793
NAME AN	ND LOCATION OF ACTIVITY RECEIVING CASH MEAL PAYMENT BOOK		
ISSUED OR	TURNED IN BY (Signature)	RECEIVED BY (Signature )	DATE

1 TRANSFER CONTROL AND RECEIPT - C	CASH MEAL PAYMENT BOOK	SERIAL NO. N 212793
NAME AND LOCATION OF ACTIVITY RECEIVING CASH MEAL PA		
ISSUED OR TURNED IN BY (Signature )	RECEIVED BY (Stenstorn)	DATE
		I

# Cash Meal Payment Book (Sample) - Page 3 of 4

C/	SH MEAL PAY	MENT SHEET RE	GISTER			SERIAL NO. N 212739				
ORGANIZ	ATION		INSTALL	ATION						
Sheet	ISSU Signature	IED TO Organization	DATE	DATE RETURNED	CASH C	OLLECTED Surcharges	RECEIVED	VOUCHER		
1	Jighature	organization			1000	Jurcharges				
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# Cash Meal Payment Book (Sample) - Page 4 of 4

				CAS	H MEAJ	L PAYM	IENT SHI	EET		SERIAL N 2	LNO. 212793		
		To be	e compl	eted wh	en the g	overnme	ent is to be	e reimbursed fo	or meals furnis	hed			
ORGANIZATI	ION OR DINING FACIL							FROM	INCLUSIV	THROU	COVERED JGH		
	FOOD CHARGE	FS		Τ	S	IIRCHAI	RGES (S/	<u> </u>	I	PER DIE!	M SURCH	ARGE	
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BR	DB	Other		BR		DB		Other	BR	DB		Other	
GRADE	NAME			-			GRADE	N/	AME	T_			
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			$\square$	0			<u> </u>			+	+		+
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				+	+			TOTAL		\$	\$	\$	\$
					+		TOTAL	CHARGES		\$	Food	\$	SIC
							CASH O	VER (SHORT)					
								URNED IN					
							REMARK:	5					
	TOTAL		\$	\$	\$	\$							
SIGNATURE	OF UNIT COMMANDE	ERORFOO	ID SERVI	ICE OFFIC	CER		SIGNATU	JRE OF LAST OR (	ONLY HEADCOU	INTER			

			_	
Foreign	Partnershin	Certification	l ottor (	(Sample)
I UI UI GIGII	i u u ci o i o i i p		LOUGI	oumpic)

reign Partner Na	tions/Civilian/Military O	perations:	
		DATE:	
m:		UIC:	
	stems Command, Food Servic ke, P.O. Box 2050, Mechanics		
bj: CERTIFICATION	OF RATIONS ISSUED REG	UIRING REIMBUR	<u>SEMENT</u>
Reimbursementh	as not been received for ration	s issued as follows:	
a. Date(s) issue	ed <u>:</u>		Cross Check 2020 SOMR
<u>ь.</u> Numberofp	ersonnel receiving rations:		Discounted/Standard
_	ations issued:		B x \$2.60/\$3.50 = L x \$4.30/\$5.65 =
<u>d.</u> Type of perso	onnel: Check appropriate catego	ry and insert type	L X \$4.30/\$3.65 = D X \$3.70/\$4.90 =
	Foreign Nationals	(Country)	
	Foreign African P	Partnership Station	(APS)
	Bold Alligator		
	BALTOPS		
	Continuing Promi	ise	
	Southern Partners		
	Other		
	i.e. CARAT	T, RIMPAC	
e. Authority to s	subsist: <u>NAVSUP P-486, Para</u>	. 2001	
f. Activity and a	address to bill:		
g. Appropriatio	on to charge:		
Funding Docur	ments: DD FORM 448 MIPR - Militan SF 1080 - Voucher for Transf NAVCOMPT 2275/2276 - Ord DD FORM 1131- Cash Collec MUTUAL LOGISTIC SUPPO	fer between Appropriatio der for Work and Service ction Voucher	ns and/or Funds
	NAME/RANK/GRADE: red (validates correct rations and ca	4	

# Humanitarian Certification Letter (Sample)

Humanitarian Operations:	
DATE:	
From: UIC:	
To: Naval Supply Systems Command, Food Service Division (SUP423) 5450 Carlisle Pike, P.O. 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: Cross Check 2	
<u>ь.</u> Number of personnel receiving rations: В x \$2.60	
<u>c.</u> Number of rations issued:Match (1359) x \$4.30	
<u>d.</u> Type of personnel: Check appropriate category and insert type	0/\$4.90 =
Non-Government Official (NGO) Escorts Patients Foreign Other	
e. Authority to subsist: <u>NAVSUPP-486, Para. 2001</u>	
f. Activity and address to bill:	_
g. Appropriation to charge:	_
Funding Documents: DD FORM 448 MIPR - Military Interdepartmental Purchase Request SF 1080 - Voucher for Transfer between Appropriations and/or Funds NAVCOMPT 2275/2276 - Order for Work and Services DD FORM 1131 - Cash Collection Voucher MUTUAL LOGISTIC SUPPORT ORDER/RECEIPT/INVOICE FORM (1	ILS FORM)
FSO Signature NAME/RANK/GRADE: FSO signature required (validates correct rations and categories)	

# **Miscellaneous Certification Letter (Sample)**

Miscel	aneous:
	DATE:
From: _	UIC:
To: N 54	aval Supply Systems Command, Food Service Division (SUP423) 450 Carlisle Pike, P.O. Box 2050, Mechanicsburg, PA 17055-0791
Subj: C	ERTIFICATION OF RATIONS ISSUED NO REIMBURSEMENT
1. Rei	mbursement has not been received for rations issued as follows:
<u>a.</u>	Date(s) issued:
b.	Number of personnel receiving rations:
_	Number of rations issued: Match (1359)
<u>d.</u>	Type of personnel: Check appropriate category and insert type
	Detainees
	Destitute Survivors/Survivors at Sea
	Evacuees
	MIO
	Prisoners
	Pirates Other
<u>e.</u>	Authority to subsist: NAVSUP P-486, Para. 2001
<u>f.</u>	Activity and address to bill:
<u>g</u> .	Appropriation to charge:
	O Signature NAME/RANK/GRADE:
FS	O signature required (validates correct rations and categories)

**General Mess Meal Evaluation** 

	GENERAL MESS MEAL EV	ALUATION
		Date:
From:		Time:
To: Commanding Officer		
VIa: (1) Executive Officer		
(2) Command Duty Officer		
1. Meal Evaluation for (circle one): Breakfast Lunch	Dinner	
a. Did the meal conform to the posted menu?	YES/NO	
b. Was food served at the proper temperature?		
c. Did the serving line move at a steady pace?		
d. Was there clean/dry mess gear available for crew?		
e. Were the main serving line, beverage serving line, sai		quately stocked and replenished as needed? YES/NO
f. Were correct condiments and napkins available on all		
g. Were tables cleaned promptly between customers?		
h. Were the serving lines, beverage lines, salad bar, des		clean and well maintained? YES/NO
	WASH RINSE	
	160-180 180-180	0 180-196
<ol><li>The scullery machine temperatures were as follows:</li></ol>		
		YES/NO
<ul> <li>a. Was scullery running with trays going through?</li> <li>b. Was personal protective goas available in workspace</li> </ul>		YESINO
<ul> <li>b. Was personnel protective gear available in workspace</li> <li>c. Were FSA's properly using protective gear and wearing</li> </ul>		
<ol> <li>Wele i Ska property using protective gear and wearing</li> </ol>	g nearing protection in acute	ry: Teamo
General Comments:		
W/C Comments:		
LCS Comments:		
SUPPO Comments:		
XO Comments:		
CO Comments:		
		Very respectfully,
		Name and Signature of Inspector
Reviewed By:		
W/C:LCS:SDO/SUPPO:		X0: CO:

PA	í ae	JUSTM	ENT AUTHO	RIZATI	ON	NOTE: If member has been transferred, forward this authorization to the officer currently maintaining the member's pay record.							
MEMBER (Last	name)		(First)	(Middle)		SSAN GRADE/RANK/R			RATE	BRANCH OF	SERVICE	DATE	
PAY GRADE N	<b>)</b> .	LAST PAY R	ECORD EXAMINED		AMOUNT		AJ	PPROPRU	TION DATA		-		•
FROM	_						1	NAME OF	ACCOUNTABL	E D.O.			
								SYMBOL	NO.	G.A.	O. EXCEPTION	CODE	
											VOLLAR	E HERERY	AUTHORIZED TO
•									-	•	100 A		AUTHORIZED TO
то												CHARGE	CREDIT
													<b>→</b>
•													RECORD OF THE
											ME	MBER LIS	TED ABOVE
				EXPL	ANATION	AND/OR R	REA	SON FO	OR ADJUST	MENT			
reason for fa	djust ade ( illure	ment is bas or why the a to make a	sed on a thoroug adjustment shou djustment.	ild not be	nation of al made for t								previous adjustment tement of the
FROM						(	CER	TIFYING	OFFICER (Name	, rank/grad	de, and signature)	)	
LOSET		at the adar	stmont indicated	about h	as been er	niered on the	0.75	hours an	mod momba	rie Millée	Day Day Boos	rd (If adding	tmont has not here
			stment indicated						med memoe	n o Milita	aly Pay Reco	ra. (ir auju	stment has not been
R	-				-					TYPED	D NAME AND GR	ADE OF D.O.	
									•				
F I TO										D.O. 8	WMBOL NO.		DATE
A										SIGNA	TIPE		
T E									-	oraniA	() Office		
	4.94	MAYO	2									Form and	roved by Comp. Gen., U.S.
DD FORM	135	, MAT 5	J E	UTION OF	THIS FOR	M NOT HAVIN	NG (	SSAN IS	OBSOLETE /	FTER 30	Reset	- Sim app	April 23, 1953 Adobe Designer 8.0

# APPENDIX C

# FOOD SERVICE FSM AUDIT FORMS

To ensure the financial accountability of the general mess (GM), all financial records must be audited by the Recordskeeper, Leading Culinary Specialist (LCS), and Food Service Officer (FSO) before the accounting period close-out. After audits are completed all retained returns must be labeled, dated, and organized in the FSO's accountability file in accordance with the instructions in this publication. The following records must be retained in the FSO's accountability file for 10 years. The following forms are examples of the food service audit forms and the FSO's accountability files.

Refer to Chapter 7 for more information and guidance.

#### LIST OF FOOD SERVICE FSM AUDIT FORMS IN APPENDIX C

Each title on this list is hyperlinked to the Figure it references. The hyperlink on the Figure returns to the Appendix C Title Page.

- 1. Blank Audit Sheet Top Half
- 2. Blank Audit Sheet Bottom Half
- 3. Audit Sheet Example Top Half
- 4. Audit Sheet Example Bottom Half
- 5. General Mess Summary NAVSUP Form 1359
- 6. Screen Shot: General Mess Summary
- 7. Screen Shot: Recapitulation of Meal Record Report
- 8. Screen Shot: Credit Headcount Search -- Rations
- 9. Screen Shot: Cash Headcount Search Rations Sale of Meals
- 10. Screen Shot: General Mess Summary Cash Statement Section
- 11. Screen Shot: General Mess Summary Previous Month's NAVSUP Form 1359 Undeposited Sales
- 12. Screen Shot: Cash Headcount Search Sale of Meals (NS 1046)
- 13. Screen Shot: Cash Headcount Search Sale of Meals (NS 1544)
- 14. Screen Shot: Expenditure Detail Bulk Sales
- 15. Screen Shot: Credit Headcounts Search Surcharges (NS 1046)
- 16. <u>Screen Shot: Cash Headcount Search -- Surcharges (NS 1544)</u>
- 17. Screen Shot: General Mess Summary -- Receipt Section
- 18. <u>Screen Shot: General Mess Summary -- Previous Month's Inventory Balance On Hand (NS 1359)</u>
- 19. Screen Shot: Book Inventory -- Balance Brought Forward (NS 1059)
- 20. Screen Shot: Record of Receipts and Expenditures Report -- Total (NS 357)
- 21. Screen Shot: General Mess Summary -- Expenditure Section
- 22. Screen Shot: General Mess Control Record -- Food Cost
- 23. <u>Screen Shot: Losses Detail -- Survey Amount (DD 200)</u>
- 24. Screen Shot: Expenditure Detail -- Bulk Sales
- 25. Screen Shot: Expenditure Detail -- Transfer With Reimbursement
- 26. Screen Shot: Expenditure Detail -- Transfer Without Reimbursement
- 27. Screen Shot: Book Inventory -- Inventory Balance On Hand (NS 1059)
- 28. Requisition Log NAVSUP Form 1336
- 29. Screen Shot: Record of Receipts and Expenditures -- Price Adjustment (NS 367)

- 30. Screen Shot: Record of Receipts and Expenditures Report -- Total (NS 367)
- 31. Screen Shot: General Mess Summary -- Allowance Section (NS 1359)
- 32. Screen Shot: General Mess Control Record -- Over/Under Issue Carried Forward (NS 338)
- 33. Screen Shot: General Mess Control Record -- Total Allowances (NS 338)
- 34. Screen Shot: General Mess Control Record -- Food Cost (NS 338)
- 35. Screen Shot: General Mess Control Record -- Over/Under Issue Amount (NS 338)
- 36. Screen Shot: Stores Consumed Report -- Stores Consumed Amount (NS 1059)
- 37. Audit Sheet -- Page 1
- 38. Audit Sheet -- Page 2

# BLANK AUDIT SHEET

		END OF M	ONTH AUDIT SHEET	MONTH						
			Days Operated	Date:						
	Current Month's 1359		Supporting Docs	Corrected Report # 0			Final Y/N	Supporting Docs		
Navy Rats Allowed		Muster Report		ALLOWANCES	RATIONS	RATE	VALUE			
Other Rats Allowed		Muster Report		Basic Allowances		\$9.05				
Total Rats Allowed				Under / Over CF				NS 338		
RATION BREAKDOWN				99 or Less		<b>\$</b> 1.35				
Navy Regular		NS 1292		100 to 149		\$0.55				
Other (Code 2)		NS 1046	1046			<b>\$</b> 2.25				
		DD 1544		Other	_					
Other (Code 3 to 15)		Certification Letter/s	C A N	) r						
Total Other				0 or						
Total				Other						
CASH STATEMENT				Total Allowances				NS 338		
Undeposited Balance Brought Forward		Prev. Mo. 1359		Food Cost				NS 338		
Sale of Meals		NS 1046		Under/ Over Issue				NS 338		
		DD 1544		% Under/Over Issue						
Bulk Sales		NS 1149 Bills		Stores Consumed				NS 1059 SC		
Surcharges		NS 1046		% Diff. Bet. Food Cost & Stores Consumed			NS	1059 SC & NS	338	
		DD 1544		I				lifference lis Items Carri		



Note: The Ration Breakdown Rates shown reflect 2014 data. Check your most recent NAVSUPNOTE 7330 for the current Ration Breakdown Rates.

#### BLANK AUDIT SHEET BOTTOM HALF

NOTE: The Ration Breakdown Rates shown reflect 2014 data. The most recent NAVSUPNOTE

Cash Deposited Disbursing Officer		NS 470				Number Items Adjusted Over 5%		Total Carried			
Other Sales/Meals					Number of Days Since Last Full Physical Inventory			n.	NS 1059 Smooth		
Undeposited Sales		C/F To Next Month									
RECEIPTS						Date of Last Full Physical Inventory				NS 1059 BI	
Inventory Balance Brought		Previous Months 1359									
Forward		1059 BI				Inventory Adjustments	# Items Adjusted	¥alue			
Receipts w/Charge		Receipts				Gained By Inventory Adjustments			Prior Fiscal Year 1359	Month	Deposit Amount
Receipts w/o Charge		Receipts				Loss By Inventory Adjustments				October	
Total		NS 367				Net Inventory Adjustments				November	
EXPENDITURES						Gross Inventory Adjustments				December	
Food Cost		NS 338									
Surveys		DD 200				Comments:	Note: Li: rounded	st all num	bers as s	een on fo	rms unrounded and
Loss w/o Survey		NS 1334				This is a SAMPLE Audit	rounded				
Bulk Sales		Bills				sheet. Please					
Trans w/Reimbursement		NS 1149				Yerify with your TYCOM, NFMT, ATG					
Trans w/o Reimbursement		NS 1149				for the "Approved"					
Inventory Balance On Hand		NS 1059 BI				audit sheet for your area					
Price Adjustment		NS 367									
Total		NS 367									
Price Adjustment %	Calculated	Price Adju	stment / Food Cost			DEPOSITS:		Certifi	cations A	mounts	
					Total Sales			ection Vouc			
	Total Surcharges						Disbursin	g Officer (DI	D) Symbol		
			Total						_		
Records Kee			Leading CS \$	Signature			Fo	od Service C	)fficer Signature		

The current NAVSUPNOTE 7330 has the Ration Breakdown Rates.

# AUDIT SHEET EXAMPLE

	END OF MONTH AUDIT SHEET						MONTH	July		
		Days Op	erated 31		Date: 8/4/14					
RATION STATEMENT	Current Month's 1359	Support	ing Docs	Corrected Report # 0		Merged YN		Supporti	ng Docs	
Navy Rats Allowed	17856	Muster Report		ALLOWANCES	RATIONS	RATE	VALUE			
Other Rats Allowed	3022	Muster Report		Basic Allowances	6022	\$9.05	\$54,499			
Total Rats Allowed	20878			Under / Over CF			\$647	NS 338	\$647.17	
RATION BREAKDOWN				99 or Less	269	\$1.35	\$363			
Na∨y Regular	2999	NS 1292	2998.60	100 to 149	695	\$0.55	\$382			
Other (Code 2)	1327	NS 1046	0.00	Other SYSCO Hampton Roads	6022	\$2.25	\$13,550			
		DD 1544	1326.80	Other						
Other (Code 3 to 15)	1695	Certification Letter/s		Other						
Total Other	3022			er						
Total	6021			Other						
CASH STATEMENT				Total Allowances			\$69,441	NS 338	\$69,441.17	
Undeposited Balance Brought Forward	\$2,722	Prev. Mo. 1359	\$2,722.00	Food Cost			\$73,645	NS 338	\$73,644.58	
Sale of Meals	\$13,456	NS 1046	\$0.00	Under/Over Issue			(-4204)	NS 338	(-4203.41)	
		DD 1544	\$13,456.40	% Under/Over Issue			6.05%			
Bulk Sales	\$39	NS 1149 Bills	\$38.95	Stores Consumed			\$75,489.00	NS 1059 SC	\$75,489.1033	
Surcharges	\$2,117	NS 1046	\$0.00	% Diff. Bet. Food Cost & Stores Consumed			2.50%	NS 1059 SC & NS 338	2.50%	
		DD 1544	\$2,116.75					6 difference listing) % / Items Carried		

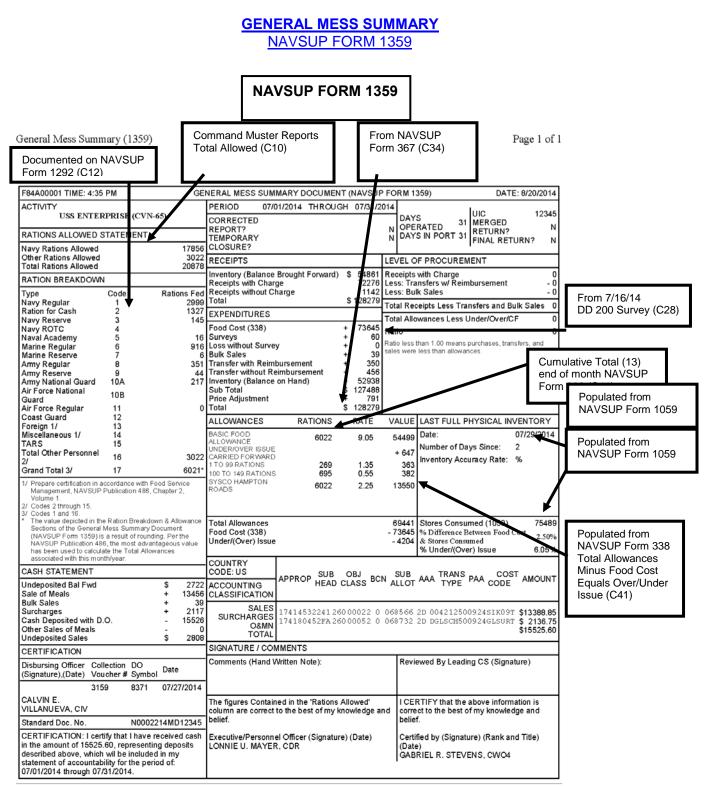
NOTE: The Ration Breakdown Rates shown reflect 2014 data. The current NAVSUPNOTE 7330 has the Ration Breakdown Rates.

#### AUDIT SHEET EXAMPLE BOTTOM HALF

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			1	1					
Cash Deposited Disbursing Officer	\$15,526	NS 470		Number Items Adjusted Over 5%	4	Total Carried 885	0045%	5 % Listing & NS 1059 BI	0.0045%
Other Sales/Meals	\$0		\$0.00	Number of Days Since Last Full Physical Inventory			10	NS 1059 Smooth	10
Undeposited Sales	\$2,808	C/F To Next Month							
RECEIPTS				Date of Last Full Physical Inventory			7/21/2014	NS 1059 BI	7/21/2014
Inventory Balance Brought		Previous Months 1359	\$54,861						
Forward	\$54,861	1059 BI	\$54,861.46	Inventory Adjustments	# Items Adjusted	¥alue			
Receipts w/Charge	\$72,276	Receipts		Gained By Inventory Adjustments	2	\$87.74	Prior Fiscal Year 1359	Month	Deposit Amount
Receipts wło Charge	\$1,142	Receipts		Loss By Inventory Adjustments	2	\$47.64		October	NłA
Total	\$128,279	NS 367	\$128,279.1205	Net Inventory Adjustments	0	\$40.10		November	NłA
EXPENDITURES				Gross Inventory Adjustments	4	\$135.38		December	NłA
Food Cost	\$73,645	NS 338	\$73,644.58						
Surveys	\$60	DD 200	\$60.00	Comments:	Note: List	all numbers as	seen on fo	rms unrounded and ro	unded
Loss wło Survey	\$0	NS 1334	\$0.00	This is a SAMPLE Audit					
Bulk Sales	\$39	Bills	\$38.95	sheet. Please Verify with your					
Trans w/Reimbursement	\$350	NS 1149	\$350.32	TYCOM, NFMT, ATG for the					
Trans w/o Reimbursement	\$456	NS 1149	\$455.58	"Approved" audit sheet for					
Inventory Balance On Hand	\$52,938	NS 1059 BI	\$52,938.33	your area					
Price Adjustment	\$791	NS 367	\$791.3605						
Total	\$128,279	NS 367	\$128,279.1205						
Price Adjustment %	Calculated	Price Adjus Cos	itment / Food it 1%	DEPC	SITS:	Cer	tifications /	Amounts	
	 Total Sales				C	ollection Vouche	r #	3159	
	Total Surcharges			\$2,136.75	Disbur	sing Officer (DO)	Symbol	8371	
	Tota								
Records Ke	eper Signature			Leading CS Si	gnature			Food Service Officer S	ignature

NOTE: The Ration Breakdown Rates shown reflect 2014 data. The most recent NAVSUPNOTE 7330 has the current Ration Breakdown Rates.



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#### SCREEN SHOT: GENERAL MESS SUMMARY

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				General Me	s Summary (	1359)				
				USS ENTERPRISE (	2) (0) (5)			,		
			ACT	USS ENTERPRISE (	_VIV-65)		~			
			MO	NTH July	✓ YEAR 20 <sup>-</sup>	14	~			
						DOUE				
				SEARCH · PRIN	TABLE VERSION	DONE				
	F84A00001 TIME: 1:28 PM			GENERAL MESS S	SUMMARY DOCUME	ENT (NAVSUP	FORM 1359)		DATE: 5/1/2015	
	ACTIVITY			PERIOD 07/01/2014 THR	OUGH 07/31/2014	ł		1		
	USS ENTER	PRISE (C	VN-65)	CORRECTED		DAYS OPER	ATED	31 UIC	12345	
				REPORT?	Y	DAYS IN PO		31 MERGED RETURN? 31 FINAL RETURN?	N	
	RATIONS ALLOWED STAT	TEMENT		TEMPORARY CLOSURE?	N			PINAL NETONN!	14	
	Navy Rations Allowed		17856			L		ROCUREMENT		
	Other Rations Allowed Total Rations Allowed		3022 20878	RECEIPTS						
	RATION BREAKDOWN			Inventory (Balance Brought Forward Receipts with Charge	)	\$ 54861 72276	Receipts with	Charge ers w/ Reimbursement	- 0	
				Receipts without Charge		1142	Less: Bulk Sa		- 0	
	Type Navy Regular	Code 1	Rations Fed 2999	Total		\$ 128279	Total Receipt	s Less Transfers and Bulk Sales	0	
	Ration for Cash	2	1327	EXPENDITURES			· · ·	es Less Under/Over/CF	0	
	Navy Reserve Navy ROTC	3	145	Food Cost (338)		+ 73845		Jes Less Onden/Oven/CF	0	
	Naval Academy	5	16	Surveys		+ 60	Ratio		0	
	Marine Regular	6	916	Loss without Survey Bulk Sales		+ 0 + 39		.00 means purchases, transfers, and sales were	e less than allowances.	
	Marine Reserve Army Regular	7	6 351	Transfer with Reimbursement		+ 350				
	Army Reserve	9	44	Transfer without Reimbursement Inventory (Balance on Hand)		+ 456 + 52938				
	Army National Guard Air Force National Guard	10A 10B	217	Sub Total		\$ 127488				
	Air Force Regular	11	0	Price Adjustment		+ 791				
	Coast Guard	12		Total		\$ 128279				
	Foreign 1/ Miscellaneous 1/	13 14		ALLOWANCES	RATIONS	RATE	VALUE	LAST FULL PHYSICAL INVENTORY	(	
	TARS	15		BASIC FOOD ALLOWANCE	6022	9.05	54499	Date:	07/29/2014	
	Total Other Personnel 2/ Grand Total 3/	16 17	3022 6021*	UNDER/OVER ISSUE CARRIED FORWARD			+ 647	Number of Days Since:	2	
				1 TO 99 RATIONS	269	1.35	383	Inventory Accuracy Rate:	%	
	<ol> <li>Prepare certification in accorda NAVSUP Publication 486, Cha</li> </ol>		rvice management,	100 TO 149 RATIONS SYSCO HAMPTON ROADS	695 6022	0.55 2.25	382 13550			
	2/ Codes 2 through 15. 3/ Codes 1 and 16.									~
	* The value depicted in the Ratio									· ·
	General Mess Summary Docur	THET INAVILIP FO	1.00 1.000 IS A IPAUL OF					•		13:32
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## SCREEN SHOT: RECAPITULATION OF MEAL RECORD REPORT

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		Recapitulation of M	la al Da and D				
			lear Record Ri	sport (1292	( <b>)</b>		
	DISPLAY  MONTHLY	ODAILY					
	ACTIVITY USS ENTE	RPRISE (CVN-65)			~		
	MONTH July	~	YEAR	2014	~		
		SEARCH · PRIN	TABLE VERSION ·	DONE	_		
	Previous Month					Next Month	
	1	(4202) 0	and free luchs 2044				
NS 1292		(1292) Ret	oort for July 2014	·			Navy Regular
	RECAPITULATION OF M NAVSUP FORM 1292 (R	EAL RECORD (4061) ACT EV. 3-75) US1	WITY ENTERPRISE (CVN	UIC (45) V12345	PERIOD OR 07/01/2014	07/21/2014	Navy Regular
	CATEGORY	OF PERSONNEL	BREAKFAST	LUNCH	DINNER	NIGHT	B: 2917 × 20 = 583.4
		REGULAR	2917	3580	2458		D. 2917 X.20 = 303.4
	NAVY	RESERVE	96	283	31		
	10011	ROTC					L: 3580 × .40 = 1432
	<b>ا</b>	CADETS	17	17	14	+	
	MARINE CORPS	REGULAR	779	1194	707		D:2458 x .40 = 983.2
		RESERVE	10	9	2		
		REGULAR	453	376	270		Total 2998.6
	ARMY	RESERVE	38	58	34		
		NATIONAL GUARD	290	225	170		**RCF Pre-April 2015
	COAST GUARD			I			Nor the April 2010
	CIVILIAN APPLICANTS	REGULAR		- 1			05/10/05
	AIR FORCE	NATIONAL GUARD					25/40/35
	FOREIGN						
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#### SCREEN SHOT: CREDIT HEADCOUNT SEARCH RATIONS

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0 0 90.00 90.00 0	\$0.00 0	\$0.00 \$0	\$0.00	0	0	0	07/14/2014			
0 0 0 00 0 0 0 0	\$0.00 0	\$0.00 \$0	\$0.00	0	0	0	07/15/2014			
0 0 50.00 50.00 0	\$0.00 0	\$0.00 \$0	\$0.00	0	0	0	07/16/2014			
• • • <b>50.00 50.00</b> • <b>NS 1046</b>	\$0.00 0	\$0.00 \$0	\$0.00	0	0	0	07/17/2014			
	\$0.00 0	\$0.00 \$0	\$0.00	0	0	0	07/18/2014			
	\$0.00 0	\$0.00 \$0	\$0.00	0	٥	0	07/19/2014			
0 0 50.00 50.00 0	\$0.00 0	\$0.00 \$0	\$0.00	0	0	0	07/20/2014			
0 0 50.00 50.00 50.00 0	\$0.00 0	\$0.00 \$0	\$0.00	0	0	0	07/21/2014			
0 0 50.00 50.00 0	\$0.00 0	\$0.00 \$0	\$0.00	0	0	0	07/22/2014			
0 0 50.00 50.00 0	\$0.00 0	\$0.00 \$0	\$0.00	0	٥	0	07/23/2014			
0 0 50.00 50.00 0	\$0.00 0	\$0.00 \$0	\$0.00	0	٥	0	07/24/2014			
0 0 50.00 50.00 0	\$0.00 0	\$0.00 \$0	\$0.00	0	0	0	07/25/2014			
0 0 50.00 50.00 0	\$0.00 0	\$0.00 \$0	\$0.00	0	٥	0	07/25/2014			
0 0 50.00 50.00 0	\$0.00 0	\$0.00 \$0	\$0.00	0	٥	0	07/27/2014			
0 0 50.00 50.00 0	\$0.00 0	\$0.00 \$0	\$0.00	0	٥	0	07/28/2014			
0 0 50.00 50.00 0	\$0.00 0	\$0.00 \$0	\$0.00	0	0	0	07/29/2014			
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## SCREEN SHOT: CASH HEADCOUNT SEARCH

	avorites Too		THE COLOR DE COLOR	Chiandcount/	St D - A C	15 Carls H	eadcount Searc	h ×				
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	07/13/2014	*	**	*			**	Brit 1 1 1 101	*******		**.*	
	ALLOCATION	0	76	0	178	0	21	\$959.40	\$159.75	\$1,119.15	94.8	
	07/14/2014	1	81	0	102	1	22	\$676.30	\$113.00	\$789.30	00.4	
	07/15/2014	0	53	0	123	0	12	\$653.95	\$108.95	\$762.90	64.6	
	07/15/2014	0	45	0	82	0	10	\$454.75	\$77.80	\$542.55	45.8	
	07/17/2014	0	12	0	10	0	2	\$97.80	\$10.50	\$114.30	9.6	
	07/18/2014	0	13	0	13	0	6	\$103.95	\$17.55	\$121.50	10.2	
	07/19/2014	0	54	0	96	0	8	\$540.10	\$90.50	\$830.60	53.2	
	07/20/2014	0	52	0	108	0	12	\$583.80	\$97.50	\$501.30	67.8	
	07/21/2014	0	60	1	120	0	11	\$657.00	\$109.15	\$705.15	64.8	
	07/22/2014	0	67	0	65	0	13	\$450.05	\$77.50	\$533.55	44.0	
	07/23/2014	0	12	0	7	0	8	\$85.80	\$14.55	\$100.35	8.4	
	07/24/2014	0	13	0	4	0	4	\$59.95	\$10.40	\$70.35	5.8	
	07/25/2014	0	18	0	5	0	7	\$86.70	\$15.00	\$101.70	0.4	
	07/20/2014	0	10	0	2	0	4	\$45.50	\$7.90	\$53.40	4.4	
	07/27/2014	0	40	0	88	0	12	\$488.00	\$81.00	\$567.00	48.0	
	07/28/2014	0	45	0	109	0	8	\$554.75	\$94.05	\$858.80	55.8	
		5	50	100	120	0	60	\$1,262.25	\$137.00	\$1,399.25	125.4	
	97/30/2014	0	2	0	5	0	1	\$28.30	\$4.70	\$33.00	2.8	
		0	10	0	2	0	7	\$57.50	\$9.85	\$67.35	5.0	
	TOTALS	12	1244	187	2119	11	372	\$13,458.40	\$2,116.75	\$15,573.15	1326.8	
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## SCREEN SHOT: GENERAL MESS SUMMARY – CASH STATEMENT SECTION

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CALVIN E. VILLANUEVA, CIV Standard Doo. No. N0002214MD12346 CERTIFICATION: I certify that I have noolved cash in the amount of 15525.60, representing deposite described above which will be inoluted in may statement of accountability of the period of: 07/01/2014 through 07/31/2014. LASSIFIED - For Official Use Only LASSIFIED - For Official Use			
VILLANUEVA, CIV         Standard Doo. No.       N0002214MD12246         CERTIFICATION: I certify that I have modered cash in the matter of row knowledge and belief.       The figures Contained in the "Rations Allowed" column are correct to the best of row knowledge and belief.         biblio will be induced in may statement of accountability of the period of: 07/01/2014 through 07/31/2014.       The figures Contained in the "Rations Allowed" column are correct to the best of row knowledge and belief.         LASSIFIED - For Official Use Only       Developed by the NAVSUP Business Systems Center         I Service Management (FSM) Version 3.1.0 is an Official Use. New Web site will be set of matter of the base of the base of the set of matter of the base of the set of matter of the base of the base of the set of the set of the base of the base of the set of the base of the name of the base of the base of the term of the base of the term of the base of the base of the base of the base of the base of the base of the base of the base of the base of the base of the base of the base of the base of the base of the base of the base of the base of the base of the base of the base of the base of the base of the base of the base of the base of the base of the base of the base of the base of the base of the base of the base of the base of the base of the base of the base of the base of the base of the base of the base of the base of the base of the base of the base of the base of the base of the base of the base of the base of the base of the base of the base of the base of the base of the base of the base of the base of the base of the base of the base of the base of the base of the base of the base of the base of the base of the base of the base of the base of the base of the base of the base of the base of the base of the base	3159 8371 07/27/2014	SIONATURE / COMMENTS	
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CERTIFICATION: I certify that I have neeting deposits desired dations in the maximum of 15525.00, representing deposits desired above information is correct to the best of my knowledge and belief.       I CERTIFICATION: I certify that II have neeting deposits desired above information is correct to the best of my knowledge and belief.         Executive/Personnel Officer (Signature) (Date)       I CERTIFIC that the above information is correct to the best of my knowledge and belief.         Executive/Personnel Officer (Signature) (Date)       I CERTIFIC that the above information is correct to the best of my knowledge and belief.         Executive/Personnel Officer (Signature) (Date)       I CERTIFIC that the above information is correct to the best of my knowledge and belief.         Executive/Personnel Officer (Signature) (Date)       I CERTIFIC that the above information is correct to the best of my knowledge and belief.         Executive/Personnel Officer (Signature) (Date)       Developed by the NAVSUP Business Systems Center         I Service Management (FSM) Version 3.1.0       I CERTIFIC that the above information is correct Center         I Nava.com       New Correct         New Correct       New Correct         I Nava.com       I Nava.com			
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the period of: 07/01/2014 through 07/31/2014.  Executive:Personnal Officer (Signature) (Date) LONNIE U. MAYER, CDR  LASSIFIED - For Official Use Only  LASSIFIED - For Official Use Only  Developed by the NAVSUP Business Systems Center  Service Management (FSM) Version 3.1.0  is an Official U.S. Navy Web site  Multi Service Management (FSM) Version 3.1.0  Is an Official U.S. Navy Web site  Multi Service Management (FSM) Version 3.1.0  Is an Official U.S. Navy Web site  Multi Service Management (FSM) Version 3.1.0  Is an Official U.S. Navy Web site  Multi Service Management (FSM) Version 3.1.0  Is an Official U.S. Navy Web site  Multi Service Management (FSM) Version 3.1.0  Is an Official U.S. Navy Web site  Multi Service Management (FSM) Version 3.1.0  Is an Official U.S. Navy Web site  Multi Service Management (FSM) Version 3.1.0  Is an Official U.S. Navy Web site  Multi Service Management (FSM) Version 3.1.0  Is an Official U.S. Navy Web site  Multi Service Management (FSM) Version 3.1.0  Is an Official U.S. Navy Web site  Multi Service Management (FSM) Version 3.1.0  Is an Official U.S. Navy Web site  Multi Service Management (FSM) Version 3.1.0  Is an Official U.S. Navy Web site  Multi Service Management (FSM) Version 3.1.0  Is an Official U.S. Navy Web site  Multi Service Management (FSM) Version 3.1.0  Is an Official U.S. Navy Web site  Multi Service Management (FSM) Version 3.1.0  Is an Official U.S. Navy Web site  Multi Service Management (FSM) Version 3.1.0  Is an Official U.S. Navy Web site  Multi Service Management (FSM) Version 3.1.0  Is an Official U.S. Navy Web site  Multi Service Management (FSM) Version 3.1.0  Is an Official U.S. Navy Web site  Multi Service Management (FSM) Version 3.1.0  Is an Official U.S. Navy Web site  Multi Service Management (FSM) Version 3.1.0  Is an Official U.S. Navy Web site  Multi Service Management (FSM) Version 3.1.0  Is an Official U.S. Navy Web site  Multi Service Management (FSM) Version 3.1.0  Is an Official U.S. Navy Web site  Multi Service Management (FSM) Vers			
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		Naval Superv Systems	Command
			5/7/2015

#### SCREEN SHOT: GENERAL MESS SUMMARY PREVIOUS MONTH'S NAVSUP FORM 1359 UNDEPOSITED SALES

	View Favorites Navy Rations Allowed	Tools	Help		850	RECEIPTS				LEVEL OF PR	ROCUREMENT			
	Other Rations Allowed Total Rations Allowed RATION BREAKDOWN				799 855	Inventory (Balance Brought Forward) Receipts with Charge Receipts without Charge	)	5	47933 133527 0	Receipts with Less: Transfe Less: Bulk Sa	rs w/ Reimburse	ement		- 0
17	Type	Code		Rations		Total EXPENDITURES		\$	181460		s Less Transfer		k Sales	0
;	Navy Regular Ration for Cash Navy Reserve Navy ROTC Naval Academy	1 2 3 4 5		1	619 148 138	Food Cost (335) Surveys Loss without Survey Buk Sales		:	126823 98 0	Ratio	oes Less Under/ .00 means purchase		and sales were less ?	0 0 nan allowances.
1	Marine Regular Marine Reserve Army Regular Army Reserve Army National Guard	6 7 8 9			9 612 69	Transfer with Reimbursement Transfer without Reimbursement Inventory (Balance on Hand) Sub Total Price Adjustment		:	0 54861 181783 323					
- 14	Air Force National Guard Air Force Regular	108 11				Total		5	181450					
- 14	Coast Guard Foreign 1/	12 13			0	ALLOWANCES BASIC FOOD ALLOWANCE	RATIONS		RATE 8.00	VALUE 91352	LAST FULL PH Date:	MSICAL		4/30/2014
1	Miscellaneous 1/ TARS Total Other Personnel 2/ Orand Total 3/	14 15 18			(799 418*	UNDERIOVER ISSUE CARRIED FORMARD 100 TO 100 RATIONS US FOODS RALEIGH (HAMIPTON RDS	240		0.55	+ 3442 132 32544	Number of Day Inventory Acc		0	
10	<ul> <li>The value depicted in the Ratio General lives Summary Docu- nouncing. Per the NR/SUP has been used to calculate the monthylear.</li> <li>CASH_STATEMENT</li> </ul>	ument (NAUS ublication AS	UP Form 13 5, the most at	<li>is a result trantageous</li>	t of value	Total Allowances				127470	Stores Consun			127215
1	Undeposited Bal Fwd Sale of Meals				478	Food Cost (338) Under/(Over) Issue				- 126823 647	% Difference I Consumed % Under/(Over		food Cost & Store	° 0.31% 0.51%
400	Bulk Sales Surcharges Cash Deposited with D.O. Other Sales of Meals Undeposited Sales			- 14	0 774 180 1 722	COUNTRY CODE: US ACCOUNTING CLASSIFICATION	P SUB HEAD	OBJ CLASS	BCN	SUB ALLOT	WA TRANS	PAA	COST CODE	E AMOUNT
- 6	CERTIFICATION					SALES 17414 SURCHARGES OBMN 17418		240 240	00022		8546 2D 8792 2D		S009245IK09T S009246L5URT	\$ 1825.65
		Collection /oucher#	DO Symbol	Date		TOTAL SIGNATURE / COMMENTS								\$ 14179.65
ľ		135	8371	04/24/20	14	Comparits (Hand Written Note):		_	_	Review	ed By Leading (	CS (Signa	rture)	
- 6	Standard Doc. No.			4MD50092	_					_				
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#### SCREEN SHOT: CASH HEADCOUNT SEARCH SALE OF MEALS (NS 1046)

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92/14/2014 97/19/2014 97/19/2014 97/19/2014 97/19/2014 97/19/2014 97/19/2014 97/19/2014	0 0 0 0	0 0 0	0 \$0.00 0 \$0.00 0 \$0.00	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00	0	
92714/2014 97119/2014 97119/2014 97119/2014 97119/2014 97119/2014 97119/2014 97119/2014	0 0 0 0	0 0 0	0 \$0.00 0 \$0.00 0 \$0.00	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00	0	
97/15/2014 97/15/2014 21/12/2014 97/15/2014 97/15/2014 97/15/2014 97/20/2014	0	0	0 \$0.00 0 \$0.00	\$0.00 \$0.00	\$0.00	0	
87.1962014 3.1722014 97.19.2014 97.19.2014 97.19.2014 97.202014	0	0	0 \$0.00	\$0.00			
0.17/2014 27/18/2014 27/18/2014 27/28/2014	0	0	_		\$0.00	0	
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07.09.0014		0		\$0.00	\$0.00	0	
97,99,9914	0		0 \$0.00	\$0.00	\$0.00	0	
		0	0 \$0.00	\$0.00	\$0.00	0	
07/21/2014	0	0	0 \$0.00	\$0.00	\$0.00	0	
	0	0	0 \$0.00	\$0.00	\$0.00	0	
07/22/2014	2	0	0 \$0.00	\$0.00	\$0.00	0	
97:23/2014	•	0	0 \$0.00	\$0.00	\$0.00	0	
97.24(2014	0	0	0 \$0.00	\$0.00	\$0.00	0	
97/25/2014	0	0	0 \$0.00	\$0.00	\$0.00	0	
07/28/2014	0	X	0 \$0.00	\$0.00	\$0.00	0	
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97.28/2014	0	0	0 \$0.00	\$0.00	\$0.00	0	
07.09:0014	0	0	0 \$0.00	\$0.00	\$0.00	0	
07/00/2014	0	0	0 \$0.00	\$0.00	\$0.00	0	
97/91/2014	0	0	0 \$0.00	\$0.00	\$0.00	0	
TOTALS	0	0	0 \$0.00	\$0.00	\$0.00	0	

#### SCREEN SHOT: CASH HEADCOUNT SEARCH SALE OF MEALS (NS 1544)

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	07/13/2014	0	78	0	178	0	21	\$959.40	\$159.75	\$1,119.15	94.8	
	07/14/2014	1	81	0	102	1	22	\$676.30	\$113.00	\$789.30	00.4	
	07/15/2014	0	53	0	123	0	12	\$653.95	\$108.95	\$762.90	64.6	
	07/16/2014	0	45	0	82	0	10	\$454.75	\$77.00	\$542.55	45.8	
	07/17/2014	0	12	0	10	0	2	\$97,80	\$16.50	\$114.30	9.6	
	07/18/2014	0	13	0	13	0	6	\$103.95	\$17.55	\$121.50	10.2	
	07/19/2014	0	54	0	96	0	8	\$540.10	\$90.50	\$630.60	53.2	
	07/20/2014	0	62	0	108	0	12	\$583.80	\$97.50	\$881.30	67.6	
	07/21/2014	0	60	1	120	0	11	\$657.00	\$109.15	\$700.15	64.8	
	07/22/2014	0	67	0	65	0	13	\$455.05	\$77.50	\$533.55	44.0	
	07/23/2014	0	12	0	7	0	8	\$85.80	\$14.55	\$100.35	8.4	
	07/24/2014	0	13	0	4	0	4	\$59.95	\$10.40	\$70.35	5.8	
	07/25/2014	0	10	0	5	0	7	\$86.70	\$15.00	\$101.70	0.4	
	07/25/2014	0	10	0	2	0	4	\$45.50	\$7.90	\$53.40	4.4	
	07/27/2014	0	40	0	88	0	12	\$485.00	\$81.00	\$567.00	48.0	
	07/28/2014	0	45	0	109	0	8	\$584.75	\$94.05	\$058.80	55.8	
	07/29/2014	5	50	100	120	0	60	\$1,262.25	\$137.00	\$1,399.25	125.4	
	97/30/2014	0	2	0	5	0	1	\$28.30	\$4.70	\$33.00	2.8	
	07/31/2014	0	10	0	2	0	7	\$57.50	\$9.85	\$87.35	5.0	
	TOTALS	12	1244	187	2119	11	372	\$13,458.40		\$15,573.15	1325.8	
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#### SCREEN SHOT: EXPENDITURE DETAIL BULK SALES

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	REQ	UISITION DATE	07/31/2014	RE	QUIRED	DELIVERY DATE 07/31/201	4			
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#### SCREEN SHOT: CREDIT HEADCOUNTS SEARCH SURCHARGES (NS 1046)

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			07/13/2014	0	0	٥	\$0.00	\$0.00	\$0.00	0	
			07/14/2014	٥	0	٥	\$0.00	\$0.00	\$0.00	0	
			07/15/2014	٥	0	0	\$0.0	\$0.00	\$0.00	0	
			07/16/2014	0	0	0	\$0.00	\$0.00	\$0.00	0	
			07/17/2014	0	0	0	\$0.0	\$0.00	\$0.00	0	
			07/18/2014	0	0	0	\$0.00	\$0.00	\$0.00	0	
			07/19/2014	٥	0	٥	\$0.00	\$0.00	\$0.00	0	
			07/20/2014	0	0	0	\$0.00	\$0.00	\$0.00	0	
			07/21/2014	0	0	0	\$0.00	\$0.00	\$0.00	0	
			07/22/2014	0	0	0	\$0.00	\$0.00	\$0.00	0	
			07/23/2014	٥	0	٥	\$0.00	\$0.00	\$0.00	0	
			07.24/2014	0	0	0	\$0.00	\$0.00	\$0.00	0	
			07/25/2014	0	0	0	\$0.00	\$0.00	\$0.00	0	
			07/25/2014	0	0	0	\$0.00	\$0.00	\$0.00	0	
			07/27/2014	0	0	0	\$0.00	\$0.00	\$0.00	0	
			07/28/2014	0	0	0	\$0.00	\$0.00	\$0.00	0	
			07/29/2014	0	0	0	\$0.00	\$0.00	\$0.00	0	
			07/30/2014	0	0	0	\$0.00	\$0.00	\$0.00	0	
			07/31/2014	٥	0	0	\$0.00	\$0.00	\$0.00	0	
			TOTALS	0	0	0	\$0.00	\$0.00	\$0.00	0	

# NS 1046 Surcharges

#### SCREEN SHOT: CASH HEADCOUNT SEARCH SURCHARGES (NS 1544)

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07/14/20 07/15/20			0	178	0	21	\$959.40	\$159.75	\$1,119.15	94.8	
		81	0	102	1	22	\$676.30	\$113.00	\$789.30	00.4	
07/16/20	14 0	53	0	123	0	12	\$653.95	\$108.95	\$762.90	04.0	
	14 0	45	0	82	0	10	\$454.75	\$77.80	\$542.55	45.8	
07/17/20	14 0	12	0	10	0	2	\$97.80	\$18.50	\$114.30	9.6	
07/18/20	14 0	13	0	13	0	6	\$103.95	\$17.55	\$121.50	10.2	
07/19/20	14 0	54	0	96	0	8	\$540.10	\$90.50	\$830.60	53.2	
07/20/20	14 0	62	0	108	0	12	\$583.80	\$97.50	\$881.30	57.8	
97.21/25	14 0	60	1	120	0	11	\$657.00	\$109.15	\$708.15	64.8	
27/22/20	14 0	67	0	65	0	13	\$450.05	\$77.50	\$533.55	44.0	
07/23/20	14 0	12	0	7	0	8	\$85.80	\$14.55	\$100.35	8.4	
07/24/20	14 0	13	0	4	0	4	\$59.95	\$10.40	\$70.35	5.8	
97/25/20	14 0	18	0	5	0	7	\$95.70	\$15.00	\$101.70	0.4	
07/28/20	14 0	10	0	2	0	4	\$45.50	\$7.90	\$53.40	4.4	
07/27/20	14 0	40	0	88	0	12	\$488.00	\$81.00	\$567.00	48.0	
07/28/20	14 0	45	0	109	0	8	\$554.75	\$94.05	\$858.80	55.8	
07/29/20	14 5	50	100	120	0	60	\$1,262.25	\$137.00	\$1,399.25	125.4	
07/30/20	14 0	2	0	5	0	1	\$28.30	\$4.70	\$33.00	2.8	
07/31/20	14 0	10	0	2	0	7	\$57.50	\$9.85	\$67.35	5.6	
TOTAL	S 12	1244	187	2119	11	372	\$13,458.40	\$2,118.75	\$15,573.15	1325.8	

#### SCREEN SHOT: GENERAL MESS SUMMARY RECEIPT SECTION

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<b>(</b>	https://nvssvdfs	m1.navsisa. <b>r</b>	navy.mil/fsmtes	tp486/Reports/Repoi 🔎 👻 🔒 (	さ 🥥 Gener	al Mess Sum	mary (13	×		₼ ★ \$\$
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THE E		10013 110	<sup>יף</sup>							
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				General Mess	Summary (	1359)				
_					(01.05)					
	Receipt			USS ENTERPRISE (C)	VIN-05)	1/	`			
	Section		L MC	July	* TEAK 20	14	•	]		
	Section			SEARCH · PRINTA	BLE VERSION	<ul> <li>DONE</li> </ul>				
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	F84A00001 TIME: 1:28 PM	1		GENERAL MESS SU	MMARY DOCUM	ENT (NAVSUP F	FORM 1359)		DATE: 5/1/2015	
	ACTIVITY			PERIOD 07/01/2014 THRO	UGH 07/31/2014	4		1		
	USS ENTER	(PRISE (C	VN-65)	CORRECTED		DAYS OPER		31 MERGED RETURN?	12345 N	
	RATIONS ALLOWED STAT	TEMENT		REPORT? TEMPORARY	Y N	DAYS IN POI	RT	31 FINAL RETURN?	N	
	Navy Rations Allowed		17856	CLOSURE?						
	Other Rations Allowed		3022	RECEIPTS			LEVEL OF PF	ROCUREMENT		
	Total Rations Allowed		20878	Inventory (Balance Brought Forward)	X	\$ 54861	Receipts with		0	
	RATION BREAKDOWN			Receipts with Charge Receipts without Charge		72276	Less: Transfe Less: Bulk Sa	ers w/ Reimbursement des	- 0	
	Type Navy Regular	Code 1	Rations Fed 2999	Total		\$ 128279	Total Receipt	s Less Transfers and Bulk Sales	0	
	Ration for Cash	2	1327	EXPENDITURES				es Less Under/Over/CF	0	
	Navy Reserve Navy ROTC	3	145	Food Cost (338)		+ 73845	Ratio	Jes Less Gilden Oven Gi	°	
	Naval Academy	5	16	Surveys Loss without Survey		+ 60 + 0		.00 means purchases, transfers, and sales w	•	
	Marine Regular Marine Reserve	6 7	916 6	Bulk Sales		+ 39				
	Army Regular	8	351	Transfer with Reimbursement Transfer without Reimbursement		+ 350 + 456				
	Army Reserve Army National Guard	9 10A	44 217	Inventory (Balance on Hand)		+ 52938				
	Air Force National Guard	10B		Sub Total Price Adjustment		\$ 127488 + 791				
	Air Force Regular Coast Guard	11 12	0	Total		\$ 128279				
	Foreign 1/	13		ALLOWANCES	RATIONS	RATE	VALUE	LAST FULL PHYSICAL INVENTO	RY	
	Miscellaneous 1/ TARS	14 15		BASIC FOOD ALLOWANCE	6022	9.05	54499	Date:	07/29/2014	
	Total Other Personnel 2/ Grand Total 3/	16 17	3022 6021*	UNDER/OVER ISSUE CARRIED FORWARD			+ 647	Number of Days Since:	2	
				1 TO 99 RATIONS	269	1.35	363	Inventory Accuracy Rate:	%	
	<ol> <li>Prepare certification in accord NAVSUP Publication 486, Chr.</li> </ol>	ance with Food Ser apter 2, Volume 1.	vice Management,	100 TO 149 RATIONS SYSCO HAMPTON ROADS	6022	2.25	382 13550			
	<ol> <li>Codes 2 through 15.</li> <li>Codes 1 and 16.</li> </ol>									~
	<ul> <li>The value depicted in the Ratio General Mess Summary Docu</li> </ul>									· ·
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#### SCREEN SHOT: GENERAL MESS SUMMARY PREVIOUS MONTH'S INVENTORY BALANCE ON HAND (NS 1359)

Particle BREAMDUM     Image of the state of	Edit	t View Favorites	Tools He	lp											
Tatel Ration Allowed         2 000         Respective with the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state					RECEIPTS					LEVEL OF PR	ROCUREMENT				
Number         Register         Code         Rations for statistic statistics         Code         List: But Statistics         Code         List: But Statistics         Code           Navy Route         0         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1<						t Forward)		5						0	
Trybe         Total         s         1940         Total         s         1940         Total         Total         S         1940         Total									133027			ement		- 0	
Norm         Paper Paper         Code         Paper Paper           Name         Paper         1140         Paper         Total Advances Lass Under/Over/CF         0           Nary Reserve         3         1140         Paper					Total			5	181400	Total Receipt	a Lass Transfer	a and Bulk (	Calas	0	
Ration for Cash       2       1146       Flood Cast 33()       126823       Ration       Name       Ration       Name       Ration       Name       Name <td></td> <td></td> <td>Code</td> <td></td> <td>EXPENDITURES</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>0449</td> <td>v</td> <td></td>			Code		EXPENDITURES								0449	v	
Navy Reares       3       120         Navy Reares       3       120         Navy Reares       3       120         Nava Rademy       5         Name Reserve       7       130         Amy Reares       6         Amy Reares       7         Amy Reares       7         Amy Reares       7         Amy Reares       6         Amy Reares<			2		East Case (338)				+14010		oes Less Under	Over/CF		°	
Navy ROTC       4         Navy Rottice       4         Navy Rottice       5         Mare Regular       6         Mare Regular       6         Mare Regular       6         Mare Regular       6         Amy Regular       6         Amy Regular       6         Amy Regular       6         Amy Regular       6         Amy Regular       6         Amy Regular       6         Amy Regular       6         Amy Regular       6         Amy Regular       6         Amy Regular       6         Amy Regular       6         Cast Guards       13         Amy Regular       14         Amy Regular       14         Amy Regular       1419         State Structure       1419         State Structure       1419         State Structure       1419         State Structure		Navy Reserve	3	138				:		Ratio					
Marine Rigglar       6       100         Marine Rigglar       5       100         Arry Reserve       9       60         Arry Reserve       9       60         Arry Reserve       9       60         Arry Reserve       9       60         Arry Natoral Guard       106       7         Arry Natoral Guard       106       7         Arry Reserve       9       60         Arry Reserve       9       60         Arry Natoral Guard       106       7         Arry Reserve       9       60         Geast Guard       12       0         Model Resonal       10       1119       8.00       91352       Date:       04/30/2014         Total Other Personal       15       7       8000 POOL/L014NACE       11419       8.00       91352       Date:       0       0       10000 Pool       04/30/2014         Number of Days Stronge       100       100       8000 Pool       11419       2.05       32544       Number of Days Stronge       0       10000 Pool       1000 Pool       1000			4						0	Ratio less than 1		135	0. Drov		/onth <sup>3</sup>
Amme Reserve         7         Transfer existing Reinforgement         -         6           Ammy Reserve         9         000         100         100         100         100           Ammy Reserve         9         000         100         100         100         100         100           Arrow Reserve         9         000         100         100         100         100         100           Arrow Reserve         9         000         100         100         100         100         100         100           Arrow Reserve         9         000         100         100         100         100         100         100         100         100         000         100         00         04/30/2014         04/30/2014         04/30/2014         04/30/2014         04/30/2014         04/30/2014         04/30/2014         04/30/2014         04/30/2014         0/30         0/30         0/30         0/30         0/30         0/30         0/30         0/30         0/30         0/30         0/30         0/30         0/30         0/30         0/30         0/30         0/30         0/30         0/30         0/30         0/30         0/30         0/30         0/30         0/30			÷.		Bulk Sales			*	0			155	9. FIEV	1005 1	nonun
Army Regular         S         OT         Investory (Balance on Hand)         +         6 49455           Army National Guard         104         40         Foreign 10         3         15/16         3         15/16         1           Arry National Guard         105         43         Foreign 10         10         3         15/16         3         15/16         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1<			2	1391				+	0		l Inv	ento	ry Rala	nce oi	n Han
Army Reserve         9         00         But Trail         Total Cluster         3         12723 1000           Army Reserve         9         00         100         100         100         100         100         100         100         100         100         100         100         100         100         100         100         100         100         100         100         100         100         100         100         100         100         100         100         100         100         100         100         100         100         100         100         100         100         100         100         100         100         100         100         100         100         100         100         100         100         100         100         100         100         100         100         100         100         100         100         100         100         100         100         100         100         100         100         100         100         100         100         100         100         100         100         100         100         100         100         100         100         100         100         100         <			ŝ	612				:	64061		1 1110	CIIIO	Ty Dala		i i iaii
AF Proce National Quard         108         Total         1         1         Total         1         1         ALLOWANCES         RATIONS         RATE         VALUE         LAST FULL PHYSICAL INVENTORY           Coast Quard         152         0         ALLOWANCES         RATIONS         RATE         VALUE         LAST FULL PHYSICAL INVENTORY           Miscellaneous V         5         11419         8.00         91352         Date:         04/30/2014           Total Other Parsonnel 2/         16         3136         04/30/2014         Number of Days Since:         0           1         Pages centration in accourace with Proce Service Naregement, MVSUP Pageston A&, Cager 2, Vouries 1.         14119         2.85         32544         Investory Accouracy Rate:         5           2         Cooke 1 and B.         11419         Cooke 1 and B.         127470         Stores Consumed (1065)         127216           3         Cooke 1 and B.         11041         Cooke 1 and B.         1000000000000000000000000000000000000			9	69	Sub Total	<i>w</i> y		5		Γ					
AF Proce National Quard         108         Total         1         1         Total         1         1         ALLOWANCES         RATIONS         RATE         VALUE         LAST FULL PHYSICAL INVENTORY           Coast Quard         152         0         ALLOWANCES         RATIONS         RATE         VALUE         LAST FULL PHYSICAL INVENTORY           Miscellaneous V         5         11419         8.00         91352         Date:         04/30/2014           Total Other Parsonnel 2/         16         3136         04/30/2014         Number of Days Since:         0           1         Pages centration in accourace with Proce Service Naregement, MVSUP Pageston A&, Cager 2, Vouries 1.         14119         2.85         32544         Investory Accouracy Rate:         5           2         Cooke 1 and B.         11419         Cooke 1 and B.         127470         Stores Consumed (1065)         127216           3         Cooke 1 and B.         11041         Cooke 1 and B.         1000000000000000000000000000000000000				430	Price Adjustment				323						
Coast Guard         12         0         ALLOWANCES         RATIONS         RATE         VALUE         LAST FULL PHYSICAL INVENTORY           Trads         13         Mace Processing         1419         6.00         91352         Date:         04/30/2014           Trads         1419         6.00         91352         Date:         04/30/2014           Trads         15         0         11419         6.00         91352         Date:         04/30/2014           V Proper entition in accurate with float         11419         2.00         5.01         11419         10         Number of Days Since:         0           V Proper entition in accurate with float         ALconvert         Mach Processing         2.05         32544         Numeer of Days Since:         0         10         Numeer of Days Since:         0         10         127216           2 Coose 1 at 31.         3         Coose 1 at 31.         Allowances associes with the reat axategood in the Nation Balance Associes with the reat axategood with the Ration Balance Associes with the reat axategood with the Ration Balance Associes with the reat axategood with the Ration Balance Associes with the reat axategood with the Ration Balance Associes with the reat axategood with the Ration Balance Associes with the reat axategood with the reat axategood with the reat axategood with the reat axategood with the Ration Balaveen Food Coast & Stores         0.31% <td></td> <td></td> <td></td> <td></td> <td>Total</td> <td></td> <td></td> <td>5</td> <td>181460</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>					Total			5	181460						
Provide no         13 Migoalianeous 1/ TARS         13 For and Chever Resonal 2/ Total Other Personal 2/ Total Allowances are other mothyles:         Matc Poolo 2/ Total Other Personal 2/ Total Allowances Total Allowances # Other Personal 2/ Total Allowances # Other Personal 2/ Total Allowances # Other Personal 2/ Total Allowances # Other Personal 2/ Total Allowances # Other Personal 2/ Subscience 1/ Total Allowances # Other Personal 2/ Total Allowances # Other Personal 2/ Subscience 1/ Total Other Personal 2/ Subscience 1/ Total Other Personal 2/ Subscience 1/ Total Other Personal 2/ Subscience 1/ Total Other Personal 2/ Subscience 1/ Total Other Personal 2/ Subscience 1/ Total Other Personal 2/ Subscience 1/ Total Other Personal 2/ Subscience 1/ Total Other Personal 2/ Subscience 1/ Total Other Personal 2/ Subscience 1/ Total Other Personal 2/ Subscience 1/ Total Other Personal 2/ Subscience 1/ Total Allowances # Other Personal 2/ Subscience 1/ Total Other Per					ALL OW ANCES		RATIONS		RATE	VALUE	LAST FULL PL	O'SICAL IN	WENTORY		
Machaneous I// TARS         14 Image Total Other Personnal 2/ Creard Total 3// Creard Total 3// Creard Total 3// Image entitiation is accreated with Pool Service Markagement, NMSUP Packagement is 2 Cools 1 and 16.         Machaneous Restore Image entitiation is accreated with Pool Service Markagement, NMSUP Packagement is 2 Cools 1 and 16.         Data: Image entitiation is accreated with Pool Service Markagement is 2 Cools 1 and 16.         Data: Image entitiation is accreated with Pool Service Markagement is 2 Cools 1 and 16.         Data: Image entitiation is accreated with Pool Service Markagement is 2 Cools 1 and 16.         Data: Image entitiation is 2 Cools 1 and 16.         Data: Image entitiation is accreated with Pool Service Markagement is 2 Cools 1 and 16.         Data: Image entitiation is 2 Cools 1 and 16.         Data: Image entitiation is 2 Cools 1 and 16.         Data: Image entitiation is 2 Cools 1 and 16.         Data: Image entitiation is 2 Cools 1 and 16.         Data: Image entitiation is 2 Cools 1 and 16.         Data: Image entitiation is 2 Cools 1 and 16.         Data: Image entitiation is 2 Cools 1 and 16.         Data: Image entitiation is 2 Cools 1 and 16.         Data: Image entitiation is 2 Cools 1 and 16.         Data: Image entitiation is accreated with Diverse is accreated with Diverse is accreated with Diverse is accreated with Diverse is accreated with Diverse is accreated with Diverse is accreated with Diverse is accreated with Diverse is accreated with Diverse is accreated with Diverse is accreated with Diverse is accreated with Diverse is accreated with Diverse is accreated with Diverse is accreated with Diverse is accreated with Diverse is accreated with Diverse is accreated with Diverse is accreated with Diverse is accreated with Diverse is accreated with Diverse is accreated buth Diverse is accreat												11.01.01.0.11			
TARS       13       00140420       1445       1445       1445       2440       0.55       120         1       Processes       11415       11415       2.85       3254       Number of Days Since::       0         1       Processes       11415       2.85       3254       Number of Days Since::       0         1       Processes       11415       2.85       3254       Number of Days Since::       0         1       Processes       11415       2.85       3254       Number of Days Since::       0         1       Processes       11415       2.85       3254       Number of Days Since::       1         1       Processes       11415       2.85       3254       Number of Days Since::       5         2       Cose 1 and 16.       Sinces Consumed (1056)       127216       Sinces Consumed (1056)       127216         3       Cose 1 and 16.       Sinces Consumed (1056)       127216       Sinces Consumed (1056)       127216         Cose 1 and 16.       Total Allowances       117116       Cose 1/2       Since Consumed (1056)       127216         Sale of Masis       11741       Cose 1/2       Consumed (1056)       127216       Sincent 6/2       0.515		Miscellaneous 1/				-	11419		8.00				04/3	30/2014	
Crand Total 3/     17     11415     0.00     142       V Proper entition in accurates with flood Service Management, Network of the Control Call (1998)     11415     2.85     32544       V Proper entition in accurates with flood Service Management, Network of the Call (1998)     11415     2.85     32544       V Proper entition in accurates with flood Service Management, Network of the Call (1998)     11415     2.85     32544       V Proper entition in accurate equation in acc					FORWARD					+ 3442	Number of Da	ys Since:	0		
V Product Status       11418       US Product RALEDH (MARSHON RCB       11419       2.85       32544         V Product RALEDH (MARSHON RCB       11419       2.85       32544       11419       2.85         V Status entitiation in accurate with 0x0 Sented Management, NAVSUP Pactoment 84, Chapter 2, Volume 1.       2       20001 RALEDH (MARSHON RCB       11419       2.85       32544         V Product RALEDH (MARSHON RALEDH (MARSHON RALEDH (MARSHON RCB) Entities (Marshon Seatons AR, Chapter 2, Volume 1.       2       12710       Stores Consumed (1058)       127216         2 Coost 1 ato 18.       That Maximone associate with 19       Front Allowances associate with 19       Front Allowances associate with 19       127216         Undeposited Sales       11701 Allowances associate with 19       Front Allowances associate with 19       0.31%       0.31%         Undeposited Sales       11701 Allowances associate with 19       Columitation with 19       0.51%       0.31%         Undeposited Sales       11701 Allowances associate with 10.0       11701 Allowances associate with 19       0.51%       0.51%         Suide Sales       11701 Allowances       117419       Sale OBJ       SUB       ALLOT       AAA       TRANS       COST CODE       AMOUNT         Undeposited Sales       5       2722       Columitatis       SALES       11419							240		0.55	132	Inventory Acc	uracy Rate			
0       Project edification in accorrange at Proof Service Margement, NM/SUP Policition 43, Conger 2, Volume 1.       0         0       Cools 1 binds from Ration Basiconal Service Margement, Size consumed (Note) I and 18.		Grand Total 3/	17	11418*		ON ROS	11419		2.85	32544					
CASH STATEMENT         Pool Ceas (38); Undeposited Bai Paid         Food Ceas (38); Sale of Maxis         - 120223         % Difference Between Food Cost & Stores         0.31%           Sale of Maxis         * 100         104eri(Over) Issue         0.51%         547         0.51%         0.51%         0.51%           Suik Sales         * 0 Suncharges         COUNTRY CODE: US 4.CCOUNTRY CODE: US Cash Deposited with D.O.         • 1410         APPROP         SUB HEAD         SUB HEAD         SUB ALLOT         AAA         TRANS TYPE         PAA         COST CODE         AMOUNT           Other Sales of Maxis         * 1         10.50%         CLASS FICATION         SUB SURCHARGES OMM         114150         2241         240         00052         0         065164         2D         004120         50052452500T         \$ 1225.65           Disbursing Officer         Collection         DO Usober #         Symbol         SAIES         1141564         3241         240         00052         0         065164         2D         004120         50052452505T         \$ 1225.65           Disbursing Officer         Collection         DO Usober #         Symbol         Date         310AATURE / COMMENTS         TYPE         Waters Symbol         3 14175.05           3135         8371         0424/2014		NAV/SUP Publication 436, Cr 2/ Cooles 2 through 15, 3/ Cooles 1 and 16, * The value depicted in the Rati General Mess Summary Doo nounding, Per the NAVSUP F has been used to calculate th	hapter 2, Volume 1. Ion Breakdown & All sumert (NALISUP Ro Publication 436, the r	owance Sections of the prm 1359) is a result of nost advantageous value											
Undeposited Bal Pard         5         3-375         Under(1) Issue         0.31%         0.31%         0.31%         0.31%         0.31%         0.31%         0.31%         0.31%         0.31%         0.31%         0.31%         0.31%         0.31%         0.31%         0.31%         0.31%         0.31%         0.31%         0.31%         0.31%         0.31%         0.31%         0.31%         0.31%         0.31%         0.31%         0.31%         0.31%         0.31%         0.31%         0.31%         0.31%         0.31%         0.31%         0.31%         0.31%         0.31%         0.31%         0.31%         0.31%         0.31%         0.31%         0.31%         0.31%         0.31%         0.31%         0.31%         0.31%         0.31%         0.31%         0.31%         0.31%         0.31%         0.31%         0.31%         0.31%         0.31%         0.31%         0.31%         0.31%         0.31%         0.31%         0.31%         0.31%         0.31%         0.31%         0.31%         0.31%         0.31%         0.31%         0.31%         0.31%         0.31%         0.31%         0.31%         0.31%         0.31%         0.31%         0.31%         0.31%         0.31%         0.31%         0.31%         0.		CASH STATEMENT												127215	
Sale of Meals         +         11051         -         -         0         0         0.51%           Buk Sales         +         0         -         -         -         -         0         -         -         0.51%         -         0.51%         -         0.51%         -         0.51%         -         -         0.51%         -         -         0.51%         -         -         -         0.51%         -         -         -         0.51%         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -												Between Fo	od Cost & Stores	0.31%	
Buk Sales         +         +         +         +         0           Surbarges         +         1774         COUNTRY CODE: US         APPROP         SUB         OBJ         BCN         SUB         AAA         TRANS         PAA         COST CODE         AMOUNT           Crash Deposited with D.O.         -         14174         ACCOUNTRY CODE: US         ALLOT         AAA         TRANS         PAA         COST CODE         AMOUNT           Other Sales         5         1712         CLASSIFICATION         ELES         1745455         2241         240         00052         0         068152         20         064120         50092452,8707         5         12354.00           Disburging Officer         Colection         DO         SURCHARGES CLANN         1741504         5272         5         1235.65         14179.65         3         14179.65           Signature).(Date         Voucher #         Symbol         Date         SIGNATURE / COMMENTS         SIGNATURE / COMMENTS         14179.65					Under(Over) Issue					647		d lanua		0.615	
Surpharpes         +         1774         COUNTRY CODE US Cash Deposited with D.O.         +         1774         COUNTRY CODE US APPROP         SUB HEAD         CLASS         BCN         SUB ALLOT         AAA         TRANS TYPE         PAA         COST CODE         AMOUNT           Cash Deposited with D.O.         -         14180         -         CLASSFICATION         APPROP         SUB HEAD         CLASS         BCN         AUA         TRANS TYPE         PAA         COST CODE         AMOUNT           CERTIFICATION         5         2722         SURCHARGES DAMN TOTAL         114364         322A         260         00052         0         068762         20         004120         500624525007         5         122564           Disbursing Officer (Signature)(Date)         Collection         DO 3         SURCHARGES DAMN TOTAL         114364         322A         260         00052         0         068762         20         004120         500624625800 S         122565           Disbursing Officer (Signature)(Date)         Collection         DO 3         114364         322A         260         00052         0         068762         20         004120         5004504         31478.66           SURCHARGES DAMN (Signature)(Datein)         Vouchartris         Sy				+ 11051	L						- Choen(Cyle	0.0004		V.01%	
Cash Deposited with D.O.         -         14180 +         APPROP         JUB Sold         Deposited with D.O.         -         14180 TVPE         ACCUUNTING CLASSIFICATION         APPROP         JUB Sold         BCN         ALLOT         AAA         TVPE         PAA         COST CODE         AMOUNT           Other Sales of Masis         +         1         CLASSIFICATION         CLASSIFICATION         ALLOT         ALLOT         AAA         TVPE         PAA         COST CODE         AMOUNT           CERTIFICATION         SUBCHARISES         22122         SUBCHARISES         2241         240         000022         0         068128         20         006120         50092452000         5         12125.05         5         12125.05         5         12125.05         5         14179.05         5         14179.05         5         14179.05         5         14179.05         5         14179.05         5         14179.05         5         14179.05         5         14179.05         5         14179.05         5         14179.05         5         14179.05         5         14179.05         5         14179.05         5         14179.05         5         14179.05         5         14179.05         5         14179.05         5 <t< td=""><td></td><td></td><td></td><td>+ 1774</td><td>COUNTRY CODE: US</td><td></td><td>0110</td><td>081</td><td></td><td>0110</td><td>TRANC</td><td></td><td></td><td></td><td></td></t<>				+ 1774	COUNTRY CODE: US		0110	081		0110	TRANC				
Other Sales of Meals         *         1         CLASSIFICATION           Undeposited Sales         \$         2722         SALES         1'41.453         2241         240         00022         0         045566         20         004120         50092472K007         \$         12054.00           CERTIFICATION         TOTAL         T14104         5274.200         00052         0         045566         20         004120         50092472K007         \$         120540           Disbursing Officer (Signature).(Date)         Collection         DD         Date         SIGNATURE / COMMENTS         5         14179.05           3135         8371         04/24/2014         Comments (Hand Written Note):         Reviewed By Leading CS (Signature)         Reviewed By Leading CS (Signature)					ACCOUNTING	APPROP			BCN			PAA	COST CODE	AMOUNT	
SALES         1741453         241         240         00022         0         045866         20         000120 5003471007         5         1205400           Dibiovring Officer (Signature)(Date)         Collection         DO SURCHARGES OLAMN         1741453         243         240         00022         0         045762         20         Dollactic soospaceLotter 5         1205400           Dibiovring Officer (Signature)(Date)         Collection         DO SIGNATURE / COMMENTS         5         14179.05           3135         8371         04/24/2014         Comments (Hand Written Note):         Reviewed By Leading CS (Signature)         14179.05				+ 1	CLASSIFICATION										
Disbursing Officer (Signature),(Date)         Collection Symbol         DO Signature)         TOTAL         \$ 14179.05           3135         8371         04/24/2014         Comments (Hand Written Note):         Reviewed By Leading CS (Signature)				\$ 2722											
(Signature).(Date)         Voucher #         Symbol         Date         SIGNATURE / COMMENTS           3135         8371         04/24/2014         Comments (Hand Written Note):         Reviewed By Leading CS (Signature)						1741804	52FX	260	00052	0 04	8792 20	DGLSCH			
and a second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second sec					SIGNATURE / COMMENTS	s									
		3	3135 837	1 04/24/2014	Comments (Hand Written	Note):				Review	red By Leading	CS (Signatu	ure)		
BOBBY JESSIE, CIV														I	
Standard Doc. No. N0002214WD60092		BOBBY JESSIE, CIV													

#### SCREEN SHOT: BOOK INVENTORY BALANCE BROUGHT FORWARD (NS 1059)

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Eult			MONTH	June	~	YEAR	2014		~	Г	N	IS 1059		
				GENERATE BO	OK INVENTORY	PRINTABL	VERSION	· DONE						
					595 Food Ite (* - defa		d					Brought	t Forw	ard
				Grand Tota	I Value (Inventory E	Brought For	ward): 54,8	51.4600						
<u>IC</u>	<u>N SN</u>			NOMENCLATURE			<u>UI</u>	CONVERSION FACTOR	STOREROOM	QTY	UP	Last Receipt Date	VALUE	
A18	890501E091152	CKN, BONED, CN, 6/29 OZ	CN				CN	1.8125	Dry	16.00	\$7.3700	6/1/2014	\$117.9200	
A21	890501E093006	SALMON, CN, PINK, 24/14.7	75 OZ CN				CN	0.9219	Dry	72.00	\$3.5900	6/15/2014	\$258.4800	
A32	890501E099941	TUNA, LT, PG, 6/43 OZ FL	EX PG				PG	2.6875	Dry	21.00	\$10.8500	6/1/2014	\$227.8500	
A78	891001E190517	MILK, DRY, INST, NF, 6/5	LB BG				BG	5.0000	Dry	8.00	\$18.2100	6/29/2014	\$145.6800	
B10	891501E293066	APPLESAUCE, #10					CN	6.7500	Dry	6.00	\$5.5800	6/15/2014	\$33.4800	
B34	891501E290350	VEG, BEANS, KIDNEY, CA	ANNED, DAR	K RED, US GR A, 6/1	NO. 10 CN		CN	6.7500	Dry	4.00	\$4.3800	6/22/2014	\$17.5200	
B50	891501E298089	BEANS, REFRIED, CN, MI	IN 110 OZ CN	N, 6/#10CN			CN	10.0000	Dry	4.00	\$5.4400	6/22/2014	\$21.7600	
B54	891501E099521	BEANS, BAKED CN W/BAG	CON AND BR	OWN SUGAR #10 S	zc		CN	6.0000	Dry	10.00	\$8.3100	6/29/2014	\$83.1000	
B66	891501E197170 *	BEETS, #10					CN	6.5000	Dry	2.00	\$4.9700	5/27/2014	\$9.9400	
B72	891501E297008 *	FRUIT, BLUEBERRIES, W	ATER PACK,	US			CN	6.3750	Dry	7.00	\$13.2700	6/15/2014	\$92.8900	
B95	891501E296383 *	CHERRIES, MARASCHINO	, 16 OZ				co	1.0000	Dry	14.00	\$2.3700	1/5/2014	\$33.1800	
B98	891501E397051	GREENS,COLLARD,CN,SE	EASONED,MI	N 101 OZ CN,6/#10C	N		CN	6.3125	Dry	12.00	\$4.5300	6/16/2014	\$54.3800	
C14	891501E198012 *	CRANBERRY SAUCE, JEL	LIED, #10				CN	7.3130	Dry	12.00	\$7.0600	6/15/2014	\$84.7200	
C26	891501E299850	FRUIT COCKTAIL, IN PEA	R JUICE, 6/#	10CN			CN	6.6250	Dry	0.00	\$7.5800	6/11/2014	\$0.0000	
C32	891501E621112	JUICE, APPLE, FZN, CON	IC, 5/1, UNS	NT, 3/3 LT CO, FOR	DISP		со	3.0000	Frozen	9.00	\$24.7500	6/15/2014	\$222.7500	
C34	891501E298785 *	JUICE, APPLE, EZ OPEN,	48/5.5 OZ				CS	16.0000	Dry	6.00	\$23.9300	5/13/2014	\$143.5800	
C35	896001E621120	BEV BASE, CRANBERRY O	COCKTAIL, SV	VT,FZN,CONC,25% J	UICE,W/VIT C,4/1,3	/3 LT CO,FO	R DI CO	6.0000	Frozen	3.00	\$23.0900	6/15/2014	\$69.2700	
C36	891501E298786 *	JUICE, GRAPE, EZ OPEN,	, 48/5.5 OZ				CS	16.0000	Dry	4.00	\$24.8300	5/13/2014	\$99.3200	
C47	891501E090178	JUICE, LEMON, RECONST	TITUTED, 12/	32 FL OZ BT			вт	2.0000	Dry	13.00	\$1.8900	6/1/2014	\$24.5700	
C49	891501E298787 *	JUICE, ORANGE, UNSWE	ETENED WA	/IT C			CS	16.0000	Dry	2.00	\$23,4500	6/1/2014	\$46,9000	$\sim$

#### SCREEN SHOT: RECORD OF RECEIPTS AND EXPENDITURES REPORT TOTAL (NS 357)

<b>E</b> .124	10	The Trade	11-1-			б/Reports/Re			■ C @ Record of Receipts and Exp ×			
Edit	VIE	ew Favorites Tools	нер									
					F	Record of F	Rece	ipts	and Expenditures Report (367)			
					ACTIVITY	USS ENT	FRP	RISF	(CVN-65)			
					MONTH	July			✓ YEAR 2014 ✓			
						GENER	RATE 3	<u>67</u> ·	PRINTABLE VERSION · DONE			
		RECE	IPTS						EXPENDITURES			
20	14	SOURCE	DO	CUMENT	. NO	VALUE	20	14	SOURCE	DOCU	MENT NO.	VALUE
MO.	DAY	SOURCE	DOG	COMENT	NO.	VALUE	MO.	DAY	SOURCE	DOCU	MENT NO.	VALUE
7	1	INVENTORY BROUGHT FORWARD				54,861.4600	7	16	LOSS WITH SURVEY		4016 9V8	0 60.0000
-	-	SYSCO HAMPTON ROADS					7	31	TRANSFER WITHOUT REIMBURSEMENT (USS HALYBURTON)		4031 9A1	
7	2	(N00109)	4121	101	902F	3,542.7700	7	31	BULK SALE (WARDROOM USS ENTERPRISE)		4031 9E2	2 38.9500
7	6	SYSCO HAMPTON ROADS (N00109)	4121	101	900B	229.6400	7	31	TRANSFER WITH REIMBURSEMENT (SALES OFFICER USS ENTERPRISE (CVN-85))		4031 9K1	7 # 350.3200
7	6	SYSCO HAMPTON ROADS (N00109)	4121	101	9010	2,168.3700	7	31	ISSUE TO THE GENERAL MESS			73,644.5800
		SYSCO HAMPTON ROADS					7	31	INVENTORY			52,938.3300
7	6	(N00109)	4125	101	9001	7,853.9300	7	31 31	SUBTOTAL PRICE ADJUSTMENT			127,487.7600 791.3805
7	6	SYSCO HAMPTON ROADS (N00109)	4121	101	9001	556.2000	7	31	TOTAL			128.279.1205
7	7	SYSCO HAMPTON ROADS	4121	101	9008	226.6600	-				$\nearrow$	
Ľ		(N00109)							NS 367: Total			
7	9	SYSCO HAMPTON ROADS (N00109)	4128	101	9002	2,639.4800			110 307. TUlai			
7	12	DLA	4132	101	903D	1,599.2000						
7	13	SYSCO HAMPTON ROADS (N00109)	4132	101	9001	5,841.6400						
7	13	SYSCO HAMPTON ROADS (N00109)	4128	101	9020	1,868.5400			I			
7	13	SYSCO HAMPTON ROADS (N00109)	4128	101	903C	523.7400						

### SCREEN SHOT: GENERAL MESS SUMMARY EXPENDITURE SECTION

	Unclassifie	ed			
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	General Mess Sumn	тагу (1359)			
ACI	USS ENTERPRISE (CVN-65)		~		
141	DNTH JUIV V YEA	R 2014	$\sim$		
	oury t	2014			
	SEARCH · PRINTABLE VER	SION · DONE			
F84A00001 TIME: 1:28 PM	GENERAL MESS SUMMARY [	DOCUMENT (NAVSUP F	ORM 1359)	DATE: 5/1/2015	
ACTIVITY	PERIOD 07/01/2014 THROUGH 07/	/31/2014			
USS ENTERPRISE (CVN-65)	CORRECTED		UIC at UIC	12345	
	REPORT?	DAYS OPERA Y DAYS IN POR	MERGED RETURN?	N	
RATIONS ALLOWED STATEMENT	TEMPORARY	N	51 FINAL RETURN?	N	
Navy Rations A	CLOSURE?		I		
	- Com		LEVEL OF PROCUREMENT		
Total Rations A Expenditure Se	CTION nce Brought Forward)	\$ 54861	Receipts with Charge	0	
RATION BREAK	harge		Less: Transfers w/ Reimbursement	- 0	
	Charge	1142	Less: Bulk Sales	- 0	
Type Navy Regular 1 2999		\$ 128279	Total Receipts Less Transfers and Bulk Sales	0	
Ration for Cash 2 1327	EXPENDITURES				
Navy Reserve 3 145	Food Cost (338)	+ 73845	Total Allowances Less Under/Over/CF	0	
Navy ROTC 4	Surveys	+ 60	Ratio	0	
Naval Academy 5 16 Marine Regular 6 916	Loss without Survey	+ 0	Ratio less than 1.00 means purchases, transfers, and sales	were less than allowances.	
Marine Reserve 7 6	Bulk Sales	<b>2</b> 39			
Army Regular 8 351	Transfer with Reimbursement Transfer without Reimbursement	+ 350 + 456			
Army Reserve 9 44	Inventory (Balance on Hand)	+ 52938			
Army National Guard 10A 217 Air Force National Guard 10B	Sub Total	\$ 127488			
Air Force Regular 11 0	Price Adjustment	+ 791			
Coast Guard 12	Total	\$ 128279			
Foreign 1/ 13	ALLOWANCES RATIO	NS RATE	VALUE LAST FULL PHYSICAL INVENT	DRY	
Miscellaneous 1/ 14 TARS 15	BASIC FOOD ALLOWANCE 60	022 9.05	54499 Date:	07/29/2014	
Total Other Personnel 2/ 16 3022		3.00			
Grand Total 3/ 17 6021*	FORWARD		+ 647 Number of Days Since:	2	
1/ Prepare certification in accordance with Food Service Management,		269 1.35 395 0.55	363 382 Inventory Accuracy Rate:	%	
NAVSUP Publication 486, Chapter 2, Volume 1.		0.00 0.00	13550		
2/ Codes 2 through 15. 3/ Codes 1 and 16.			Ī		
* The value depicted in the Ration Breakdown & Allowance Sections of the					~
General Mess Summary Document (NAVSLIP Form 1359) is a result of				I	
			1 = = <i>0</i> = • • • •		
		V 2			5/1/2015

### SCREEN SHOT: GENERAL MESS CONTROL RECORD FOOD COST

2858.90 2147.00 2847.80 1287.95 1457.55 2599.00	35498.17 : 37845.17 : 40492.77 : 41760.72 :	2806.13 1957.98 2158.49 2181.49 1831.09	35828.55 37798.51 39945.00 42128.49	11.09 10.31 8.57 20.39	-330.38 -141.34 547.77 -385.77
2858.90 2147.00 2847.60 1287.95 1457.55 2599.00	35498.17 : 37845.17 : 40492.77 : 41760.72 :	1957.96 2158.49 2181.49	37788.51 39945.00 42128.49	10.31 8.57	-330.38 -141.34 547.77
2147.00 2847.00 1287.95 1457.55 2599.00	37845.17 40492.77 41780.72	1957.96 2158.49 2181.49	37788.51 39945.00 42128.49	10.31 8.57	-141.34 547.77
2147.00 2847.00 1287.95 1457.55 2599.00	37845.17 40492.77 41780.72	1957.96 2158.49 2181.49	37788.51 39945.00 42128.49	10.31 8.57	-141.34 547.77
2847.60 1287.95 1457.55 2599.00	40492.77 : 41760.72 :	2158.49 2181.49	39945.00 42128.49	8.57	547.77
1287.95 1457.55 2599.00	41760.72	2181.49	42126.49		
1457.55 2599.00				20.39	-385.77
2599.00	43218.27	1831.09			
			43957.58	14.89	-739.31
	45817.27	2506.23	46463.81	10.90	-848.54
3175.30	48992.57	2552.09	49015.90	9.08	-23.33
3243.10	52235.67	3217.94	52233.84	11.21	1.83
IN ADJ		40.10	52273.94	0.00	-38.27
2316.50	54552.17	3796.49	56070.43	18.52	-1518.26
1410.15	55962.32	1568.64	57639.07	13.18	-1676.75
1382.75	57325.07	1498.61	59137.68	13.03	-1812.61
759.00	58084.07	930.87	60068.55	15.51	-1984.48
796.95	58881.02	787.67	60856.22	12.50	-1975.20
2022.70	60903.72	1242.28	62098.48	6.94	-1194.76
2463.40	63367.12	3022.28	65120.76	13.86	-1753.64
2542.50	65909.62	5515.47	70636.23	24.51	-4728.61
2734.60	68644.22	1942.93	72579.16	8.03	-3934.94
798.95	69441.17	1085.42	73844.58	16.91	-4203.41
	69441.17		73644.58	12.23	-4203.41
	AD. 2318.50 1410.15 1382.75 759.00 798.95 2022.70 2483.40 2542.50 2734.80	1410.15         55992.32           1382.75         57325.07           759.00         58084.07           796.95         58881.02           2022.70         60903.72           2483.40         63367.12           2542.50         65909.62           2734.80         68844.22           796.95         69441.17	ADJU STMENT         40.10           2316.50         54552.17         3796.49           1410.15         55962.32         1568.64           1362.75         57325.07         1498.61           759.00         58084.07         930.87           796.95         58881.02         787.67           2022.70         60903.72         1242.28           2463.40         63697.12         3022.28           2542.50         65909.62         5515.47           2734.60         68644.22         1942.93           796.95         69441.17         1005.42	ADJUSTMENT         40.10         52213.34           2316.50         54552.17         3796.49         56070.43           1410.15         55962.32         1568.64         57639.07           1362.75         57325.07         1498.61         59137.68           759.00         58084.07         930.87         60068.55           796.95         58881.02         787.67         608656.22           2022.70         603367.12         3022.28         65120.76           2542.50         6599.62         5515.47         70630.23           2734.60         68644.22         1942.93         72579.16           796.95         69441.17         1065.42         73644.58	ADJUSTMENT         40.10         32213.54         0.00           2316.50         54552.17         3796.49         56070.43         18.52           1410.15         55982.32         1568.64         57639.07         13.18           1362.75         57325.07         1498.61         59137.68         13.03           759.00         58084.07         930.87         60068.55         15.51           796.95         58881.02         787.67         60856.22         12.50           2022.70         603087.12         3022.28         65120.76         13.88           2542.50         6599.62         5515.47         70836.23         24.51           2734.60         68644.22         1942.93         72579.16         8.03           796.95         69441.17         1085.42         73644.58         10.91

### SCREEN SHOT: LOSSES DETAIL SURVEY AMOUNT (DD 200)

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					ACTIVITY		PRISE (CVN-6	1 <b>5</b> )	LOSS STATU	1.055 AC	CEDTER			
					ACTIVITY	USS ENTER	-Ribe (GVIN-G	.0)	LUSS STATU	5 L000 AC				
		DISCOVERY DATE	07/16/	2014							CF	REW JROTC CADETS V		
		REASON FOR LOSS	Trainii	ng			$\sim$			DOCUME	ИТ NUM	BER		
		LOSS APPROVAL DATE	07/16/	2014									1	
						s	urveve	d Foo	d Items					
				<u>FIC</u> ▲	NSN		menclature	<u>U/I</u>	Loss Quar	ntity <u>l</u>	<u>_RP</u>	Total Value		
				V80	891501E212	357 MAN	30	LB	50	1.	2000	60.0000		
				< Page	e 1 of 1 >		20 rows	per pag	ie 🗸	G	Soto Page	e: Go		
			L	ITEM TOTA	NL: 1					Total L	oss Amo	ount: 60.0000		
			Items	s were	used for	r mango	salsa t	raini	ing,		/	~	~	
		COMMENTS / CIRCUMSTANCES										1		
		CINCOMSTANCES					DD		): Sur	vey			~	
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		ACTIONS											$\sim$	
							CREATE DD F	ORM 200	· DONE					
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Food S	ervice Manag	ement (FSM) Version 3	3.1.0	1.1			in the	C-ZIN	23					A V
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### SCREEN SHOT: EXPENDITURE DETAIL BULK SALES

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- COLUMN	The second		and the second		_	_			-
			Expend	iture Detail					
				Bulk Sale					
			USS ENTERPRISE (CVN-66)						
		ISSUING ACTIVITY		2			_		
	RECEIVIN	NG ACTIVITY/AGENT	WARDROOM USS ENTERPRISE						
	REQ	UISITION DATE	07/31/2014	REQUIRE	DELIVERY DATE 07/31/201	4			
	E	BULK SALE STATUS	Transfer/Bulk Sale Accepted						
	PC	DSTED DATE	07/31/2014						
			GENERATE DD F	FORM 1143 · [	ONE				
			Food	ltern List					
EIC A	<u>N SN</u>		NOMENCLATURE	<u>ua</u>	CONVERSION FACTOR	QUANTITY	PRICE	TOTAL VALUE	
E22	892001E394860		S FOOD, MIN 64 OZ CN, 6/#10CN	CN	4.0000	2.00	\$8.4500	\$18.9000	
NMF	892501E095184	ICING, VANILLA,		co	11.0000	1.00	\$22.0500	\$22.0500	
		<	Page 1 of 1 > 20 rows	per page 🗸	Goto Page:	Go			
ITEM TOTA	L: 2						Total Transfe	r Amount: \$38.9500	
					ulk				
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Service Mana	gement (FSM) Versi	00310	and the maintain					~	
	S. Navy Web site							NAVSUP	
				11			Nav	val Supply Systems Co 0 Carlisle Pike, P.O. Bo	
							545	0 Carlisle Pike, P.O. Bo Mechanicsburg, PA 170	x 205 65
		(6)		. ander					
	0	2 9	W X		털망털을	000	୍ତ୍ର ପ	800,	10:3 5/7/2

### SCREEN SHOT: EXPENDITURE DETAIL TRANSFER WITH REIMBURSEMENT

							Unclassifie	ed						
0	(-) <b>e</b>	https://r	nvssvdfsm	1.navsisa. <b>navy.mil</b> /fs	mtestp486/A	AsNeededTasl	e چ∎¢	Expendit	ure Details	×	]			<b>₽   ×</b> ħ ★ ☆
File	Edit Vie	w Fav	orites T	pols Help										
							Expenditure De	etail						
						Edit Ti	ansfer With Reim	nbursem	ent					
				ISSUING ACTIVITY	USS ENT	ERPRISE (C								
			RECE	IVING ACTIVITY/AGENT	SALES O	FFICER USS	ENTERPRISE (	CVN-65	)					
				VING ACTIVITY/AGENT's DF ACCOUNTING (LOA)	97X4930N	ICIA 000 2100	)1 0 000250 7C \	V12345 I	00004212-99	0				
				EQUISITION DATE	07/31/201		_		ELIVERY DATE					
				TRANSFER STATUS	Transfer/Bulk	Sale Accepted		REQUIS	TION NUMBER	V1234542129K17				
				POSTED DATE	07/31/201	4								
						GEN	ERATE DD FORM 1149	9 · <u>DON</u>	E					
							Food Item Lis	st						
	<u>FIC</u> ▲		NSN		NOM	ENCLATURE				RSION FACTOR	QUANTITY	PRICE	TOTAL VALUE	
	K17	89400	)1E616041	POTATO CRISPS, BK, C	HDR & SOUR	CRM, RIDGED, 64/	1.125 OZ PG	c	s	4.5000	1.00	\$25.6600	\$25.6600	
	K28	89400	01E610786	SNACK MIX, TRAIL MIX	, FRUIT AND N	TUN		c	s	9.0000	4.00	\$36.0900	\$144.3800	
	K28	89400	01E610787	SNACK MIX, TRAIL MIX	(, NUT & CHOO	, 72/20Z PG		C	s	9.0000	5.00	\$36.0600	\$180.3000	
				< Pa	age 1 of 1 >		20 rows per page	~	Got	o Page: Go				
	ITEM TO	DTAL: 3					Transf	er w	ith		To	otal Transfer A	mount: \$350.3200	
					_		Reimbu	rsem	nent			_		
UNCL	ASSIFIED -	For Offici	al Use Onl	/							Developed by	the NAVSUP	PBusiness System	5 Center
	Service Ma an Official			rsion 3.1.0						_				
<u>Navy.r</u>	<u>mil</u> , <u>Navy.cc</u>							AV				Nava	Name Supply Systems Contact	mmand
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### SCREEN SHOT: EXPENDITURE DETAIL TRANSFER WITHOUT REIMBURSEMENT

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File	Edit View	Favorites				S				
	<b>ESN</b>								r A	<u> </u>
				Expe	enditur	e Detail				
				Edit Transfer	Withou	t Reimbursement				
			ISSUING ACTIV	USS ENTERPRISE (CVN	-65) 🗸					
			RECEIVING ACTIV	тү	~	OR USS HALYBURT	DN			
			RECEIVING ACTIVITY/AGEN LINE OF ACCOUNTING (L	rs 1741453 2241 260 00022	0 0685	66 2D 4212 US 211074SI	K09T			
			REQUISITION DATE	07/31/2014		REQUIRED DELIVERY DATE	07/31/2014			
			TRANSFER STAT	JS Transfer/Bulk Sale Accepted		REQUISITION NUMBER	V1234542129A18			
			POSTED DATE	07/31/2014						
				GENERATE	DD FORM	1149 · DONE				
				Fo	od Iter	n List				
	FIC A	<u>N</u>	<u>sn</u>	NOMENCLATURE	<u>U/I</u>	CONVERSION FACTOR	QUANTITY	PRICE	TOTAL VALUE	
	A18		E091152 CKN, BONED,		CN	1.8125	12.00	\$7.3700	\$88.4400	
	A21 A32			NK, 24/14.75 OZ CN 3/43 OZ FLEX PG	CN PG	0.9219	68.00	\$3.5900	\$238.9400 \$130.2000	
		000001						\$10.0000	\$100.2000	
			< P.	ge 1 of 1 > 20 ro	ws per	page 🗸 Goto	Page: Go			
	ITEM TOTAL	.: 3		_				Total Trans	fer Amount: \$455.5800	
						fer without				
UNCL	ASSIFIED - For	Official Use	e Only	R	eim	bursement	Develo	oped by the NAV	SUP Business System	s Center
Food	Service Manar	ement (ESN	1) Version 3 1 0							<b>~</b>
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# SCREEN SHOT: BOOK INVENTORY INVENTORY BALANCE ON HAND (NS 1059)

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Ec	dit V	iew	Favorites	lools	Help										
							Book Inve	entory	/						
					[	1070/17/									
						ACTIVITY	USS ENTERPRISE (CVN-65)	_			N	S 105	9 Bl: Inve	ntory	
						MONTH	July 🗸	YEAF	2014				nce on Ha	•	
					[		GENERATE BOOK INVENTORY · P	RINTAE	BLE VERSION ·	DONI		Bara		a	
							579 Food Iten		und						
							(* - default								
							Grand Total Value (Inventory Bro	ought F	orward): 52,938.	3300					
		FIC 🔺	<u>N SN</u>				NOMENCLATURE	<u>UI</u>	CONVERSION FACTOR	STOREROOM	QTY	UP	Last Receipt Date	VALUE	
		A09	890501E294	935 * C	LAMS, MINCE	ED, 49 OR 5	11 OZ	CN	3.1250	Dry	120.00	\$5.3900	7/31/2014	\$646.8000	
		A18	890501E091	152 C	KN, BONED,	CN,6/29 OZ	CN	CN	1.8125	Dry	4.00	\$7.3700	7/27/2014	\$29.4800	
		A21	890501E093	8006 S	ALMON, CN, P	INK, 24/14.	75 OZ CN	CN	0.9219	Dry	6.00	\$3.5900	6/15/2014	\$21.5400	
		A32	890501E099	941 T	UNA, LT, PG,	6/43 OZ FL	EX PG	PG	2.6875	Dry	6.00	\$10.8500	6/1/2014	\$85.1000	
		A78	891001E190	0517 M	ILK, DRY, IN	ST, NF, 6/5	LB BG	BG	5.0000	Dry	4.00	\$18.2100	6/29/2014	\$72.8400	
		A90	891001E126	3377 M	ILK, UHT, WI	HITE, LOW	FAT, 1 LT CO	со	2.1134	Chilled	30.00	\$4.5900	7/31/2014	\$137.7000	
		A93	891001E295	5804 M	ILK, STRAWE	BERRY, 1%	UHT, 8 OZ CO, 24 CT CS, SHELF STABLE	CS	0.5000	Dry	240.00	\$0.8800	7/31/2014	\$211.2000	
		A94	891001E394	4857 M	ILK, RF, CHL	., UHT, 2%,	38/0.5 PT CO	CS	18.0000	Dry	10.00	\$0.7900	7/31/2014	\$7.9000	
		B10	891501E293		PPLESAUCE,			CN	6.7500	Dry	0.00	\$5.5800	7/13/2014	\$0.0000	
	-	B34	891501E290				ANNED, DARK RED, US GR A, 6/NO. 10 CN	-	6.7500	Dry	6.00	\$4.3700	7/20/2014	\$26.2200	
		B34	891501E196		EANS, KIDNE		N 110 07 ON 8/#100N	CN	6.8750	Dry	66.00	\$7.5000	7/31/2014	\$495.0000	
		B50 B54	891501E298				N 110 OZ CN, 8/#10CN	CN	10.0000	Dry	6.00	\$5.4300	7/13/2014	\$32.5800	
		B54	891501E199		-		D SIZE CAN, 6/CASE	CN CN	6.7500	Dry	0.00	\$5.6000 \$8.3100	7/27/2014	\$81.8000 \$0.0000	
		B04 B88	891501E095		EETS. #10	D GIN W/BA	DOW AND BROWN SUGAR #10 32 C	CN	6.5000	Dry	0.00	\$4.9700	5/27/2014	\$0.0000	
		000	001001E107		LL10, #10			CN	6.3750	Dry	4.00	\$13.2700	6/15/2014	\$53.0800	

### REQUISITION LOG NAVSUP FORM 1336

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	PORE 1238		- (read			NAVAL AD	E STAT	TION PEN	SACOLA/N	00204		1 Ang 2	019-31	Aug 200
oct	MENT									-			-	
Date	Serial	¥1C	NEN	Item	Seuro		ate atred	Receipt Without Charge	Cumulative Total	Racalpt With Charge	Cumulative Total	Method of Furchase	Type of Fosting	FSM Marku Rate
208	9017	163	8820012119610	BAGELS, BLUEBERRY, FRENH, 6 PER 20	STSCD- ALABAMA (PENSACO PANAMA C (ND0204)		0/2019			\$67.4900	\$47.8800	Prime Vendor	7	\$0.000
208	9018	<i>#16</i> 0	882001E113374	BREAD, RAISIN, FRINK, SLICED, PAN B	STSCD- ALABAMA (PENSACOR PANAMA C (NDR2D4)		8					Prine Vendor	7	\$0.000
208	9019	W43	8820012114296	BREAD, PART WHOLE WHEAT, FRESH, PAN	STSCD- ALABAMA (PENSACO PANAMA C (NDI204)		0/2019			\$25.0800	\$92.7600	Prine Vendor	7	\$0.000
208	901A	963	8820012119769	BREAD, WHOLE WHEAT, FRESH, WHOLE WH	SYSCD- ALABAMA (PENSACOR PANAMA C (ND0204)		0/2019			\$24.8293	\$117.5800	Prime Vendor	y	\$0.000
208	901B	W/0.5	8920012113367	BREAD, WHITE, FRESH, PAN BAKED, KOU	SYESCO- ALABAMA (PENSACO PANAMA C (ND6204)		0/2019			\$33.9300	\$151.5100	Prine Vendor	7	\$0.000
208	900C	W81	8820012113681	MUTTIN, ENGLISH, FRENH, 12/PG, (PTA	STSCD- ALABAMA (PENSACO PANAMA C (ND0204)		0/2019			\$33.9000	\$185.0100	Prime Vendor	y	\$0.000
203	901D	wss	8820012117889	ROLLS, DINNER, FRESH, WHITE, SOFT,	SYSCD- ALABAMA (PENSACO PANAMA C (NDE2D4)		0/2019			\$106.5900	\$293,5700	Prine Vendor	Ŧ	\$0.000
208	903E	wss	8920012221135	ROLLS, WHOLE WHEAT, FRESH, 8 PER 16	SUSCO- ALABAMA (PENSACO PANAMA C (NBI2D4)		0/2019			\$35.9600	\$129.5300	Prine Vendor	Ŧ	\$0.000
208	9031	16.93	8820012113043	ROLLS, FRANKFURTER, FRISH, SLICED,	SYSCD- ALABAMA (PENSACO PANAMA C (NDE2D4)		0/2019			\$13.2000	\$342.7300	Prime Vendor	y	\$0.000
208	9020	W90	8820012113227	ROLLS, HAMBURGER, FRESH, SLICED, WH	STSED- ALABAMA (PENSAED) PANAMA C (ND02D4)		0/2019			\$151.2000	\$493.9300	Prine Vendor	Y	\$0.000
208	9021	98/92	8820012117988	ROLLS, HOAGE/SCIEMARINE, PRESER, SLI	SYSCD- ALABAMA (PENSACO PANAMA C (NDI2D4)		0/2019			\$79.8000	\$573.7300	Prine Vendor	Y	\$0.000
208	98122	X15	8820012119560	BAGELS, PLAIN, FRESH, & PER 20 GZ P	STSCD- ALABAMA (PENSACO PANAMA C (ND0204)		0/2019			\$65.8900	\$478.6100	Prime Vendor	7	\$0.000
208	9023	3515	8920012:2212:99	BAGELS, CINNAMON RAISIN, FRESH, SLI	SYSCO- ALABAMA (PENSACOR PANAMA C (ND0204)		0/2019			\$45.5900	\$488.4900	Prine Vendor	7	\$0.000
208	98124	WA3	8820012114296	BREAD, PART WHOLE WHEAT, FRESH, PAN	SUSCO- ALABAMA (PENSACO PANAMA C (NDI2D4)		2/2019			\$38.2900	\$726.7700	Prine Vendor	r	\$0.000
203	9025	<i>MIQ</i> 3	8820012119769	BREAD, WHOLE WHEAT, FRESH, WHOLE WH	SYSCD- ALABAMA (PENSACO PANAMA C (NDI2D4)	A.8. 06/0	2/2019			\$39,4200	\$765.1900	Prime Vendor	Ŧ	\$0.00
203	981255			BREAD, WHITE, FRESH, PAN BAKED, ROU	SYESCO- ALABAMA (PENSACO PANAMA C (ND0204)	A& 06/0 ITT)	2/2019			\$31.9900		Valder	y	\$0.00
208	98127	90.55	\$92001E117999	ROLLS, DINNER, FRESH, WHITE, SOFT,	STISCO- ALABAMA (PENSACO)		0,2018			\$154.5900	\$952.3400	Prine Vendor	7	\$0.00

### SCREEN SHOT: RECORD OF RECEIPTS AND EXPENDITURES PRICE ADJUSTMENT (NS 367)

	/ .		-		-			5/Reports/Re	ø		C Record of Receipts and Exp ×				ĥ	-
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							F	Record of F	Rece	ipts	and Expenditures Report (367)					
						Π	ACTIVITY	USS ENT								
							ACTIVITY	USS LINI		NOL						
							MONTH	July			✓ YEAR 2014 ✓					
								GENER	RATE 3	<u>67</u> ·	PRINTABLE VERSION · DONE					
				RECE	IPTS						EXPENDITURES					Ĺ
	201	4							20	14						
M	0.	DAY	SOUR	CE	DO	CUMENT	F NO.	VALUE	MO.	DAY	SOURCE	DOCU	IMENT NO	).	VALUE	
7	7	1	INVENTORY BRO	DUGHT				54,861.4600	7	16	LOSS WITH SURVEY		4016 9	9V80	60.0000	
F	_¦	_	SYSCO HAMPTO						7	31	TRANSFER WITHOUT REIMBURSEMENT (USS HALYBURTON)		4031 9	A18	455.5800	
7	7	2	(N00109)	N ROADS	4121	101	902F	3,542.7700	7	31	BULK SALE (WARDROOM USS ENTERPRISE)		4031 9	9E22	38.9500	
7	7	6	SYSCO HAMPTO (N00109)	N ROADS	4121	101	900B	229.6400	7	31	TRANSFER WITH REIMBURSEMENT (SALES OFFICER USS ENTERPRISE (CVN-65))		4031 \$	9K17	# 350.3200	
7	7	6	SYSCO HAMPTO (N00109)	N ROADS	4121	101	9010	2,168.3700	7	31	ISSUE TO THE GENERAL MESS				73,644.5800	
$\vdash$		_	SYSCO HAMPTO		<u> </u>				7	31	INVENTORY				52,938.3300	
7	7	6	(N00109)	IT NONDO	4125	101	9001	7,853.9300	7	31	SUBTOTAL				127,487.7600	
7	7	6	SYSCO HAMPTO (N00109)	N ROADS	4121	101	9001	556.2000	7	31	PRICE ADJUSTMENT TOTAL			>	791.3805	
-	_		SYSCO HAMPTO	N ROADS	4494		0000	000.0000	,	31					120,213.1203	
7	<i>'</i>	7	(N00109)		4121	101	9008	226.6600								
7	7	9	SYSCO HAMPTO (N00109)	N ROADS	4128	101	9002	2,639.4800								
1	7	12	DLA		4132	101	903D	1,599.2000								
7	7	13	SYSCO HAMPTO (N00109)	N ROADS	4132	101	9001	5,841.6400			NS 367: Price					
7	7	13	SYSCO HAMPTO (N00109)	N ROADS	4128	101	9020	1,868.5400			Adjustment					
7	7	13	SYSCO HAMPTO (N00109)	N ROADS	4128	101	903C	523.7400			-					

### SCREEN SHOT: RECORD OF RECEIPTS AND EXPENDITURES REPORT TOTAL (NS 367)

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Ŀ	dit	Vie	w Favorites	lools	Help										
							F	Record of F	ere?	ints	and Expenditures Report (367)				
						Π				· ·					
							ACTIVITY	USS ENT	ERP	RISE	(CVN-65)				
							MONTH	July			✓ YEAR 2014 ✓				
								GENER	RATE 3	<u>67</u> ·	PRINTABLE VERSION · DONE				
Ì				RECE	IDTC						EXPENDITURE	c			
	201			RECE	IPIS				20	14	EXPENDITORE	3			
ł	MO.		SOUR	CE	DO	CUMEN	T NO.	VALUE		DAY	SOURCE	ſ	DOCUMENT	NO.	VALUE
ľ			INVENTORY BRO	DUGHT				54.861.4600	7	16	LOSS WITH SURVEY		4016	9V80	60.0000
ļ	7	1	FORWARD					54,801.4000	7	31	TRANSFER WITHOUT REIMBURSEMENT (USS HALYBURTO	N)	4031	9A18	455.5800
l	7	2	SYSCO HAMPTO (N00109)	N ROADS	4121	101	902F	3,542.7700	7	31	BULK SALE (WARDROOM USS ENTERPRISE)		4031	9E22	38.9500
Ì	7	6	SYSCO HAMPTO	N ROADS	4121	101	900B	229.6400	7	31	TRANSFER WITH REIMBURSEMENT (SALES OFFICER USS		4031	9K17	# 350.3200
ļ		0	(N00109)		4121		3008	225.0400		31	ENTERPRISE (CVN-85)) ISSUE TO THE GENERAL MESS				
	7	6	SYSCO HAMPTO (N00109)	N ROADS	4121	101	9010	2,168.3700	7	31	INVENTORY		_		73,644.5800
ľ	7	6	SYSCO HAMPTO	N ROADS	4125	101	9001	7.853.9300	7	31	SUBTOTAL				127,487.7600
ļ	_	_	(N00109)						7	31	PRICE ADJUSTMENT		_		791.3805
	7	6	SYSCO HAMPTO (N00109)	N ROADS	4121	101	9001	556.2000	7	31	TOTAL				128,279.1205
Î	7	7	SYSCO HAMPTO (N00109)	N ROADS	4121	101	9008	228.6600				_			
ŀ			SYSCO HAMPTO	N ROADS							NS 367:				
l	7	9	(N00109)		4128	101	9002	2,639.4800			Total				
	7	12	DLA		4132	101	903D	1,599.2000			i otal				
ſ	7	13	SYSCO HAMPTO (N00109)	N ROADS	4132	101	9001	5,841.6400					_		
ľ	-	12	SYSCO HAMPTO	N ROADS	4400	101	00000	1 080 5400					_		
ļ	7	13	(N00109)		4128	101	9020	1,868.5400					_		
11	7	13	SYSCO HAMPTO (N00109)	N ROADS	4128	101	903C	523.7400					_		
l															

### SCREEN SHOT: GENERAL MESS SUMMARY ALLOWANCE SECTION (NS 1359)

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File Edit	View Favorites	Tools	Help												
	Navy Reserve Navy ROTC	3		145	Food Cost (338)			+	73645	Ratio				0	
	Naval Academy	5		16	Surveys			+	60					-	/
	Marine Regular	6		916	Loss without Survey			+	0	Ratio less than 1	.00 means purchas	es, transfers,	and sales were less than	1 allowances.	
	Marine Reserve	7		6	Bulk Sales Transfer with Reimburseme	-+		+	39 350						
	Army Regular	8		351	Transfer without Reimburse			+	456						
	Army Reserve Army National Guard	9 10A		44 217	Inventory (Balance on Han			+	52938						
	Air Force National Guard			217	Sub Total			\$	127488						
	Air Force Regular	11		0	Price Adjustment			+	791						
	Coast Guard	12			Total			\$	128279						
	Foreign 1/	13			ALLOWANCES		RATIONS		RATE	VALUE	LAST FULL P	HYSICAL I	NVENTORY		
	Miscellaneous 1/ TARS	14 15			BASIC FOOD ALLOWANCE		6022		9.05	54499	Date:		07/2	9/2014	1
	Total Other Personnel 2/	16		3022	UNDER/OVER ISSUE CARRIED	)	COLL		0.00	+ 647					
	Grand Total 3/	17		6021*	FORWARD		269		1.35		Number of Da	-	2		
	1/ Prepare certification in acco	rdance with Er	ood Sendoe A	(ananament	1 TO 99 RATIONS 100 TO 149 RATIONS		269		1.35	363 382	Inventory Act	curacy Rate	e: %		
	NAVSUP Publication 486, C			nanagement,	SYSCO HAMPTON ROADS		6022		2.25	13550					
	2/ Codes 2 through 15. 3/ Codes 1 and 16.											0.40			
	<ul> <li>The value depicted in the Rai</li> </ul>	tion Breakdow	n & Allowanc	e Sections of the					-		II N	IS 13	359: Allo	owanc	ce
	General Mess Summary Do	cument (NAVS	SUP Form 13	59) is a result of									<u> </u>		
	rounding. Per the NAVSUP has been used to calculate th	Publication 48 he Total Allowa	so, the most a ances associ	ated with this									Sectior	ו	
	month/year.														
	CASH STATEMENT				Total Allowances					69441	Stores Consu	1 (40.50)		75489	
	Undeposited Bal Fwd			\$ 2722	Food Cost (338)					- 73845			ood Cost & Stores		
	Sale of Meals			+ 13456	Under/(Over) Issue					- 4204	Consumed	Detreenin	000 0001 0 010125	2.50%	
	Bulk Sales			+ 39							% Under/(Ove	er) Issue		6.05%	
	Surcharges Cash Deposited with D.C			+ 2117 - 15528	COUNTRY CODE: US										
	Other Sales of Meals	<i>.</i>		- 15520		APPROP	SUB	OBJ	BCN	SUB ,	AA TRANS	PAA	COST CODE	AMOUNT	
	Undeposited Sales			\$ 2808	ACCOUNTING CLASSIFICATION	AFEROF	HEAD	CLASS	DON	ALLOT '	TYPE	100	COST CODE	AMOUNT	
	CERTIFICATION												-		
		0.0.7	20		SALES SURCHARGES O&MN	1741453 1741804	2241 52FA	260 260	00022		8566 2D 8732 2D		500924SIK09T \$ 500924GLSURT \$	13388.85 2136.75	
		Collection Voucher #	DO Symbol	Date	TOTAL	1/11/01	or	200	00002	0 00	5701 1D	Dobbell	\$	15525.60	
		3159	8371	07/27/2014	SIGNATURE / COMMENTS										
		3109	63/1	0//2//2014						- In . i					
	CALVIN E. VILLANUEVA. CIV				Comments (Hand Written N	(ote):				Review	ed By Leading	CS (Signat	ure)		
	Standard Doc. No.		N000221	4MD12345											
	CERTIFICATION: I certif				The figures Contained in the	e 'Rations All	owed' colun	nn are cor	rect to the	best   CERT	IFY that the al	bove inform	nation is correct to t	the best of	1
	amount of 15525.60, repr				of my knowledge and belief						wledge and be	lief.			
	which wil be included in m the period of: 07/01/2014			untability for											
	the period of: 0//01/2014	Finlough 07	1/31/2014.		Executive/Personnel Office LONNIE U. MAYER, CDR	er (Signature)	(Date)				d by (Signature EL R. STEVEN		d Title) (Date)		
					LONNIE U. MATER, UDR					GADRI	LE A. OTEVEN	0, 01104			1
		10													15:58
		- <i>'</i> /e	3 0		W4					0 🖂 🛛	000	0 3	৯ 🙆 🛄 🔚	1 🛱 🕩	5/7/2015
		0													3/1/2013

### SCREEN SHOT: GENERAL MESS CONTROL RECORD OVER/UNDER ISSUE CARRIED FORWARD (NS 338)

e Edit	View	Favorites	Teele								eral Mess Cor						
e Eult	VIEW	ravonites	10015	пец													
					Genera	I Mess (	Control F	Record	(338)		_						
			ACTIVI		S ENTERP		VN 65)					NS :	338: O	ver/l	Jnder I	ssue	;
			ACTIVI										Carrie	d Fo	orward		
			MONT	нJul	y		YEAR	2014			~		Carrie		Jimara		
					GENERATE	<u>338</u> · <u>PR</u>	INTABLE V	ERSION	· DONE							1	
				MEAL			DATIONS			RATIO	N CREDIT		ONETARY OWANCE		FOOD COST		OVER/UNDER ISSUES
	MEALS SU	LD FOR C	ISH .		ME	ALS FED -	RATIONS	N KIND		RIK/CASH							
EAKFAST (2)	LUNCH (3)	DINNER (4)	NIGHT (5)	DAILY (6)	BREAKFAST (7)	LUNCH (8)	DINNER (9)	NIGHT (10)	DAILY (11)	SALES DAILY TOTAL (12)	CUMULATIVE TOTAL (13)	DAILY (14)	CUMULATIVE TOTAL (15)	DAILY (16)	CUMULATIVE TOTAL (17)	ONE RATION (18)	CURRENT BALANCE (19)
SUPPL	EMENTAL	SPECIAL =	1.35 / 0.5	5				OVER /	UNDER I	SSUE BALAN	CE BROUGHT F	ORWARD	647.17				647.17
84	80	12	0	53.60	416	349	276	0	333.20	387	387	4373.10	5020.27	4543.50	4543.50	11.74	476.77
58	36	2	0	26.80	284	272	154	0	227.20	254	641	2870.20	7890.47	3638.20	8181.70	14.32	-291.23
7	2	2	0	3.00	240	152	148	0	168.00	171	812	1932.30	9822.77	2275.23	10456.93	13.31	-634.16
5	6	1	0	3.80	99	84	65	0	79.40	83	895	1049.95	10872.72	1440.69	11897.62	17.36	-1024.90
46	94	13	0	52.00	149	259	141	0	189.80	242	1137	2734.60	13607.32	2699.26	14596.88	11.15	-989.56
61	131	28	0	75.00	135	213	145	0	170.20	245	1382	2768.50	16375.82	1435.96	16032.84	5.86	342.98
70	104	12	0	60.40	146	205	134	0	164.80	225	1607	2542.50	18918.32	3167.46	19200.30	14.08	-281.98
65	130	25	0	75.00	134	217	147	0	172.40	247	1854	2791.10	21709.42	3478.84	22679.14	14.08	-969.72
59	64	19	0	45.00	147	172	74	0	127.80	173	2027	1954.90	23664.32	2358.28	25037.42	13.63	-1373.10
21	132	5	0	59.00	98	56	68	0	69.20	128	2155	1516.80	25181.12	1150.88	26188.30	8.99	-1007.18
22	22	8	0	16.40	95	89	80	0	86.60	103	2258	1220.55	26401.67	1145.38	27333.68	11.12	-932.01
39	159	23	0	80.60	152	219	141	0	174.40	255	2513	2881.50	29283.17	2799.27	30132.95	10.98	-849.78

### SCREEN SHOT: GENERAL MESS CONTROL RECORD TOTAL ALLOWANCES (NS 338)

		_				Unc	lassified							
														- F
n1.na	vsisa. <b>na</b>	<b>y.mil</b> /fsmte	stp486/R	eports/Re	:p3: 🔎	- 🗎 C	🥥 Gene	eral Mess Con	trol Reco	×				6 🛠
Tools	Help													
0	66.40	150	273	119	0	188.80	253	3063	2858.90	35498.17	2806.13	35828.55	11.09	-330.38
0	64.60	82	167	108	0	125.60	190	3253	2147.00	37645.17	1957.98	37788.51	10.31	-141.34
0	45.80	110	372	88	0	208.00	252	3505	2847.60	40492.77	2158.49	39945.00	8.57	547.77
0	9.60	96	147	49	0	97.60	107	3612	1287.95	41760.72	2181.49	42128.49	20.39	-385.77
0	10.20	106	158	70	0	112.40	123	3735	1457.55	43218.27	1831.09	43957.58	14.89	-739.31
0	53.20	150	214	153	0	176.80	230	3965	2599.00	45817.27	2506.23	46463.81	10.90	-846.54
0	57.60	220	287	161	0	223.20	281	4246	3175.30	48992.57	2552.09	49015.90	9.08	-23.33
0	64.80	255	266	161	0	221.80	287	4533	3243.10	52235.67	3217.94	52233.84	11.21	1.83
										INVENTORY ADJU STMENT	40.10	52273.94	0.00	-38.27
0	44.60	234	153	130	0	160.00	205	4738	2316.50	54552.17	3796.49	58070.43	18.52	-1518.26
0	8.40	142	102	103	0	110.40	119	4857	1410.15	55962.32	1568.64	57639.07	13.18	-1676.75
0	5.80	150	104	94	0	109.20	115	4972	1382.75	57325.07	1498.61	59137.68	13.03	-1812.61
0	8.40	48	52	52	0	51.20	60	5032	759.00	58084.07	930.87	60068.55	15.51	-1984.48
0	4.40	50	65	57	0	58.80	63	5095	796.95	58881.02	787.67	60856.22	12.50	-1975.20
0	48.00	88	178	108	0	130.80	179	5274	2022.70	60903.72	1242.26	62098.48	6.94	-1194.76
0	55.80	131	193	147	0	162.20	218	5492	2463.40	63367.12	3022.28	65120.76	13.86	-1753.64
0	125.40	100	100	100	0	100.00	225	5717	2542.50	65909.62	5515.47	70838.23	24.51	-4728.61
0	2.80	188	299	205	0	239.20	242	5959	2734.60	68644.22	1942.93	72579.16	8.03	-3934.94
0	5.60	73	58	50	0	57.00	63	6022	796.95	69441.17	1085.42	73844.58	16.91	-4203.41
								6022		69441.17		73644.58	12.23	-4203.41

### SCREEN SHOT: GENERAL MESS CONTROL RECORD FOOD COST (NS 338)

	_	_	_		_	Unc	assified				_	_	_	
n1.na	vsisa. <b>nav</b>	<b>y.mil</b> /fsmte	stp486/R	eports/Re	p3: 🔎	- 🗎 C	🖉 Gen	eral Mess Con	trol Reco	×				fr 🗹
۲ools	Help													
0	66.40	150	273	119	0	186.80	253	3063	2858.90	35498.17	2806.13	35828.55	11.09	-330.38
0	64.60	82	167	106	0	125.60	190	3253	2147.00	37645.17	1957.96	37788.51	10.31	-141.34
0	45.80	110	372	88	0	206.00	252	3505	2847.60	40492.77	2158.49	39945.00	8.57	547.77
0	9.60	96	147	49	0	97.60	107	3612	1287.95	41760.72	2181.49	42126.49	20.39	-385.77
0	10.20	108	158	70	0	112.40	123	3735	1457.55	43218.27	1831.09	43957.58	14.89	-739.31
0	53.20	150	214	153	0	176.80	230	3965	2599.00	45817.27	2508.23	46463.81	10.90	-846.54
0	57.60	220	287	161	0	223.20	281	4246	3175.30	48992.57	2552.09	49015.90	9.08	-23.33
0	64.80	255	266	161	0	221.80	287	4533	3243.10	52235.67	3217.94	52233.84	11.21	1.83
										INVENTORY ADJUSTMENT	40.10	52273.94	0.00	-38.27
0	44.60	234	153	130	0	160.00	205	4738	2316.50	54552.17	3796.49	58070.43	18.52	-1518.28
0	8.40	142	102	103	0	110.40	119	4857	1410.15	55962.32	1588.64	57639.07	13.18	-1676.75
0	5.80	150	104	94	0	109.20	115	4972	1382.75	57325.07	1498.61	59137.68	13.03	-1812.61
0	8.40	48	52	52	0	51.20	60	5032	759.00	58084.07	930.87	60068.55	15.51	-1984.48
0	4.40	50	65	57	0	58.80	63	5095	796.95	58881.02	787.67	60856.22	12.50	-1975.20
0	48.00	88	178	108	0	130.80	179	5274	2022.70	60903.72	1242.26	62098.48	6.94	-1194.78
0	55.80	131	193	147	0	162.20	218	5492	2463.40	63367.12	3022.28	65120.76	13.86	-1753.64
0	125.40	100	100	100	0	100.00	225	5717	2542.50	65909.62	5515.47	70638.23	24.51	-4728.61
0	2.80	188	299	205	0	239.20	242	5959	2734.60	68644.22	1942.93	72579.18	8.03	-3934.94
0	5.60	73	58	50	0	57.00	63	6022	798.95	69441.17	1085.42	73844.58	16.91	-4203.41
								6022		69441.17		73644.58	12.23	-4203.41

### SCREEN SHOT: GENERAL MESS CONTROL RECORD OVER/UNDER ISSUE AMOUNT (NS 338)

	_	_	_	_		Unc	lassified						_	
n1.na	/sisa. <b>na</b> v	<b>/y.mil</b> /fsmte	stp486/R	eports/Re	p3: 🔎	- 🗎 C	🧟 Gene	eral Mess Con	trol Reco	×				6 😒
Tools	Help													
0	66.40	150	273	119	0	188.80	253	3063	2858.90	35498.17	2806.13	35828.55	11.09	-330.38
0	64.60	82	167	108	0	125.60	190	3253	2147.00	37645.17	1957.96	37788.51	10.31	-141.34
0	45.80	110	372	88	0	208.00	252	3505	2847.60	40492.77	2158.49	39945.00	8.57	547.77
0	9.60	96	147	49	0	97.60	107	3812	1287.95	41760.72	2181.49	42128.49	20.39	-385.77
0	10.20	108	158	70	0	112.40	123	3735	1457.55	43218.27	1831.09	43957.58	14.89	-739.31
0	53.20	150	214	153	0	176.80	230	3965	2599.00	45817.27	2506.23	46463.81	10.90	-846.54
0	57.60	220	287	181	0	223.20	281	4248	3175.30	48992.57	2552.09	49015.90	9.08	-23.33
0	64.80	255	288	161	0	221.80	287	4533	3243.10	52235.67	3217.94	52233.84	11.21	1.83
										INVENTORY ADJU STMENT	40.10	52273.94	0.00	-38.27
0	44.60	234	153	130	0	160.00	205	4738	2316.50	54552.17	3796.49	58070.43	18.52	-1518.26
0	8.40	142	102	103	0	110.40	119	4857	1410.15	55962.32	1588.64	57639.07	13.18	-1878.75
0	5.80	150	104	94	0	109.20	115	4972	1382.75	57325.07	1498.61	59137.68	13.03	-1812.61
0	8.40	48	52	52	0	51.20	60	5032	759.00	58084.07	930.87	60068.55	15.51	-1984.48
0	4.40	50	65	57	0	58.80	63	5095	796.95	58881.02	787.67	60856.22	12.50	-1975.20
0	48.00	88	178	108	0	130.80	179	5274	2022.70	60903.72	1242.28	62098.48	6.94	-1194.76
0	55.80	131	193	147	0	162.20	218	5492	2483.40	63367.12	3022.28	65120.76	13.88	-1753.64
0	125.40	100	100	100	0	100.00	225	5717	2542.50	65909.62	5515.47	70838.23	24.51	-4728.61
0	2.80	188	299	205	0	239.20	242	5959	2734.60	68844.22	1942.93	72579.16	8.03	-3934.94
0	5.60	73	58	50	0	57.00	63	6022	798.95	69441.17	1085.42	73844.58	16.91	-4203.41
								6022		69441.17		73644.58	12.23	-4203.41

### SCREEN SHOT: STORES CONSUMED REPORT STORES CONSUMED AMOUNT (NS 1059)

						nclassifie	20		-	-	_	_	
-)@	https://nvssvd	fsm1.navsisa. <b>navy</b>	.mil/fsmtes	.tp486/Reports	;/Rep1( 🔎 🗕 🔒	c @	Stores Consum	ed Report (1 ×					☆ ☆
Edit Vie	ew Favorites	Tools Help								_			
											NS	1059	SC: Stores
					C		(4050)						ed Amoun
					Stores Consu		роп (1059)				00	ISUIII	eu Amoun
			ACTIVITY	USS ENTER	RPRISE (CVN-	65)	_		~				
			MONTH	July	$\sim$	YEA	R 2014	~					/
					SEARCH · PRIN	TABLE VER	SION · DONE						/
			·		346 Items F	ound for	July 2014						
							-					,	
		USS ENTER	PRISE (CVN-		ORES CONSUMED	(CREATED	07MAY15)					5,489.1033	
	FIC A			NOMEN	CLATURE			<u>N SN</u>	빈	QTY	<u>UP</u>	VALUE	
	A18	CKN, BONED, CN, 6/2						890501E091152	CN	12.00	7.3700	88.4400	
	A32	TUNA, LT, PG, 6/43 (						890501E099941 891001E190517	PG BG	3.00	10.8500	32.5500	
	A78 B10	MILK, DRY, INST, NI APPLESAUCE, #10	F, 0/5 LB BO					891501E293066	CN	4.00	5.5800	72.8400	
	B10 B34	VEG, BEANS, KIDNE	CANNED		GR & 6/NO 10 CN			891501E290350	CN	4.00	4.3700	17.4800	
	B50	BEANS, REFRIED, C			5111, 6110. 10 011			891501E298089	CN	10.00	5.4300	54.3000	
	B54	BEANS, BAKED CN			R #10 SZ C			891501E099521	CN	22.00	6.3100	138.8200	
	B54	VEG, BAKED BEAN,						891501E199417	CN	31.00	5.6000	173.6000	
	866	BEETS, #10						891501E197170	CN	2.00	4.9700	9.9400	
	B72	FRUIT, BLUEBERRIS	ES, WATER PA	ACK, US				891501E297008	CN	3.00	13.2700	39.8100	
	B95	CHERRIES, MARASC	HINO, 16 OZ					891501E296383	со	3.00	2.3700	7.1100	
	B98	GREENS,COLLARD,	CN,SEASONE	D,MIN 101 OZ CI	N,6/#10CN			891501E397051	CN	6.00	4.5300	27.1800	
	C14	CRANBERRY SAUC	E,JELLIED, #1	0				891501E198012	CN	3.00	7.0600	21.1800	
	C32	JUICE, APPLE, FZN,	, CONC, 5/1, U	JNSWT, 3/3 LT C	O, FOR DISP			891501E621112	со	33.00	26.2200	885.2800	
	C35	BEV BASE, CRANBER	RRY COCKTA	IL,SWT,FZN,COM	VC,25% JUICE,W/VI	T C,4/1,3/3	LT CO,FOR DI	896001E621120	со	28.00	24.7600	643.7600	]
	C47	JUICE, LEMON, REC	CONSTITUTED	, 12/32 FL OZ BT				891501E090178	BT	1.00	1.8900	1.8900	
	C76	ORANGES, MANDAR	RIN, CN, SEG	JENTS, L/S, 6/#1	0 CN			891501E197108	CN	6.00	5.6600	33.9600	
	D11	REANS GARRANZO	CN 8/#10 CI	N				291501E095930	CN	8.00	4 0500	24 3000	

# AUDIT SHEET PAGE 1

COMAND		END OF MON	TH AUDIT SHEET		UIC_		
Month	FSM version:				Days Opera		Days In Por
From Current Month's 1359	Supporting Docur	ments	Corrected Report	*	Final Y		
Navy Rats Allowed	Muster Rep		ALLOWANCES	RATIONS	RATE	VALUE	
Other Rats Allowed	Total Other Personnel		Basic Allowances				
Total Rats Allowed			Under/Over CF				
RATION BREAKDOWN			99 or less				
Navy Regular	1292 or 338		100 to 149				
Rations sold for cash	1544/1046/Credit		Other PV				
Other codes 1 thru 12	Cert not required		Other				
Other (See Note 1) needs Certificate	Cert required		Other				
Total Other							
Total			Adjustment				
CASH STATEMENT			Total Allowances				
CADITOTATEMENT	1359 Previous		Food Cost				
Undeposited BBF	Month Ending		Under/Over Issue				
	Undeposited		Under/Over issue				
	1046		From Current Mon	th's 1359			
Sale of Meals	Credit Card						
	1544		% Diff. Bet. Food c		onsumed		
Bulk Sales	1149/Funding		% Under/Over Issu				
	1046		Inventory Data from	n FSM and 135	i9		
Surcharges	Credit Card 1544						
			Total Carried				
Cash Deposited D.O.	NS470/Navy Cash/Auto 1131		No. Adjusted		Total Carri	ed	_%
Other Sales/Meals							
(See Note 2)			Number of Days SI	nce Last Full I	nventory		
Undeposited Sales	Carried Fwd to next month		Date of Last Full In				
1359 Sales	Voucher		Inventory Accurac	y Percentage			
Certification amount 1359 Surcharge	D.O. Symbol		Note 1/Cert Letters	Cubmilitad in	MANDELID	_	
Certification amount	D.O. Symbol		Note I/Cert Letters	Submitted to	NAVSUP		
RECEIPTS							
	Previous		Note 2/Justification	/Funding Doc	s Submitted t	to	
Inventory BBF	Month 1359		NAVSUP			-	
Receipts w/Charge	Total Receipts (Hard Copy)					_	
Receipts w/o Charge	Total 1149						
Total	Receipts						
EXPENDITURES	at the second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second se		and Freed Oracle		1050 01-00		
Food Cost	Stores Consumed		338 Food Cost		1359 Stores consumed		
Surveys	DD200		Comments:				
Loss w/o Survey	N\$1334						
Bulk Sales	N\$1149						
*Transfer with Reimbursement	N\$1149		*Need to submit s	upporting doci	uments to NA	VSUP.	
Transfer without Reimbursement	N\$1149						
Inv. Bal on hand	Book						
Sub Total	arvencory						
	Percentage see						
Price Adj.	Misc notes						

# AUDIT SHEET PAGE 2

	Additional Audit Checks				
Inventories				Initials	
			RK	LCS	FSO
Not more than 90 days since last full inventory.					
Weekly spot checks done (10% of total line items	carried).				
All adjustments over 5% have been researched an	d PI Discrepancy Report (1059) Initialed by FSO.				
1046/1544/338 Verification					
Dally 1090 actual fed RIK and Cash headcounts m	atch Daily 1292, should not exceed Daily RIK hea	dcounts 338 (afloat).			
Daily 1090 actual fed RIK and Cash headcounts n	matches Daily 1292 Recapitulation / 338 (ashore)				
Wardroom paid previous months Mess Bill by the	15 <sup>th</sup> of the current month.				
FSO signs and dates 1046 at the end of the accou	nting period.				
Use of other sales of meal line on the 1355 in exce to NAVSUP (I.e. SF1080/MIPR etc.).	ess of \$10.00 requires NAVSUP approval with sup	porting documents submitted			
1046/1544 headcount matched 338 columns 2 thru	u 6 cash sales headcount (afloat) or 1544/credit ca	rd report (ashore).			
Receipt Verification/FIAR Note: Stores Sent Re	ecelpt Report (Ashore only)				
MILSTRIP Data, Stores Sent Order Report, Vendor	s Involce, FSM Order Accepted/Receipt Detail are	on file in the retained return	i/accou	ntability	file.
Received/Receipt Quantities of FSM Order (Accep	ted Status) & FSM Receipt Detail supports quanti	ty actual delivered (all sourc	is vend	or invol	:88)
Vendor Invoice has Printed Name, Signature and documents must be printed with quantities circled	Date by FSO or authorized agent in thier absence d and legibly signed and dated).	. (All hard copy receipt			
MILSTRIP DATA with printed name, signature of F	SO and date or the authorized agent in their abse	nce.			
REQ number in FSM matches PO number on Store					
Monthly total money value of each FSM Order (Ad	ccepted Status) and FSM Receipt Detail matches 1	336, 367, 1359 Reports.			
Reporting Of Over Issue To NAVSUP N42 VIA TYC	OM				
End of the FY.					
Upon the disestablishment of the GM.					
On relief of the FSO.					
Over issues greater than 10 percent of the total all	lowances for three consecutive months.				
Miscellaneous					
Purchases outside of normal channels have Appro	oval (routing sheet) on file.				
Required reports maintained for 10 Years.					
Originals maintained when corrected report done	and an * is placed next to number on corrected re	port.			
Variations of more than 2% Difference Between Fo	ood Cost & Stores Consumed require review.				
If a price adjustments exceeds 10 percent of the v	alue of food cost (NAVSUP Form 338) a comment	Is annotated on the 1359.			
Navy Cash EOM Summary Report agrees with dep	posit on the 1359.				
Records Keeper	Leading Culinary Specialist	Food Service	office	r	
Min and	Min and	WHY MAN			

# **APPENDIX D**

# LETTERS OF AUTHORITY

# Part A: SAMPLE TEMPLATES FOR LETTERS OF AUTHORITY

Authorization for the Advancement of A Change Fund for the General Mess	
Record of Appointment First Endorsement Supply Officer	
Record of Appointment (Food Service Officer)	
Record of Temporary Appointment (Food Service Officer)	<mark>D7</mark>
Record of Appointment First Endorsement Food Service Officer	<u>D8</u>
Authority to Requisition Subsistence Items from the General Mess to the Wardroom	<u>D9</u>
Authority to Maintain NAVSUP Form 1046	<u>D10</u>
Authorization for the General Mess to Purchase Food Items from the Ship Store	<u>D11</u>
Record of Appointment (Commanding Officer)(Includes First Endorsement)	
Authority to Sell Meals from the General Mess on a Credit Basis	
Authority to Requisition Subsistence	
Food Service Officer Relief of Accountability	
Request for Relief of Financial Accountability	
Notice of Intent to Establish a General Mess or Branch Mess	<u>D17</u>
Notice of Intent for Homeport Change	
Notice of Intent to Re-Establish a General Mess Ashore	
Over Issue Justification (includes First Endorsement)	<u>D20</u>
Request Authorization to Use the Other Sale of Meal Line (includes First Endorsement)	<u>D21</u>
Disestablishment of a General Mess or Branch Mess	
Notice of Intent to Establish an Alternative Mess Ashore	
Temporary Closure of a General Mess	
Designated Meal Sampler	<u>D25</u>

# APPENDIX D

# LETTERS OF AUTHORITY

# PART A: SAMPLE TEMPLATES FOR LETTERS OF AUTHORITY

The following pages provide sample templates for all Letters of Authority needed in the operation of a General Mess afloat and/or ashore.

NOTE: A Letter of Authority is required from the Commanding Officer when there is only one Supply Corps Officer (SUPPO) who is performing SUPPO and Food Service Officer duties.

# AUTHORIZATION FOR THE ADVANCEMENT OF A CHANGE FUND FOR THE GENERAL MESS

4061 Ser/ (Date)

#### From: Supply Officer, USS ENTERPRISE (CVN 65) To Food Service Officer, Name, Rank, Service

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

Ref: (a) FMR, Vol 5, Para 030404 (b) NAVSUP P-486, Vol, Paras 1115, 2202.6

1. In accordance with references (a) and (b), you are hereby authorized to advance the General Mess a change fund in the minimum amount necessary for operations not to exceed \$250.00.

2. Procedures for the advance, verification, and return of change funds will be in accordance with reference (b). When advancing a change fund to the responsible custodian, you will ensure that a receipt (NAVCOMPT Form 2114) is signed.

(Signed) Supply Officer

Copy to: File

# **RECORD OF APPOINTMENT (SUPPLY OFFICER)**

		4061 Ser (Date)
From: To:	Supply Officer, USS ENTERPRISE (CVN 65) Name, Rank, Service	
Subj:	RECORD OF APPOINTMENT (Name of Appointee)	
Ref:	<ul> <li>(a) NAVSUP P-486, Paras 1113, 2201.1b</li> <li>(b) NAVSUP P-486, Paras 1113, 2201</li> <li>(c) NAVSUP P-486, Paras 1113, 2201.3</li> <li>(d) NAVSUP P-486, Paras 1113, 6301</li> <li>(e) NAVSUP P-486, Paras 6300, Appendix G</li> <li>(f) NAVSUP P-486, Paras 1115, 1202.3</li> <li>(g) NAVSUP P-486, Para 4102.6</li> </ul>	
You a	re hereby appointed or authorized as: (Check all applicable blocks)	
a.	Control Officer for the Handling and Security of the Cash Meal Payment Book (DD Form 1544)	Ref (a) [ ]
b.	Authority for the Cash Sale of Meals from the General Mess	Ref (b) [ ]
C.	Authority for the Sale of Meals from the General Mess on a Credit Basis (NAVSUP 1046)	Ref (c) [ ]
d.	Authority for the Sale of Food Items to Afloat Messes	Ref (d) [ ]
e.	Authority for the Sale of Food Items to Activities other than Afloat Messes	Ref (e) [ ]
f.	Custodial Authorization to Hold Group II Duplicate Master Key	Ref (f) [ ]
g.	Authority to Purchase Food Items from the Ship Store to the General Mess	Ref (g) [ ]

Applicable instructions listed above will be strictly adhered to.

Copy to: Food Service Officer File

(Signed) Supply Officer By direction

### RECORD OF APPOINTMENT FIRST ENDORSEMENT SUPPLY OFFICER

4061 Ser (Date)

### FIRST ENDORSEMENT

From: Name, Rate, Service To: Supply Officer, USS ENTERPRISE (CVN 65)

Subj: **RECORD OF APPOINTMENT** I have familiarized myself with the provisions of the instructions listed in reference (a) through (g) concerning my appointment(s).

Very respectfully,

Name

Copy to: Food Service Officer File

### **RECORD OF APPOINTMENT (FOOD SERVICE OFFICER)**

4061 Ser (Date)

#### From: Food Service Officer, USS ENTERPRISE (CVN 65) To: Name, Rank, Service

#### Subj: RECORD OF APPOINTMENT (Name of Appointee)

Ref: (a) NAVSUP P-486, Vol I, Paras 1107.8, 1107.9, 1113, 2201.1, and FMR, Vol 5 (b) NAVSUP P-486, Vol I, Paras 1107.4, 1113

(c) NAVSUP P-486, Vol I, Paras 1107.5, 1113, 5203

(d) NAVSUP P-486, Vol I, Paras 1107.5, 1113, 2201.1

(e) NAVSUP P-486, Vol I, Paras 1113, 1107.6

- (f) NAVSUP P-486, Vol I, Paras 1107.7
- (g) NAVSUP P-486, Vol I, Para 2303.2b

You are hereby appointed or authorized as: (check all applicable blocks)

a.	General Mess Cash Collection Agent or Authorized Funds Custodian	Ref (a)	[]
b.	Food Service Recordskeeper	Ref (b)	[]
C.	Receipt Inspector for Subsistence in the Absence of the Food Service Officer	Ref (c)	[]
d.	Cashier to Receive Payment for Meals Sold from the General Mess	Ref (d)	[]
e.	Bulk Storeroom Custodian	Ref (e)	[]
f	Stores Operator	Ref (f)	[]
g.	Supervise the Signing of Meal Signature Record (NAVSUP Form 1291) (Master At Arms)	Ref (g)	[]

Applicable instructions listed above will be strictly adhered to.

(signed) Food Service Officer By direction

Copy to: Supply Officer Service Member Training File

RECORD OF TEMPORARY APPOINTMENT (FOOD SERVICE OFFICER)

From: Food Service Officer, USS NEVERSAIL (CVN XX)

To: Name, Rank, Service

### Subj: RECORD OF TEMPORARY APPOINTMENT (FOOD SERVICE OFFICER)

- Ref: (a) NAVSUP P-486, Vol I, Paras 1113, 2201.1, and FMR, Vol 5
  - (b) NAVSUP P-486, Vol I, Paras 1106.4, 1107.4, 1113
  - (c) NAVSUP P-486, Vol I, Paras 1113, 5203
  - (d) NAVSUP P-486, Vol I, Paras 1113, 2201.1
  - (e) NAVSUP P-486, Vol I, Paras 1113, 1107.6
  - (f) NAVSUP P-486, Vol I, Paras 1107.7
  - (g) NAVSUP P-486, Vol I, Para 2303.2b

In my absence, you are hereby appointed and authorized to hold and perform the duties as Food Service Officer. Applicable instructions listed above will be strictly adhered to.

(Signed) Food Service Officer By direction

Copy to: Supply Officer Service Member Training File

# RECORD OF APPOINTMENT FIRST ENDORSEMENT FOOD SERVICE OFFICER

4061 Ser (Date)

### FIRST ENDORSEMENT

From: Name, Rate, Service To: Food Service Officer, USS ENTERPRISE (CVN 65)

### Subj: RECORD OF TEMPORARY APPOINTMENT (FOOD SERVICE OFFICER)

I have familiarized myself with the provisions of the instructions listed in reference (a) through (g) concerning my appointment(s).

Very respectfully,

Name

Copy to: Supply Officer Food Service Officer File

### AUTHORITY TO REQUISITION SUBSISTENCE ITEMS FROM THE GENERAL MESS TO THE WARDROOM

4061 Ser/ (Date)

From: Wardroom Officer, USS ENTERPRISE (CVN 65) To: Food Service Officer

# Subj: AUTHORITY TO REQUISITION SUBSISTENCE ITEMS FROM THE GENERAL MESS TO THE WARDROOM

Ref: (a) NAVSUP P-486, Volume 1, Chap 6, Para 6301.1

In accordance with reference (a), the following named individual is authorized to requisition provisions from the General Mess to the Wardroom.

(Typed name of authorized requisitioner)

(Sample signature)

(Signed) Wardroom Mess Officer

Copy to: Supply Officer Wardroom Officer File

### **AUTHORITY TO MAINTAIN NAVSUP FORM 1046**

4061 Ser (Date)

From: Food Service Officer, USS ENTERPRISE (CVN 65) To: Name, Service

### Subj: AUTHORITY TO MAINTAIN NAVSUP FORM 1046

- Ref: (a) NAVSUP P-486, Vol I, Paras 1113, 1115, 2201.3
- 1. In accordance with reference (a), you are hereby granted the authority to maintain the NAVSUP Form 1046.
- 2. Applicable instructions contained in reference (a) will be strictly adhered to.

(Signed) Food Service Officer

Copy to: Supply Officer File Designated 1046 Agent

### AUTHORIZATION FOR THE GENERAL MESS TO PURCHASE FOOD ITEMS FROM THE SHIP STORE

4061 Ser (Date)

From: Supply Officer, USS ENTERPRISE (CVN 65) To: Food Service Officer, Name, Rank, Service,

# Subj: AUTHORIZATION FOR THE GENERAL MESS TO PURCHASE FOOD ITEMS FROM THE SHIP STORE

Ref: (a) NAVSUP P-486, Vol I, Para 4102.2b.6

1. In accordance with references (a), you are hereby authorized to purchase ship store food items of individual serving size for special meals in support of the NSCM. Items authorized for purchase include bottled water, canned soda, and individual size food servings to support special meals, box lunches, flight meals, combat feeding, and steel beach picnics. Individual cans and/or bottles of carbonated and/or noncarbonated beverages are not authorized for use on the serving line in GMs. All sales between the ship store and the General Mess must be documented on NAVSUP Form 1149 and must be recorded as a Receipt with Charge.

(Signed) Supply Officer

Copy to: Food Service Officer File

# **RECORD OF APPOINTMENT (COMMANDING OFFICER)(INCLUDES FIRST ENDORSEMENT)**

	(C	n Letterhead)		4061 Ser/ (Date)
From: To:	Commanding Officer ( <i>appointee rank, name</i> )			(200)
Subj:	RECORD OF APPOINTMENT (Name	of Appointee)		
Ref:	(a) NAVSUP P-486 Volume 1, Chapter (b) NAVSUP P-486 Volume 2, Chapter			
1. In	accordance with reference (a/b), you are	hereby appointed	l as:	
b. <b>W</b>	ood Service Officer ardroom Mess Treasurer ardroom Officer	Ref (a) Ref (b) Ref (b)	[ ] [ ] [ ]	
2. Yo and (b	ou are directed to carry out your duties a ).	and responsibilitie	s as prescribed in refe	erences (a)
	(5	aned)		

(signed) Commanding Officer \_\_\_\_\_

# FIRST ENDORSEMENT

From: (appointee rank, name) To: Commanding Officer

1. Appointment as (Food Service Officer/Wardroom Mess Treasurer/Wardroom Officer) is accepted. I have familiarized myself with the provisions of reference (a/b) concerning this appointment.

Very Respectfully,

Copy to: Supply Officer Food Service Officer Wardroom Mess Treasurer Wardroom Officer

(date)

### AUTHORITY TO SELL MEALS FROM THE GENERAL MESS ON A CREDIT BASIS

4061 Ser (Date)

From: Supply Officer To: Food Service Officer

### Subj: AUTHORITY TO SELL MEALS FROM THE GENERAL MESS ON A CREDIT BASIS

Ref: (a) NAVSUP P-486, Vol I, Paras 1115, 2201.3a

1. In accordance with reference (a), when considered necessary and practical, you are hereby authorized to sell meals from the General Mess on a credit basis using either the regular or optional procedure.

2. Procedures for the credit sales of meals as outlined in reference (a) are to be strictly adhered to.

### (Signed) Supply Officer

Copy to: Wardroom Mess Treasurer or Wardroom Officer

# AUTHORITY TO REQUISITION SUBSISTENCE

4061 Ser/ (Date)

From: Commanding Officer To: Food Service Officer

### Subj: AUTHORITY TO REQUISITION SUBSISTENCE AND OBLIGATE FUNDS FOR

### SUBSISTENCE

Ref: (a) NAVSUP P-486, Vol I, Chap 1, Para 1105.3

1. In accordance with reference (a), you are hereby authorized to procure provisions citing the Subsistence in Kind line of accounting.

2. Procedures for requisitioning outlined in reference (a) must be strictly adhered to.

(Signed) Commanding Officer

Copy to: Supply Officer

Note: All food entrusted to the Food Service Officer belongs to the BUPERS Subsistence account for which the FSO is held personally and legally responsible under Title 31, U. S. Code Section 17.

# FOOD SERVICE OFFICER RELIEF OF ACCOUNTABILITY

4061 Ser (Date)

From: CW03 William B. Gilbert, SC, USN To: Commanding Officer

Via: Supply Officer

### Subj: FOOD SERVICE OFFICER RELIEF OF ACCOUNTABILITY

Ref: (a) NAVSUP P-486, Vol I, Para 1105.3, 7100.5

1. Approval is requested for LT Douglas T. Smith to be relieved of his duties as Food Service Officer onboard USS \_\_\_\_\_\_ by CW03 William B. Gilbert as of <u>date relieved.</u>

2. In accordance with reference (a), a joint inspection of the Food Service spaces and records were conducted on <u>date of inspection</u>.

3. Provisions valued at \$\_\_\_\_\_ have been physically inventoried and verified.

4. The total inventory adjustment is (-)

5. The General Mess currently is <u></u>under/over issue.

6. Undeposited sales (Ashore/Afloat) have been identified for the current and prior year.

7. \_\_\_\_\_ pieces of galley equipment (small mixer and galley oven) are inoperative.

8. The overall condition of the Food Service Division is considered satisfactory/unsatisfactory.

9. There is no disagreement between these officers about the conditions discovered, and I assume full accountability of the food service operation.

Very respectfully, Very respectfully,

D.T. SMITH Relieved Officer W.B. GILBERT Relieving Officer

Copy to: NAVSUP 443 TYCOM/CNIC Regional Director N9 MEMBER File

# REQUEST FOR RELIEF OF FINANCIAL ACCOUNTABILITY

4061 Ser/ (Date)

- From: Smith, Again, LT, Food Service Officer
- To: Director, Navy Food Service (N432)
- Via: (1) Commanding Officer, USS ENTERPRISE (CVN 65) (2) TYCOM/CNIC

### Subj: REQUEST FOR RELIEF OF FINANCIAL ACCOUNTABILITY

- Ref: (a) NAVSUP P-486, Vol I, Chap 1, Paras 1114.3a
- Encl: (b) Supporting documents

1. Per reference (a), I am requesting relief from financial accountability in the amount of <u>\$</u>\_\_\_\_\_\_. I assumed the duties as Food Service Officer on board USS NEVERSAIL, (date).

2. During the period \_\_\_\_\_. (Describe who, what, where, when, and how this happened. What events led up to the relief? How will you prevent this from happening again?)

(The CO's endorsement must include specific information needed in accordance with reference 1114.3a).

AGAIN SMITH LT, SC, USN

# NOTICE OF INTENT TO ESTABLISH A GENERAL MESS OR BRANCH MESS

4061 Ser/ (Date)

From: Commanding Officer, PCU ENTERPRISE (CVN 80)

- To: Commander, Naval Personnel (N10)
- Via: Director, Navy Food Service (N432) (ENDORSEMENT)
   (1) Commander, Naval Installations Command (CNIC Regional Director N9 ASHORE)
   (2) Commander, Naval Surface Forces Atlantic/Pacific (TYCOM AFLOAT)

# Subj: NOTICE OF INTENT TO ESTABLISH A GENERAL MESS OR BRANCH MESS

Ref: (a) NAVSUP P-486, Vol 1, Chap 1, Paras 1006, 1010

1. In accordance with reference (a), notice is hereby made of the intent to establish a General Mess on board PCU ENTERPRISE (CVN80).

- 2. The following information is provided:
  - a. Date to start feeding
  - b. Date of Commissioning
  - c. Anticipated Number to be fed
  - d. Supply Officer
  - e. Food Service Officer
  - f. Leading Culinary Specialist
  - g. Telephone number
  - h. Email Address
  - i. Ships DODAAC/UIC prior to Commissioning
  - j. Ships DOAAC/UIC upon Commissioning
  - k. Ships Current mailing address
  - I. Homeport mailing address to include the FPO address
  - m. Current Prime Vendor
  - n. Assigned Homeport Prime Vendor

3. It is requested that PCU ENTERPRISE (CVN80) be provided all current notices and instructions and any other pertinent material for the operation of a General Mess. It is further requested that the ship be placed on the distribution list for such instructions and notices.

4. Point of contact is LT Frank Epps, Food Service Officer, at COM: (XXX) XXX-XXXX, DSN: XXX-XXXX.

FRANK CABLE CDR, SC, USN

Copy to: Supply Officer

# **NOTICE OF INTENT FOR HOMEPORT CHANGE**

4061 Ser/ (Date)

From: Commanding Officer, USS ENTERPRISE (CVN 65)

- To: Director, Navy Food Service (N432)
- Via: (1) Type Commander

### Subj: NOTICE OF INTENT FOR HOMEPORT CHANGE

Ref: (a) NAVSUP P-486, Vol I, Paras 1014

1. Notice is hereby made of our intent to change home ports from Norfolk, VA to San Diego, CA. USS ENTERPRISE (CVN 65) will be in place on or about (dd/mm/yyyy).

- 2. The following information is provided:
  - a. Ultimate homeport mailing address
  - b. DODAAC/UIC with Service Indicator
  - c. Prime Vendor
  - d. Food Service Officer
  - e. Leading Culinary Specialists
  - f. E-mail address
  - g. Phone Number
  - h. Fax Number

3. The Food Service Management (FSM) System has been updated. Request NAVSUP to notify Defense Logistics Agency to update Subsistence Total Order Receipt and Electronic Systems (STORES) profiles to reflect the homeport change.

4. Request USS ENTERPRISE (CVN 65) address and UIC be modified on your distribution list for publications and notices.

5. Point of contact is CDR Frank Cable, Supply Officer, at COM: (XXX) XXX-XXXX, DSN: XXX-XXXX.

FRANK CABLE CDR, SC, USN

Copy to: PERS N10

# NOTICE OF INTENT TO RE-ESTABLISH A GENERAL MESS ASHORE

## (ASHORE)

4061 Ser/ (Date)

## From: Commander, Naval Region Southeast

To: Commander, Naval Personnel (N10)

Via: (1) Commander Navy Installation Command (2) Director, Navy Food Service (N432)

## Subj: NOTICE OF INTENT TO RE-ESTABLISH A GENERAL MESS ASHORE

Ref: (a) NAVSUP P-486, Vol I, Paras 1010

1. Notice is hereby made of our intent to re-establish the general mess at NAS JACKSONVILLE, FL, with a new command name and UIC, effective on (ddmmmyyyy).

- 2. The following information is provided:
  - a. New mailing address
  - b. DODAAC/UIC with Service Indicator
  - c. Prime Vendor
  - d. Food Service Officer
  - e. Leading Culinary Specialists
  - f. E-mail address
  - g. Phone Number
  - h. Fax Number

3. Our Food Service Management (FSM) and Subsistence Total Order Receipt and Electronic Systems (STORES) profiles have been modified to reflect homeport change.

4. Request NAS Jacksonville's address and UIC be modified on your distribution list for publications and notices.

5. Point of contact is Mr. George Rush, Food and Beverage Officer, at COM: (XXX) XXX-XXXX, DSN: XXX-XXXX.

## GEORGE RUSH

Copy to: CNIC Regional Director N9

# **OVER ISSUE JUSTIFICATION (INCLUDES FIRST ENDORSEMENT)**

<u>4061</u> Ser/ (Date)

From:Supply Officer, USS ENTERPRISE (CVN 65)To:Director, Navy Food Service (N432)Via:(1) Commanding Officer, USS ENTERPRISE (CVN 65)<br/>(2) TYCOM/CNIC Regional Director N9

# Subj: **OVER ISSUE JUSTIFICATION**

Ref: (a) NAVSUP P-486, Vol I, Chap 7, Paras 7002.11, 7002.12

1. Per reference (a), Afloat/Ashore General Messes are required to report to NAVSUP, via Commanding Officer, Regional Program Director, TYCOM/ CNIC Regional Director N9, when closing out the fiscal year in an over issue status.

2. USS ENTERPRISE (CVN 65) closed fiscal year 20\_\_\_\_ with an over issue balance of \$\_\_\_\_\_.

3. During the period of \_\_\_\_\_\_. (Describe who, what, where, when, and how this happened. What events led up to the over issue? How will you prevent this from happening again?)

## AGAIN SMITH LT, SC, USN

\_\_\_\_\_

4061 CNRSE N42/13-329 (Date)

FIRST ENDORSEMENT on USS ENTERPRISE (CVN 65) ltr 4061, Ser 00/132 of 18 Oct 13

From: Commander, Naval Region SOUTHEAST (N42) To: Director, Navy Food Service (N432)

Subj: OVER ISSUE JUSTIFICATION

1. Forwarded, recommending approval.

CDR, SC, USN

## REQUEST AUTHORIZATION TO USE THE OTHER SALE OF MEAL LINE (INCLUDES FIRST ENDORSEMENT)

4061 Ser/ (Date)

From: Smith, Again, LT, Food Service Officer

To: Director, Navy Food Service (N432)

Via: (1) Commanding Officer, USS ENTERPRISE (CVN 65)

(2) TYCOM/REĞION

(3) CNIC

## Subj: REQUEST AUTHORIZATION TO USE THE OTHER SALE OF MEAL LINE

Ref: (a) NAVSUP P-486, Vol I, Chap 7, Para 2201.6

1. In accordance with reference (a), I am requesting approval to use the "Other Sale of Meal Line" on NAVSUP Form 1359 for the month of September 20\_\_\_\_\_ for \$\_\_\_\_\_ in undeposited sales.

2. Additional information describing who, what, where, when how. Supporting documentation required allowing for reimbursable collections.

## AGAIN SMITH LT, SC, USN

\_\_\_\_\_

4061 CNAF N42/13-329 (Date)

FIRST ENDORSEMENT on USS ENTERPRISE (CVN 65) ltr 4061, Ser 00/132 of 18 Oct 13

From: Commanding Officer To: Director, Navy Food Service (N432)

## Subj: REQUEST TO USE THE OTHER SALE OF MEAL LINE

1. Forwarded, recommending approval.

CDR, SC, USN

## DISESTABLISHMENT OF A GENERAL MESS OR BRANCH MESS

4061 Ser/ (Date)

- From: Smith, Again, LT, Food Service Officer
- To: Director, Navy Food Service (N432)
- Via: (1) Commanding Officer, USS ENTERPRISE (CVN 65)
  - (2) TYCOM/REĞION

## Subj: DISESTABLISHMENT OF A GENERAL MESS OR BRANCH MESS

- Ref: (a) NAVSUP P-486, Vol I, Chap 1, Paras 1009, 1013
- Per references (a), Notice is hereby made of our intent to disestablish the General Mess/Branch Mess on dd/mm/yyyy. All FYXX funds will be deposited and the inventory balance on hand will be at \$ 0. We will contact the NAVSUP Financial Analyst to ensure there are no pending audit errors.
- 2. My point of contact is xxxxxxxxxxxxxxx and can be reached at COM: (XXX) XXX-XXXX, DSN: XXX-XXXX.

FRANK CABLE CDR, SC, USN

## NOTICE OF INTENT TO ESTABLISH AN ALTERNATIVE MESS ASHORE

## (ASHORE)

4061 Ser/ (Date)

- From: Commanding Officer
- To: Commander Naval Personnel, (N10)
- Via: (1) Commander, Naval Installations Command (CNIC Regional Director N9) (2) Director, Navy Food Service (N432) (ENDORSEMENT)

## Subj: NOTICE OF INTENT TO ESTABLISH AN ALTERNATIVE MESS ASHORE

Ref: (a) NAVSUP P-486, VOL 1, Chap 1, Para 1011

- 1. Notice is hereby made of our intent to establish an Alternative Mess.
- 2. The following information is provided:
  - a. DODAAC/UIC with Service Indicator
  - b. Prime Vendor
  - c. Food Service Manager
  - d. E-mail address
  - e. Phone Number
  - f. Fax Number
- 3. Anticipated date to establish an alternative mess: dd/mm/yyyy.
- 4. A Memorandum of Agreement has been signed by all parties
- 5. Request that email address be added to your distribution list for publications and notices.
- 6. Point of contact is Food Service Manager, at COM: (XXX) XXX-XXXX, DSN: XXX-XXXX.

CDR, SC, USN

# TEMPORARY CLOSURE OF A GENERAL MESS

4061 Ser/ (Date)

From: Smith, Again, LT, Food Service Officer To: Director, Navy Food Service (N432)

Via: (1) Supply Officer, USS ENTERPRISE (CVN 65) (2) TYCOM/REGION

## Subj: **TEMPORARY CLOSURE OF A GENERAL MESS**

Ref: (a) NAVSUP P-486, Vol I, Paras 1008, 1012

- Per references (a), Notice is hereby made of our intent to effect the temporary closure of the General Mess on dd/mm/yyyy because of the following reasons:
   The anticipated date to reopen the General Mess is dd/mm/yyyy. (Add the disposition of inventory and alternate feeding plans).
- 2. My point of contact is xxxxxxxxxxxxxx and can be reached at (123) 456-7890 and email address.

FRANK CABLE CDR, SC, USN

# **DESIGNATED MEAL SAMPLER**

## (Letterhead)

4061 Ser/ (Date)

From: Commanding Officer

To: (appointee rank, name)

## Subj: DESIGNATED MEAL SAMPLER

- Ref: (a) NAVSUP P-486 Volume 1, Chapter 1, Part B, 1100.1b (b) DONI General Regulations, Ch 11, 1158
- 1. In accordance with reference (a), you are hereby appointed as the designated Meal Sampler.
- 3. You are directed to carry out your duties and responsibilities as prescribed in references (a) and (b).

(Signed) Commanding Officer

Copy to: Supply Officer Food Service Officer Senior Watch Officer

# **APPENDIX E**

# **COMMAND FUNCTIONS AND ORGANIZATION**

## Part A: COMMAND FUNCTIONS AND ORGANIZATION

General Command Ceremonial Events and/or Functions	
Official Representation Funds (ORF)	<u>1001</u>
Procedures for Providing Provisions	
Sample Special Event Questionnaire	
Per Item Cost Control Sheet	
Itemized Expenses	
Special Event Menus Sample Local Recipes	

# APPENDIX E

# COMMAND FUNCTIONS AND ORGANIZATION

# PART A: COMMAND FUNCTIONS AND ORGANIZATION

## 1000 GENERAL COMMAND CEREMONIAL EVENTS AND/OR FUNCTIONS

1. COMMAND CEREMONIAL EVENTS AND/OR FUNCTIONS. It is essential that all Department of the Navy personnel adhere to the highest standards of integrity and ethical conduct. Special occasions such as Change of Command, hosting dignitaries, and special Command functions require special planning. MILPERSMAN 1800-010 provides general guidelines for conducting ceremonies for retirement or transfer to the fleet reserve. The following Change of Command and Ceremony Resources provide more information:

- Office of the Judge Advocate General, Code 13, Standards of Conduct and Government Ethics Branch, Ethics Gram 16-02 (12 Dec 2016) provides guidance required for Change of Command and Retirement Activities.
- MILPERSMAN 1800-010 provides guidance on Command-sponsored retirement ceremonies.
- MILPERSMAN 1050-290 provides policy concerning liberty.
- SECNAVINST 7042.7K, Guidelines for Use of Official Representation Funds (ORF).
- DODINST 7250.13, Guidelines for Use of Appropriated Funds for Official Representation Purposes.
- DOD Standards of Conduct: <u>https://ogc.osd.mil/defense\_ethics/resource\_library/employee\_guide.pdf</u>

2. OFFICIAL AND UNOFFICIAL FUNCTIONS. Appropriated funds and on-duty Command personnel may be employed only to support official functions. Change of Command ceremonies and Command-sponsored retirement ceremonies are examples of official functions. The receptions that follow these functions, however, generally are not official. One exception, if requested in advance, is when a change of Command reception is intended to provide an opportunity for the incoming Commander to meet ORF-eligible individuals pursuant to SECNAVINST 7042.7K. Private funds and privately funded food service support must be used when the function is deemed unofficial. The appropriate Staff Judge Advocate or Office of General Counsel attorney must be consulted early in the planning process of any event for further guidance on when a function may be deemed official.

3. USE OF MILITARY PERSONNEL. Military personnel may be required to support events that are deemed official, such as Changes of Command and Command-sponsored retirement ceremonies. To support the unofficial receptions that often follow these ceremonies, it is recommended that the member(s) hosting the reception seek a private entity such as a commercial caterer or a Moral Welfare and Recreation (MWR) facility to perform staffing functions. The member(s) hosting the receptions in an off-duty (leave or regular liberty status). Their official duties shall not be scheduled or adjusted to accommodate unofficial events. Payment for off-duty enlisted personnel must be commensurate with, or above, the fair market value of work performed in accordance with the Bureau of Labor Statistics website at <u>www.bls.gov</u>. Clear documentation of the fair market wage must be retained by the member(s)

hosting the reception. If this staffing option is used, the terms of employment shall be formalized in a written agreement. CS personnel shall not be used to support unofficial receptions without pay ashore or afloat on military vessels.

## 1001 OFFICIAL REPRESENTATION FUNDS (ORFs)

1. INTRODUCTION. Official Representation Funds (ORFs) are to be used only to maintain the standing and prestige of the United States. A detailed listing of obligations or expenditures in which ORF may not be used is contained in this Instruction. The use of Subsistence-In-Kind appropriation to fund or offset the cost of ORF functions is prohibited. Guidelines for use of ORFs are contained in SECNAVINST 7042.7K. These guidelines includes the following:

- Officials who are eligible for official ORF funded courtesies on an official visit to the field.
- Scope of functions including the size, cost, and number of guests invited.
- Hosting official functions and the presentation of Command mementos.
- Procedures for requesting funds or exceptions.
- Sample expense documentation sheet and vouchers.

Supply Officers (SUPPOs) afloat have the opportunity to host Distinguished Visitors (DVs) onboard. Depending on the specific criteria and requirements set by the Type Commander, SUPPOs may be eligible to receive Official Representation Funds (ORFs) to support such events.

The use of ORFs requires additional coordination between the Disbursing Officer (DO), Food Service Officer (FSO), and Sales Officer. Understanding the process and the nuances of the situation is the key to ensuring a successful evolution. The integrated reporting guidelines, listed in Section 2 (Official Representation Fund (ORF) Guidelines) and in Section B (General FSM Guidelines for Processing ORF Funded Transactions).

2. GUIDELINES. When the ship sponsors a special event, the Command may receive ORFs under a special Line of Accounting (LOA) to reimburse the mess (general or private) for expenses incurred for hosting the event. A request for ORFs must be routed through the Chain of Command and must be submitted in writing to the appropriate entity responsible for approving and/or providing the funds (these entities always must be contacted for their specific requirements and for a list of common errors and/or discrepancies). A request generally shall include the following:

- A description of the proposed use of funds (include the draft of the recommended menu and DD Form 1149 Requisitioning and Invoice Shipping Document).
- A justification of why the expenditures merit the use of ORFs.
- An explanation of why other funds cannot be used.
- The date and location of the event.
- The cost of the event and/or memento, including a description of items to be purchase with ORFs.
- A complete list of DoD guests with ranks and present billets (include the names, ranks, titles, and organization).
- A complete list of authorized guests entitled to ORF courtesies (include the names, ranks, titles, and organization).

3. OFFICIAL FUNCTIONS. Military personnel may be detailed to duty at official functions, official ceremonies, and official receptions financed by ORFs. These assignments must be considered regular military duty; duty hours and liberty times of affected military personnel shall be adjusted accordingly.

4. ORF REIMBURSEMENT. Guidance for ORF reimbursement with or without a Navy Cash System is discussed below.

- a. Units Not Having a Navy Cash System. For Units not having a Navy cash System, the FSO or the Private Mess (PM) Treasurer shall prepare a DD Form 1149 citing the ORF LOA and shall submit it to the DO with supporting documents such as the expense sheet signed by the CO, receipts, guest lists (including the names, ranks, title, and organization). The DO may issue a check or cash for the reimbursement.
- b. Units With a Navy Cash System. For units with a Navy Cash System, the Navy Cash Program provides the SUPPO, FSO, and the PM Treasurer with another option for how to process the reimbursement.

Refer to the SECNAVINST 7042.7 (Series), NS P727 Navy Cash Financial System Standard Operating Procedure, Fleet and TYCOM instructions regarding the use of Navy Cash cards and dedicated Government Purchase Cards (GPC) in support of the ORF programs.

- c. The steps discussed below are undertaken for reimbursement of ORF funding.
  - (1) Provide Documentation. To receive reimbursement from the DO, the FSO/PM Treasurer and/or the Sales Officer (also known as S2/S3 merchants) must provide the DO with supporting documentation such as the expense sheet signed by the CO, DD Forms 1149, receipts, guest lists (including names, ranks, title, and organization).
  - (2) Prepare the SF 1034. After receiving the supporting documents, the DO shall prepare and complete the vouchering of the SF 1034 with the Certifying Official's signature.

The FSO/PM Treasurer and/or Sales Officer (S2/S3 merchants) shall meet with the DO to process the reimbursement

The DO may use either the PM Treasurer or the DO's Merchant Card to perform the reimbursement (cash to closed-loop/open-loop account) and to load the entire amount annotated on the SF 1034. NOTE: The General Mess Merchant Card must not be used.

- (3) Document the Payment. The FSO/PM Treasurer and/or Sales Officer (S2/S3 merchant card holders) must sign the daily cash transaction ledger before the DO notes the Public Voucher (PV) number on the right side of the SF 1034 signature block. No partial payment is authorized.
- (4) General Mess Payment Using the DO Merchant card. The DO will need to physically conduct the reimbursement transaction at the Point of Sale (POS) terminal in the Food Service Office. The FSO will log the payment in Cash Receipt Book (NS 470) and obtain the DO and FSO's signatures. Refer to Section B (General FSM Guidelines for Processing ORF Funded Transactions).
- (5) Sales Payment Using the DO Merchant Card. The DO shall physically record the purchases at the Ship Store register (the Sales Officer always must balance the accountability at end of the day).
- (6) The DO shall provide a copy of the completed SF 1034 to the FSO/PM Treasurer and/or Sales Officer.
- (7) DD 2657: Post 4.1A (SF1034) and Decrease 6.9 (this is a load of cash to chip). The source of funding is the LOA annotated on the SF 1034. No physical cash shall be exchanged.
- (8) The copy of all documentation such as the paid voucher, expense documentation sheet, cash register receipt tapes, and other receipts for reimbursable expenses must be submitted to the TYCOM's appropriate POC.

5. PROCESSING ORF TRANSACTIONS. The following general FSM Guidelines provide information for processing ORF-funded transactions with the preparation of a bulk sale in FSM:

- Draft a proposed menu.
- Generate a DD Form 1149 for "Bulk Sale."
- (In FSM) From the AS NEEDED TASKS section on the MAIN MENU, click the TRANSFER/BULK SALES link.
- Click the ADD TRANSFER/BULK SALE link.
- Click the CONTINUE link.
- Select an activity from the ISSUING ACTIVITY list.
- Enter a name in the RECEIVING ACTIVITY/AGENT field.
- Enter the dates in the REQUISITION DATE and REQUIRED DELIVERY DATE fields.
- Click the ADD FOOD ITEM link.
- Search for the item you want to add by entering one or both of the following:
  - Enter a Food Item Code or partial code in the FIC field.
  - Enter a description or partial description in the NOMENCLATURE field.
- Click the SEARCH link.
- From the search results, enter a quantity in the TRANSFER QUANTITY field next to the item you want to add.
  - NOTE: If there is more than one page of search results, click NEXT to go to the next page.
- Click the ADD FOOD ITEMS link.
- To add more food items, click the ADD FOOD ITEM link and proceed to add items as described above.
- After adding all food items, click the CREATE BULK SALE link.

6. COLLECTION OF BULK SALES. The DO must be provided with supporting documentation such as the expense sheet signed by the CO, DD Forms 1149, receipts, and guest lists (including names, ranks, titles, and organizations). Specific duties are discussed below.

- a. The Disbursing Officer. The DO shall prepare the SF 1034, transfer the funds to the DO's merchant card, and conduct the payment transaction at the Point of Sale in the Food Service Office.
- b. The Food Service Officer. The FSO must verify the funds received and must obtain a copy of the Navy Cash Daily Summary Report from the DO.
- c. The Records Keeper. The FSM Records Keeper shall log the payment in the Cash Receipt Book (NS 470).

NOTE: All transfers of funds between and among cashier(s), collection agents, and DO must be accounted for on a Cash Receipt Book (NS 470) annotating the collection date and amount collected (in figures and in words), and signed by the individuals authorized to deliver cash and by the individual authorized to receive cash. The DO and FSO must sign the Cash Receipt Book (NS 470).

7. BULK SALES DEPOSITS IN FSM. The following guidance provides information for making deposits from bulk sales in FSM:

- From the AS NEEDED TASKS Section on the MAIN MENU, click the CASH DEPOSITS link.
- Click the ADD NEW CASH DEPOSIT link.
- Select an activity from the ACTIVITY list, if necessary.
- Enter the cash deposit details in the following fields:
  - Enter a date in the DATE field.
  - Enter a number in the VOUCHER NUMBER field.

- Enter the deposit amount.
- Select the PREVIOUS FY check box if the deposit needs to be applied to the previous fiscal year.
- Click the CREATE CASH DEPOSIT link.

NOTE: All documents, receipts, daily cash merchant reports, and all correspondence relating to the sale must be kept in the accountability file.

## 1002 PROCEDURES FOR PROVIDING PROVISIONS

1. RECEPTIONS. With limited exceptions (such as ORF-funded events) appropriated funds may not be used to provide meals or light refreshments to government employees. If the incoming and outgoing Commanders or the retiring member wish to provide provisions at a reception, they must do so at their own expense.

Provisions, including ceremonial cakes for unofficial functions, may be purchased via bulk sales for receptions held onboard afloat vessels. No food or beverages shall be brought into the general mess (GM). This prohibition is in place to ensure that unapproved subsistence is not inadvertently served to the crew and/or that contaminants are not brought into the galley food preparation areas. See Chapter 6, Paragraph 6302 for bulk sale guidance. All other Commands will use local resources to procure food.

Commands may use other resources such as MWR or local catering services to support unofficial functions. The use of Subsistence-In-Kind appropriation funds to defray the cost of provisions is not authorized.

NOTE: Changing the GM cycle menu and inviting the entire crew to participate in an unofficial function to circumvent paying for the reception/provisions is strictly prohibited.

2. FINANCIAL RESPONSIBILITY. All food entrusted to the Food Service Officer (FSO) belongs to Naval Personnel Command. The FSO is held financially and legally responsible under Title 31 U.S. Code Section 1517 as the operating budget holder. NAVSUP Food Service Director (N432) manages subsistence funding and policy.

3. GUIDANCE. The appropriate Staff Judge Advocate or Office of General Counsel attorney must be consulted early in the planning process of any event for further guidance.

## 1003 SAMPLE SPECIAL EVENT QUESTIONNAIRE

1. GENERAL. The Special Event Questionnaire shown below may be used to aid in the proper planning of functions. All spaces need to be filled in, and the names of personnel assigned to each item on the checklist need to be filled in. The questionnaire provides a look at the entire function from start to finish. Several meetings need to be scheduled with function personnel to ensure they understand the overall theme of the function and their individual duties. All personnel must understand the desired end-product of their personal and team efforts.

This section provides guidance in the planning, accounting, and organization of special functions. Examples are provided but menus may be made less complex or more elaborate in accordance with local resources, situations, and customs. Sponsors of a function shall be presented with several plans from which to choose.

Personnel must be assigned appropriately using each Culinary Specialist's personal skills for the best end product. Personnel with exceptional culinary skills for shall be chosen for presentation and individuals with outgoing personalities who are conscientious and courteous shall be chosen for serving. Every opportunity shall be taken to train junior personnel for future functions.

	PECIAL EVENT QUESTIONNAIRE Name of Ship/Activity:		
2.	Site/Location:	Date:	
3.	Type of Function/Event:		
4.	Estimated Number of Guests:		
5.	Type of Meal Service: Select on Select: a. Formal Style b. Semi-Formal c. Informal 1. Family Style 2. American 3. Á la Carte 4. Buffet 5. Cafeteria	e of the following:	
	Menu: Select from the listings of special menu considerations suc Estimated cost of food: follows this Questionnaire.)	h as religious, Command, or grou	up favorites?
8.	Annotate if the item is to be r	ented/procured from a commere	cial source or if it is readily
	available at the activity. Tableware	Decoration	Tent
	Silverware	Tables	Dance Floor
	China	Skirts, Bunting	Podium
	Serving Trays	Gift Table	Microphone
	Meat Platters	Hat Table	Coat Rack
	Beverage Containers	Novelties	Stage
	Tablecloths	Candles	Signs
	Napkins (cloth/paper)	Chairs	Parking
	Ice	Tables	Photographer

NOTE: The design, procurement, and transportation of ice blocks for ice carvings and the finished products must be planned well in advance of the function.

Room

Ice Carvings

Decorations

Flowers

Bar Setup

Flags, Banners

- 9. Cost estimate of the above items/services: Itemized:
- 10. What time will these events occur?

	From	То
Cocktail Hour		
Ceremony		
Speeches		
Program		
Entertainment		
Awards/Presentation		
Other		

11. Is there a full kitchen facility at the site?\_\_\_\_\_ If so, describe:

NOTE: The following questions cover the on-site kitchen. These areas should be confirmed by personal inspection before the event.

12. Cooking Facility:

\_\_\_\_\_ Gas

\_\_\_\_\_ Electric

\_\_\_\_\_ # of Burners

\_\_\_\_\_ # of Ovens

(Will a standard size sheet pan, 18" x 24", fit in the oven?)

\_\_\_\_\_ Check electrical outlets, compatibility, and extension cord availability.

13. Cold Storage:

\_\_\_\_\_ Refrigerator Size

\_\_\_\_\_ Freezer Size

\_\_\_\_ Ice Maker

\_\_\_\_\_ Other Cold Storage Area/Pantry

14. Diagram of table/sitting arrangement.

# 1004 PER ITEM COST CONTROL SHEET

1. GENERAL. Once the menu has been approved by the Host, accuracy is the key to the challenge of costing out the menu. Price can be determined by the person, á la carte, or as a total cost. These figures must be available for the host.

EXAMPLE: ITEM 1. ROAST STEAMSHIP ROUND (BONE-IN) YIELD = 100 PORTIONS		RECIPE L00401 EACH PORTION = 6 OZ		
INGREDIENTS:	QUANTITY OR WEIGHT	UNIT PRICE	TOTAL COST	
Beef Round, Bone-In	75 Lbs.	\$1.98 Lb.	\$148.50	
Pepper, Black	1/2 Oz	\$1.39 (4 OZ JR.) TOTAL COST =	\$.17 \$148.67	

NOTE: The cost of this recipe may be reduced by 50 percent by decreasing the serving size to 3 ounces per person.

EXAMPLE:	ITEM 2.
MEATBALLS	
YIELD = 100	PORTIONS

RECIPE L02700 (FOLLOW STEP 1-7) EACH PORTION = 6 MEATBALLS

INGREDIENTS:	QUANTITY OR WEIGHT	UNIT PRICE	TOTAL COST
Milk, Nonfat, Dry	3 1/4 Oz	\$5.90 (3 Lb. Can)	\$0.40
Water	3 3/4 Cup	0	
Eggs, White, Slightly Beaten	6 Eggs	\$0.66 Doz.	\$0.33
Parsley, Fresh Chopped	1 1/2 Oz	\$0.95 Lb.	\$0.09
Salt	1 1/4 Oz	\$1.01 (5 Lb. Bag)	\$0.02
Pepper, Black	1/2 Oz	\$1.39 (4 Oz Jr)	\$0.17
Thyme, Ground	1 Tbsp.	\$0.74 (2 Oz Jr)	\$0.05
Pepper, Red, Ground	2 Tsp.	\$1.04 (1-2 Oz Co)	\$0.06
Garlic Powder	1 Tsp.	\$0.88 (3-4 Oz Jr)	\$0.05
Bread, Dry, Broken	2 Lb. 10 Oz	\$0.36 Lb.	\$0.95
Beef, Ground Bulk	20 Lb.	\$1.62 Lb.	\$32.40
Onions, Dry, Chopped	12 OZ	\$0.46 Lb.	\$0.35
		TOTAL COST	= \$34.87

NOTE: In Step 5, shape into 600 balls weighing 3/4 ounce each.

#### **1005 ITEMIZED EXPENSES**

1. SAMPLE MENU CHANGE OF COMMAND RECEPTION PER PERSON \$ CHOICE OF TWO HOT CHAFING DISH SELECTIONS: Steamship Round with Rolls Meatballs (Sweet and Sour, BBQ or Stroganoff) CHECK FSM RECIPE Chicken Fillets with Dipping Sauce Cocktail Sausage in BBQ Sauce Fried Mozzarella Sticks with Marinara Sauce Fried Cauliflower or Zucchini Combination Meat Tray (Ham, Turkey, and Roast Beef) Fresh Vegetable Tray with Dip Crab Meat Spread with Wheat Thins Punch and Wine Table 2. SAMPLE MENU CHANGE OF COMMAND RECEPTION \$ PER PERSON CHOICE OF THREE HOT CHAFING DISH SELECTIONS: Steamship Round with Rolls

Meatballs (Sweet and Sour, BBQ or Stroganoff) Chicken Drumettes (Fried or Teriyaki Style) Baby Burritos or Beef/Chicken Enchiladas Scallops Wrapped with Bacon Fried Mozzarella Sticks with Marinara Sauce Fried Cauliflower or Zucchini Combination Meat Tray (Ham, Turkey, and Roast Beef) Fresh Vegetable Tray with Dip

Fresh Fruit and Cheese Tray or Fruit Boat Punch and Wine Table

NOTE: Use the Per Item Cost Control Sheet format on the previous page to compute the cost per person.

#### EXAMPLE of a MEMORANDUM: ESTIMATED EXPENSES FOR CHANGE OF COMMAND RECEPTION

1301 Code 108 22 June 2013

#### MEMORANDUM

From: Food Service Officer

- To: Commanding Officer
- Via: Executive Officer
  - Supply Officer

Subj: ESTIMATED EXPENSES FOR CHANGE OF COMMAND RECEPTION

1. The following is an estimated, itemized list of expenses for the Change of Command Reception:

a.	Ice Mold		\$ 68.00
b.	Fountain Rental (2)		96.00
c.	Coffee and Punch		60.00
d.	Shrimp with Cocktail Sauce		535.00
e.	Lumpia with Sweet and Sour Sauce		323.00
f.	Roast Beef Sandwich		148.00
g.	Decorated Cake		50.00
h.	Vegetable Relish Tray		29.00
i.	Fresh Fruit Basket		100.00
j.	Consumables		
	(Napkins, Toothpicks, Cups, Plates, Table Skirt)		100.00
	Gr	and Total	\$1,509.00

2. Please contact me or CSC Van Damme at X260 for additional information. It will be our pleasure to serve you.

Very respectfully,

A. R. MAUPIN LT, SC, USN

\* Example of consumables, food, and decorations to be submitted to the Host or Hostess of the function/party.

## 1006 SPECIAL EVENTS MENUS

1. SPECIAL FUNCTIONS. This Section provides menu planners with examples of menus to use when planning special functions. Having an early consultation with the Host and/or Hostess is very important in determining the type of function and style of service desired. It also is important to determine if the host's spouse has any special requirements. This guide shall be used when developing other menus. The "Protocol Handbook" shall be consulted when hosting foreign dignitaries because of possible dietary restrictions or religious customs.

2. HORS D'OEUVRES GENERAL GUIDELINES. This subparagraph discusses guidelines for events where hors d'oeuvres may be served.

Hors d'oeuvres dinner: allow 12 to 14 units per person. Cocktail event (including cocktail hour preceding dinner): allow 5 to 6 units per person. Change of Command: allow 6 to 8 units per person.

TYPICAL BREAKFAST MENU SELECTIONS - QUICK REFERENCE EXAMPLE			
CATEGORY	ITEM	RECIPE NUMBER	REMARKS
Juice	Orange/Fruit Juice		Freshly squeezed or from concentrate
	Vegetable Juice	B 003 01	Canned, chilled overnight
Fruit	Assorted Fruit		Place a minimum of 3 types of cut fresh fruits neatly arranged on a lettuce leaf in a dessert bowl for individual serving
Quick Breads and Pastries	Quick Breads		Select one that is appropriate for the occasion
	Muffins	D 029 00	With favorite fruit mixes
	Assorted Donuts	D 018 00	
	Cinnamon Rolls	D 036 04	
	Apple Fritters	D 024 00	With favorite glazes
Entrées	Pancakes	D 025 00	Add favorite fruit topping for mixes
	French Toast Puff	D 023 00	
Potatoes	Hashed Brown Potatoes	Q 046 00	
	Home Fried Potatoes	Q 047 00	

TYPICAL BREAKFAST MENU SELECTIONS - QUICK REFERENCE EXAMPLE			
CATEGORY	ITEM	RECIPE NUMBER	REMARKS
Breakfast Meat	Creamed Turkey or Creamed Beef on Toast	L 030 00 L 030 01	Select the ideal choice for guest preference, meal
	Oven Fried Bacon	L 002 00	style, or occasion
	Grilled Canadian Bacon	L 002 03	
	Grilled Ham Slices	L 071 03	
	Grilled Sausage Patties	L 089 00	
	Minute Steak		
Yeast Breads	White Bread	D 008 00	Toasted, cut diagonally, remove crust on toast
	Wheat Bread	D 055 00	Toasted, cut diagonally, remove crust on toast
	Bagels	D 013 00	With cream cheese
	Baking Powder Biscuits	D 001 00	Served with creamed meat or gravy
Beverages	Coffee		
	Hot Tea		
	Milk		

## SPECIAL MEETING BREAKFAST

Orange Juice (from concentrate) Chilled Cranberry or Vegetable Juice B 001 00/B 003 01 (Chilled Overnight) Assorted Fresh Fruits (Slices, Wedges, Cubes, Wheels)

- Cantaloupes A13(2)
- Honeydew Melons A13(3)
- Strawberries A13(4)
- Kiwi A13(3)
- Oranges A13(3)
- Pineapple A13(4)

NOTE: Garnish fruit bars or use dessert bowls for individual servings. A minimum of 3 types of cut fresh fruits placed on a lettuce leaf in individual serving dishes is recommended. French Toast Puff – D 023 00 Apple Fritters (with favorite glazes) – D 024 00 Hard Boiled Eggs (F 004 00) or Scrambled Eggs Creamed Ground Turkey on Toast – L 030 01 Bagels - D 013 00 Muffins - D 029 00 Cream Cheese Strawberry Jam Coffee Hot Tea Milk

## Light Lunch Menu

Cream of Broccoli Soup – P 014 01 Puffed Crackers (Local Recipe) Cobb Salad – M 030 00 NOTE: Cobb Salad may be attractively served on a large lettuce leaf placed on a serving plate surrounded with slices of cantaloupes and honeydew melons; or it may served in a large tomato, carved like a flower or crown, also surrounded with crisp slices of melons. *NOTE: Omit Bacon When Serving Muslim Dignitaries* Ice Cream Sundae Apple Pie Á La Mode Iced Tea Coffee NOTE 1: Substitute for Cobb Salad, Shrimp Salad - Using boiled, peeled, and deveined Shrimp plus 2 or 3 types of lettuce. NOTE 2: Ensure that an alternative dish is available to guests with shellfish allergies. Chef Salad - Used boiled chicken and/or turkey for meat plus a favorite vinaigrette dressing.

#### Change of Command Menu - #1

Shrimp Cocktail – B 004 00

Fried Egg Rolls (Shanghai Style) (Commercial or Local Recipe) With Sweet and Sour Sauce – O 008 00 Roast Steamship Round with Rolls on Carving Table – L 004 01

With Natural Pan Gravy (Au Jus) – O 018 00 Grilled Chicken Kabobs (Marinated In Teriyaki Sauce) – O 014 00 Meatballs (Miniature) With BBQ Sauce – O 002 00 Freshly Baked Dinner Rolls – D 033 00 Assorted Cheese Cubes on ruffled toothpicks

- Cheddar Cheese
- Mozzarella (Monterey Jack)
- Swiss

At Least 3 Types Assorted Crackers/Chips Fresh Vegetable Trays and Dips:

- Carrot Sticks
- Celery Sticks
- Cauliflower
- Broccoli
- Cucumbers
- Olives

Dips: Ranch/Onion

Fresh Fruit Basket, Fruit Cups, or Fruit Kabobs

- Watermelon
- Cantaloupes
- Honeydew Melons
- Kiwi
- Pineapple
- Strawberries
- Grapes
- Oranges

Ceremonial Čake Fruit Punch or Apple Cider Coffee

## Change of Command Menu - #2

Spiral Ham Shrimp Cocktail – B 004 00 Fried Egg Rolls (Philippine Style) – B 002 02 with Sweet and Sour Sauce – O 008 00 Steamed Whole Salmon (Local Recipe) or Smoked Whole Salmon (Commercial) Beef Kabobs (Grilled) (Use Short Bamboo BBQ Sticks/Skewers) Chicken Kabobs (Grilled) (Use Teriyaki Sauce – O 014 00 for Marinade) NOTE: Each Stick Consists Of 3 Cubes of Meat and 3 Types of Vegetables such as Sweet Peppers, Zucchini, or Mushrooms - D-G-6 Hot Crescent Dinner Rolls or Cloverleaf Rolls - D 036 17/D 033 04 Assorted Cheese Tray Serving 3 Types of Cheese at a Minimum Assorted Party Crackers Relish Trays: Carrot Curls/Sticks Celery Sticks

- Cauliflower
- Cucumbers
- Broccoli
- Sweet Pickles
- Olives
- Dips: Ranch/Onion

Fresh Fruit in a Carved Watermelon Basket, Fresh Fruit Kabobs, or Fruit Cups Recommended Fruits:

- Watermelon
- Cantaloupes
- Honeydew Melons
- Kiwi
- Pineapple
- Strawberries

Ceremonial Cake Fruit Punch Coffee

## Special Dinner Menu #1 for Ship's VIPs and Foreign Dignitaries

DRINKS: Red Wine Ice Water Ice Tea (With Slice of Lemon)

CHOICE OF SALAD OR SOUP:

- SOUP #1 French Onion Soup P 004 01 with Parmesan Croutons D 016 02 Topped With Puff Pastry and Baked
- SOUP #2 Cream of Asparagus Soup or Cream of Broccoli Soup P 014 01 with Puffed Pastry Crescents
- SOUP #3 Tomato Bouillon with Croutons D 016 00 or Puffed Pastry Crescents
- SALAD #1 Tossed Green Salad M 047 00 with Cherry Tomatoes (Halves) or Tomato (Wedges) with Sweet Peppers - Yellow/Red (Julienne Cut)
- SALAD #2 Tossed Vegetable Salad M 048 00 with Croutons or Puffed Crackers (Omit Onions)

DRESSING: Vinaigrette or Italian Dressing

MAIN COURSE:

Beef Chateaubriand with Béarnaise Sauce (Use Commercial Mix for Sauce)

STARCH: Wild Rice – E 005 03 Baked Potato Topped with Sour Cream and Chives or Scallions

VEGETABLES: Do not overcook vegetables. Julienne Cut or Fresh Vegetables Zucchini - Steamed Squash - Stir Fried on a Bed of Cabbage

Green Beans - Lightly Buttered

BREAD:

Freshly Baked Crescent Dinner Rolls – D 036 17 NOTE: Provide puffed crackers in the bread tray when used during the salad or soup course.

DESSERT: Orange and Lime Sherbet Chocolate Ice Cream or Vanilla Ice Cream with Cookie (Garnish with Fresh Mint Leaf)

BEVERAGES: Hot Coffee Hot Tea

#### Japanese Style

DRINKS: Hot Tea (Provide Tea Pot on Every Table) Iced Water Iced Tea

SOUP: Egg Drop Soup P 803 00

MAIN COURSE: Chicken Teriyaki - L 114 00 Steamed Wild Rice – E 005 03 Steamed "Medium Grain" Rice – E 005 00 Tempura Vegetables – Q 068 00 Chinese Mustard Sauce – O 022 00

NOTE: Tempura frying, when done properly, retains the crispness of the fresh vegetables. Chinese mustard sauce (O 022 00) can be served with tempura vegetables.

DESSERT: Fruit Medley Salad – M 032 00

## 1007 SAMPLE LOCAL RECIPES

### HAM ROLLS - SERVES 25

1 1/4 LB Ham, thinly sliced
 5 OZ Roquefort or Blue Cheese
 12 OZ Cream Cheese, softened
 5 OZ Butter/Margarine, softened
 1 tsp Salt
 1 tsp Tabasco Sauce
 2 tsp Worcestershire Sauce
 25 EA Thin Pickle Spears or 1 Cup Green Stuffed Olives, sliced

- 1. Combine Roquefort/blue cheese, cream cheese, butter, salt, Tabasco sauce, and Worcestershire sauce.
- 2. Spread mixture on ham slices evenly 1/8" thick. Place pickle or sliced olives on edge and roll up.
- 3. Arrange attractively on mirror or garnished meat platter.

### CRAB/SHRIMP STUFFED MUSHROOMS - SERVES 75

5 LBS Large Fresh Mushrooms

- 1 1/2 CUPS Butter/Margarine
- 2 LBS Cream Cheese, softened
- 2 CUPS Finely Chopped Shrimp, Crab Meat, or Imitation Crab
- 1 CUP Celery, finely chopped
- 1 CUP Onion, finely chopped
- 1 tsp Black Pepper
- 1 tsp Cayenne Pepper
- 1/2 tsp Salt (Optional, salt to taste)
- 1 CUP Monterey Jack Cheese, shredded
  - Rinse mushrooms, pat dry. Remove stems from mushroom caps. Blanch mushroom caps in boiling water for 3 minutes. Remove from water and cool.
  - 2. Finely chop mushroom stems and sauté with onions, celery, and butter. Cool slightly. Whip with cream cheese, salt, black pepper, cayenne pepper, crab or shrimp meat, and Monterey Jack cheese.
  - 3. Fill each mushroom cap with mixture.

NOTE: Labor Intensive

## ROQUEFORT STUFFED MUSHROOMS - SERVES 50

- 4 LBS Medium to Large Fresh Mushrooms
- 2 CUPS Butter/Margarine, melted
- 1 LB Roquefort Cheese, crumbled
- 12 OZ Cream Cheese, softened
- 1 tsp Onion Powder
- 1 tsp Black Pepper
  - 1. Rinse and pat dry mushrooms. Remove stems from mushroom caps. Brush mushroom caps with butter. Place mushrooms on sheet pan and bake at 450°F for 4 minutes.
  - 2. Chop mushroom stems very finely.
  - 3. Blend Roquefort cheese, cream cheese, onion powder, and black pepper. Combine with chopped mushroom stems.
  - 4. Spoon into pastry bag. Using star tip, squeeze into mushroom caps.
  - 5. Serve cold on serving platter.

NOTE: Labor Intensive

## THAI CHICKEN - SERVES 50

2 to 3 LBS Boneless Chicken Breast or Boneless Chicken Thigh Meat

- 1 Cup Sweet-Sour Sauce
- 1 Cup Hoisin Sauce

1 Cup Teriyaki Sauce (Preferably Glaze)

- 1/4 Cup Hot Chili Garlic Sauce
- 3 tsp Crushed Fine Peanuts
- 1 Honeydew Melon
- 1 Muskmelon
  - 1. Cut up chicken into 1-inch squares. Mix rest of ingredients except melons and marinate chicken meat one hour before baking. Bake at 400°F for 5 to 8 minutes.
  - 2. While chicken is baking, use a small melon baller and make same number of melon balls as chicken squares
  - 3. Skewer melon balls with a frilled toothpick. When chicken is done, skewer the chicken onto the toothpicks with the melon.

## **COLD ROASTED VEGETABLES - SERVES 50**

- 2 Cups Olive Oil
- 2 Tsp Basil
- 2 Tsp Oregano
- 1 Tsp Thyme
- 1 Tsp Garlic Powder
- 2 Tsp Salt
- 2 Tsp Black Pepper
- 1 Tsp Dill
- 1/2 Tsp Cayenne Pepper
- 4 LBS Large Carrots, sliced 1/4" thick on an angle
- 2 EA Eggplant, 1/3" rounds sliced into quarters (Do Not Use Smaller Thin End Of Eggplant)
- 5 EA Red Bell Peppers cut into 1-1/2" Squares
- 3 EA Orange Bell Peppers cut into 1-1/2" Squares
- 2 LBS. Fresh Mushrooms, Halved
- 1 Cup Ranch Dressing
  - 1. Make seasoned olive oil by combining olive oil with all seasonings listed.
  - 2. Combine carrots with 1/2 cup seasoned olive.
  - 3. Combine eggplant with 3/4 cup seasoned olive oil.
  - 4. Combine red and orange peppers and mushrooms with 3/4 cup seasoned olive oil.
  - 5. Place vegetables on sheet pan or cookie sheet. Roast each type of vegetable separately at 425°F for 3 to 5 minutes or until vegetables start to brown. Peppers and carrots should be crunchy.
  - 6. Pour 1 cup Ranch Dressing into sherbet cup.
  - 7. Remove vegetables from sheet pan and cool.
  - 8. Attractively arrange vegetables on a serving platter around sherbet cup that contains Ranch Dressing.
  - 9. May be refrigerated overnight.

## TERIYAKI BEEF - SERVES 50

3 LBS Beef, Sirloin/Tenderloin cut into 3/4-inch cubes

- 1-1/2 Cups Teriyaki Glaze
- 1 Fresh Pineapple, diced into 1/2-Inch cubes
- 1 Bunch Fresh Chives, finely chopped
  - 1. Marinate beef cubes with teriyaki glaze one hour before baking.
  - 2. Bake on a sheet pan at 400°F for 5 to 6 minutes.
  - 3. Skewer pineapple cubes with frilled toothpicks. Skewer beef cubes with the pineapple toothpicks to serve.
  - 4. Arrange in serving dish, sprinkle with finely chopped fresh chives.

## PUFFED CRACKERS - SERVES 25

2 OZ Non-Stick Cooking Spray 75 EA Saltine Crackers Spray Bottle (Sanitized) 3 Cups Potable Water 1 Cup Butter, melted

- 1. Spray non-stick cooking spray to lightly grease a baking pan.
- 2. Place the crackers in the pan at least 1/4" apart.
- 3. Use the spray bottle filled with potable water to wet the crackers until they are moist and swell to double in size.
- 4. Use melted butter to brush and daub each cracker.
- 5. Bake 30 minutes at 300°F until golden brown.
- 6. Remove crackers from pan while still warm.

## **GARLIC BREAD STICKS - SERVES 100**

32 Slices Wheat Bread 5 TBSP plus 1 Tsp Margarine, Softened Garlic Powder

- 1. Spread 1/2 Tsp margarine on each slice of bread.
- 2. Sprinkle bread with garlic powder.
- 3. Cut each slice of bread into six even strips.
- 4. Place on a lightly greased sheet pan.
- 5. Bake at 300°F for 18 minutes until crisp.

#### **FRUIT DIP - SERVES 100**

- 4 16 OZ Packages of Cream Cheese, softened
- 8 Oz Butter/Margarine, softened
- 4 Cups Confectioner's Sugar
- 8 TBSP Orange Juice
- 4 TBSP Grated Orange Rind
- 2 Tsp Vanilla Flavoring
- 4 Cups Chopped Walnuts and/or Pecans
  - 1. Combine all ingredients.
  - 2. Serve with any kind of fruit. Suggested fruits to use are fresh pineapple chunks, cantaloupe and honey dew melon cubes, strawberries, or apple and pear slices brushed with lemon juice.
  - 3. May be served with Gingersnaps and/or Shortbread Cookies.

# **APPENDIX F**

# INSPECTION GUIDE FOR SUBSISTENCE SERVICEABILITY AFLOAT AND ASHORE

## Part A: SUBSISTENCE INSPECTION GUIDE

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# APPENDIX F

# INSPECTION GUIDE FOR SUBSISTENCE SERVICEABILITY AFLOAT AND ASHORE

# PART A: SUBSISTENCE INSPECTION GUIDE

1000 SUBSISTENCE INSPECTION GUIDE PREFACE



This quick reference guide is intended to help U.S. Navy Supply personnel resolve questions and facilitate decision making on the proper disposition of subsistence. This guide is a tool used to assess the serviceability of subsistence inventory while ashore or afloat.

Receiving, storing, and issuing only serviceable, wholesome product must be conducted in an efficient and reliable manner. Ensuring the health and welfare of personnel and protecting the financial interest of the government are the responsibilities of each person in the supply chain.

The U.S. Army Veterinary Services has the mission for providing food safety and quality assurance oversight, including wholesomeness, for the Department of Defense; however, veterinary support may not be available or practical at all times. Inspections covering contract quality assurance provisions such as age on delivery, Berry Amendment, shelf life remaining, pallet sizes, and minimum headspace in cases will not be performed routinely by the Army Veterinary Services. Inspection personnel generally will focus their receipt inspections on food protection factors such as wholesomeness, temperatures, condition, food defense, approved sources, and infestation. This guide does not relieve the Supply Officer (SUPPO) of the responsibility of contacting the U.S. Army Veterinary Service (while in port) or the ship's Medical Department Representative (MDR) (while at sea). This guide provides information for the U.S. Navy Supply Officer, in port or at sea, for assessing quality and any suspect wholesomeness and for determining the appropriate disposition of subsistence based on those factors.

Point of Contact: Staff Veterinarian, NAVSUPSYSCOM (Code N3/4) DSN: (312) 430-7445 or Commercial (717) 605-7445.

## 1001 RECEIVING SUBSISTENCE

1. GUIDELINES. The following guidelines ensure that subsistence items that are ordered are received. The areas discussed below shall be verified by the Authorized Receipt Personnel.

- a. Prior Planning. The following steps shall be taken to ensure prior planning for receipt:
  - Proper stock rotations of storerooms must be conducted the day before receiving stores. The first products in should be the first products out (FIFO).
  - Working parties must be coordinated in advance and must be on station at the time of delivery. This will ensure storage in a timely manner and will maintain product condition and quality without decreasing shelf life and product integrity.
  - Customers' requisitions must be in their possession at the time of delivery.
- b. At Receipt. The following procedure is for receipt:
  - Products must be protected from inclement weather at the time of delivery.
  - Products on the requisition must be verified against the distributor(s)' manifest.
  - The quantity delivered must be checked against the quantity ordered.
  - The nomenclature on cases and on the order must be checked.
  - The manufacturer must be determined using the Approved Source via NAVSUP 4355.4H and via Internet sites).
  - The temperature in the truck and the internal temperature of random products must be checked.
  - Packaging, packing, and markings must be checked.
  - An inspection must be conducted for damaged cases.
  - An inspection must be conducted for obvious signs of tampering or contamination.
  - Remaining shelf life must be checked.
  - Medical personnel must be available to assist in identifying substandard commodities for the following
    - Off condition, outdated, damaged, leaking, contaminated, or soiled products.
    - o Items that may have been contaminated by water, condensation, or pests.
    - Canned subsistence items that are leaking, badly dented, pitted with rust, or have swollen or bulging ends.
- c. Nonconforming Items. The following are nonconforming items:
  - Products that deviate from contractual compliance must be returned. Use the Report of Discrepancy (ROD) SF 364 and email to NAVSUP\_FOODSERVICE@NAVY.MIL
  - The reason that the Items are returned must be noted on the manifest.
  - Requests for replacements must be made through the supporting Fleet Logistics Center (FLC) office.

## 1002 PROPER FOOD STORAGE PRACTICES

1. GENERAL. This Section describes storage practices that will ensure maximum protection of subsistence items. This Section covers the following four topics: general guidelines for all items; semi-perishables; products subject to infestation; and perishables.

- a. General Guidelines for All Items. General guidelines are discussed below.
  - 1) Store All Subsistence Items. Subsistence items shall be stored as follows:
    - Store in regular storage areas that are clean, tidy, and well ventilated.
    - Store in an orderly manner at least six inches off the deck and on clean shelves, grates, racks, or pallets for proper air circulation.
    - Arranged in proper order for FIFO stock rotation. Stocking should start from the bulkhead and work inward toward the center, starting 24" in from the bulkheads or coils. Place items with the newest packing date on the **bottom or in back of** older items. On smaller ships and submarines stock rotation may be contingent on space constraints.

- Avoid cross-contamination. Items that might leak or drip must be stored below other items.
- Items that have been removed from their original containers must be stored In clean, covered, labeled, and dated containers.
- 2) Do Not Store. Do not store subsistence under the following circumstances:
  - Where there are possible sources of contamination such as unprotected sewage lines (Collection, Holding, or Transfer) and water lines or refrigeration lines with visible condensation.
  - Near sources of heat (heat reduces the shelf life of the product).
  - In heads, garbage rooms, salvage areas, or mechanical equipment rooms.
  - Directly on the deck.
- b. Semi-Perishables. Semi-perishables are food items that do not require refrigeration. They are considered shelf-stable. Semi-perishable items generally are classified as either not subject to infestation (they are canned, jarred, or otherwise protected) or subject to infestation. Even items that are not subject to infestation may spoil if they are improperly stored, mishandled, or stored too long. Semi-perishable subsistence should be inspected regularly to detect any evidence of damage, spoilage, and infestation. This includes Ultra High Temperature (UHT) dairy and other shelf-stable items based on the type of packaging. Shelf life and storage considerations are discussed below.
  - 1) Shelf life for semi-perishable commodities is based on the manufacturer's established shelf life not on the date of receipt. Shelf life may be affected significantly by such elements as humidity, temperature, handling, and packaging. Subsistence items that have been on hand up to the limit of its shelf life should be consumed as soon as possible. Subsistence items that have exceeded their recommended Inspection Test Date (ITD) should be inspected carefully for spoilage, leakage, or other damage. If these items are determined to be serviceable, they should be issued as soon as possible; they will be given priority over newer stock.
  - 2) Storage areas for semi-perishables must comply with the following
    - Be cool.
    - Be dry.
    - Have low humidity levels.
    - Be well ventilated.
    - Be inspected regularly for insects and rodents.

Temperature checks must be conducted twice a day for all perishable storage locations (bulk refrigerators and freezers).

Products must be kept off the deck using grates so that products keep dry and promote air circulation.

NOTE: High humidity is detrimental: it accelerates the growth of bacteria and molds, it promotes insect infestation, and it causes mustiness in dry items such as flour or rice. The desirable relative humidity is between 40 percent and 50 percent. Dehydrated products are subject to moisture absorption, insect infestation, and mold. Tea will absorb odors, and high humidity causes it to become musty and sour. Flour and cereals will absorb odors and shall be kept away from subsistence or materials that give off distinctive odors.

c. Products Subject To Infestation. Many semi-perishable subsistence items are susceptible to infestation by insects and other pests. Insects can cause damage **to** fresh and processed food items. Subsistence items stored at temperatures between

60°F to 90°F are especially attractive to insects. Constant monitoring is essential to prevent any infestation. Glue boards and traps should be used and checked daily. Contact the MDR when rodent infestations are suspected,.

- d. Perishables. All chilled and frozen subsistence items are highly perishable and subject to rapid deterioration when improperly stored. The following Guidelines are for perishable foods:
  - Perishable subsistence items must be kept and/or stored at the manufacturer's recommended temperatures. Inadequate air circulation and humidity increase the deterioration of perishable products. Products should be stored at least two feet away from the bulkhead.
  - Freezing maintains quality and lengthens the shelf life of a product, but it does NOT provide for indefinite shelf life. Products continue to deteriorate while in the frozen state. It is important when dealing with frozen items to maintain proper temperatures and to follow proper stock rotation procedures. The ability to identify stressed food products may prevent the issuing and/or consumption of unserviceable or unwholesome products. Signs of compromised frozen food safety and quality include:
    - Condensation in the freezer room indicating a malfunctioning or inoperable freezer unit
    - Excessive ice build-up on the freezer unit
    - Excessive amount of liquid or ice found in the corners of cases
    - Wet packaging
    - Odors not associated with the product
  - Freezer breakdowns are the most common problem associated with product loss. A refrigeration failure report shall be filled out for all freezer breakdowns. See figure F-3 below. The following will help control or prevent refrigeration failure:
    - Maintain proper temperature logs. Temperature checks must be conducted twice a day for all perishable storage locations (bulk refrigerators and freezers).
    - Temperature monitoring must be conducted at designated intervals inside the freezer; outside thermometers must also be read.
    - Check doors and seals for complete closure. Keep doors closed.
    - Check thermometers' accuracy.
    - Do not stack commodities above the refrigeration unit to prevent a lack of air circulation.
    - Products can maintain their temperature inside an inoperable freezer for up to 24 hours provided warm air does enter through an open freezer door.
    - The freezer must be maintained at 0° F before loading.
- 2. SPECIFIC COMMODITY INFORMATION. The following offers specific commodity information:
  - Cream style soups break down during freezing, but are not spoiled; they are usable.
  - Freezing alters the appearance of the starch thickening in pie fillings; baking restores the desirable appearance.
  - Canned eggnog and non-dairy creamer must be stored below 70°F. Chill storage is recommended for long holding periods. These products must not be frozen.
  - Sensitive chill subsistence such as dairy products, eggs, and processed meats should be stored in between 32°F to 41°F.
  - Vegetables such as lettuce, celery, carrots, cauliflower, radishes, parsley, and mushrooms that require sensitive chill temperatures of 32°F to 41°F must be stored in a separate area.

- Relative humidity for the storage of most chilled items should be in the range of 85 percent to 90 percent.
- Chill injury decreases the shelf life of many sensitive items such as lettuce, grapes, and bananas.
- Constant monitoring is essential to avoid any unnecessary damage. Figure F-1 below provides information for dry storage, refrigeration storage, and freezer storage.

DRY STORAGE (food, equipment, supplies) Rotate stock in FIFO order; create a system such as using dating. 1. Store stock at least six (6) inches off the floor. 2. 3. Loose food and unwrapped food, or food where the original package has been broken, shall be stored in pest-proof containers or in tied plastic bags; it must be labeled properly. Area must be cool (less than 70°F), well ventilated, well lit, well maintained; it must be kept clean, neat, and orderly. 4. 5. Single service items must be stored properly. Foods must be kept separate from all toxic chemicals, which must be 6. in well-marked cabinets. 7. Spilled food must be cleaned off shelves or the floor immediately. **REFRIGERATION STORAGE** 1. Temperature from 32°F to 41°F: there must be a thermometer in every unit, and it must be checked frequently. Potentially hazardous food must be stored in "chillable" quantities in 2. shallow containers or small portions and must be left uncovered while it is still warm (cover food when it has cooled to 41°F). Storage items on open wired shelving rather than solid shelving 3. allows for adequate air circulation: do not cover shelves with foil. 4. Raw food must be stored separate and below prepared food; store raw food in a separate unit if one is available. 5. Food must be stored to allow adequate air circulation; it must not be packed too tightly. Food must be stored at least six (6) inches off the floor. Containers must not be stacked. 6 Food must be stored in a manner to permit FIFO rotation. Units must be cleaned frequently -- at least weekly -- to prevent dirt 7. and microorganisms from accumulating. Foods must be covered to protect it from drippings, odors, and drying 8. out 9. Leftovers must be refrigerated soon as possible; food that will not be used must be thrown away. Leftovers shall be handled in accordance with the Tri-Service Food Code, NAVMED P-5010-1. 10. The thaw box temperature must be maintained at 36°F to 41°F. FREEZER STORAGE (walk-in and reach-in) Temperatures must be maintained at or below 0°F, especially before 1. loading stores; there must be a thermometer in every unit, and it must be checked frequently. 2. Food must be stored to allow adequate air circulation; it must not be packed too tightly. Food must not be stored on the floor of the walk-in. 3. 4. The unit must be defrosted routinely to eliminate ice buildup. 5. Units always must be clean and free of debris. 6. Foods must be rotated on the FIFO system. **TEMPERATURE REMINDER!** DRY GOODS LESS THAN 70°F Sensitive Chill (dairy, eggs, etc) 32°F to 41°F (separate area) Sensitive FFV (lettuce, carrots, etc) 32°F to 41°F (separate area) Thaw Box 36°F to 41°F less than 0°F Freezer

Figure F-1 Storage Information

### 1003 INSPECTION OF SUBSISTENCE

1. GENERAL. This Section provides basic guidelines and describes basic food inspection procedures to determine the serviceability of subsistence items. This Section covers canned products, products subject to infestation, and refrigeration breakdowns.

The following inspections shall be carried out:

- Checking for rust, dents, crimped edges, and other obvious damage
- Checking for leaking packages/cans
- Checking for swelling cans

Minor rust or dents do not necessarily affect the product. Surface rust, that is easily removed by wiping with a clean cloth, is not cause for concern; however, a can is considered unsafe if it is leaking or if its ends are distorted.

Products that appear to have an abnormal odor or appearance should not be consumed. They shall be placed on hold in a secure area to prevent the possibility of use and for further evaluation by veterinary or medical inspectors.

In the event that mission requirements do not allow retaining quantities of questionable product in a hold status, a representative sample (6 normal and 6 abnormal) must be saved for subsequent testing before discarding the entire lot. These samples must be saved, clearly marked, and segregated to preclude inadvertent consumption. When possible, samples should be submitted to a U.S. Army veterinary unit or Naval PMA. Pictures of the suspect item shall be taken in the event samples cannot be submitted for testing purposes. Defects are discussed below.

- a. Can Defects. If any of the following defects are present in canned products, the product should NOT be consumed:
  - Severely dented or buckled cans.
  - Swollen cans. Note that canned coffee, molasses, baking soda, and baking mixes will exhibit swelling after time because of normal gas production; they are not necessarily unsafe. However, these items shall be inspected to ensure they are safe to consume once the product has been opened.
  - Cans that are dented moderately to severely in the area of the side seam or end seam.
  - Cans that are leaking or that have pinholes. Pinholes are tiny holes caused by action of food acids during prolonged storage.
  - Pull-top containers with obvious dents.
  - Cans with pitted rust that cannot be removed by wiping with a clean cloth.
  - Cans that are crushed to the point where they cannot be opened manually. They will have crimped edges on top.
- b. Aesthetic Defects. The following defects do NOT indicate a loss of container serviceability; the product may be issued and consumed without concern.
  - Surface rust that can be removed by wiping with a clean cloth.
  - Body dents on the side of the can that does not affect a seam.
  - Slight to moderate dents on or near a double seam.
  - Slight to moderate paneling (ridges) on the sides of the can.

2. PRODUCTS SUBJECT TO INFESTATION. The following action shall be taken when insects are found in the product at sea. Subsistence that is heavily infested (that is, with seven or more living or dead insects per pound) must be destroyed. Lightly infested subsistence may be used after it is frozen, sifted, and re-inspected provided the infestation does not involve

certain species (Trogoderma) of insects. Heavily infested products must not be consumed or issued to another ship. Specimens must be saved for species identification when the ship returns to shore. It is essential to have insect species identified by an entomologist in the Preventive Medicine Office. The following steps shall be taken for infestations:

- Isolate the product and place it in the freezer if possible. Freezing will kill or deter the development and prevent the spreading of insects. Examine the products in and near the infested area. Sift flour after freezing to remove insects. After freezing and sifting, the product may be safe for consumption depending on the species.
- Request assistance from destination shore Veterinary Services or Preventive Medicine. In most cases destruction at sea is the most cost-effective method of disposition. Take pictures of a suspect commodity to show to medical authorities.
- Report losses. Notify the activity from which that product was obtained; provide the date and quantity received.
- Notify other ships that may have been issued a similar product. Communicate with each other.
- Products that are affected by rodents are unfit for consumption.

NOTE: Freezing for 72 hours will arrest development of an infestation but will NOT kill all of the insects. To kill insects in all stages of development, the infested product must be kept at 0°F for two weeks. Freezing normally will not damage dry semi-perishable items such as grains, starch, cereals, and dehydrated foods; but it may alter their physical appearance.

3. REFRIGERATION AND/OR FREEZER BREAKDOWNS. Perform an inspection of the product to establish its serviceability. Inspection should be conducted as soon as possible before the product is re-frozen. The inspection area must be well lighted and clean. It is imperative that the item is inspected in the freezer to prevent additional loss. The inspection and decision making processes are discussed below.

a. Inspection Process. The following steps shall be followed for the inspection process:

- Take the internal temperatures of the products nearest to the door first.
- Next check products on top of pallets and work downward.
- Check the inside of the cases. It may be necessary to look at additional cases to determine serviceability. Frozen products generally are packed evenly within a case. A product that is located to one side of the case may have been thawed and refrozen.
- Disposition of partially defrosted products must be determined according to the risk factor categories.
- b. Decision Making for Disposition of Food Items Exposed to Refrigeration Failures. The following steps shall be followed for disposing of refrigeration failures (see Figure F-2 below):
  - Step 1. Determine the length of time the food has been maintained at an ambient temperature greater than 41°F.
  - Step 2. Classify the temperature-stressed food item as SAFE or RISK based on Table F-1 below.
  - Step 3. Determine the product's temperature.
  - Step 4. Determine if the food item has exceeded its Time Temperature Limit based on Table F-2 below.
  - Step 5. Make the disposition decision.

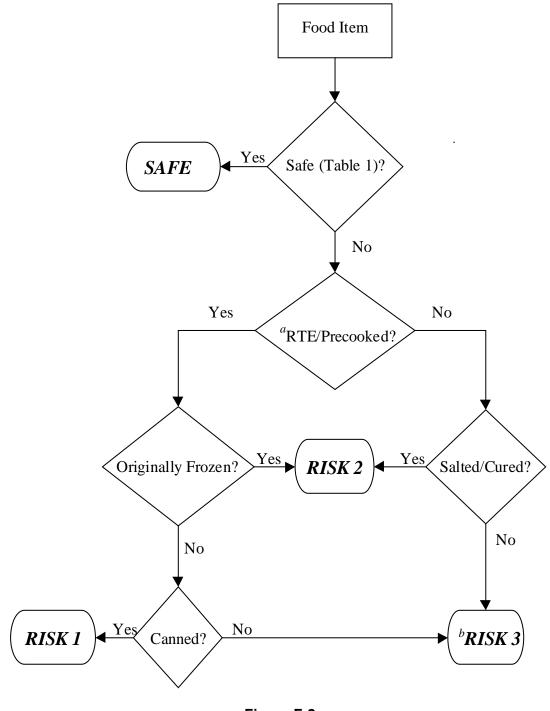


Figure F-2 Flow Chart for Classifying Foods Exposed to Refrigeration Failures

Miscellaneous items	Fruits and Vegetables
Dough, ready-to-bake	Fruit, cut-up or sliced (except melons)
Pastries, nondairy cream, custard or meat fillings	Fruit salad
Pie crust	Fruit in syrup
Pizza, cheese, pepperoni, anchovy	Fruit juices, concentrates, drinks
Tortilla	Horseradish sauce
Yeast, bakers	Salad dressing
Frozen items not defrosted	Salsa
Dairy Display Items <sup>1</sup>	Sauerkraut
Butter	Vegetables, raw, chilled or frozen, excluding cut-up products and bean sprouts
Cheese, processed	
Cheese, ripened, hard or semihard <sup>1</sup>	Meat items
Cream cheese	Bacon, dry cured
Dips, sour cream base	Bacon bits (refrigerate after opening)
Pickled herring, shrimp	Ham, canned (refrigerate after opening)
Lard	Pepperoni
Margarine	Salami, hard
Sour cream	Sausages, fermented
Yogurt	Fish, dried/salted

1. Soft and semisoft cheeses are not considered "safe foods." Soft/semisoft cheeses include Brie, Camembert, Feta, Hand, Neufchatel, Ricotta, Cambridge, Convalli, Little Dutch, Port du Salut, Bel Paese, Bondon, Coulommiers, Gerome, Petit Suisse, Romadur, Cottage cheese, and Liptau. Pulled from MEDCOM Pam 40-13

### Table F-1 List of Safe Foods

Time Temperature Limit	RISK 1 (low)	RISK 2	RISK 3 (high)
Centigrade/Fahrenheit	HOURS	HOURS	HOURS
6/42	72	72	4
7/44	72	72	4
8/45	72	48	4
9/47	72	29	4
10/50	72	24	4
11/52	59	18	4
12/54	47	15	4
13/55	39	12	4
14/57	31	11	4
15/59	29	9	4
16/61	26	7	4
17/63	24	7	4
18/64	21	6	4
19/66	19	5	4
20/68	17	5	4
21/70	15	4	4
22/72	13	4	4
23/73	11	3	4
24/75	9	3	4
25/77	7	3	4

Table F-2Time and Temperature Limits

LOCATION:\_\_\_\_\_

DATE AND TIME OF REFRIGERATION FAILURE (START) \_\_\_\_\_

DATE AND TIME OF INSPECTION \_\_\_\_\_

TYPE OF REFRIGERATION FAILURE \_\_\_\_\_MECHANICAL \_\_\_\_\_POWER

FOOD ITEM	TIME EXPOSED TO REEFER FAIL	CLASSIFICATION	TEMPERATURE	DISPOSITION *Remember Exceptions

### Figure F-3 Refrigeration Failure Report Example

### 1004 DISPOSITION OF SUBSISTENCE AT SEA

1. GENERAL. Determining the proper disposition of subsistence requires a logical sequence of actions regardless of the type of subsistence (perishable or semi-perishable). This ensures that only safe and serviceable subsistence is issued.

2. PROCEDURE FOR DETERMINING THE PROPER DISPOSITION OF SUBSISTENCE. The procedure for determining the proper disposition of subsistence is discussed below.

Step 1. Identify the problem by determining any events, including the following, that may affect the safety, condition, and/or serviceability of subsistence (note that questionable products must be segregated)::

- Refrigeration malfunction
- Power outage
- Physical damage
- Insect and/or rodent infestation
- Improper holding temperature
- Insufficient shelf life and/or expired products
- Chemical, Biological, or Radiological (CBR) event

Step 2. Determine the events that may have affected the subsistence items in question. Obtain, at a minimum, the information on the list below. More information makes it easier to make the appropriate disposition.

- Date of Pack (DOP); expiration date.
- National/Local Stock Number (NSN/LSN).
- Prime Vendor Contract Number.
- Name and address of the product manufacturer.
- Date of receipt.
- Lot numbers.
- Detailed history of condition, storage, processing, age of commodity, and any pertinent information associated with the problem.

Step 3. Notify applicable supporting Veterinary Services and/or Preventive Medical Authority by contacting them and requesting assistance. While in port, assistance may be requested from the supporting U.S. Army veterinary service (AVI) unit. The AVI will assist in making the appropriate decision for future use or condemnation when a problem has been identified as a potential food risk or wholesomeness issue. Army veterinary personnel have the technical expertise to determine the safety and wholesomeness of subsistence items. When it is not possible to obtain Army veterinary assistance, the ranking SUPPO or Senior Officer, with the assistance of the Medical Officer, should determine the disposition of stock.

Step 4. Examine the product using the procedures given below to determine questionable commodities.

- Remove the product to a well-lighted area.
- Remove the product from the master container.
- Remove individual packages (if applicable).
- Check the product for any signs of sliminess.
- Check the product for dehydration and/or freezer burn (a white fibrous texture and/or ice crystals on the product).
- Look for any off color not associated with a normal-appearing product
- Check changes in the master container's shape for indications of temperature abuse.
- Check freezer and chill storage temperature logs for an increase or decrease in temperature.
- Make sure that the freezer or chill unit thermometers are accurate and calibrated,

Thorough inspection enables identification and isolation of problems and allows for proper corrective actions. Lack of proper lighting and poor air quality impairs the senses and lessens the ability to assess the product properly. Deterioration of products is proportional to their time in storage and to the variation in holding temperatures. Temperature abuse means allowing

potentially hazardous foods to remain in the temperature danger zone (42°F to 134°F) for more than four hours. Potentially hazardous foods abused in this manner are considered unsafe for consumption. The Veterinary Service and/or Medical Department Representative shall be notified immediately. Such abused foods should NOT be consumed, even after cooking. Thoroughly inspect questionable items and complete steps 5 and 6 following your inspection.

Step 5. Make appropriate disposition by segregating subsistence items that show signs of temperature abuse, contamination, insects, leaking, opened packages, or that otherwise are considered unsafe or unfit for their intended use. These segregated items shall be inspected by the responsible AVI or Medical Department Representative. Final disposition determination is the responsibility of veterinary service personnel or MDR. If items are received from a Combat Logistic Force (CLF) vessel, the Food Service Officer will notify the SUPPO immediately. The SUPPO will contact the issuing CLF for a report of the findings.

Step 6. Undertake documentation. All actions and losses shall be reported. If a suspected foodborne illness incident occurs involving subsistence, it is imperative that item(s) be immediately placed on a medical hold status and provided with a "DO NOT USE" placard. This will prevent any cross contamination. Foodborne illness generally is preventable; therefore, it is important to document actions taken to protect the health and welfare of all personnel. All related subsistence requiring a hazardous recall shall be reported to the Defense Logistics Agency (DLA) via priority message. (Refer to NAVSUPINST 10110.8C DOD Hazardous Food and Nonprescription Drug Recall System (ALFOODACT) and to Section 1005 of this Guide).

3. INFORMATION FOR REPORTING FOODBORNE ILLNESS. The following information is necessary when reporting a foodborne illness:

- The product in question
- Number of personnel affected
- Processing time and temperature
- Age of the product
- Storage time and temperature
- Manufacturer, lot number, date of pack
- Quantity on hand
- Stock Number (NSN/LSN)
- Pictures of the suspect item
- Documentation of any off odor or condition (what did it look or smell like?)
- Medical Officer observations of personnel affected and diagnosis of foodborne Illness
- The date the product was delivered or received
- Contract number
- The supplying distributor or vendor

In addition to procedures for reporting suspect hazardous subsistence items, the following discrepancy must be reported in accordance with NAVSUP Publication 486, chapter 5, paragraph 5300 that covers proper procedures for completion of the Report of Discrepancy (ROD). Pictures shall be attached to Standard Form 364, Report of Discrepancy (ROD). A copy of the ROD shall be forwarded to navsup\_foodservice@navy.mil to help prevent similar future issues.

### 1005 HAZARDOUS FOOD RECALL PROGRAM

Whenever a suspected hazardous food item is identified, the local authorized Veterinary Services shall be contacted (while in port) or the medical officer shall be contacted when at sea.

Instructions are specified in NAVSUPINST 10110.8C and NAVSUP Pub 486. The following information must be reported:

- Brand name
- Name and address of the manufacturer/processor
- USDA/USDC inspection plant code (if applicable)
- Contract number
- Resource where the product was received (Prime Vendor, CLF, or local supplier)
- Date received
- Quantity received
- Description of container(s)
- Lot number from the master container, individual packages, can codes, or other packaging
- Quantity of the product that is on a medical hold status
- Symptoms of illness or death attributed to or suspected to be caused by the item; number of affected personnel; point of contact
- Laboratory where samples were sent, if applicable. If no samples have been submitted to the laboratory contact the supporting Veterinary Services for assistance

### 1006 REFERENCES

- 1. DODD 6400.4E DOD Veterinary Public and Animal Health Services27 JUN 2013
- 2. NAVSUP 4355.4H (AR 40-657), Veterinary Medical Food Safety, Quality Assurance, and Laboratory Service 21 JAN 2005
- 3. NAVSUP 4355.10A (AR 40-656) Veterinary Surveillance Inspection 28 AUG 2006
- 4. US Army Public Health Command (USAPHC): http://phc.amedd.army.mil/Pages/default.aspx
- 5. Worldwide Directory Of Sanitarily Approved Food Establishments For Armed Forces Procurement: http://phc.amedd.army.mil/topics/foodwater/ca/Pages/DoDApprovedFoodSources.aspx6.

DLA Troop Support: http://www.troopsupport.dla.mil/index.asp

- 6. NAVSUP P-486 Jan 2004 Chapter 4&5 : http://nll1.ahf.nmci.navy.mil/
- 7. NAVSUP Food Services Home Page https://my.navsup.navy.mil
- 8. NAVSUP: http://www.navsup.navy.mil
- 9. NEXCOM: http://www.navy-nex.com
- 10. Navy Family Support http://www.navy-nex.com/command/about\_us/family.support.html
- 11. FDA: http://www.fda.gov/
- 12. NAVSUP P-476 now available in hardcopy, and available at NLL website: Navy NLL <u>http://nll1.ahf.nmci.navy.mil</u>; Select Pubs/Products/Tools; Select NAVSUP Digital Documents; Select: NAVSUP Headquarters Instructions and Publications; At Keyword, type P476 (works for P-486 also)(https://my.navsup.navy.mil/apps/ops\$nll.home)
- 13. NEHC P-5010 Preventive Medicine; Chapter 1 is Food Safety http://www-nehc.med.navy.mil/
- 14. OPNAVINST 4061.4 Food Safety Training Program. 6 MAR 2008

NOTE: The References cited above establish DOD Veterinary Services Activity and USAPHC responsibilities for maintaining the Directory of approved food sources for Department of Defense procurement. The Directory establishes the CONUS and OCONUS industrial base of approved food vendors that meet U.S. public health standards and international good manufacturing processes. The list of vendors is the basis for the DLA Subsistence Prime Vendor (SPV) program and is the first vital step for providing food safety and security for -- and defense of -- the DOD food chain. Vendors must meet the standards of the USDA Food Safety Inspection Service, the Food and Drug Administration 2009 Food Code, and other established

Federal Agencies or U.S. Army Veterinary inspections to be approved for listing and vendor supply.

### **APPENDIX G**

# AUTHORIZED SALES OF FOOD ITEMS

### PART A: AUTHORIZED SALES OF FOOD ITEMS

# APPENDIX G

# AUTHORIZED SALES OF FOOD ITEMS

### PART A: AUTHORIZED SALES OF FOOD ITEMS

### 1000 AUTHORIZED SALES OF FOOD ITEMS

Table G-1 below provides information on the authorized sales of food items.

AUTHORIZED SALES OF FOOD ITEMS			
Category	Approving Authority	Remarks	
Components of DoD including Reserve Activities and Coast Guard	Commanding Officer	Approving authority may be delegated to the Supply Officer or Regional Food Service Director.	
American National Red Cross at Naval Activities in Hawaii and outside the United States	CNIC Regional Commander or Overseas Area Commander	Items may be used only for food service in local Red Cross canteens. Items must not be transferred or resold.	
Authorized Messes	Commanding Officer	Approving authority may be delegated to the Food Service Officer.	
Foreign Naval Vessels and Foreign Military Aircraft	Commanding Officer	Sales may be made to ships and aircraft that need supplies and that have no other immediate source.	
Other government departments and agencies (including embassies)	Commanding Officer	Sales may be made to a government agency that can provide valid lines of accounting to purchase food items for hosted groups having no other immediate sources.	
Resale activities outside the United States on a case by case basis	CNIC Regional Commander and Commander, Naval Supply Systems Command	Requests will be forwarded via the normal military chain of command. Requests shall be granted only when commissary or commercial sources are not available within a reasonable distance.	
Afloat MWR Functions	Commanding Officer	Items may be used only for shipboard food service functions and shall not be transferred or resold.	
Distressed Ships and Aircraft of the United States and of Foreign Countries.	Senior Officer Present	Sales may be made to ships and aircraft that are in distress or that need supplies and do have other immediate sources.	

### **APPENDIX H**

## NAVY FOOD MANAGEMENT TEAM (NFMT)

### Part A: NAVY FOOD MANAGEMENT TEAM ASSISTANCE

NFMT Structure	1000
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NFMT Request Assist/Training Visit Sample Form	

### **APPENDIX H**

### NAVY FOOD MANAGEMENT TEAM (NFMT)

### PART A: NAVY FOOD MANAGEMENT TEAM ASSISTANCE

### 1000 NFMT STRUCTURE

1. GENERAL. Navy Food Management Teams (NFMTs) are responsible for providing training and assistance support to afloat and ashore food service operations. This support improves the quality of food service, maximizes the health and performance of the warfighter, and establishes economy and effectiveness of food service operations. The NFMT assists in identifying and determining priorities for professional training needs in conjunction with TYCOM Goals and any special conditions related to the activity. NFMT qualifications are as follows:

- NFMT members must have completed NAVPERS 1306/92 Special Screening Form and must have completed the interview process for acceptance as an NFMT member. Ref: MILPERSMAN 1306-901.
- Detailers must submit the names of all nominees to the Director of the NFMT before selection.
- An interview must be conducted by the Director, NFMT and submitted to Detailer, before detailing selection.
- NFMT members shall be in pay grades E-7 and above and shall have completed CS "C" School (NEC 3529) and Instructor's training (NEC 9502) with an obligation of service for 36 months before reporting. Ref: MILPERSMAN 1306-901. (Refer to SMART transcript).
- NFMT members must have successfully completed the Food Safety Managers/Supervisor's Course. The Food Safety Instructor provides the initial and annual food safety training. Ref: OPNAVINST 4061.4.

NOTE: Contact PERS 4013 to request billet modifications.

2. MANNING STRUCTURE. The NFMT is effectively managed by the appropriate NAVSUP FLC as discussed below.

- a. Indicators of Success. Indicators of success must be identified and tracked. (Metrics, REMEDY reports)
- b. Manning Structure. The NFMT manning structure must be adequate to support Fleet requirements with the proper tools, equipment, and resources to ensure effective training aids and techniques.

3. TRAINING ASSIST VISITS. NFMT training assist visits or training visits shall be requested by each individual Command that needs food service assistance or training. Funding for each NFMT will be provided by the local NAVSUP FLC. NAVSUP HQ shall be notified when any Command cannot be trained because of funding constraints. Additional information is presented below.

a. Completion of Scheduled Assist Visits. The NFMT shall complete all scheduled assist visits and/or training seminars except for events cancelled by the requesting activity or by the NFMT because of a schedule conflict with the ship, deployment, or the Ney award program.

- b. NFMT Response Time. The NFMT shall respond to all emails, letters, calls, and fax inquiries relating to training, trouble calls, and assists within 5 days of the initial request. The NFMT shall monitor and track training deficiencies.
- c. NFMT Standard Operating Procedures. The NFMT shall maintain signed Standard Operating Procedures to support training and assist visits.
- d. NFMT Events Schedule. The NFMT shall maintain and display a schedule of all assist/training events for all afloat and ashore food service activities.
- e. Quarterly Training Schedules. Quarterly training schedules shall be posted and properly communicated to the Fleet and ashore commands through message, local media, FLC newsletter, email, MyNAVSUP, or the P-476.

4. NFMT ADMINISTRATION TRAINING AND ASSIST RECORDS. The NFMT shall document all assist and training requests to track the effectiveness of the NFMT Program as discussed below.

- a. Required Records. Records of a breakdown of assists/trouble calls shall be kept. These records shall include emails, phone calls, and visits must be on file. A customer sign in log may be used to assist with high demands of training topics.
- b. Record Retention. Assist visit records are kept on file for a minimum of three years
- 5. NFMT LIBRARY. The library shall maintain the following instructions at a minimum:
  - NAVSUP P-486
  - FOOD FLASH
  - NAVSUP P-476
  - All Food Actions
  - Naval Supply Note 7330
  - Lesson Plans
  - Armed Forces Recipe Service (AFRS)
  - Navy Medical Instructions
  - Consolidated Afloat Requisitioning Guide Overseas (CARGO) Catalog
  - Army Veterinary Instructions
  - Ney Instructions
  - Training Publications
  - Navy Customer Service Manual
  - Personal Qualification Standards
  - Navy Standard Core Menu (NSCM)
  - Go 4 Green Instruction and Guidelines

These publications must be kept up to date because they provide the backbone of the assistance team program and are supplemented by Fleet and TYCOM instructions, certification standards, Fleet initiatives, and priorities.

6. FLEET TRAINING. NFMTs shall incorporate Fleet readiness plans into all training and shall offer a 12-month to 18-month professional off cycle assist to enhance culinary cooking techniques. Annual Training plans will be submitted to NAVSUP HQ. These plans must include the following training:

- A review of all food service program operations, including financial planning and budgets, to ensure that all food service requirements are met.
- Training that instills food service management discipline with an emphasis on nutrition, quality of prepared foods, improved merchandising of food items, productivity and efficiency of food service personnel, food service safety requirements, fire prevention, energy conservation, and sanitation.

- Training that encourages and stimulates professional pride in food service personnel.
- Training that evaluates and encourages the application of standards and uniform policies and procedures.
- Training that provides on-site training to food service personnel through a team concept that includes senior food service managers and executives and uses the most advanced training aids and training techniques.
- Training that reviews the use of facilities, equipment, personnel, subsistence, and other food service resources to obtain valid evaluations of installation food service programs.
- Training that identifies limitations that hamper accomplishment of activity objectives.
- Follow-on training/mentoring, in an advisory capacity, for the operation of the general messes (GMs). Trainers/mentors shall work with food service personnel and shall demonstrate proper techniques in all phases of food service including management, production, service of food, sanitation, training, accounting, and motivating food service personnel to increase efficiency and effectiveness.
- Assisting each Command's food service personnel in methods of conducting a patron education program with an emphasis on food conservation and other consumer-oriented elements of the food service program. These methods shall include suggesting how to communicate principle points.
- Evaluating the practical application of food service techniques learned through technical and on-the-job training, curricula, and formal training.
- Providing information on, and demonstrating new developments in, the food service and subsistence fields.
- Exchanging, searching for, and collecting new ideas on food service for possible adoption and dissemination to all installations.
- Recording observations that will provide a basis for follow-up actions to resolve problems beyond the control of food service program managers.

7. NFMT ASSIST VISITS OFFERED. The objective is to assess and train personnel before and after the opening of a new operation to ensure compliance with instructions and directives. The following assist visits are offered by the NFMT:

- Pre-opening assist for newly-opened operations 30 days before the scheduled opening date.
- Post-opening assessments 2 months after an operation is opened.
- Pre-deployment assist visits for deploying units (120 days before deployment).
- Random visits to maintain readiness and core competencies of each Command.
- Preparation of the GM in support of a ship's decommissioning.
- Assistance in material condition and 2kilo preparation (on request and in cooperation with ATG and TYCOM).
- The objective is to train personnel before entering a shipyard or in advance of an Inspection and Survey (INSURV) inspection.
- This service generally will be offered only when and where assist team resources are available.

8. REPORTING. The NAVSUP Monthly Situation Summary (SITSUM) is used to collect statistical data and must be submitted by the tenth day of each month. All assist visits, training, or other major concerns such as Food Service Management (FSM) must be recorded using Remedy. When updating Remedy, it is necessary to record each Unit Identification Code separately and for each day of the occurrence. To comply with SITSUM, an NFMT shall report the following information to the individual NFMT NAVSUP FLC Commanding Officer (CO) with a copy to the Program Lead:

- Assist visits (source Remedy).
- Seminars conducted including number of students (source Remedy).
- Budgetary and manning concerns when appropriate.
- Periodicity for sea and shore Commands assist visits.
- Number of afloat and shore Commands in AOR.
- Number visited in the previous 24 months.
- Participation in the following special assignments requested by NAVSUP HQ initiatives:
  - Monitoring of special food and equipment tests.
  - Providing input and serve on a technical evaluation panel as a subject matter expert.
  - Participating in annual food service conferences, conventions, and/or competitions.
  - Participating in the Navy Captain Edward F. Ney Memorial Award evaluation. Senior NFMT members may be tasked with participating as a member of the Ney Award evaluation team or as a member of the ashore accreditation evaluation team.

9. SUMMARY OF ASSIST VISITS/CORRECTIVE ACTIONS. The following is a summary of assist visits and/or corrective actions:

- Upon completion of assist visit an informal briefing shall be provided to the Commanding Officer (CO) with a written report provided to the Supply Officer (SUPPO). An activity with a completed assist visit written report within the last 24 months is within periodicity.
- An NFMT shall conduct follow up visits under the following conditions and when other conditions warrant:
  - When directed by NAVSUP HQ or TYCOMs.
  - There is a lack of senior enlisted leadership (E-7 and above) for more than six months.
  - FSM has been inoperative for more than 30 days.
- A summary of completed training for a specific ship or shore Command shall be submitted to NAVSUP FLC CO and to designated TYCOM representative when requested.
- An assist team leader must immediately report all concerns to the SUPPO assist team when conditions are encountered that pose a significant risk to crew health, personnel safety, or a real or potential loss of accountability. If any member of an assist team suspects or discovers evidence of fraud, waste, or abuse, the concern and any evidence must be reported immediately to the SUPPO. If a problem is not addressed appropriately, or if it involves the SUPPO, the team must report the problem to the activity's CO. After reporting to the activity CO, the team also must notify the NAVSUP FLC CO and must provide copies of working papers, photographs, or other evidence to the designated TYCOM representative.
- Assist visit records shall be kept on file for a minimum of three years.

10. FUNCTION. The NFMT provides on-the-job training in the following areas:

- Proper food service techniques including management, production, service of food, sanitation, food safety, training and accounting, menu planning, Go 4 Green, and nutrition.
- Importance of Menu Review Boards and Menu Production Meetings.
- Menu Development, New Product Requests, and Menu Refresh.
- Management awareness in progressive cookery, proper serving techniques, food service safety precautions, operating procedures, fire prevention, sanitation, and personal hygiene.
- Wardroom Service.
- Food service management discipline for all responsible personnel with special emphasis on nutrition, quality of prepared foods, improved merchandising of food items,

productivity and efficiency of food service personnel, food service safety requirements, fire prevention, energy conservation, and sanitation.

- Use of facilities, equipment, personnel, and other food service resources.
- Professional in-rate training and assistance.
- Automated food service records, Food Service Management (FSM) System, financial returns, and organization and operating procedures including financial plans and budgets.
- DOD, Navy, and Command food service policy and procedures.
- Food service education programs that encourage and stimulate professional pride in food service personnel.
- New developments in food service operations and food items.
- Prime Vendor and automated ordering procedures.
- Written guidance and recommendations for follow-up action by the Command.
- Evaluations for the Ney Memorial Awards program.
- Classroom and specialized training by senior food service managers and executives who use the most advanced training aids and training techniques.

11. LOCATION AND AREAS OF RESPONSIBILITY. NFMTs are based in Fleet-concentrated areas servicing afloat and ashore activities in the areas of responsibility shown in Table H-1 (Paragraph 1001).

- 12. ASSISTANCE VISITS. Information on assistance visits is provided below.
  - a. Requests for Assistance. NFMTs must visit each Navy installation facility at least once every 24 months (every 18 months for organizations that operate field food service programs) in accordance with service directives and in accordance with 1338.10 M. All GMs afloat and/or ashore shall request a visit at least every 24 months. All ships and units with food service operations are strongly encouraged to schedule a team visit before T1 and/or C1 events (Events that replaced 1.1 to SMC) and every 18 months to 24 months at a minimum as described in CNSPINST 4400.1A/CNSLINST 4400.1A, Chapter 11. Food service training assistance visits must be requested via a letter of request (see Figure H-1 in Paragraph 1002) 60 to 90 days before the desired visit dates. The request must be made directly to the Director of the appropriate NFMT as shown in Table H-1 (Paragraph 1001). Command visits not occurring within the required 24 months will be annotated in the Commands SITSUM report.
  - b. Length of Visit. Standard team visits may be requested in lengths of from 3 days to 14 days. Longer visits may be arranged if operating schedules dictate. Commands may request a follow-up visit within 90 days of the initial visit.
  - c. Time Periods for Visit. Requests provide two or more convenient periods for the assistance visit. Ship assist visits are best conducted when the team has the undivided attention of the Culinary Specialists (CSs). The type of assist visit shall be tailored to the requirements identified by the requesting Command. Generally the NFMT spend the majority of their time working with the CS division hands-on in the galley, cooking and training. The teams also provide classroom instruction on any of the food service lesson plans identified on the MyNAVSUP Web Page.
  - d. Advance Contact. Advance written or telephone contact with the Director of the NFMT in the designated area of responsibility is encouraged. The following information must be provided to the team before the visit:
    - Location of ship during the requested dates.
    - Information, such as name and rank/rate, on the SUPPO, Food Service Officer (FSO), and Leading Culinary Specialist (LCS).
    - Problem areas requiring special attention.

- Date of last/next SMAI/SMI/SMC (T1 and/or C1 events).
- e. Exclusions from Assist Visits. An NFMT assist visit shall not be made to a GM after it has been nominated by the responsible Fleet Commander/Major Claimant for Ney Awards competition. This exclusion will apply even if a visit had been previously scheduled; it shall remain in effect as long as the GM is in competition. If an assist visit is in progress when a GM is nominated by the responsible Commander, the visit will continue until completed. GMs affected by this provision shall take action to reschedule an NFMT assist visit based on evaluation results announced in accordance with NAVSUPINST 5061.2AS series.
- f. Report of Visit. At the end of each visit, the Director of the NFMT or the designated representative shall conduct an informal briefing to discuss the overall operation of the GM with the Commanding Officer or designated representative, the SUPPO, the FSO, and key food service personnel.
- g. Assist Visit Team Complement and Visit Length. The recommended numbers of CSs, Machinist Mates (MMs), and Army Veterinarians that make up the assist visit team and the visit lengths are given in the Table below.

Command	Recommended Number of Culinary	Recommended Number of Machinist	Army	Length
Туре	Specialists	Mates	Veterinarian	-
Ashore				
Large	5 to 8	2	1	2
Medium	4 to 6	1	1	1
Small	3 to 5	1	1	1
Afloat				
SUB	2 or 3	1	1	1
CVN	5 to 8	2	1	2
FFG	3 or 4	1	1	1
LPD/LSD	4 to 6	1	1	1
LCC	4 to 6	1	1	1
LHD/LHA	5 to 7	2	1	2
CG/DDG	4 to 6	1	1	1
LCS	1 or 2	1	1	1

Table H-1NFMT Assist Visit Team Complement and Visit Length

### 1001 NFMT LOCATIONS AND AREAS OF RESPONSIBILITY

NFMT	ADDRESSES AND PHONE NUMBERS	GEOGRAPHIC AREA OF RESPONSIBILITY
Norfolk	Director Navy Food Management Team, Norfolk NAVSTA, FLC Norfolk, Bldg W-143, C619, 1968 Gilbert St Norfolk, VA 23511-3392 Commercial: (757) 443-1900 DSN: 646-1900 Fax: (757) 443-1902	Virginia; West Virginia; Illinois: North Carolina; Maryland; NAVDISTWASH; and European areas as far east as the eastern border of Turkey to include the Middle East and Africa.
New London	Director Navy Food Management Team, New London Naval Submarine Base, New London, BLDG 83 RM B4 Supply Department, Box 500, Groton, CT 06349-5000 Commercial: (860) 694-4938/5778/5779 DSN: 694-4938 Fax: (860) 694-4939	Pennsylvania; New York; New Jersey; Connecticut; Rhode Island; Massachusetts and Maine
Mayport	Director Navy Food Management Team, Mayport Naval Station, Box 280021 Mayport, FL 32228-0021 Commercial: (904) 270-5544/6815/7766 DSN: 960-5544 Fax: (904) 270-7099	Florida; Louisiana; Gulfport & Pascagoula, MS; Kings Bay, Georgia; Texas; South Carolina; Oklahoma; Tennessee; Guantanamo Bay, Cuba; Caribbean Sea and Panama Canal Zone
San Diego	Director Navy Food Management Team, San Diego 3985 Cummings Road, Bldg 116, Second Deck Naval Station San Diego San Diego, CA 92136-5206 Commercial: (619) 556-5651/8212 DSN: 526-5651/8212 Fax: (619) 556-0971	California and Nevada
Puget	Director Navy Food Management Team, Puget Fleet and Industrial Supply Center 35 Scuba Lane Bldg 35, Keyport, WA 98345 Commercial: (360) 396-1382/2493 DSN: 744-1382 Fax: (360) 396-1381	Washington and Oregon
Pearl Harbor	Director Navy Food Management Team, Pearl Harbor 1942 Gaffney Street, Bldg 475, STE 100 Pearl Harbor, HI 96860-4533 Commercial: (808) 473-7590/7506 DSN: 473-7590 Fax: (808) 474-3763	Hawaii; Guam, Southwest Asia (SWA),
Yokosuka	Director Navy Food Management Team, Yokosuka Attn: Code 430 Fleet Logisitics Center Yokosuka PSC 473, Box 11 FPO AP 96349-0011 Commercial: (315) 234-8423 Calling from CONUS: 011-81-46-816-8423 DSN: (315) 234-8423	Diego Garcia; Japan and Korea

Bahrain	Director Navy Food Management Team, Bahrain Attn: Code 430 PSC 851, BOX 50 FPO AE 09834 Calling from CONUS: 011-973-1785-9803 DSN: 318-439-9803	Bahrain	
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# Table H-2NFMT Locations and Areas of Responsibility

1002 NFMT REQUEST ASSIST/TRAINING VISIT SAMPLE FORM



Navy Food Management Team (NFMT) Assist Visit Request

"Assisting, Training and Supporting the Fleet One Galley at a Time"

Command:	
NFMT Requested:	
Requested Assist Date:	
Alternate Assist Date:	
Requested Training/Visit:	IN-PERSON VIRTUAL
1. 2. 3. 4. 5.	
Date of Previous NFMT Assist Visit:	
Specific Training Requirements: Justifications:	
Acknowledgement: Signature:	
FSO	
SUPPO	
CO	
NFMT Acknowledgment/Acceptance	
TYCOM/Region Approval	Version 3, November 2020
Figure H-1 Sample Form Requesting Navy Food Management Team Assist and/or Train	ing

H-10

### APPENDIX I

### FOOD SERVICE EVALUATION, TRAINING, AND INSPECTION CHECKLIST

Part B: ADMINISTRATIO	N
	stration
,	
Part C: FINANCIAL REC	ORD AND REPORTS
Financial Records and	d Reports (Preparation/Acceptability NAVSUP Form 1090)
Financial Records and	d Reports (Accountability: NAVSUP Form 338, and NAVSUP Form 1359)
Financial Records and	d Reports (Accountability: NAVSUP Form 1359)
Financial Records and	d Reports (Expenditures/Surveys: DD Form 200)
	d Reports (Expenditures/Surveys: DD Form 1608)
Financial Records and	d Reports (Expenditures/Surveys: NAVSUP Form 1334)
	d Reports (Inventory: NAVSUP Form 1059)
	d Reports (Issues: NAVSUP Form 1282)
	d Reports (Issues: Authorized General Mess Sales)
	d Reports (Issues: NAVSUP Form 1291)
Financial Records and	d Reports (Issues: NAVSUP Form 1292)
	d Reports (Receipts: NAVSUP Form 367)
Financial Records and	d Reports (Sales: DD Form 1544, NAVSUP Form
Financial Records and	Reports (Sales: NAVSUP Form 470, DD Form 1131, NAVCOMP 215-Navy Cash)
Financial Records and	d Reports (Transfers: DD Form 1149)
Food Service Manage	ement (FSM) Automated System
Navy Cash and Eagle	Cash
Part D: NAVY STANDAR	
NSCM Implementation	n, Compliance, and Healthy Standards
Part E: SUBSISTENCE N	IANAGEMENT
Procurement	
	on
, ,	stance
Part F: FOOD PREPARA	TION AND SERVICE
Food Preparation and	Service

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PART A: FOOD SERVICE EVALUATION, TRAINING, AND INSPECTION CHECKLIST		MAX POINTS	POINTS AWARDED
Food Service Inspection Checklist Score Sheet		8423	137
PART B: ADMINISTRATION			
General Mess Administration		120	0
Letters of Authority		160	0
Presentation Silver Program		20	0
	Total	300	0
PART C: FINANCIAL RECORDS AND REPORTS			
Financial Records and Reports for Preparation and Acceptability (NAVSUP Form 1090)		165	25
Financial Records and Reports (Accountability: NAVSUP Form 338, and NAVSUP Form 1359)		100	0
Financial Records and Reports (Accountability: NAVSUP Form 1359)		356	0
Financial Records and Reports (Expenditures/Surveys: DD Form 200)		205	0
Financial Records and Reports (Expenditures/Surveys: DD Form 1608)		50	0
Financial Records and Reports (Expenditures/Surveys: DD Form 1334)		150	0
Financial Records and Reports (Inventory: NAVSUP Form 1059)		460	0
Financial Records and Reports (Issues: NAVSUP Form 1282)		220	0
Financial Records and Reports (Issues: Authorized General Mess Sales)		60	0
Financial Records and Reports (Issues: NAVSUP Form 1291)		30	0
Financial Records and Reports (Issues: NAVSUP Form 1292)		30	0
Financial Records and Reports (Receipts: NAVSUP Form 367)		135	0
Financial Records and Reports (Sales: DD Form 1544)		120	0
Financial Records and Reports (Sales: NAVSUP Form 1046)		50	0
Financial Records and Reports (Sales: NAVSUP Form 470)		155	0
Financial Records And Reports (Transfers: DD Form 1149)		55	0
Food Service Management (FSM) Automated System		90	0
Navy Cash		75	0
	Total	2506	25
PART D: NAVY STANDARD CORE MENU			
NSCM Resources		425	0
NSCM Implementation, Compliance, and Healthy Standards		775	0
	Total	1200	0

PART E: SUBSISTENCE MANAGEMENT			
Procurement		225	0
Receipts		175	0
Food Receipt Inspection		300	0
Army Veterinary Assistance		150	0
Storage	Total	125 975	0
	Total	975	U
PART F: FOOD PREPARATION AND SERVICE			
Food Preparation and Service	Total	457	112
PART G: SANITATION			
Food Storage and Food Protection		475	0
Food Service Spaces, Equipment, and Utensils		200	0
Personnel		150	0
Water and Ice Sanitation		60	0
Sewage and Plumbing		60	0
Sanitary Facilities, Refuse Disposal, and Pest Control		100	0
Facility Structure and Housekeeping		240	0
	Total	1285	0
PART H: FACILITIES, EQUIPMENT, AND UTENSILS			
General	Total	180	0
PART I: SAFETY			
General	Total	950	0
PART J: TRAINING			
General	Total	220	0
PART K: SHIPBOARD SOLID AND PLASTICS WASTE MANAGEMENT (WRAPS/PRIME)			
Waste Management	Total	100	0
PART L: SECURITY			
General	Total	250	0

	DADT	B: ADMINISTRATION			
	General Mess Administration	Reference: NAVSUP P-486	Y/N	Max Points	Points Awarded
1	A current "Pledge of Service" is signed by the CO and FSO	VOL 1, CH 1, 1100/1106		10	
2	and displayed at the head of the each mess line. Contingency plans are established to meet commitments during unique operational evolutions/periods (Battle Feeding, power loss/refrigeration, loss of FSM).	VOL 1, CH 2, 2603		10	
3	Applicable NAVSUP directives, required food service publications, and notices are current and on file. (For example: NAVSUP P-486 Vol 1 and 2, Master List of Food Service Publications, FOOD FLASHES, and NAVSUP Form 476). FOOD FLASHES and NAVSUP Form P476	VOL 1, APP P		10	
4	All levels of food service personnel strive to attain the highest quality of food service using the latest food service management techniques.	VOL 1, CH 1, 1000		25	
5	There is positive and effective relationships with Command to support equipment and facility maintenance, allocation of manpower, and coordination of special requirements.	VOL 1, CH 1, 1105		25	
6	Command/Food Service Division program is in effect to recognize outstanding personnel (Awards, CS/FSA of the Month/Quarter, P476 Food Service Finest).	VOL 1, CH 1, 1105		15	
7	NFMT assist visit request letter is on file. All general messes afloat and ashore shall request an assist visit every 24 months.	VOL 1, APP H DOD 1338M		25	
		Total Points		120	0
	Letters of Authority	Reference: NAVSUP P-486	Y/N	Max Points	Points Awarded
1	The Supply Officer's letter of authority for the Authorization for the Advancement of a Change Fund for the General Mess is on file.	VOL 1, 1115 APP D		10	
2	The Commanding Officer's letter of appointment for the FSO and/or alternate FSO is on file.	VOL 1, 1105, 1115 APP D		10	
3	FSO's letter of authority to requisition subsistence is on file.	VOL 1, 1115 APP D		10	
4	The Supply Officer's letter of appointment as Control Officer for the handling and security of the cash meal payment booklet (DD Form 1544) is on file.	VOL 1, 1115 APP D		10	
5	The Supply Officer's authorization for the cash sales of meals from the GM is on file.	VOL 1, 1115 APP D		10	
6	The Supply Officer's authorization for the sale of meals from the GM on a credit basis (NAVSUP 1046) is on file.	VOL 1, 1115 APP D		10	
7	The Supply Officer's authorization for the sale of food items to afloat authorized messes is on file.	VOL 1, 1115 APP D		10	
8	The Supply Officer's authorization for the sale of food items to activities other than afloat units is on file.	VOL 1, 1115 APP D		10	
9	The Supply Officer's Custodial authorization to hold Group Il duplicate master key is on file.	VOL 1, 1115 APP D		10	
10	The FSO's appointment letter for General Mess Cash Collection Agent or authorized funds custodian is on file.	VOL 1, 1115 APP D		10	
11	The FSO's appointment letter for Food Service Recordskeeper is on file.	VOL 1, 1115 APP D		10	
12	The FSO's appointment letter for Receipt Inspector for subsistence items in the absence of the FSO is on file.	VOL 1, 1115 APP D		10	
13	The FSO'sappointment letter for cashier to receive payment for meals sold from the GM is on file.	VOL 1, 1115 APP D		10	
14	The FSO'sFSO appointment letter for Bulk Storeroom Custodian is on file.	VOL 1, 1115 APP D		10	
15	The FSO's appointment for supervising the signing of the NAVSUP 1046 and meal signature record (NAVSUP Form 1291) is on file.	VOL 1, 1115 APP D		10	
16	The Letter of Authority for the Wardroom Mess Treasurer to authorize the requisition and receipt for subsistence items from the GM to the Wardroom is on file.	VOL 1, 1115 APP D		10	
		Total Points		160	0

	Presentation Silver Program				
	Fresentation Silver Frogram	Reference: NAVSUP P-486	Y/N	Max Points	Points Awarded
1	Presentation Silver/Other Valuable Gift inventories are properly maintained and managed (points are awarded to commands participating in the Presentation Silver Program).	VOL 2, CH 3, 3300		5	
2	A current appraisal report is on file (every 5 years).	VOL 2, CH 3, 3100		5	
3	Required reports through TYCOM to NAVSUP (Presentation Silver) or the Curator of the Navy (Other Valuable Gifts) were properly submitted and on file (transfer approval letters, DD Forms 1149, inventories, surveys, donation letters and manufacturer invoices).	VOL 2, CH 3, 3101		5	
4	Two prints of each Presentation Silver photograph were retained on file as an additional means of inventory control (8" x 10", black and white, shown with ruler to indicate actual size).	VOL 2, CH 3, 3102		5	
		Total Points		20	0
		PART B: Total Points		300	0
PART C: GENERAL MESS FINANCIAL RECORDS AND REPORTS					
	Preparation/Acceptability (NAVSUP Form 1090)	Reference: NAVSUP P-486	Y/N	Max Points	Points Awarded
1	All Messes with more than one assigned CS are properly using NAVSUP Form 1090.	VOL 1, CH 3, 3003		10	
2	Worksheets are retained for current month and three previous months.	VOL 1, CH 7, 7307		25	
3	NAVSUP Forms 1090 are used effectively as a management tool. (Use NAVSUP 1090 Food Preparation Worksheet and 1090 Grade Matrix, Part M to determine a numerical grade).	VOL 1, CH 3, 3003 VOL 1, APP I, PART M (2)		25	25
4	NAVSUP Forms 1090 properly annotate all prepared portions, portions served, and leftovers.	VOL 1, CH 3, 3003		15	
5	Temperature logs (refer, scullery, serving lines) are properly annotated on the reverse side of NAVSUP Form 1090 or are identified in a temperature log book.	VOL 1, CH 3, 3003		15	
6	Substitute food items served to "finish" the line equaled or exceeded the acceptability of the items replaced.	VOL 1, CH I, 1106		20	
7	Proper predictions and portion control are used to control waste.	VOL 1, CH 3, 3003		20	
8	NAVSUP Form 1090 instructions for preparation and cooking times promote progressive and batch cooking principles and are used affectively.	VOL 1, CH 3, 3003		15	
9	NAVSUP Form 1090 worksheets have all the required signatures including those of the Watch Captain, Leading Culinary Specialist (LCS), and the Food Service Officer (FSO).	VOL 1, CH 3, 3003		20	
		Total Points		165	25
	Accountability (NAVSUP Form 338/1359)	Reference: NAVSUP P-486	Y/N	Max Points	Points Awarded
1	The FSO logs into the FSM system and reviews NAVSUP Form 338 weekly to ensure that proper financial control is maintained in the mess and that the operation is within the established monetary allowance. The FSO must print NAVSUP Form 338 and review, sign	VOL 1, Ch 6, 6103		25	
2	NAVSUP Form 338 was properly prepared and posted on a daily basis.	VOL 1, Ch 6, 6103		25	
3	A comparison between the total food cost in column 17 of NAVSUP Form 338 with the actual food cost figure on NAVSUP Form 1359 was conducted.	VOL 1, Ch 6, 6103		25	
4	The FSO ensures that all over issues are immediately reviewed to determine their cause. The FSO takes steps to eliminate the over issue.	VOL 1, Ch 6, 6103		25	
		Total Points		100	0

	Accountability (NAVSUD Form 1359)				
	Accountability (NAVSUP Form 1359)	Reference: NAVSUP P-486	Y/N	Max Points	Points Awarded
1	The monthly GM Summary Document (NAVSUP Form 1359) was properly prepared. (Use the NAVSUP Food Service Evaluation Checklist 1359 worksheets to determine numerical grade).	VOL 1, CH 7, 7002 VOL 1, APP I, PART M		186	0
2	All cash deposited was reported as collected and credited to the fiscal year in which the sale took place.	VOL 1, CH 7, 7001 NAVSUPNOTE 7330		25	
3	NAVSUP Form 1359 is completed in the FSM system by the 5th day following the end of each monthly accounting period.	VOL 1, CH 7, 7300		5	
4	Correct procedures were used for correcting NAVSUP Forms 1359. Corrected copies are maintained with the original in the FSO's accountability file for 10 years.	VOL 1, CH 7, 7004		25	
5	NAVSUP Form 1359 is prepared in an original and one copy. It is distributed, and the original is retained by the FSO.	VOL 1, CH 7, 7003		10	
6	A copy of NAVSUP Form 1359 is provided to the Disbursing Officer concurrent with or after the last deposit was made during the report period (on or before the last day of the month).	VOL 1, CH 7, 7002		10	
7	The FSO, LCS, and Recordskeeper have conducted a monthly audit of NAVSUP Form 1359 using the audit sheet in Appendix I or using a TYCOM-approved audit sheet before submitting monthly returns.	VOL 1, CH 7, 7001/7203		30	
8	A notification is forwarded to SUP N432 via TYCOM when returns could not be completed in the FSM system on or before the date they were required. The notification explains the reason for the delay and gives the anticipated completion date.	VOL 1, CH 7, 7001/7302		25	
9	Correct Basic, Special, and Supplemental Allowances for each accounting period as listed in NAVSUPNOTE 7330 series are entered in the appropriate allowance sections in FSM.	VOL 1, CH 7, 7002		25	
10	The Rations Fed Caption equals and does not exceed the total Rations Allowed caption from the muster report for the same accounting period (afloat only).	VOL 1, CH 7, 7002		15	
		Total Points		356	0
	Expenditures/Surveys (DD Form 200)	Reference: NAVSUP P-486	Y/N	Max Points	Points Awarded
1	DD Form 200 was prepared and distributed according to governing regulations.	VOL 1, CH 6, 6000/6001		25	
2	When necessary, the veterinary or medical representative has certified that food was unfit for human consumption and attached certification to DD Form 200.	VOL 1, CH 6, 6000/6001		25	
3	A document number is entered, upon approval of the Approving Official, that consists of the service designator, UIC, 4-digit Julian date, and expenditure number.	VOL 1, CH 6, 6001		30	
4	Survey findings and recommendations for surveyed material were handled as indicated in Block 15.	VOL 1, CH 6, 6001		30	
5	Block 9 on DD Form 200 answers the questions who, what, where, when, and how and includes the condition, cause, and responsibility.	VOL 1, CH 6, 6001		30	
6	Corrective actions and measures to prevent future occurrences were indicated on DD Form 200 when personal responsibility is evident.	VOL 1, CH 6, 6001		30	
7	Copy of DD Form 200 was sent to NAVSUP via the relevant Type Commander for all combined losses in excess of \$5,000.	VOL 1, CH 6, 6000/6001		35	
		Total Points		205	0

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	Expenditures/Surveys (DD Form 1608)	Reference: NAVSUP P-486	Y/N	Max Points	Points Awarded
1	DD Form 1608 (UMR) was prepared by the Command (afloat and ashore) that received, from the Navy or other government sources, food items that were unsatisfactory and that did not conform to specifications.	VOL 1, CH 5, 5300		25	
2	A Standard Form 364 (ROD) was prepared for unsatisfactory food items received directly from the Subsistence Prime Vendor (SPV) and all other commercial vendors.	VOL 1, CH 5, 5300		25	
		Total Points		50	0
	Expenditures/Surveys (NAVSUP Form 1334)	Reference: NAVSUP P-486	Y/N	Max Points	Points Awarded
1	NAVSUP 1334 was prepared when food items are lost as a result of physical deterioration (expired/spoiled), veterinary sampling, damaged in handling (broken/crushed) with a loss less than \$500 per NSN not exceeding a cumulative value of \$1,000 monthly per NSN. A letter of justification was sent to TYCOM/Regional Commander for a cumulative loss exceeding \$1,000 for the month.	VOL I, CH 6, 6000		25	
2	NAVSUP 1334 was prepared when a total loss of several items expended in the circumstances listed above on the same day exceeding \$500 (\$1,000 for CVN/LCC/LHA/LHD/LPD/LSD), and a DD Form 200 was completed as required. Repetitive entries of the same item for the purpose of circumventing maximum dollar limitations are not allowed.	VOL I, CH 6, 6000		25	
3	When expended foods items on NAVSUP Form 1334 (loss per NSN line item) meet the maximum dollar value limitations for each NSN or the total allowance for the month, then all future losses for that item were expended using a DD Form 200 survey.	VOL I, CH 6, 6000		25	
4	Food items with multiple NSNs used for divisional training did not exceed a total dollar value of \$200.00 per month. These food items were entered on NAVSUP Form 1334 as a separate single line entry. Training was documented in the General Mess training program.	VOL I, CH 6, 6000		25	
5	NAVSUP 1334 was properly prepared and distributed.	VOL I, CH 6, 6002		25	
6	NAVSUP 1334 was properly closed out at the end of the accounting period (or upon relief of the FSO), This includes totaling the money value and assigning a document number.	VOL I, CH 6, 6002		25	
		Total Points		150	0

	Inventory (NAVSUP Form 1059)				
		Reference: NAVSUP P-486	Y/N	Max Points	Points Awarded
1	A minimum of 10 percent of subsistence line items maintained in the bulk storeroom shall be inventoried twice a month or 20 percent monthly to maintain a 95% accuracy goal (FSO's decision based on needed inventory accuracy controls). (Use Inventory Validity Worksheet). NAVSUP Form 1059 Used For Inventory.	VOL I, CH 7, 7101 VOL I, APP I, Part M (4)		50	0
2	A smooth NAVSUP Form 1059 was accurately prepared, extended at last receipt price, and totaled as of the last day of the accounting period. The FSO reveiwed, signed and dated the bottom of the last page certifying correctness. The rough inventory has been retained in the FSO accountability file until the next complete inventory has been conducted and reconciled.	VOL I, CH 7, 7103/7201		50	
3	Inventories were taken as required upon relief of the accountable FSO.	VOL I, CH 7, 7100		35	
4	Inventories were taken as required upon relief of the responsible Bulk Storeroom Custodian.	VOL I, CH 7, 7100		30	
5	A full physical inventory of each storeroom was conducted within 90 days of the last full physical inventory.	VOL I, CH 7, 7100		50	
6	An inventory was conducted when there was evidence of unauthorized entry into a storeroom.	VOL I, CH 7, 7100		50	
7	An inventory was conducted when directed by TYCOM, Major Claimant, Commanding Officer, Supply Officer, or the FSO.	VOL I, CH 7, 7100		50	
8	NAVSUP Form 1059 (Stores Consumed Report) is properly prepared, signed, dated, and reviewed by the FSO.	VOL I, CH 7, 7201		30	
9	Spot Inventories are performed to concentrate on high value and fast moving items. Results are compared to the Subsistence Ledgers (NAVSUP Forms 335) to ensure that inventory accuracy of the bulk storeroom is being maintained.	VOL I, CH 7, 7101		30	
10	The FSO investigated and initialed all discrepancies with line item validity below 95 percent of the total expenditures listing.	VOL I, CH 7, 7103		30	
11	All FSM-produced discrepancy listings with a 5 percent difference of total expenditures are investigated and initialed by the FSO.	VOL I, CH 7, 7103		25	
12	When the value of the price adjustment exceeded 10 percent of the total food cost value (NAVSUP Form 338) upon posting the ending inventory, a review was completed to determine the cause.	VOL I, CH 7, 7202		30	
		Total Points		460	0

	Issues (NAVSUP Form 1282)	Reference: NAVSUP P-486	Y/N	Max Points	Points Awarded
1	The FSO has procedures in place to control each issue document. The FSO reviews NAVSUP Form 1282 to ensure that the form was completed in its entirety and that items issued were required with no excess quatities issued.	VOL I, CH 6, 6101		25	
2	Appropriate signatures were annotated on all NAVSUP Form 1282s.	VOL I, CH 6, 6101		50	
3	Post daily issue documents (smoothed NAVSUP Forms 1282) are kept in the accountability file for the current and three previous monthly accounting periods only.	VOL I, CH 6, 6101		25	
4	General Mess (GM) issues are properly posted to all NAVSUP Forms 335 daily in the FSM system.	VOL I, CH 6, 6102		20	
5	The Watch Captain and Bulk Storeroom Custodian are properly completing the 1282 at the time of issue and receipt.	VOL I, CH 6, 6101		20	
6	All items on the issue documents were required to prepare the menu.	VOL I, CH 6, 6101		20	
7	Quantities that were issued were not in excess of requirements.	VOL I, CH 6, 6101		20	
8	Unprepared food items left over at the end of the day (intended for use that day) are returned to the storeroom on a daily basis and annotated on NAVSUP Form 1282.	VOL I, CH 6, 6100/6101		40	
		Total Points		220	0
	Authorized General Mess Sales				
		Reference: NAVSUP P-486	Y/N	Max Points	Points Awarded
1	Written approval from the CO is required for all sales of subsistence items from the GM.	VOL I, CH 6, 6300		10	
2	A mess bill or automated food service management billing statement for the sale of food items was provided to each mess. At the end of each month, all 1149s were reconciled ensuring all sales matched the sales expenditure totals on the NAVSUP Form 367.	VOL I, CH 6, 6304		25	
3	The payment for all meals sold on a credit basis were deposited no later than 15 days following the month in which the meals were sold.	VOL I, CH 2, 2201		25	
		Total Points		60	0
	Headcounts (NAVSUP Form 1291)	Reference: NAVSUP P-486	Y/N	Max Points	Points Awarded
1	NAVSUP Forms 1291 are serialized and the headings are completed before each meal.	VOL I, CH 2, 2303		10	
2	Separate forms are prepared for each category of personnel.	VOL I, CH 2, 2303		10	
3	Ration Entitlement Verification is being used to properly validate entitlement and to account for the sale of meal transactions.	VOL I, CH 2, 2201		10	
		Total Points		30	0
	Headcounts (NAVSUP Form 1292)	Reference: NAVSUP P-486	Y/N	Max Points	Points Awarded
1	NAVSUP Form 1292 is properly filled out with all appropriate signatures/initials. Ashore Only	VOL I, CH 2, 2304		15	
2	A monthly audit (based on Command procedures) was conducted on the monthly records and supporting documents.	VOL I, CH 2, 2307		15	
		Total Points		30	0

	Receipts (NAVSUP Form 367)	Reference: NAVSUP P-486	Y/N	Max Points	Points Awarded
1	The money value of "Inventory Brought Forward" on the first day of the month is correct and agrees with the "Inventory on Hand" on the last day of the previous month.	VOL I, CH 5, 5403		10	
2	The money value of receipts with/without charge, including the date and vendor name, were properly posted to NAVSUP Form 367 as transactions occurred. These values agree with receipt documents in the accountability file.	VOL I, CH 5, 5403		10	
3	The money value and document number of each transfer was properly posted as it occurred. These values agree with transfer documents in the accountability file.	VOL I, CH 5, 5403		10	
4	The total money value of each survey (DD Form 200) was properly posted on approval. These values agree with survey documents in the accountability file.	VOL I, CH 6, 6001		25	
5	The total value and document number of the Expenditure Log NAVSUP Form 1334 was properly posted to NAVSUP Form 367 at the end of the monthly accounting period.	VOL I, CH 6, 6002		25	
6	The total money value of sales to authorized messes was properly posted at the end of each month. These values agree with sales documents in the accountability file.	VOL I, CH 6, 6304		15	
7	All receipt transactions from requisition document, purchase order document and a receipt from transfer were posted as they occurred.	VOL I, CH 5, 5403		15	
8	The total money value of the ending inventory (extended at last receipt price) was properly posted at the end of the monthly accounting period.	VOL I, CH 7, 7202		25	
		Total Points		135	0
	Sales (DD Form 1544)	Reference: NAVSUP P-486	Y/N	Max Points	Points Awarded
1	A Cash Meal Payment Book (DD Form 1544) was used in the prescribed manner for meals sold for cash from the GM.	VOL I, CH 2, 2201		25	
2	Correct basic meal charges and surcharges are used from the quarterly NAVSUPNOTE 7330 and Naval Message from NAVSUP N432.	VOL I, CH 2, 2200/2201 NAVSUPNOTE 7330, Encl 4		25	
3	The FSO reviews and audits DD Forms 1544 at least weekly verifying that the total cash sales match the deposit for that period.	VOL I, CH 2, 2201		35	
4	Overages/shortages in cash received from the sale of GM meals were recorded on DD Form 1544 by the cashier and verified by the FSO.	VOL I, CH 2, 2201		35	
		Total Points		120	0
	Sales (NAVSUP Form 1046)	Reference: NAVSUP P-486	Y/N	Max Points	Points Awarded
1	A sale of Enlisted Dining Facility Meals Form (NAVSUP Form 1046) is properly maintained for the credit sale of meals sold from the GM.	VOL I, CH 2, 2201/2403		25	
2	Payments for all meals sold on a credit basis were collected before the 15th day following the month in which the meals were provided and before detachment of individuals to whom the meals were provided.	VOL I, CH 2, 2201		25	
		Total Points		50	0

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	Sales (NAVSUP Form 470/DD Form 1131/NAVCOMPT 215-Navy Cash)	Reference: NAVSUP P-486	Y/N	Max Points	Points Awarded
1	All transfers of funds between cashier(s), collection agents, and Disbursing Officers was accounted for on NAVSUP Form 470 showing the collection date and the amount collected in figures and words and signed by the individual authorized to deliver cash and the individual authorized to receive cash.	VOL I, CH 2, 2202		25	
2	DD Form 1544 serial and sheet numbers were inserted next to the cashier's signature on NAVSUP Form 470.	VOL I, CH 2, 2201/2202		25	
3	All cash collected from sales were deposited with the Disbursing Officer using a Cash Collection Voucher DD Form 1131 and deposited as shown in a. through d. below.	VOL I, CH 2, 2202		25	
	a. on or before the last day of each month	VOL I, CH 2, 2202		10	
	b. on relief of the FSO c. on relief of the Commanding Officer aboard ships	VOL I, CH 2, 2202		10	
	without Supply Corps officers	VOL I, CH 2, 2202		10	
	d. daily or at least twice weekly	VOL I, CH 2, 2202		10	
4	The deposit number of the Deposit Ticket OCR (SF Form 215) obtained from the Disbursing Officer was recorded on NAVSUP Form 470 in the space provided for the signature of the Disbursing Officer in all cases when cash was deposited with a United States Gov	VOL I, CH 2, 2202		25	
5	Cash Collection Voucher DD1131s, a copy of the monthly Navy Cash Merchant Sales Summary Report, and the Navy General Mess daily Transaction Detail Report are maintained with the monthly returns for a period of 10 years.	VOL I, CH 2, 2202		15	
		Total Points		155	0
	Sales (DD Form 1149)	Reference: NAVSUP P-486	Y/N	Max Points	Points Awarded
1	DD Forms 1149 were properly prepared and approved by TYCOM/REGION, and funds were committed by BUPERS before placing the order. This Form is used for local purchases with no PV, Ship's Store, and for Operational Rations (OPRATS) at DLA.	VOL I, CH 4, 4102		15	
2	The Requisition Routing Sheet is used in conjunction with DD Form 1149. The Requisition Routing Sheet is properly prepared and distributed with DD Form 1149.	VOL I, CH 4, 4102		25	
3	DD Form 1149 was used for requesting sales from the GM by other activities authorized to purchase subsistence.	VOL I, CH 6, 6305		15	
		Total Points		55	0
	Food Comico Monogram and (FOM) Content				
	Food Service Management (FSM) System	Reference: NAVSUP P-486	Y/N	Max Points	Points Awarded
1	FSM system access rights and user account controls are followed to ensure the proper use of FSM.	VOL I, APP A		30	
2	FSM Replications are up to date with the replication checklist being used daily.	VOL I, APP A		30	
3	Acceptability factors are updated into the FSM system for proper endurance level calculations.	VOL I, APP A		30	
		Total Points		90	0

	Navy Cash/Eagle Cash				
		Reference: NAVSUP P-486	Y/N	Max Points	Points Awarded
1	Customers that use a "Visitor" Navy Cash/Eagle Cash card are accounted for on the Cash Meal Payment Book, DD FORM 1544. Visitor headcounts are posted to the FSM system on a daily basis.	VOL I, CH 2, 2202		15	
2	The General Mess Refund Control Log is maintained and retained on file for ten years.	VOL I, CH 2, 2202		15	
3	The Navy Cash/Eagle Cash General Mess Daily Transaction Detail Report is reconciled on a daily basis.	VOL I, CH 2, 2202		15	
4	The Navy Cash/Eagle Cash Merchant Sales Summary Report is reconciled at the end of each month.	VOL I, CH 2, 2202		15	
5	The Navy Cash/Eagle Cash Monthly Reports and Reconciliation Worksheets are maintained and filed for 10 years.	VOL I, CH 2, 2202		15	
		Total Points		75	0
		PART C: Total Points		2506	25
	DADT D. NAVY	STANDARD CORE MENU (NS			
	NSCM Resources				
		Reference: NAVSUP P-486	Y/N	Max Points	Points Awarded
1	Commands shall maintain an electronic version of the current Armed Forces Recipe Service (NAVSUP P-7) (updated quarterly) including newly-developed recipes and guideline cards as posted on MyNAVSUP.	VOL I, CH 3, 3000		25	
2	A Menu Production Board and a Menu Review Board are established and effectively used as a management tool to reflect the crew's preferences.	VOL I, CH 3, 3000		50	
3	Command provides Menu Production/Menu Review Board feedback results to regional TYCOM/CNIC Regional Director N9.	VOL I, CH 3, 3000		25	
4	Only approved TYCOM/Region Menus from the Armed Forces Recipe Service (AFRS) are used.	VOL I, CH 3, 3000		75	
5	All FSO-authorized menu changes for unusual or unforeseen circumstances were supported by the current Master Load List (MLL).	VOL I, CH 3, 3000		75	
5 6	unforeseen circumstances were supported by the current	VOL I, CH 3, 3000 VOL I, CH 3, 3001		75	
_	unforeseen circumstances were supported by the current Master Load List (MLL). Command follows NAVSUP policy for new recipe and new ingredient requests. Requests are properly submitted using current procedures and forms for submission through				

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	NSCM Implementation, Compliance & Healthy	Reference: NAVSUP P-486	Y/N	Max Points	Points Awarded
	Standards				
1	TYCOM has distributed the platform approved Navy Standard Core Menu to the ship. Command has implemented the TYCOM approved platform menu. This menu is in compliance with G4G coding guidelines.	VOL I, CH 3, 3000		75	
2	Menus are displayed daily in the GM showing accurate food label card codes that reflect a color (G, Y, R) and sodium code (L, M, H) to facilitate the proper execution of the Go For Green® (G4G) Program.	VOL II, CH 1		50	
3	Menus incorporate USDA Dietary Guidelines for Americans and My Plate concepts.	VOL I, CH 3, 3200 VOL II, CH 1		75	
4	Go For Green® Program information is displayed in the galley for all GM patrons. This information includes G4G food label cards, G4G table toppers, and G4G posters.	VOL II, CH 1 VOL I, CH 3, 3202		75	
5	When two options from food categories are provided, each meal offers a green-coded entrée, starch, vegetable, soup, beverage bar, bread bar, and dessert. When only one option per food category is provided, lunch or dinner will offer a green-coded option.	VOL II, CH 1 VOL I, CH 3, 3202		75	
6	A hot vegetable must be offered at lunch and dinner.	VOL II, CH 1 VOL I, CH 3, 3202		25	
7	Oil, vinegar, and lemon or Fat free/low fat salad dressings having artificial sugar are available and are properly coded if applicable.	VOL II, CH 1 VOL I, CH 3, 3202		25	
8	Low fat/low calorie dessert options (such as fruit) are available at lunch and dinner.	VOL II, CH 1 VOL I, CH 3, 3202		25	
9	At breakfast, egg white or egg substitute is offered as a green-coded option. Regular eggs made with vegetables will be coded green.	VOL II, CH 1 VOL I, CH 3, 3202		25	
10	The salad bar on medium and large platforms includes a minimum of 7 fresh ingredients, when available. Small platforms include a minimum of 5 fresh ingredients. The salad bar follows G4G choice architecture with green-coded options offered first follow	VOL II, CH 1 VOL I, CH 3, 3202		50	
11	Two fresh fruits are offered at every meal when available.	VOL II, CH 1 VOL I, CH 3, 3202		50	
12	Breakfast offers assorted lower-fat breads and muffins or alternatives to pastries including oatmeal bars when available.	VOL II, CH 1 VOL I, CH 3, 3202		25	
13	Theme meals and special meals, such as birthday meals and meals for the Super Bowl, are scheduled.	VOL II, CH 1		25	
14	The menu offers a variety of starch options such as brown rice, whole grain pasta, sweet potatoes, and quinoa.	VOL II, CH 1 VOL I, CH 3, 3202		50	
15	alternate is available	VOL II, CH 1 VOL I, CH 3, 3202		50	
16	Seasonal fruits and vegetables are incorporated when available.	VOL II, CH 1 VOL I, CH 3, 3202		25	
17	Maximum use is made of the salad bar to offer green- coded and yellow-coded options.	VOL II, CH 1 VOL I, CH 3, 3202		50	
		Total Points		775	0
		PART D: Total Points		1200	0

1	PART E: S	UBSISTENCE MANAGEMENT			
	Procurement	Reference: NAVSUP P-486	Y/N	Max Points	Points Awarded
1	Food items procured from sources other than SPV are in compliance with governing regulations. All food onboard is Berry Amendment compliant.	VOL I, CH 4, 4101		50	
2	Subsistence items purchased from a foreign source were not excessive in quantity and were completely consumed or properly disposed of before entering a U.S. port.	VOL I, CH 4, 4102		50	
3	Any Operational Rations/MREs carried onboard have the approval of TYCOM.	VOL I, APP K		25	
	Local purchases were ordered from an approved source with TYCOM/REGION approval and obligated by BUPERS as an approved purchase.	VOL I, CH 4, 4102		50	
5	SUBMARINES ONLY: An effective consumables load out plan is in effect.	COMSUBFORINST 4406.1		50	
		Total Points		225	0
	Receipts	Reference: NAVSUP P-486	Y/N	Max Points	Points Awarded
1	Receipt inspector circled quantity actually received and legible prints name, date received and signs all receipts.	VOL I, CH 5, 5000/5106/5204		50	
2	FSM3 MILSTRIP, Stores Web Receipt, and SPV receipt are signed and filed in the FSO's accountability file and kept for ten years.	VOL I, CH 5, 5000		50	
3	Any incorrect quantity is lined out on the Prime Vendor receipt document when there are changes in the quantity received. The correction is initialed, annotated, and circled with the actual quantity received and the reason for the change is annotated.	VOL I, CH 5, 5000 VOL I, CH 5, 5106		50	
4	A Cross Reference Memorandum is used for all food orders created outside of FSM.	VOL I, CH 4, 4200		25	
		Total Points		175	0
	Food Receipt Inspection	Reference: NAVSUP P-486	Y/N	Max Points	Points Awarded
1	The FSO or designated representative is thoroughly familiar with the terms and conditions set forth in the SPV contract.	VOL I, CH 5, 5103		25	
2	Receiving personnel determine acceptability and wholesomeness for all food items and verify that proper temperatures are met for all food products at delivery.	VOL I, CH 5, 5103		50	
3	The Command Preventive Medicine Authority, in the absence of an Army Veterinary Service, inspects foods for				
1	wholesomeness during overseas deliveries (not under a PV contract) and signs all receipts.	VOL I, CH 5, 5103		25	
4	wholesomeness during overseas deliveries (not under a PV contract) and signs all receipts. There is a documented account of corrective actions taken for products delivered that do not meet specified temperature requirements.	VOL I, CH 5, 5103 VOL I, CH 5, 5103/5104		25	
4	wholesomeness during overseas deliveries (not under a PV contract) and signs all receipts. There is a documented account of corrective actions taken for products delivered that do not meet specified				
5	wholesomeness during overseas deliveries (not under a <u>PV contract</u> ) and signs all receipts. There is a documented account of corrective actions taken for products delivered that do not meet specified temperature requirements. A Report of Discrepancy (ROD) SF Form 364 has been submitted when deliveries of subsistence that contained less than satisfactory products were accepted at the time	VOL I, CH 5, 5103/5104		25	
5 6 7	wholesomeness during overseas deliveries (not under a <u>PV contract</u> ) and signs all receipts. There is a documented account of corrective actions taken for products delivered that do not meet specified temperature requirements. A Report of Discrepancy (ROD) SF Form 364 has been submitted when deliveries of subsistence that contained less than satisfactory products were accepted at the time of delivery. Replacement products were offered and approved by the FSO before accepting delivery; they were documented on the receipt and initialed by the FSO. Food service personnel submit a ROD to NAVSUP N432 for action via TYCOM. The FSO conducts a review for accuracy.	VOL I, CH 5, 5103/5104 VOL I, CH 5, 5105		25	
5 6 7	wholesomeness during overseas deliveries (not under a PV contract) and signs all receipts. There is a documented account of corrective actions taken for products delivered that do not meet specified temperature requirements. A Report of Discrepancy (ROD) SF Form 364 has been submitted when deliveries of subsistence that contained less than satisfactory products were accepted at the time of delivery. Replacement products were offered and approved by the FSO before accepting delivery; they were documented on the receipt and initialed by the FSO. Food service personnel submit a ROD to NAVSUP N432 for action via TYCOM. The FSO conducts a review for	VOL I, CH 5, 5103/5104 VOL I, CH 5, 5105 VOL I, CH 5, 5105		25 25 50	
5 6 7 8 9	wholesomeness during overseas deliveries (not under a <u>PV contract</u> ) and signs all receipts. There is a documented account of corrective actions taken for products delivered that do not meet specified temperature requirements. A Report of Discrepancy (ROD) SF Form 364 has been submitted when deliveries of subsistence that contained less than satisfactory products were accepted at the time of delivery. Replacement products were offered and approved by the FSO before accepting delivery; they were documented on the receipt and initialed by the FSO. Food service personnel submit a ROD to NAVSUP N432 for action via TYCOM. The FSO conducts a review for accuracy. Products are inspected for shelf life and marking	VOL I, CH 5, 5103/5104 VOL I, CH 5, 5105 VOL I, CH 5, 5105 VOL I, CH 5, 5109		25 25 50 50	

	Army Veterinary Assistance				
	Anny Veternary Assistance	Reference: NAVSUP P-486	Y/N	Max Points	Points Awarded
1	Random US Army Veterinary subsistence inspections are conducted and signed by the US Army Veterinary Inspector.	VOL I, CH 5, 5101		50	
2	When applicable, DA Forms 7539 are signed by the US Army Veterinary Service representative or by the medical representative.	VOL I, CH 5, 5108		50	
3	Receipt personnel understand the delivery process and are quick to notify the US Army Veterinary when products are questionable and when they are unsure if products are from approved, sanitary sources.	VOL I, CH 5, 5103		50	
		Total Points		150	0
	Storage	Reference: NAVSUP P-486	Y/N	Max Points	Points Awarded
1	Care is taken to keep food items away from areas where asphalt, fuel, creosote, or lubricating oils are present.	VOL I, CH 5, 5700		25	
2	Only food items are stored in food storage spaces such as storerooms, refrigerators, and/or food lockers.	VOL I, CH 5, 5700 NAVMED P5010, 6-501		25	
3	Hazardous food items are surveyed and disposed of.	VOL I, CH 5, 5108/5301		25	
4	Proper stock rotation, First In First Out (FIFO), is adhered to.	VOL I, CH 5, 5204/5700 NAVMED P5010, 6-501		25	
5	Food items are properly stored off the deck, away from walls. They are not over-packed or stored on or near refrigeration coils.	VOL I, CH 5, 5700		25	
		Total Points		125	0
		PART E: Total Points		975	0

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	PART F: FOOD PREPARATION AND SERVICE						
	Food Preparation and Service	Reference: NAVSUP P-486	Y/N	Max Points	Points Awarded		
1	Standard Volume measuring devices and scales are on hand, accurate, and used effectively in food preparation.	VOL I, CH 1, 1107		25			
2	All food items are sampled by the cooks on watch during preparation and before serving.	VOL I, CH 1, 1106		15			
3	Portion control programs are in effect to eliminate food waste.	VOL I, CH 3, 3100		20			
4	Food is served using properly-sized and configured trays, pans, plates, and utensils.	VOL I, CH 3, 3100		30			
5	Food items on the serving line are served based upon the portion size of the approved recipe cards per the NAVSUP 1090 Food Preparation Worksheet.	VOL I, CH 3, 3003		25			
6	Food service surveys are taken periodically to determine preferences.	VOL I, CH 3, 3000		15			
7	A suggestion box is available and effectively used.	VOL I, CH 3, 3004		30			
8	A designated meal sampler, as assigned by the Commanding Officer, periodically samples meals served in the GM.	VOL I, CH 1, 1100		30			
9	The menu sampling worksheet (Breakfast or Lunch/Dinner) is used to determine a numerical grade.	VOL I, APP I, Part M (3)		112	112		
10	All food placed on the serving line is kept covered (as applicable) until served to prevent shrinkage and drying.	VOL II, CH 1		25			
11	Food items are attractively and properly displayed.	VOL II, CH 1		15			
12	Proper serving temperatures are maintained for hot and cold foods: cold foods at 41°F or below; hot foods at 135°F and above.	NAVMED P5010		50			
13	Menu changes are authorized by the CO or delegated representative. Changes are maintained with the NAVSUP 1090 and in the FSO Non-Accountability File.	VOL I, CH 3, 3001		25			
14	Food items are prepared using the approved Navy Recipe Cards that corresponds to the menu items on NAVSUP Form 1090.	VOL I, CH 3, 3002/3003		40			
		Total Points		457	112		
		PART F: Total Points		457	112		

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	PART G: SANITATION https://www.med.navy.mil/directives/Pub/5010-1.pdf					
	Food Storage and Food Protection	Reference: NAVMED P-5010-1, Tri- Service Food Code	Y/N	Max Points	Points Awarded	
1	Food and milk are wholesome, procured from approved sources, and properly inspected upon receipt.	SECT 3, PAR 101, 201, 202		15		
2	Food containers (cans, boxes, bags) are not dented, torn, or crushed and are labeled. The integrity of food products is maintained.	SECT 3, PAR 202		15		
3	All refrigerated storage spaces including milk dispensers are maintained at temperatures of 41°F or below.	SECT 3, PAR 501		15		
4	Fresh and frozen foods are protected from the influence of decayed foods, contamination, and spoilage.	SECT 3, PAR 301, 302		25		
5	Semi-perishable foods are adequately protected from spoilage caused by improper storage practices including excessive temperatures and moisture, lack of adequate ventilation, and insufficient stock rotation.	SECT 3, PAR 305		25		
6	Time/temperature control for safety (TCS) foods and beverages are protected from contamination and meet time and temperature requirements.	SECT 3, PAR 501		50		
7	Prepared food items are labeled "Leftover" with the food name, date prepared, and use-by date displayed on the label.	SECT 3, PAR 501		30		
8	During meal hours all cooked food is held at 135°F or above. All cold foods are kept at 41°F or below and do not exceed 4 hours on the serving line.	SECT 3, PAR 501		30		
9	Food served hot and saved as leftovers is placed in shallow pans (food depth not more than 3") and cooled to 41°F within 2 hours from 135°F and 4 hours from 70°F.	SECT 3, PAR 501		30		
10	TCS leftover foods are not retained for more than 7 days when chilled at 41°F. Leftover TCS foods are not served to highly susceptible populations.	SECT 3, PAR 501 SECT 9, PAR 101		30		
11	Dry or semi-dry sausage and hard natural cheeses are visually inspected before serving and discarded at the first sign of deterioration.	SECT 3, PAR 501		30		
12	TCS leftovers are not frozen for use beyond the 7-day retention period.	SECT 3, PAR 501		30		
13	Leftover TCS foods removed from a serving line, and foods containing leftovers as an ingredient, never are frozen.	SECT 3, PAR 502		30		
14	TCS food that is prepared in advance, if frozen, is labeled to include the date the food was placed in the freezer and the use-by date, which should not exceed 30 days.	SECT 3, PAR 502		30		
15	Food that was previously frozen and partially or fully thawed is never refrozen.	SECT 3, PAR 502		30		
16	Thawed foods are refrigerated maintaining a temperature of 41°F or below.	SECT 3, PAR 502		30		
17	Food items placed on a consumer self-serve line are discarded after the end of the meal.	SECT 3, PAR 501		30		
		Total Points		475	0	

	Food Service Spaces, Equipment, and Utensils	Reference: NAVSUP P486 NAVMED P-5010-1, Tri- Service Food Code	Y/N	Max Points	Points Awarded
	Refrigerated storage spaces are properly constructed, installed, and cleaned. Frost or glaze ice was not allowed to accumulate more than 1/4" in thickness on the interior surfaces or on the refrigeration coils.	VOL I, CH 1, 1200		30	
2	Internal temperatures of all bulk cold storage spaces are logged at least twice daily.	VOL I, CH 1, 1200		10	
	Food service equipment (ashore/afloat) is installed with adequate (6" ashore, 8" afloat) clearance between floor and equipment. The clearance space for counter-mounted equipment is 4" if no part of the floor under floor-mounted equipment is more than 6"	SECT 4, PAR 402		10	
4	Thermometers or air measuring devices are readily observable, easily readable, numerically scaled, and accurate to ±3°F of the critical range in all refrigerated spaces.	SECT 4, PAR 403		10	
5	All surfaces of equipment or utensils that come in direct contact with food are impervious, corrosion resistant, or of smooth construction and are kept clean and properly sanitized. Cracks and/or crevices and open seams are sealed to prevent food particles and foreign matter from accumulating.	SECT 4, PAR 602		10	
6	Efforts are continuously made to maintain the appearance and general working conditions of facilities and equipment.	VOL I, CH 1, 1204		10	
7	All serving lines and food and/or salad bars and soup pots (set up on a self-service basis) are equipped with a functional sneeze-shield.	SECT 3, PAR 306		10	
8	During meal service, serving lines and salad bars are promptly cleaned.	SECT 4, PAR 602		10	
9	Cutting boards have smooth surfaces and are free of crevices and nicks that impede cleaning and sanitizing.	SECT 4, PAR 501		10	
10	Food service equipment and utensils are properly maintained, serviced, cleaned, and sanitized.	SECT 4, PAR 501		10	
11	All cleaning cloths used for cleaning galley utensils and equipment are washed and sanitized after each meal period.	SECT 3, PAR 304		10	
12	Automatic dishwashing machines meet NSF standards or the equivalent and are properly cleaned, maintained, and operated at proper temperatures with approved dishwashing and sanitizing agents according to manufacturer's instructions.	SECT 4, PAR 501		10	
	a. Wash temperature: 150°F to 160°F	SECT 4, PAR 501		5	
	b. Rinse temperature: 160°F to 180°F	SECT 4, PAR 501		5	
⊢	c. Final rinse temperature: 180°F to 194°F	SECT 4, PAR 501		5	
13	Manual dishwashing is accomplished in accordance with correct procedures and in properly designated three- compartment sinks.	SECT 4, PAR 501/703		10	
	a. Wash temperature: not less than 110°F	SECT 4, PAR 501/703		5	
⊢	b. Rinse temperature: 120°F to 140°F c. Sanitizing temperature: 171°F for at least 30 seconds or	SECT 4, PAR 501/703		5	
	1 minute in approved sanitizing solution.	SECT 4, PAR 501/703		5	
14	Equipment and utensils are properly air dried, handled, and stored after being washed.	SECT 4, PAR 901		10	
15	No unauthorized supplies, such as steel wool or unauthorized soap, are present or in use.	SECT 4, PAR 603		10	
		Total Points		200	0

	Personnel	Reference: NAVMED P-5010-1, Tri- Service Food Code	Y/N	Max Points	Points Awarded
1	Personnel performing food service duties are free from communicable diseases and open lesions on the exposed portions of their bodies.	SECT 2, PAR 201		25	
2	Food service personnel are physically clean, wearing clean garments, and practicing good personal hygiene and proper food handling procedures.	SECT 2, PAR 301/304/401		25	
3	Caps, hairnets, or other effective hair restraints are worn to prevent hair from falling into food. Beards are completely covered with a "snood" or beard bag at all times while preparing, handling, and serving food or while cleaning and sanitizing food contact surfaces.	SECT 2, PAR 402		25	
4	Clothing and personal effects of food service personnel are not kept in food preparation and/or serving areas; personnel are not using these areas for changing their clothes.	SECT 6, PAR 305/501		25	
5	Physical examinations for food service personnel (military, civilian, and contract) are current.	SECT 2, PAR 201		50	
		Total Points		150	0
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	Water and Ice Sanitation	Reference: NAVMED P-5010-1, Tri- Service Food Code	Y/N	Max Points	Points Awarded
1	Adequate potable water is supplied from approved sources and is protected against contamination; it meets current water quality standards.	SECT 5, PAR 102		15	
2	Ice is procured from approved sources and/or is manufactured from potable water from ice making machines or ice flakers that are located, installed, operated, and maintained in a sanitary manner. Ice from approximately one-quarter of all ice machines is sampled weekly for bacteria.	SECT 3, PAR 202 SECT 4, PAR 401/503/603		25	
3	Ice scoops are stored handle up in a freely draining metal bracket outside the ice storage compartment or in a metal bracket installed with the machine.	SECT 3, PAR 304 SECT 4, PAR 503		20	
		Total Points		60	0
	Sewage and Plumbing	Reference: NAVMED P-5010-1, Tri- Service Food Code	Y/N	Max Points	Points Awarded
1	Sewage is disposed of in a public sewer system or approved sewage disposal system.	SECT 5, PAR 403		15	
2	Plumbing, fixtures, and equipment are properly installed to prohibit backflow into the potable water supply system.	SECT 5, PAR 202/203/402		15	
3	Other outlets are protected by an air gap twice the diameter of the effective opening of the potable water outlet. (If the outlet is less than three times the effective opening away from a wall or similar vertical surface, the air gap is three times the	SECT 5, PAR 202		15	
4	Adequate drains are provided in floors that are flushed with water for cleaning or that receive discharges of water or other fluid wastes from equipment.	SECT 5, PAR 204		15	
		Total Points		60	0

	Sanitary Facilities, Refuse Disposal, and Pest Control	Reference: NAVSUP P-486 NAVMED P-5010-1, Tri- Service Food Code	Y/N	Max Points	Points Awarded
1	Toilets, hand washing sinks, and locker rooms are conveniently located and properly equipped. They are maintained in good working order and supplied with soap, toilet tissue, and proper hand-drying equipment such as disposable paper towels and hot hand dryers.	SECT 5, PAR 202/203/204/205 SEC 6, PAR 301		20	
2	Heads and locker rooms are clean, neat, free of odors, and in good repair. Head facilities do not open directly into food preparation areas.	SECT 6, PAR 202		20	
3	Garbage and refuse are properly collected in clean, covered, leak-proof containers and are stored in a manner that prevents nuisance conditions or accessibility to insects and rodents.	SECT 5, PAR 501		20	
4	The food service facility is adequately protected against entry and harborage of insects, rodents, birds, and other pests. An effective pest control program is carried out under the supervision of trained and certified pest control personnel.	SECT 6, PAR 202/501 SECT 9, PAR 403		20	
5	There are signs posted conspicuously in food service and toilet areas that instruct personnel to wash their hands with soap and potable water before engaging in any food service operation and always after visiting toilet facilities.	VOL II, CH 2		20	
		Total Points		100	0
	Facility Structure and Housekeeping	Reference: NAVSUP P-486 NAVMED P-5010-1, Tri- Service Food Code	Y/N	Max Points	Points Awarded
1	Floors, walls, ceiling, and attached equipment are properly constructed, well maintained, and free of accumulated dirt, dust, and food residues.	SECT 6, PAR 101		25	
2	The entire facility and surrounding premises used in connection with food service operations are kept neat, clean, and free of litter, refuse, and garbage.	SECT 6, PAR 501		30	
3	Shielding to protect food from broken glass is provided in all artificial lighting fixtures located in food preparation and storage areas.	SECT 6, PAR 202		30	
4	Food service spaces are adequately ventilated and maintained at comfortable temperatures.	SECT 6, PAR 202		30	
5	Ventilation hoods and grease filters are cleaned of dirt and grease as often as necessary (no less than weekly) to avoid danger of fire. Filters that cannot be adequately cleaned are replaced.	SECT 6, PAR 202/501		30	
6	Interior of ventilation ducting is cleaned at least quarterly. Access plates are provided to gain cleaning access to duct work.	SECT 6, PAR 304		15	
7	Food service facilities are inspected once monthly by a Medical Department Representative; findings are recorded on NAVMED Form 6204/1, and retained copies of completed forms are maintained by food service management personnel. Sanitation inspections are	SECT 8, PAR 400		30	
8	Only authorized and approved cleaning gear (such as swabs and brushes) and cleaning supplies (such as detergents, disinfectants, and other toxic materials) are used and are properly stored.	SECT 6, PAR 501		25	
	A Contracting Officer's Representative (COR) has been	VOL II, CH 2		25	
9	assigned to the galley and monitors the performance of the contractors. (ASHORE ONLY)	VOE 11, 011 2			
9		Total Points		240	0

	PART H: FACILITIES, EQUIPMENT, AND UTENSILS							
	General	Reference: NAVSUP P-486, OPNAVINST 4790 NAVMED P-5010-1, Tri-Service Food Code	Y/N	Max Points	Points Awarded			
1	A preventive maintenance program for food service equipment is active, effective, and monitored by food service personnel.	VOL I, CH 1, 1106		15				
2	Food service equipment is supported by the Consolidated Shipboard Allowance Listing (COSAL).	VOL I, CH 1, 1105 OPNAVINST 4790 COSAL		25				
3	Appropriate food preparation thermometers are on hand, accurate, and used effectively in food preparation. Thermostats are calibrated for fryers, ovens, and grills.	VOL I, CH 1, 1106 VOL I, CH 1, 1200 OPNAVINST 4790 PMS 6532/A-1R		45				
4	All food service equipment is operative or identified as Out of Commission (OOC) and logged as a trouble call and on 8 O'Clock Reports and Current Ship Maintenance Project (CSMP) for afloat units. (Local governing regulations) 2kilo submitted with job number)	VOL I, CH 1, 1204		30				
5	A phased replacement program is in effect to replace aged food service equipment. (Use local governing regulations).	VOL I, CH 1, 1204 COMSURFOR 4400.1		25				
6	Mess gear inventory is documented and conducted to ensure that adequate quantities are available.	VOL II, CH 2, 2409		10				
7	A three-compartment deep sink or its authorized alternative is in place when adequate mechanical washing machines are not installed. Accessory equipment and supplies required for the sanitizing sink include a booster heater, calibrated thermometers, drip	VOL II, CH 2, SECT 4, PAR 301		30				
		PART H: Total Points		180	0			

		PART I: SAFETY			
	General	Reference: NAVSUP P-486,			
		OPNAVINST 4790/5100, Gen Specs	Y/N	Max Points	Points Awarded
1	Safety devices including interlock switches, shielded toggle switches, temperature/pressure gauges, steam relief valves and machinery guards are in place and in proper operating condition.	VOL II, CH 8, 8000		20	
2	Support stanchions, toggle pins, or safety support chains are in place.	Gen Specs 622, 624b		20	
3	Preventive maintenance on fire safety equipment is performed on schedule.	VOL II, CH 7, 7001 OPNAVINST 4790.4c		50	
4	Personnel are aware of and educated in the proper emergency procedures and use of emergency and/or safety devices.	VOL II, CH 7, 7001		50	
5	There are no safety hazards such as slippery floors, hot pipes, and live steam.	VOL II, CH 7, 7001		30	
6	The Heat Stress Program is in effect, and appropriate instructions, logs, forms, and reports are maintained and adhered to.	OPNAVINST 5100.19d		50	
7	Personnel display sufficient caution when handling and operating all utensils and equipment.	VOL II, CH 7, 7001		50	
8	Integral electrical wiring on all equipment is mounted and secured properly. There is no evidence of electrical shock hazards in any food service space.	VOL II, CH 7, 7001 OPNAVINST 5100.19c		50	
9	Emergency lighting (provided by relay-operated lanterns) for exits and above the inside door of the GM spaces and the refrigerated and dry provisions storerooms are installed and in good order.	Gen Specs 332e PAR 25		50	
10	Chill and freeze storeroom/doors are configured with the capability for emergency escape.	Gen Specs 638f		50	
11	A fixed fire extinguishing system is provided over deep fat fryers and continuous doughnut fryers with a 3" travel on fusible links. Afloat: Refer to local and state regulations and manufacturers instructions.	Gen Specs 555h PAR 4/5, NFPA Regs/S9555-AR- MMO-010, Gen Specs 555f		50	
12	A remote activating station for the installed firefighting system is clearly labeled and is located at the exit to the door away from equipment.	Gen Specs 555f PAR 60		50	
13	The deep fat fryer is not operated unattended or without a thermometer inserted.	VOL II, CH 7, 7004 OPNAVINST 5100.19d,		50	
14	Guards are installed over the drive shafts and/or clutch plate of the scullery dishwashing machine.	CH C-19 Gen Specs 651b PAR 60		25	
15	Grease trap pans are provided with a latch to prevent slipping out during heavy seas.	MIL-G-2338L		20	
16	A shunt trip relay that de-energizes the electrical source to the deep fat fryer when the temperature reaches 430°F to 460°F is working properly.	PMS 6539, Gen Specs 320e		50	
17	Hydrostatic testing of steam jacketed kettles and high compression steam cookers is completed in accordance with the maintenance schedule. All tags are posted on each piece of equipment.	NAVSEAMAN 340.62 VOL II, CH 7, 7004 PMS 6520/001 A-1		50	
18	Pull chains on the steam-jacketed kettles are readily accessible without the risk of being burned from the steam relief valve and steam pipe lagging. Note: There are no pull chains on electric kettles.	Gen Specs 650/651c P5010 CH 4 VOL II, CH 7, 7004		50	
19	Food service personnel are provided with protective clothing (such as rubber gloves and aprons, face shields, and chemical safety goggles) when performing their duties.	OPNAV 5100.19d VOL II, CH 2, 2200		40	
20	Knives and cutlery are stored and secured in the provided knife racks.	VOL II, CH 7, 7004		20	
21	All operating and safety instructions are posted appropriately.	VOL II, CH 7, 7001		50	
22	All trash receptacles in food service spaces are clean and covered (when not in use) with the proper lid to prevent food contamination and odors.	VOL II, CH 7, 7001		50	
23	No cleaning gear is stored in food service spaces.	VOL II, CH 7, 7001		25	
		PART I: Total Points		950	0

		PART J: TRAINING			
	General	Reference: NAVSUP P-486, OPNAVINST 3120, NAVMED	Y/N	Max Points	Points Awarded
1	A training program is established to ensure operational readiness, combat effectiveness, and performance of the Command. Training works within the organization's framework and schedule including evaluation and instruction and the use of analysis and improvement.	VOL I, APP L OPNAVINST 3120.32d		25	
2	Effective food service training is conducted on a regular schedule using the ship/station Quarterly Training Plan and outside resources. There is a short-range training plan for detailed planning and scheduling.	Vol 1, APP L		25	
3	A Culinary Specialist training curriculum (Lesson Plans) is used effectively.	Vol 1, APP L		25	
4	All food service personnel have received a minimum of 4 hours initial and 4 hours annual refresher food sanitation training. Food Service Training Certificates are current for all food service personnel.	SECT 2, PAR 501/503		25	
5	There is a qualified Food Safety Instructor as required by OPNAVINST 4061.4 (Requirement: Completion of Food Safety Manager's/Supervisor's Course (CANTRAC B-322- 2101)). Alternatively, the instructor successfully demonstrated food safety core competency	OPNAVINST 4061.4 CANTRAC B-322-2101 NAVMED P5010-1		50	
6	A Job rotation log is established and carried out effectively.	Vol 1, APP L		25	
7	All training documents are maintained in the FSO Divisional Note Book for each Culinary Specialist assigned.	Vol 1, APP L NAVMED P5010-1		10	
	a. Record of physical exam	Vol 1, APP L		5	
	b. Food safety training log	Vol 1, APP L		5	
	c. Job rotation log	Vol 1, APP L		5	
	d. Record of training accomplished (NOSIS for Submarines)	Vol 1, APP L		5	
	e. Profile sheets of exams completed	Vol 1, APP L		5	
	f. All information considered pertinent by the FSO	Vol 1, APP L		5	
	g. Personnel have CS associated PQS completed	Vol 1, APP L		5	
		PART J: Total Points		220	0
	PART K: SHIPBOARD SOLID AND	PLASTICS WASTE MANAGEN		VRAPS/PRIMF)	
-	Waste Management				
		Reference: NAVSUP P-486, OPNAVINST 5090.1,	Y/N	Max Points	Points Awarded
1	An internal instruction is in place that outlines policy, procedures, and responsibilities for solid waste management.	VOL II, CH 10 OPNAVINST M-5090.1		25	
2	Food Service personnel recognize the differences between and understand the requirements for handling food- contaminated and nonfood-contaminated plastic waste. Adequate storage spaces are allocated for the different waste types.	VOL II, CH 10		25	
3	Procedures and receptacles are in place to promote source separation of wastes in galley, mess, and scullery areas.	VOL II, CH 10		25	
4	A training program is in place to educate food service personnel about the Navy's solid waste reduction program.	VOL II, CH 10		25	
		PART K: Total Points		100	0

	General	Reference: NAVSUP P-486	Y/N	Max Points	Points Awarded
1	The grand master, master, duplicate master, and original keys are properly maintained.	VOL I, CH 1, 1201/1202		100	
2	Command and/or department instruction (local procedures) provides the location of a special duplicate key locker, controlled access to the locker, and limits on the use of duplicate keys.	VOL I, CH 1, 1201/1202		50	
3	All padlocks used to secure food service spaces are a key type and contain dead bolts with pin tumblers made of brass or bronze.	VOL I, CH 1, 1201		25	
4	All storage spaces are identified to indicate function and contents. The person responsible for the space and an emergency contact are listed.	VOL I, CH 1, 1200		25	
5	Ashore: A secured safe with a three-tumbler combination lock or a locked container in a safe of this type is used for safekeeping funds. (non-cashless operations)	VOL I, CH 1, 1107/1201		50	
		PART L: Total Points		250	0

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	(2) NAVSUP 1090 Grade Matrix			
	A - Actual Prepared Based on Breakout	B - All Required Signature Blocks Signed	C - Leftovers for all Food Items Were Accounted For	D - Allowed and Actual Fed Blocks were Filled Out Properly
1	0.25	0.25	0.25	0.25
2	0.25	0.25	0.25	0.25
3	0.25	0.25	0.25	0.25
4	0.25	0.25	0.25	0.25
5	0.25	0.25	0.25	0.25
6	0.25	0.25	0.25	0.25
7	0.25	0.25	0.25	0.25
8	0.25	0.25	0.25	0.25
9	0.25	0.25	0.25	0.25
10	0.25	0.25	0.25	0.25
11	0.25	0.25	0.25	0.25
12	0.25	0.25	0.25	0.25
13	0.25	0.25	0.25	0.25
14	0.25	0.25	0.25	0.25
15	0.25	0.25	0.25	0.25
16	0.25	0.25	0.25	0.25
17	0.25	0.25	0.25	0.25
18	0.25	0.25	0.25	0.25
19	0.25	0.25	0.25	0.25
20	0.25	0.25	0.25	0.25
21	0.25	0.25	0.25	0.25
22	0.25	0.25	0.25	0.25
23	0.25	0.25	0.25	0.25
24	0.25	0.25	0.25	0.25
25	0.25	0.25	0.25	0.25
	6.25	6.25	6.25	6.25
		Total Points	25	
	(3) Menu Sampling (Grade 0-4)	Appearance	Temp Flavor	Texture
	Breakfast -or- Lunch/Dinner			
1	Meat Soup	4	4 4	4
2	Eggs Salad	4	4 4	4
3	Starch Entrée	4	4 4	4
4	Cereals Vegetable	4	4 4	4
5	Pastry Starch	4	4 4	4
6	Juices/Milk Dessert	4	4 4	4
7	Fruit Bread	4	4 4	4
_		28	28 28	28
		Total Points	112	

	(4) Inventory Validity Worksheet-10% of Full Inventory (50% Dry, 25%Frozen, and 25% Chill)				
	FIC - Nomenclature and NSN	FSM System Quantity	Pl Quantity Actual INV Count	Adjustments (loss or gain)	95% Validity Yes or NO
1					
2					
3 4					
4					
6					
7					
8					
9					
10					
11					
12					
13					
14 15					
15					
17					
18					
19					
20					
21					
22					
23					
24					
25 26					
20					
28					
29					1
30					
	NOTE: Line Item Validity - System Quantity value minus Adjustment value divided by System Quantity value multiple by 100 or PI Quantity (Actual Inventory Count) divided by System Quantity.				
	Total number of inventoried items divided by correctly matched inventoried items equals actual inventory validity.	95% to 100% = 50 Points 80% to 95% = 25 Points 79% and below = 0 Points			
		Total Points		0	

	(5) NAVSUP Form 1359 Worksheet (most recent two			Quarter (1) 3	Quarter (2)
	quarters)	Reference: NAVSUP P-486	Y/N	Points Each	3 Points Each
1	NAVSUP Form 1359 is included in the FSO's retained returns.	VOL I, CH 7, 7003			
2	Disposition of surcharges for meals sold from the GM was properly accounted for.	VOL I, CH 7, 7002.3			
3	The total dollar amount reported on the "Sales" and "Surcharges, O&MN" lines agrees with the amount reported in the "Certification" section.	VOL I, CH 7, 7002.2b			
4	The Certification block includes the Disbursing Officer Symbol and CV number.	VOL I, CH 7, 7002.2b			
5	Undeposited sales at the beginning of the month/patrol cycle (line 1) equal the entry on line (5) of the previous NAVSUP Form 1359.	VOL I, CH 7, 7002.3			
6	Undeposited Sales end of Month (line 5) equals the total dollar value of all cash on hand that is undeposited and uncollected and/or vouchers representing cash in the FSO's accountability file.	VOL I, CH 7, 7002.3			
7	The Cash Deposited with the Disbursing Officer equals the total value of all deposits made with the Disbursing Officer during the month as recorded in NAVSUP Form 470 and agrees with the value contained in the Certification block of NAVSUP Form 1359.	VOL I, CH 7, 7002.3			
8	Rations fed by category were extracted from the Recapitulation of Meal Record (1292) Ashore or from NAVSUP Form 338 Afloat.	VOL I, CH 7, 7002.3			
9	Ration credits annotated with a "1/" are supported by a Certification of Rations Issued form.	VOL I, CH 7, 7002.9			
10	Rations Fed caption does not exceed Rations Allowed caption. (Afloat only)	VOL I, CH 7, 7002.3, 7002.6			
11	The Sale of GM Meals (excluding surcharge) equals the Sum of the Value of the Meals Sold caption on DD Form 1544 and NAVSUP Form 1046.	VOL I, CH 7, 7002.3			
12	The Sale of Bulk Food Items equals the sum of all sales of food items from the GM.	VOL I, CH 7, 7002.3			
13	Cash overages and shortages (including thefts) of \$10 or less generated during the month are explained by a memo on the reverse side of NAVSUP Form 1359.	VOL I, CH 7, 7002.3			
14	Inventory Brought Forward caption on the "Receipts" section of the NAVSUP Form 367 equals the Inventory (Balance Brought Forward) on the "Receipts" section of NAVSUP Form 1359 submitted for the previous period.	VOL I, CH 7, 7002.4			

ſ

a	Total Dessints with Charge during the reporting pariod		 	
15 F	Total Receipts with Charge during the reporting period agree with the total receipt with charge values on NAVSUP Form 367 and NAVSUP Form 1336 annotated with an (*) in the left hand side of the value column of the NAVSUP Form 367. This number equals the total of receipts in the Receipts with Charge File.	VOL I, CH 7, 7002.4		
16 16	Total Receipts without Charge during the reporting period agree with the total receipt without out charge values on NAVSUP Form 367 and NAVSUP Form 1336 annotated with an (*) in the left hand side of the Value column of the NAVSUP Form 367. This number equals the total value of receipts in the Receipts Without Charge File.	VOL I, CH 7, 7002.4		
17   17	The Food Cost caption on the Expenditure section of NAVSUP Form 1359 equals the Issue to the General Mess in the Value column on the Expenditure section of the NAVSUP Form 367.	VOL I, CH 7, 7002.5		
18 t	The Survey caption on the Expenditure section of NAVSUP Form 1359 equals the total Loss with Surveys in the Value column on the Expenditure section of NAVSUP Form 367.	VOL I, CH 7, 7002.5		
19 v	The Loss Without Survey caption on the Expenditure section of NAVSUP Form 1359 equals the total Loss without Surveys in the Value column on the Expenditure section of NAVSUP Form 367.	VOL I, CH 7, 7002.5		
20	The Bulk Sales caption on the Expenditure section of NAVSUP Form 1359 equals the total Bulk Sales in the Value column on the Expenditure section of NAVSUP Form 367.	VOL I, CH 7, 7002.5		
21 <mark>E</mark> t	The Transfer with Reimbursement caption on the Expenditure section of NAVSUP Form 1359 equals the total Transfers with Reimbursement in the Value column on the Expenditure section of NAVSUP Form 367.	VOL I, CH 7, 7002.5		
22 <mark>E</mark> t	The Transfer without Reimbursement caption on the Expenditure section of NAVSUP Form 1359 equals the total Transfers without Reimbursement in the Value column on the Expenditure section of NAVSUP Form 367.	VOL I, CH 7, 7002.5		
23 <mark>E</mark> I	The Inventory (Balance on Hand) caption on the Expenditure section of NAVSUP Form 1359 equals the Inventory in the Value column on the Expenditure section of NAVSUP Form 367.	VOL I, CH 7, 7002.5		
25 F F	The Price Adjustment caption on the Expenditure section of NAVSUP Form 1359 equals the Price Adjustment in the Value column on the Expenditure section of NAVSUP Form 367. A Price Adjustment that exceeds 10% of the Food Cost for the month is explained on the reverse side of the NAVSUP Form 1359.	VOL I, CH 7, 7002.5		
26 I	Current Basic, Special, and Supplemental Allowances as listed in NAVSUPNOTE 7330 series are entered in the appropriate allowance sections.	VOL I, CH 7, 7002.7		
٦ 27 c	The Stores Consumed caption in the "Expenditure" section of NAVSUP Form 1359 equals the summary of issues report NAVSUP Form 1059.	VOL I, CH 7, 7002.5, 7002.7		
۲ 28 1	The following signatures were entered on NAVSUP Form 1359: (1) XO/Personnel Officer certifying rations allowed (Afloat only) figure, (2) LCS, (3) FSO.	VOL I, CH 7, 7002.2, 7002.9		
20	100 percent of the Over/Under issue value is carried forward from the previous month with the exceptions noted.	VOL I, CH 7, 7002.10		
30	Reporting over issues are in accordance with current NAVSUP Policy.	VOL I, CH 7, 7002.11		
31	NAVSUP Form 1359 and required substantiating documents are assembled properly.	VOL I, CH 7, 7002		
32 e	Stores Consumed minus food cost if any difference in excess of 2 percent have been investigated by FSO and LCS.	VOL I, CH 7, 7002.7		
		Sub Totals	0	0
		Worksheet Total		0

	(6) Food Service Operations Check List	Reference: NAVSUP P-486	Comments
	Audit and Review		
1	Head count procedures are reviewed to ensure the following:	VOL I, CH 2, 2303	
	a. NAVSUP Form 1291 is serialized and the heading completed before meal time to maintain control and to prevent loss or misuse of forms.	VOL I, CH 2, 2303	
	b. NAVSUP Form 1291 contains the surname and meal pass number of each meal recipient, except in the case of transient personnel who must furnish their Command or unit name in addition to their surname and meal pass number.	VOL I, CH 2, 2303	
	c. All signatures contained on NAVSUP Form 1291 are in ink.	VOL I, CH 2, 2303	
	d. Signatures, legible meal pass numbers, and legible activity designator (when applicable) are on NAVSUP Form 1291. Signatures are obtained on DD Form 1544 for cash sales of meals.	VOL I, CH 2, 2303	
	e. The Master at Arms (MAA) properly verifies that all meal patrons are eligible to pass through the serving line. The MAA is authorized in writing by the FSO to supervise the signing of NAVSUP Form 1291. MAAs are not required for ashore galleys using t	VOL I, CH 1, 1108 VOL I, CH 2, 2300, 2302, 2303, 2304	
	<li>f. All personnel exhibit a valid meal pass or identification CAC.</li>	VOL I, CH 2, 2302	
	g. Immediately after securing the serving line, the Master at Arms (MAA) assembles NAVSUP Forms 1291 and draws an ink line below the last name on each form. The MAA determines the total number of signatures for each category and prepares the NAVSUP Form 1292.	VOL I, CH 2, 2303	
	h. When groups are fed under mass feeding conditions, the MDMAA verifies that the number of persons in the group agrees with the number on NAVSUP Form 1292 (the MDMAA verifyies by counting personnel present in mass feeding groups).	VOL I, CH 2, 2306	
	<ol> <li>NAVSUP Form 1292 entries for on-duty food service personnel do not include personnel receiving commuted rations.</li> </ol>	VOL I, CH 2, 2306	
	j. NAVSUP Form 1292 entries for contract food service personnel do not contain a number exceeding the actual number of personnel on duty during a meal period.	VOL I, CH 2, 2306	
	k. The GM cashier computes and enters the appropriate total number of meals (including meals for contract personnel) in the Cash Sales block of NAVSUP Form 1292. All cashiers that collect cash on a given day sign the second signature line of NAVSUP Form		

	<ol> <li>NAVSUP Form 1292 grand totals and ration credits for each meal are properly computed by the recordskeeper and signed by the recordskeeper on the third signature line certifying the totals.</li> </ol>	VOLLCH 2 2304	
	m. At the end of each month, a monthly NAVSUP Form 1292 is prepared from the accumulated daily NAVSUP Forms 1291, NAVSUP Forms 1292, and DD Forms 1544.	VOL I, CH 2, 2305	
	n. FSO submits the monthly NAVSUP Form 1292 and DD Forms 1544 with the daily NAVSUP Forms 1292 and supporting NAVSUP Forms 1291 to the station audit board.		
	<ul> <li>Only personnel entitled to rations-in-kind are permitted to eat at government expense.</li> <li>Dnly personnel authorized to purchase meals for cash or</li> </ul>	VOL I, CH 2, 2000	
	on a credit basis (contract personnel) are purchasing meals.		
	q. Meals furnished to contract food service personnel are properly accounted for.	VOL I, CH 2, 2003	
	r. The Certification of Rations Issued form is prepared when applicable.	VOL I, CH 2, 2003	
	s. Certifications are prepared in the proper format.	VOL I, CH 2, 2003	
	t. The FSO is properly advised by the Executive/Personnel Officer Afloat of the expected number of rations allowed for all categories of personnel.	VOL I, CH 2, 2002	
	u. Personnel Support Detachment (PERSUPPDET) or the Command performing personnel and administrative functions is responsible for issue and control of Mea Passes (NAVSUP Form 1105) if used.		
	v. Meal Passes (NAVSUP Form 1105) are pre-serialized.	VOL I, CH 2, 2002	
	w. Issue procedures for NAVSUP Form 1105 are adequate.	VOL I, CH 2, 2002	
	x. Recall and loss procedures for NAVSUP Form 1105 are adequate.	VOL I, CH 2, 2002	
	y. Meal count conversion factors used to determine ration credits agree with the applicable conversion factors contained in the current NAVSUPNOTE 7300.		
	Monetary Control Procedures Cash collection and handling procedures are reviewed to	VOL I, CH 2, 2002, 2003	
1	ensure the following:	VOL 1, 0112, 2002, 2000	
	a. On-hand cash funds are current. Cash is counted in the presence of the collection agent using the cash verification sheet contained toward the end of Appendix I. It is determined whether the count agrees with GM cash records and the change fund advanc	VOL I, CH 2, 2002, 2003	
	<ul> <li>Cashiers and collection agents have adequate safekeeping facilities for funds, and these facilities are properly safeguarded.</li> </ul>	VOL I, CH 2, 2202	
	<ul> <li>Funds are deposited properly and deposit records are properly certified.</li> </ul>	VOL I, CH 2, 2202	
	<ul> <li>d. Proper signatures are in the Cash Receipt Book (NAVSUP Form 470).</li> </ul>	VOL I, CH 2, 2202	
	<ul> <li>Collections for the sale of bulk food items are received in a timely manner.</li> </ul>	VOL I, CH 6, 6304	
	f. Collections for the sale of meals on a credit basis are received in a timely manner. A detailed breakdown is provided of all undeposited sales from the last monthly NAVSUP Form 1359 with age of accounts.	VOLL CH 2 2201	
	g. Daily records are maintained on the sale of meals.	VOL I, CH 2, 2201	
	<ul> <li>h. Overages and shortages in cash are properly administered.</li> </ul>	VOL I, CH 2, 2201	
1	<ol> <li>Overages and shortages are investigated and corrective actions taken to prevent reoccurrence.</li> </ol>	VOL I, CH 2, 2201	
	j. The change fund is properly administered.	VOL I, CH 2, 2202	
	k. Funds are verified and audited at least once each month on different dates and at unannounced times.	VOL I, CH 2, 2202	
2	Sales procedures are reviewed to ensure the following:	VOL I, CH 6, 6300/6301	
	<ul> <li>The authority for the sale of food items is properly documented.</li> </ul>	VOL I, CH 6, 6301	
L			

-			
	b. The authority for sale of meals is properly documented.	VOL I, CH 6, 6301	
	c. The Cash Meal Payment Book (DD Form 1544) is used to document cash sales of meals.	VOL I, CH 2, 2201	
	d. NAVSUP Form 1046 is properly maintained when the sale of meals on a credit basis is authorized by NAVSUP.	VOL I, CH 2, 2201	
	e. Basic charges and surcharges for meals purchased from the GM are at the rates issued in a Naval message from NAVSUP 432.	VOL I, CH 2, 2200	
	f. Sale prices on food items are properly administered.	VOL I, CH 6, 6306	
	g. Sales of meals to civilian contract food service personnel are properly documented, and the contractor properly reimburses these sales.	VOL I, CH 2, 2303	
	Receipt, Inspection and Storage Procedures		
1	Review and evaluate procedures for receiving and storing subsistence items giving special attention to the following:	VOL I, CH 5, 5100	
	<ul> <li>The quality of receipt check-in and/or inspection.</li> </ul>	VOL I, CH 5, 5101, 5103	
	b. The storage and safekeeping of subsistence, particularly evaluating controls over limited storage life items whose use beyond the recommended storage periods may involve hazards to health.	VOL I, CH 5, 5704	
	c. The processing of required paperwork to ensure prompt and proper recording of quantities received and unit prices.	VOL I, CH 5, 5400	
	d. The identification and disposal of unsatisfactory food items and their prescribed reporting by use of the Unsatisfactory Material Report (Subsistence) (DD Form 1608). The effectiveness of the action taken to prevent future receipt of unsatisfactory it	VOL I, CH 5, 5205, 5300, 5301	
2	Key handling procedures for food service spaces is reviewed and evaluated as follows:	VOL I, CH 1, 1202	
	a. The grand master key for food service spaces is in the custody of the Supply Officer.	VOL I, CH 1, 1202	
	b. The master and duplicate keys are maintained in accordance with current requirements.	VOL I, CH 1, 1202	
	<ul> <li>c. Original keys to food service spaces are handled in accordance with existing requirements.</li> </ul>	VOL I, CH 1, 1202	
L	Internal Management Control		
1	Internal management control procedures for issue of food items from storeroom to galley and for disposition of prepared and unprepared leftovers are reviewed and evaluated.	VOL I, CH 6, 6101 VOL I, CH 3, 3003	
	a. NAVSUP Form 1282 is used for issue and turn-in.	VOL I, CH 6, 6101	
	<ul> <li>b. The document number control log is used; breakout documents are pre-serialized.</li> </ul>	VOL I, CH 6, 6101	
	c. The Senior Culinary Specialist on duty before issue approves breakout documents.	VOL I, CH 6, 6101	
	d. Responsible personnel sign NAVSUP Form 1282 at the time of issue or turn-in.	VOL I, CH 6, 6101	
L	e. Unprepared (unopened) food items are returned to the storeroom for credit.	VOL I, CH 6, 6101	
	f. Food Preparation Worksheet (NAVSUP Form 1090) is properly prepared; a document number is assigned.	VOL I, CH 3, 3003	
	g. NAVSUP Form 1090 is reviewed by the FSO; the original is retained in the accountability file.	VOL I, CH 3, 3003	

	(7) Cash Verification Worksheet	Reference: NAVSUP P-486	
	Cash Ve	rification Worksheet	
	In the possession of:(Name)		-
	(Title) (Location)		<u>.</u>
	Denomination No. Amount Denominati	on No. Amount	<u>.</u>
	Bills:     \$100     Coins:     \$1.00       50     0.50       20     0.25       10     0.10       5     0.05       2     0.01       1     Total Value	lue of Coins \$	
	I certify that cash in the amount of \$, as listed ab	UNT <u>\$</u> .	
	(Activity)	(E	Jate)
	(	, , , , , , , , , , , , , , , , , , ,	
	(8) NAVSUP Form 1359 Verification	Reference: NAVSUP P-486, VOL I, CH 2	
1	Verify that the grand total of rations, line 16 on NAVSUP For Verify that each of the categories under "Ration Breakdown"		
3	Verify that the total of lines (2) through 14 equals line 15 und	er "Ration Breakdown" on NAVS	UP Form 1359.
4	Verify that the undeposited balance fund under the "Cash St sales on the preceding month's NAVSUP Form 1359.	atement" section of NAVSUP For	rm 1359 represents the value of undeposited
5	Verify that other sales of meals under the "Cash Statement" memo on the reverse side stating the cause. NOTE: Appro		
6	Verify that the cash deposited with the Disbursing Officer line received by the Disbursing Officer under the "Certification" so		on of NAVSUP Form 1359 equals the cash
7	Verify that the amounts reflected on the three Lines of the "A Officer under the "Certification" section. NOTE: The third lir deposits to O&MN appropriation.		

		ducted by the FSO					
hat a copy of t	ne monthly casl	n audit conducted by	the FSO	is filed with the m	onthly NA	VSUP For	rm 1359.
onvice Recor	de Audit Shoo	Sample (Page 1	Defere	nce: NAVSUP P	496		
		Sample (Fage I			400,		
ai	nd Page 2)		VOL I,	CH 7, 7203			
COM	AND		END OF MO	NTH AUDIT SHEET		UIC	
Month		FSM version:				Days Operat	ed Days In Port
	t Month's 1359	Supporting Docur	nents	Corrected Report		Final Y/	N
Navy Rats A	lowed	Muster Rep		ALLOWANCES	RATIONS	RATE	VALUE
Other Rats A	llowed	Total Other Personnel		Basic Allowances			
Total Rate A				Under/Over CF			
RATION BRE				99 or less			
Navy Regula		1292 or 338		100 to 149 Other PV			
Rations sold		1544/1046/Credit Cert not regulred		Other PV Other			
Other codes		Cert not required Cert required		Other		_	
Other (See N needs Certif		Certreduned					
Total Other							
Total				Adjustment			
CASH STAT	MENT			Total Allowances			
Undeposited	BBE	1359 Previous Month Ending		Food Cost			
ondeposited	DOF	Undeposited		Under/Over Issue			
Sale of Meal		1046		From Current Mon	th's 1359		
sale of Meal	·	Credit Card 1544		% Diff. Bet. Food o	ost & Stores c	bemueno	
Bulk Sales		1149/Funding		% Under/Over Issu	ie (b/)		
		1046 Credit Card		Inventory Data from	m FSM and 135	9	
Surcharges		1544		Total Carried			
		NS470/Navy		No. Adjusted		Total Carrie	et %
Cash Depos	ted D.O.	Cash/Auto 1131					
Other Sales/	Meals						
(See Note 2) Undeposited	Salas	Carried Fwd		Number of Days SI Date of Last Full In		nventory	-
-		to next month			-		
1359 Sales Certification	amount	Voucher		Inventory Accurac	y Percentage		
1359 Surcha	rge	D.O. Symbol		Note 1/Cert Letters	Submitted to	NAVSUP	
Certification RECEIPTS	amount						
	-	Previous		Note 2/Justification	n/Funding Doc	s Submitted to	D
Inventory BE	r -	Month 1359		NAVSUP			
Receipts w/0	harge	Total Receipts (Hard Copy)					
Receipts w/c	Charge	Total 1149					
Total	0.00.84	Receipts					
EXPENDITU	2Fe						
		Stores		338 Food Cost		1359 Stores	
Food Cost		Consumed				consumed	
Surveys		DD200		Comments:			
Loss w/o Su	Draw	N\$1334					
	101	NS1149					
Bulk Sales							
*Transfer wi		N\$1149		*Need to submit a	upporting docu	uments to NA	/SUP.
Reimbursen Transfer with	out	NS1149					
Reimbursem							
Inv. Bal on h	and	Book Inventory					
Sub Total							
Price Adl.		Percentage see					
Total		Misc notes					
Total							

		Addition	al Audit Checks				
	Inventories				_	Initials	
					RK	LCS	FSO
	Not more than 90 days since last full inventory.				_	_	_
	Weekly spot checks done (10% of total line iten				_	-	
	All adjustments over 5% have been researched		enancy Report (1059) Initialed by ESC	1	-	-	
	1046/1544/338 Verification		paney report (roos) minated by roc	•	1		
	Daily 1090 actual fed RIK and Cash headcounts	e meteb Delly	1292 should not avoud Dally Pik h	adequate 228 (affect)			
	Daily 1090 actual fed RiK and Cash headcound						-
			· · · · · · · · · · · · · · · · · · ·	7			
	Wardroom paid previous months Mess Bill by t FSO signs and dates 1046 at the end of the acc						-
	Use of other sales of meal line on the 1359 in e to NAVSUP (I.e. SF1080/MIPR etc.).			pporting documents submit	ter	-	
	1046/1544 headcount matched 338 columns 2 t	thru 6 cash sa	les headcount (afloat) or 1544/credit	card report (ashore).			
	Receipt Verification/FIAR Note: Stores Sent	t Receipt Repo	ort (Ashore only)				
	MILSTRIP Data, Stores Sent Order Report, Ven						
	Received/Receipt Quantities of FSM Order (Acc	cepted Status	& FSM Receipt Detail supports qua	ntity actual delivered (all sou	rc is veno	ovni rct	(sec)
	Vendor involce has Printed Name, Signature a documents must be printed with quantities circ			ce. (All hard copy receipt			
	MILSTRIP DATA with printed name, signature of	of FSO and da	te or the authorized agent in their ab	sence.			
	REQ number in FSM matches PO number on Si		•				
	Monthly total money value of each FSM Order					<u> </u>	-
	Reporting Of Over Issue To NAVSUP N42 VIA T						-
	End of the FY.						
	Upon the disestablishment of the GM.				-		
	On relief of the FSO.						-
	Over Issues greater than 10 percent of the total	i allowances f	or three consecutive months				
	Miscellaneous						
	Purchases outside of normal channels have Ap	normal (routh	a shoot) on file				
	Required reports maintained for 10 Years.	pprovar (rodui	g aneer) on me.				
	Originals maintained when corrected report do	no and an the	placed part to number on corrected	mont			
	Variations of more than 2% Difference Between			report			
				at is supplicing on the 1959			-
				ni is annotated on the 1355.			
	Havy Cash Eow summary Report agrees with	deposit on the	1335.				-
	Burnet Warran						
		and the second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second s	Leading Cullnary specialist	Food Ser	ice Office	er.	
	If a price adjustments exceeds 10 percent of th Navy Cash EOM Summary Report agrees with Records Keeper			Food Sen	rice Office	9F	
	Audit Sheet Page 2 Notes						
f ovor iccus or	ccurs at the end of the FY, see NAV		6 para 7002 11	I			+
	racy of not less than 95%. (P-486, p						
Required Certi	fication Letters/Orders Forwarded to	o NAVSU	Ρ.				
	equiring Letter of Certification and (						
	laneous rations requiring Letter of (			•			
oreign/miscel	ater than \$10.00 on Line 4 requires			de europeante (europ	0540	00/84	
	ater than \$10.00 on Line 4 requires	S NAVSUF	Approval with supporting	documents (such as	SF10	80/MI	PR) :
An amount gre NAVSUP.				· ·			
IAVSUP.	onthly audit sheet is required when			×			

# (9) Food Service Records Audit Sheet Sample

Month	FSM version:				Days Opera	ted	Days in Por
From Current Month's 1359	Supporting Docum	ents	Corrected Report	#	Final Y		Dajointo
Navy Rats Allowed	Muster Rep		ALLOWANCES	RATIONS	RATE	VALU	E
Other Rats Allowed	Total Other Personnel		Basic Allowances				
Total Rats Allowed			Under/Over CF				
RATION BREAKDOWN			99 or less		_		
Navy Regular	1292 or 338		100 to 149		_		
Rations sold for cash	1544/1046/Credit		Other PV				
Other codes 1 thru 12	Cert not required		Other				
Other (See Note 1) needs Certificate	Cert required		Other				
Total Other							
Total			Adjustment				
CASH STATEMENT			Total Allowances				
	1359 Previous		Food Cost				
Undeposited BBF	Month Ending Undeposited		Under/Over Issue				
Sale of Meals	1046 Credit Card 1544		From Current Month's 1359 % Diff. Bet. Food cost & Stores consumed				
Bulk Sales	1544 1149/Funding		% Under/Over Issu		Demositro		
Duik sales	1046		Inventory Data from		59		
Surcharges	Credit Card		intentory but not		~		
	1544		Total Carried				
Cash Deposited D.O.	N\$470/Navy Cash/Auto		No. Adjusted	Total Carried%			
	1131						
Other Sales/Meals (See Note 2)			Number of Days Si	ince Last Full	Inventory		
Undeposited Sales	Carried Fwd to next month		Date of Last Full Inventory				
1359 Sales Certification amount	Voucher		Inventory Accuracy Percentage				
1359 Surcharge	D.O. Symbol		Note 1/Cert Letters Submitted to NAVSUP				
Certification amount			_			_	
RECEIPTS	Previous		Note 2/ Justification	o/Euodina Dov	se Submitted		
Inventory BBF	Month 1359		Note 2/Justification/Funding Docs Submitted to NAVSUP				
Receipts w/Charge	Total Receipts (Hard Copy)						
Receipts w/o Charge	Total 1149 Receipts						
Total							
EXPENDITURES	0 tarra		000 Econt Cont		4000 01-00		
Food Cost	Stores Consumed		338 Food Cost		1359 Stores consumed		
Surveys	DD200		Comments:				
Loss w/o Survey	N\$1334						
Bulk Sales	N\$1149						
*Transfer with	N\$1149		*Need to submit s	upporting doc	uments to NA	VSUP.	
Reimbursement Transfer without Reimbursement	N\$1149						
Inv. Bal on hand	Book Inventory						
Sub Total							
Price Adj.	Percentage see Misc notes						
Total	1100 11000						

# AUDIT SHEET PAGE 1

Additional A	Audit Checks				
Inventories				Initials	
			RK	LCS	FSO
Not more than 90 days since last full inventory.					
Weekly spot checks done (10% of total line items carried).					
All adjustments over 5% have been researched and PI Discrepa	ncy Report (1059) Initialed by FSO.				
1046/1544/338 Verification					
Daily 1090 actual fed RIK and Cash headcounts match Daily 125	32, should not exceed Dally RIK head	counts 338 (afloat).			
Daily 1090 actual fed RIK and Cash headcounts matches Daily	1292 Recapitulation / 338 (ashore)				
Wardroom paid previous months Mess Bill by the 15 <sup>th</sup> of the cu	rrent month.				
FSO signs and dates 1046 at the end of the accounting period.					
Use of other sales of meal line on the 1359 in excess of \$10.00 r to NAVSUP (i.e. SF1080/MIPR etc.).	equires NAVSUP approval with supp	orting documents submitter			
1046/1544 headcount matched 338 columns 2 thru 6 cash sales	headcount (afloat) or 1544/credit car	d report (ashore).			
Receipt Vertification/FIAR Note: Stores Sent Receipt Report	(Ashore only)				
MILSTRIP Data, Stores Sent Order Report, Vendors Invoice, FSI	M Order Accepted/Receipt Detail are o	on file in the retained return	/accou	ntability	file.
Received/Receipt Quantities of FSM Order (Accepted Status) &	FSM Receipt Detail supports quantity	actual delivered (all sourc	s vend	or Invol	:88)
Vendor Invoice has Printed Name, Signature and Date by FSO documents must be printed with quantities circled and legibly s	-	(All hard copy receipt			
MILSTRIP DATA with printed name, signature of FSO and date of	or the authorized agent in their absen	ce.			
REQ number in FSM matches PO number on Stores Receipt or	CROSS REFERENCE MEMO AND TA	BLE are on file.			
Monthly total money value of each FSM Order (Accepted Status	s) and FSM Receipt Detail matches 13	36, 367, 1359 Reports.			
Reporting Of Over Issue To NAVSUP N42 VIA TYCOM					
End of the FY.					
Upon the disestablishment of the GM.					
On relief of the FSO.					
Over issues greater than 10 percent of the total allowances for t	three consecutive months.				
Miscellaneous					
Purchases outside of normal channels have Approval (routing a	sheet) on file.				
Required reports maintained for 10 Years.					
Originals maintained when corrected report done and an * is pla	aced next to number on corrected rep	ort.			
Variations of more than 2% Difference Between Food Cost & St	ores Consumed require review.				
If a price adjustments exceeds 10 percent of the value of food c	ost (NAVSUP Form 338) a comment I	s annotated on the 1359.			
Navy Cash EOM Summary Report agrees with deposit on the 13	159.				
Records Keeper Le	ading Culinary Specialist	Food Service	officer		
Normal Normal		MIN KINI			

## AUDIT SHEET PAGE 2

a/ If over issue occurs at the end of the FY, see NAVSUP P-486, para 7002.11.

b/ Inventory accuracy of not less than 95%. (P-486, para 7101).

c/ Required Certification Letters/Orders Forwarded to NAVSUP.

Note 1: Other rations requiring Letter of Certification and Copies of Orders (see Note c above).

Note 2: Foreign/miscellaneous rations requiring Letter of Certification.

Note 3: An amount greater than \$10.00 on Line 4 requires NAVSUP approval with supporting documents (such as SF1080/MIPR) submitted to NAVSUP.

NOTE: A new audit monthly audit sheet is required when a corrected report is generated. REMINDER: Keep original and all corrected NAVSUP Forms 1359 and audit sheets in the accountability file.

# **APPENDIX J:**

# **DISTANCE SUPPORT**

#### PART A: DISTANCE SUPPORT FOOD SERVICE RECORDS ASHORE FOR AFLOAT LITTORAL COMBAT SHIP (LCS)/ZUMWALT CLASS

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# **APPENDIX J:**

# **DISTANCE SUPPORT**

# PART A: DISTANCE SUPPORT FOOD SERVICE RECORDS ASHORE FOR AFLOAT LITTORAL COMBAT SHIP (LCS)/ZUMWALT CLASS

#### 1000 INTRODUCTION

1. GENERAL. This Section defines the scope and responsibilities of activities engaged in recordskeeping functions for food service ashore.

2. BACKGROUND. The purpose of Distance Support is to reduce the workload (records) and to remove Food Service Management System (FSM) responsibilities from afloat units supported under the distance support concept. Moving records ashore demonstrates that off-hull combined financial data reporting, under a single Unit Identification Code (UIC), is feasible and practical. This also shall finalize a standard food commodity load plan. A standard cycle menu optimizes food service operations across platforms and enhances quality, customer satisfaction, and control cost with seamless redistribution of residual inventories upon completion of patrol cycles. TYCOMs and NAVSUP are committed to providing our forces with nutritious balanced meals during deployments and to providing the equipment and other supplies needed for warfighting.

To facilitate the Distance Support program, all receipts and transfers associated with the crew turnover process shall be conducted under the ashore records using FSM in the ashore mode. Upon the release of the NAVSUP Notice 7330, the Ashore Records Keeper (ARK) shall verify allowances and provide the following information to the Immediate Superior In Command (ISIC):

- Basic Daily Food Allowance (BDFA)
- Activate allowance
- Activate correct prime vendor allowance

### 1001 MENU PRODUCTION SUPPORT

The following steps shall ensure that each General Mess (GM) has the current release of the Navy menu:

- Checking that each unit has the most recent version of the cycle menu.
- Printing local NAVSUP Form 1090 (Food Preparation Worksheet in Excel).
- Using the local NAVSUP 1090 (Food Preparation Worksheet) on a daily basis (this is a requirement for all units).
- Continuing to use the approved cycle menu for meals. Deviations from the cycle menu shall be documented and must be kept to a minimum.
- Unit Commands shall conduct quarterly Menu Review Boards and Monthly Menu Production Boards in accordance with NAVSUP P-486, Vol 1, Chapter 3, Paragraph 3000.1 and Paragraph 3000.2. Units' feedback and recommendations shall be submitted via TYCOM to the LST Ashore FSO for consolidation and submission to LCSRON and NAVSUP.

### 1002 RATIONS IN KIND AND HEADCOUNTS

Information for RIK and headcounts is discussed below.

- a. Commands. Commands are authorized 100 percent (RIK) ration credit during deployment. The unit is authorized 80 percent of RIK while in port. The unit shall submit daily muster reports and maintain an accurate count of personnel embarked upon departure and shall communicate this to the ARK and any subsequent changes from embarks/debarks.
- b. Personnel Receiving BAS. All personnel receiving BAS shall be charged for all meals in accordance with NAVSUP P-486, Vol 1, Chapter 2, Part E 2400.1-.4.
- c. Ashore Recordskeeper (ARK). The ARK shall batch post 100 percent enlisted RIK headcounts from deployed units monthly.
- d. The Unit. The unit shall maintain NAVSUP Form 1090 (Food Preparation Worksheet) including data collection on headcounts and calculations of acceptability factors. The unit shall collect orders and /or the sailing list for ROTC and Naval Academy, and provide a copy of the orders/roster to the ARK for entering headcounts into FSM. ARK shall retain orders or roster in the accountability file.

#### 1003 ACCOUNTABLE ASHORE AND UNIT FOOD SERVICE OFFICER

1. GENERAL. The Ashore FSO (FSO) and Unit DDG1K shall be a Supply Officer (SUPPO) (3100, 7520, 651) or a qualified equivalent federal government employee. The FSO shall be designated in writing by the Commanding Officer (CO) and shall be held accountable for GM operations. When a qualified SUPPO is not available to assume the duties of the FSO, a written request must be forwarded to NAVSUP via TYCOM.

- 2. NAVSUP FSO Request. All requests must state the following:
  - Why a qualified FSO is not available?
  - When did the FSO billet become vacant?

3. ACCOUNTABILITY AND CONTROL. All food entrusted to the Ashore FSO belongs to the subsistence account for which the Naval Bureau of Personnel Command is held personally and legally responsible (under Title 31, U.S. Code Section 1517) as the operating budget holder. Food Service Division (NAVSUP N432) manages subsistence funding and policy. Therefore, the FSO is responsible for the following:

- Exercising authority to approve food orders and to ensure that all receipt files include the following:
  - Document number
  - National Stock Number
  - o Nomenclature
  - o Quantity
  - Unit of Issue
- Establishing the accountability file from the first day of the accounting period to maintain security of all accountable transactions and the substantiating accountable documents.
- Maintaining the accountability file under lock and key (see Appendix A) (FSO duty).
- Ensuring that at the end of the accounting period the accountability file becomes part of the FSO's retained returns file.
- Ensuring that the current approved Navy Standard Core Menu (NSCM) is delivered as written in association with the Master Load List (MLL) of authorized ingredients.
- Reviewing, auditing, and signing the GM returns.
- Being financially accountable and responsible for all GM operations.

• Encouraging use of the Navy Food Management Team (NFMT) and Afloat Training Group (ATG).

4. FINANCIAL ACCOUNTABILITY AND CONTROL. All food entrusted to the Unit FSO belongs to the subsistence account for which the Naval Bureau of Personnel Command is held personally and legally responsible under Title 31, U.S. Code Section 17, as the operating budget holder. Food Service Division (NAVSUP N432) manages subsistence funding and policy. FSOs are responsible for the following:

- Ensuring that all GM food stocks are issued and served in fulfillment of the ration entitlement or disposed of properly.
- Ensuring that the Leading Culinary Specialist properly prepares the Food Preparation Worksheet (NAVSUP Form 1090).
- Ensuring that approved recipe cards are used in accordance with the NSCM.
- Making Menu changes to subsistence support and operational commitments (GQ, FLT QTRS, RAS, and galley closure).
- Being financially accountable and responsible for all GM operations.
- Working under the authority of the LCSRON Supply Officer for proper and efficient operation of the GM.
- Ensuring that all food service personnel receive the proper training in their appointed position with a clear understanding of their responsibilities.
- Taking all practical and necessary actions to protect the food and checks entrusted to its care including the following:
  - Ensuring that provisions received meet the highest quality standards
  - Reporting packaging deficiencies to the TYCOM and NAVSUP immediately via Report of Discrepancy (SF 364). Photos shall be submitted with SF Forms 364 whenever practical.
  - Encouraging use of the Navy Food Management Team (NFMT) and the Afloat Training Group (ATG).

5. INSTRUCTIONS FOR FOOD SERVICE PERSONNEL. The Unit FSO shall prepare safety, sanitary, and operating instructions for equipment use, food preparation, and maintenance of spaces as outlined below. All instructions concerning safety, operation of equipment, and sanitation shall be prominently posted near the equipment or function to which they pertain.

6. PERSONNEL MANAGEMENT. The Unit Food Service Officer assigns duties to personnel based on their rate, ability, training, and aptitude. Other personnel duties of the Food Service Officer include the following:

- Assigning strikers for the food service division.
- Recommending advancements in rating.
- Assigning evaluation marks.
- Maintaining an on-the-job training program for all food service personnel.
- Ensuring that Command programs to recognize outstanding food service personnel are established.
- Understanding EDVR and/or Ship's Manning Document (SMD).
- Maintaining specified NECs in accordance with the Food Service Operation/EDVR.

7. SANITATION, ORDERLINESS, AND UPKEEP. The Unit FSO will be held responsible for food borne illness resulting from improper or careless preparation, serving, or storage of food as follows:

- All food service personnel must receive initial and refresher courses in sanitation in accordance with SECNAV 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 must be strictly enforced.
- Weekly inspections of all food service personnel shall be conducted. This includes a daily walk-through of food service spaces in accordance with NAVMED P-5010-1.
- The Type/Regional Commander NSCM-approved menu must be reviewed, and meals must be prepared and served in an appetizing manner and prepared following the AFRS Cards or suggested manufacturer's cooking instructions in accordance with product instructions on the Food Preparation Worksheet (NAVSUP Form 1090).
- The Port Engineer or Engineering Officer must approve the proper maintenance, repairs, or alterations of all spaces and equipment in the food service division's assigned areas.
- Every effort must be made to improve the appearance and general working conditions of the facilities and equipment. Technical and financial support from NFMT, ATG, LCSRON, TYCOM, and NAVSUP must be requested when needed.
- A positive and effective relationship must be maintained with Command to support equipment and facility maintenance, allocation of manpower, and coordination of special requirements.
- The use of the Navy Food Management Team (NFMT) and Afloat Training Group (ATG) shall be encouraged.

### 1004 CASH COLLECTION

This Section discusses maintaining records for cash collections.

- a. FSO/SUPPO Records. The unit's FSO/SUPPO shall maintain records for meals sold for cash and meals sold on a credit basis through the following:
  - Ensuring that meals sold for cash are documented properly using the electronic NAVSUP Form 1046 to account for meals consumed by visiting officers and civilian guests.
  - Using electronic NAVSUP Form 1046 and collecting payment from the visiting personnel before their departure from the ship.
  - Coordinating with the Ashore FSO to make sale of meal deposits.
  - Submitting all funds collected for all cash sales for individual meals and the sale of bulk subsistence items to the LST accountable FSO.
  - A NAVSUP 1359 created by the ARK shall be used to make all deposits with Personnel Support Detachment (PSD).
- b. ARK Duties. The ARK shall verify that the sale-of-meal rates are updated from one calendar to the other in FSM.
- c. Cash and RIK Data. All cash and RIK data shall be provided to the ARK by the 25<sup>th</sup> of September of the appropriate calendar year. This is essential for the ARK to close out properly.
- d. Cash Sales and Head Count Numbers. All cash sales and head count numbers shall be accounted for by the end of December at the old sale of meal rate and provided in the monthly message to the ARK.
- e. Cash Sales. Cash sales shall be batch-posted at the end of each month in FSM based on the numbers provided via the Unit's NAVSUP Form 1046 and DD Form 1131.
- f. All officers and ship riders must create an Eagle Cash Card or account or complete payment using a personal check payable to the FSO/U.S. Treasury. No cash collections are authorized for the sales of meals onboard LCS platforms.

# 1005 LITTORAL COMBAT SHIP CONCEPT OF OPERATIONS

This Section establishes Logistics Operations policies and guidelines in support of the Distance Support Program for minimally-manned ships. The FSO is the Core Crew Supply Officer. The Supply Officer's duties and responsibilities include the following:

- General supervision of food service operations.
- Issuing instructions that set food service safety, precautions, sanitary regulations, and equipment operating instructions.
- Overseeing management of a ship's budget Operating Target (OPTAR).
- Ensuring that obligated amounts and Logistic Support Team (LST) execution is within fiscal constraints.
- Coordinating with the LST to ensure Littoral Combat Ship Squadron (LCSRON) maintains a clear picture of budgetary and logistics issues for each LCS.
- Submitting annual Financial Management Plan and OPTAR augment requests to Commander Naval Surface Forces (CNSF) N00F.

### 1006 LCS REQUISITIONS AND RECEIPTS

The following steps constitute the procedure for processing requisitions and receipts:

- Execute Endurance, Sustainability, and/or Reverse Endurance functions. Create replenishment and submitting as preliminary orders allowing ships three days to provide feedback (accept/change orders).
- Create ROUGH Prime Vendor Requisition. The Ashore ARK shall order provisions for each LCS ship. If a ship has not submitted a food order request before the required local area lead-time, a food order shall be submitted by the LST ARK on the ship's behalf.
- Prepare and submit a SMOOTH requisition as follows:
  - Generate an electronic Prime Vendor Order file.
  - Submit the SMOOTH requisition to the appropriate STORES operator.
  - o Inform the appropriate Logistic Support Representative (LSR) of the requisition.
- Coordinate deliveries, based on a ship's schedule and location, to have the Prime Vendor (PV) or other non-PV replenish stores while in homeport, deployed, and at sea.
- Establish and coordinate deliveries with an authorized provision source. This includes deliveries with the Contracting Officers Representative (COR) in Non-Navy Ports.
- Inform the ship of Not in Stock (NIS) items.
- The Unit Receipt Inspector shall ensure that all receipts are Financial Improvement and Audit Readiness (FIAR) compliant. Each page of the vendor receipts shall be circled and signed and shall have the printed full name, rate, and date.
- The Unit shall turn in all receipts to the LST ARK within 24 hours for posting in FSM and in the Document Automation Content Services (DACS) system.
- Receive the subsistence receipt confirmation from the ship.
- Post all receipts.
- Generate NAVSUP Form 1336, file receipts.
- Stowage.

## 1007 LCS ISSUES TO THE GENERAL MESS

1. GENERAL. The Food Item Request/Issue Document (NAVSUP Form 1282) shall be used to request and record issues and returns of food items from the bulk storeroom to and from the GM galley. The Unit FSO shall establish controls to ensure that all documents issued are accounted for and correct. Strict accountability shall be exercised over food items at all times to

minimize waste and to ensure that items are used for their express purposes. Unused food items (unopened cans and cartons) shall be returned daily to the issue storeroom. For additional information for General Mess Issues refer to NAVSUP P-486, VOL I, Chapter 6, Part B, Paragraph 6100 through Paragraph 6103.

2. LST ARK. LST ARK shall pre-expend all food using the "issue all" key in FSM on a daily basis. This action shall not exceed the BDFA and allowances in accordance with NAVSUP P-486, APP J, Paragraph 1002 and Paragraph 1010.

#### 1008 LCS INVENTORY

The Unit FSOs shall complete wall-to-wall provision inventories every 90 days during the time of crew turnover, galley closure, before galley re-opening, and when requested by Ashore FSO. All inventories shall be completed by the ship's crew and submitted to the Ashore FSO for cost analysis.

The Inventory shall be provided to the ashore ARK within 24 hours of completion. These inventories must include all partial containers of spices, condiments, and other items. LST records are exempt from the 95 percent inventory validity policy. Full inventories completed during the month of October shall be posted in FSM to reconcile inventory discrepancies between Unit and ARK that are documented and reflected in FSM as Inventory Adjustments and that are retained as part of the monthly closeout in the ashore FSO Accountability file.

A temporary General Mess closure of 15 days or longer shall submit a GM temporary closure letter to NAVSUP via TYCOM in accordance with NAVSUP P-486, Vol 1, Chapter 7, Paragraph 7304 with a copy to LST Ashore FSO and LCSRON. Units closing for 30 days or more shall transfer all provisions to another distance-supported ship before galley closure. The pre-expending process mandates that distance-supported units are authorized only to transfer out to another distance-supported units.

#### 1009 LCS SURVEYS

All Surveys (Loss Without Survey and Loss With Survey) shall be reported to the LST Ashore FSO within 24 hours. Unit and Ashore FSOs shall follow survey instructions in accordance with NAVSUP P-486 VOL 1, Chapter 6, Paragraph 6000 through Paragraph 6002. The Surveys shall be conducted and recorded as follows:

- Loss Without Surveys conducted/recorded in the Expenditure Log NAVSUP Form 1334.
- Loss With Surveys shall be conducted and recorded on the Financial Liability Investigation of property Loss DD Form 200 to provide the required documentation.

#### 1010 LCS OVER AND UNDER ISSUES

The Over/Under Issue rules outlined in Para 7002.13 of the NAVSUP P-486 apply. The LST Officer, "Accountable" Officer, Ship's Supply Officer, and the Leading Culinary Specialist are responsible for the physical inventory of the food. The SUPPO and the Leading Culinary Specialist on board are responsible to the U.S. Government for maintaining inventory control and preventing pilferage.

#### 1011 LCS RETURNS

All General Messes (GMs) use accounting procedures whereby activities account for receipts and expenditures of food items under a subsistence appropriation. Under this authority, the GM shall submit financial returns monthly using the General Mess Summary Document (NAVSUP)

Form 1359). The Food Service Management (FSM) system monthly closeouts shall be completed and submitted to NAVSUP N432 no later than the 15th day of the month following the end of the reporting period. For additional information for General Mess financial returns refer to NAVSUP P-486, VOL I, Chapter 7, Part C and D.

### 1012 LCS RETAINED RETURNS

The following files must be maintained on a daily basis and must be added to the Accountability files at the end of the reporting period for retained returns:

- Locally-Generated Audit Sheet
- NAVSUP Form 1359
- NAVSUP Form 367
- NAVSUP Form 338
- NAVSUP Form 1059
- NAVSUP Form 1544
- NAVSUP Form 1292
- NAVSUP Form 1336
- DD Form 1149
- DD Form 200
- NAVSUP Form 1334
- DD Form 1131
- Standard Form 215 (FRBB Deposit Ticket) (LCS)
- NAVCOMPT Form 470 (Cash Payment Book) (DDG1K)
- Receipt Documents including the following:
  - Vendor and Stores Receipt Reports
  - o MILSTRIP and FIAR Reports/Data
  - All substantiating/supporting financial documents required by NAVSUP P-486, Vol I.

# **APPENDIX K**

# **OPERATIONAL RATIONS**

#### Part A: OPERATIONAL RATIONS

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# APPENDIX K

# **OPERATIONAL RATIONS**

# PART A: OPERATIONAL RATIONS

### 1000 INTRODUCTION

Navy feeding aboard ship and at ashore General Messes (GMs) generally is accomplished with menus developed by TYCOM in conjunction with GM 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. Other types of menus and/or individually packaged rations may be required to accommodate battle and/or emergency feeding, planned and/or field mess operations, and independent and detached operations.

### 1001 FEEDING PLANS AND MODIFIED "A RATION" AND "B RATION" MENUS

1. BATTLE/EMERGENCY FEEDING PLANS. Navy activities generally are 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 and for the local population in the event of disasters such as hurricanes. These plans must adhere to the guidance of the activity's next level in the Chain of Command.

It is recommended that Navy activities develop their battle and/or emergency feeding plans using Modified "A Ration" and "B Ration" menus that use the same perishable and semi-perishable food items used for normal feeding. Generally, emergency feeding shall be done with meals, such as snack meals or box lunches, that may be prepared with minimum labor.

Individually packaged operational rations shall be excluded from battle and/or emergency feeding plans and are not to be used for emergency feeding except in accordance with Paragraph 1002 (below) of this Appendix.

Except for emergency base-wide and/or community feeding plans, food items are funded by the subsistence appropriation, subhead 1453, and carried as part of the GM inventory.

Stock rotation and consumption plans must be in place to ensure that food is used before its expiration.

2. EMERGENCY BASE-WIDE AND COMMUNITY FEEDING PLANS. Aspects of these plans are discussed below.

- a. Fund Citation. Food items for inventories that support ashore emergency base-wide or community feeding plans shall be requisitioned only upon approval, and with ultimate charge to funds allocated by, the responsible primary support bureau, Command, or office (that is, the activity's operating target budget (OPTAR)).
- b. Inventory Level. Setting the inventory level or an ashore activity's emergency base-wide or community feeding plan is the responsibility of the activity's primary support bureau, Command, or office. This inventory shall not be part of the GM's inventory. Because of their potential transfer to the GM, the types and quantities of food items in this inventory must be coordinated with the GM Food Service Officer (FSO).

- c. Stock Rotation. Rotation of food items that are stocked to support ashore emergency base-wide or community feeding plans are the responsibility of the activity and its primary support bureau, Command, or office. If food items that have been stocked for such plans cannot be returned to the source of supply for credit, they may be transferred to an ashore GM for consumption before their expiration date. Such transfers shall be done via SF 1080, Voucher for Transfer between Appropriations and/or Funds or via NAVCOMPT Form 2277, Voucher for Disbursement and/or collections. The ashore GM shall accept the inventory only if it can be used in an upcoming event.
- **d.** Accounting Classification. The accounting classification that is charged shall be the subsistence appropriation, subhead 1453. This charge shall be a "receipt with charge" for the receiving GM. The accounting classification to be credited shall be provided by the transferring activity; for example, the OPTAR.

3. MODIFIED "A RATION" MENU PREPARATION. Modified "A Ration" items are prepared from a limited number of perishable and semi-perishable easy-to-use food items from normal menus. These items support operations, such as battle or emergency conditions, when galley cooking facilities are temporarily shut down or are limited by insufficient manning resources. 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 beverages.

4. "B RATION" MENUS. "B Ration" menus consist of approximately 100 semi-perishable food items; they generally are used for field operations. Examples of "B Ration" food items are canned and dehydrated meats and vegetables, canned fruits, and bakery mixes. "B Ration" items require cooking facilities such as field ranges.

### 1002 INDIVIDUALLY PACKAGED OPERATIONAL RATIONS

1. GENERAL. Individually packaged operational rations are used to satisfy feeding requirements for operations that involve unusual circumstances or when it is impractical or impossible to follow regular feeding routines or practices. Such circumstances may exist during amphibious or remote long duration operations such as naval mobile construction operations.

Afloat and ashore personnel who are part of independent and detached operations that are away from GMs for a period that exceeds the safety limits of potentially hazardous foods may be fed individual operational rations such as meals-ready-to-eat (MREs). GMs of afloat and ashore units are authorized, without obtaining other approvals but adhering to the guidance of their Type Commander (TYCOM), to acquire and maintain contingency inventories of MREs for such situations.

Individually packaged operational rations should not be used for emergency feeding unless modified "A Ration" menus are impracticable for the circumstances (such as when food safety limits would be exceeded).

Ashore activities that 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.

The Tri-Service Food Code, NAVMED P-5010-1 provides criteria and guidelines for preparing and serving food using proper holding temperatures and provides guidelines for the time period that potentially hazardous foods may be considered safe for consumption.

2. MEAL, READY-TO-EAT, INDIVIDUAL. This ration consists of dehydrated and processed ready-to-eat foods. Three MREs are needed for one complete ration each day. Twelve different menus are packaged in each shipping case. These rations are expensive, cannot be rotated by normal demand and issue procedures, and require more semi-perishable storage space than A Ration and B Ration menu items. Authorization to purchase MREs must be granted by appropriate TYCOM/Major Claimant.

3. RATION COLD WEATHER (RCW), INDIVIDUAL. This provides an operational ration for two separate operational scenarios. The Meal, Cold Weather (MCW) is intended for cold weather feeding; it will not freeze, and it supplies extra drink mixes for countering dehydration during cold weather activities. It can be issued at three per day for a complete cold weather ration. The MCW is packaged in a white camouflage pouch similar to the RCW. The Food Packet, Long Range Patrol (LRP) is a restricted calorie ration meant for special operations where resupply is not available and weight and volume are critical factors. It is issued at one per soldier per day for up to ten days. The LRP is packaged in a tan camouflage menu pouch similar to the current MRE.

The combined product assembly consists of twelve ration/meals packets per shipping container. The weight of each case is approximately 15 pounds and it measures approximately 1.02 cubic feet. The twelve menus contain dehydrated entree items and other accessory items. Each menu provides approximately 1,540 kilocalories (15 percent protein, 35 percent fat, and 50 percent carbohydrate). One menu bag is used for the LRP, which is a restricted calorie ration that is designed to be used as one menu bag for one individual per day. The MCW requires three menu bags per person per day and provides 4,500 kilocalories that are necessary to replenish loss of energy from exertion in extreme cold.

4. FUND CITATION. MREs and MCWs used for independent and detached operations shall be requisitioned by afloat GMs through Defense Logistics Agency (DLA) using a DD Form 1149, preferred method. Fund Code PZ (afloat) shall be used when DD Form 1348-1-A (DoD Single Line Item Requisition System Document) has to be used.

5. INVENTORY LEVELS. In addition to regular food items, afloat GMs may stock MREs for independent and detached operations on a limited scale. Situations that require MREs generally occur very infrequently and generally involve a small number of personnel; therefore, the number of MREs stocked for such situations must be minimized. The following information provides a guide for stock levels:

- 40 percent to 50 percent of crew size up to 150: not to exceed 60 MREs/5 boxes
- 30 percent to 40 percent of crew size 151 to 400: not to exceed 120 MREs/10 boxes
- 18 percent to 30 percent of crew size 401 to 1000: not to exceed 240 MREs/20 boxes
- 14 percent to 18 percent of crew size over 1,000: not to exceed 720 MREs/60 boxes

The MRE inventory levels above are based on crew size and may be increased.

6. STOCK ROTATION (AFLOAT). Afloat GMs are responsible for rotating MRE contingency stocks before their expiration. If the MREs cannot be consumed onboard in time, they shall be transferred to an activity that shall consume them during planned operations.

7. FUND CITATION. MREs and MCWs used for independent and detached operations shall be requisitioned by ashore GMs from Defense Logistics Agency (DLA) using DD Form 1149. Fund code PZ shall be used if DD Form 1348-1-A (DoD Single Line Item Requisition System Document) is used.

8. INVENTORY LEVEL. In addition to regular food items, ashore GMs may stock MREs for independent and detached operations in accordance with Region/TYCOM guidance. Inventories of MREs shall be maintained at the level specified by the NMCB Table of Allowance (TA-01) Group/Assembly Numbers 02461AD/08200 and 02461AE/08200.

9. STOCK ROTATION (ASHORE). Ashore GMs are responsible for rotating MRE contingency stocks before their expiration. If the MREs cannot be consumed in time, they shall be transferred to an activity that shall consume them during planned operations.

If transfer is not feasible, the MREs shall be consumed in the GM in place of regular rations. (This may be done during battle drill exercises, or the MREs may be offered as an alternative for a regular meal).

10. NAVAL MOBILE CONSTRUCTION BATTALIONS (NMCB). NMCBs that operate field mess operations and/or independent and detached operations are authorized to feed individually packaged operational rations, such as MREs and/or RCWs, when one of the following conditions is met:

- There is no resupply or local vendor logistical support available
- The distance from the GM to the field mess operation is such that regular food safety limits are exceeded

11. RECEIPTS. Receipts of operational rations shall 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 GM agrees to accept MREs from the base contingency inventory to assist in stock rotation, the transfer price shall be at the last receipt price.

12. EXPENDITURES. Operational rations shall be expended as stores consumed, transfer without charge, sale of bulk food items, or transfer with charge. Issues to the GM shall be at the last receipt price.

13. ON-SITE CONSUMPTION. MREs and/or MCWs issued for consumption in the GM shall be expended as stores consumed. Meals may be sold to officers and enlisted personnel in receipt of Basic Allowance for Subsistence (BAS) during these scheduled meals. Payment shall be made at the rates set for regular GM meals.

14. OFF-SITE CONSUMPTION. MREs and/or MCWs shall be expended when they are issued for consumption by personnel (Paragraph 1000 and Paragraph 1002) participating in landing operations or remote long duration independent and detached operations.

15. STORES CONSUMED. When the GM issues MREs and/or MCWs for consumption, the GM will need to claim ration credit for the MREs/MCWs.

16. TRANSFERS. When a transfer without reimbursement is conducted between GMs, the receiving activity (also an established mess) will claim ration credit for MREs and/or MCWs transferred. The requesting activity shall prepare the DD Form 1149 and shall include the type of personnel to be furnished meals.

17. REQUISITIONING MRES. MREs requisitioned for field mess or independent and detached operations, or to augment inventories to conform to TYCOM/Region guidance, are received at the last receipt price. MREs accepted as a transfer without reimbursement from another Navy activity that is rotating its MREs are received at the last receipt price. Such MREs shall be consumed in accordance with the procedures for on-site or off-site consumption at the last receipt price. K-5

18. MONETARY ALLOWANCES. Meals fed as operational rations shall be counted, converted, and reported for ration credit in the same manner as ration credit is allowed for regular rations. MREs are charged at the last receipt price. Boxes of 12 MREs shall be converted to four rations when fed. Using this methodology, GMs shall not have their operating cost adversely affected by the premium cost of MREs.

- 19. CASH, BULK, AND VOUCHER SALES. Cash, bulk, and voucher sales are discussed below.
  - a. Cash Sales. GMs shall use the sale of meal rates included in NAVSUPNOTE 7330 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 such as MREs, shall be at the last receipt price.
  - c. Voucher Sales. When a GM sells meals or bulk food that are to be paid by Standard Form 1080, Voucher for Transfers between Appropriations and/or Funds, the GM must create a voucher citing the collection and the disbursement accounting classifications in accordance with NAVSUPNOTE 7330. SF Form 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. DD Form 1149 is not sufficient for this purpose; it shall be used only as proof of transfer.

20. SURVEYS OF MREs. Surveys of MREs shall be completed in the same manner as other food items in accordance with Paragraph 6000 through Paragraph 6002. MREs should not be surveyed except in unusual circumstances. Before their expiration, they should be consumed or transferred for consumption during field mess or independent and detached operations or consumed in the GM in place of regular rations.

Six months before their expiration a determination must be made whether or not the outdated MREs are fit for human consumption. MREs should be disposed of *only* if they are determined to be unfit for human consumption; age alone does not mean the MREs must be disposed of. Outdated MREs that are suspected to be unfit must be inspected by an authorized Medical Representative who must provide a written statement substantiating a determination of unfitness for human consumption that must accompany any disposal loss claims.

### 1003 FIELD MESS OPERATIONS

1. GENERAL. Afloat and ashore personnel who are part of field mess operations away from GMs for periods exceeding safety limits of potentially hazardous foods may be fed individually packaged operational rations such as MREs and/or MCWs. Afloat and ashore GMs that support such personnel are authorized to acquire and maintain appropriate inventories of MREs and/or RCWs following the guidance of the GM's next level in the chain of command. Establishment of a field mess requires the approval of the GM's next level in the chain of command including the Regional Commander/Regional FSO (FSO). Notification or establishment of a field mess shall be provided to BUPERS who shall provide financial authorization and guidance.

2. ORDERING PROCEDURES. Orders shall be created in the FSM system using DD Form 1149. Currently, a Requisition Routing Sheet (see Figure K-1 below) must be used with all DD Forms 1149 generated for the preferred Prime Vendor (PV) method.

To prevent unauthorized commitments, all orders outside the PV must be obligated by BUPERS before the Command can process the order with DLA. Urgent requests are processed in a timelymanner with TYCOM's support when the forms are filled out correctly. The form is a PDF with fillable and drop down sections; signatures must be signed digitally.

3. INVENTORY LEVEL. Inventories of MREs and MCWs shall be maintained only if the frequency of planned operations ensures their consumption before their expiration. If timely consumption is not possible, only the required number of MREs and/or MCWs should be requisitioned for a particular planned operation.

4. STOCK ROTATION. If inventories of MREs and MCWs are maintained, rotation shall be by consumption during planned operations before their expiration.

С	Date:
0	Purpose/Description:
M	From: UIC:
M	(Activity)
A	UNIT POC:
N	EMAIL:
D	Phone DSN:
	Mobile # Cell Phone:
	Attached: DDFORM 1149
	Food Service Officer Signature)
	To:
	(ТҮСОМ)
	From: • • •
	(TYCOM)
T	Approval/Disapproval:
Y	Approval/Disapproval: (TYCOM Signature)
C	TYCOM POC:
0	EMAIL:
M	Phone DSN:
M	Mobile # Cell Phone:
	Attached: DDFORM 1149
	Attached: DDFORM 1149
	(BUPERS)
	From:
	(BUPERS)
B	Approval/Disapproval:
U	Date Obligated in SABRS: Reviewed By:
- 11 P	
P	Requisition/Document Number:
E	Bill to DODAAC:
R	Fund Code: Authorized Dollar Amount \$:
S	To: COMSUBPAC
	(TYCOM/COMMAND)
	From: (TYCOM/COMMAND) Date: To: Local NAVSUP FLC: .
	(Ensure the BUPERS POC and CTF COR are notified via email when contract is awarded)
C	Fleet COR: Must include Fleet COR Name, Phone and Email Address Below 🗾 .
0	DODAAC:
M	
M	
	Ships Store S3:
A N D	Ships Store S3:

Figure K-1 Requisition Routing Sheet

### **APPENDIX L**

### TRAINING AND PROFESSIONAL CERTIFICATIONS

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### APPENDIX L

### TRAINING AND PROFESSIONAL CERTIFICATIONS

### PART A: TRAINING

### 1000 GENERAL

Properly educated and trained personnel form the foundation of an efficient and effective food service operation. An active training program facilitates better personnel performance and an improved operation in terms of production and quality of service to customers. An effective training program affords galley personnel a better opportunity for advancement, reinforces food service fundamentals, and aligns galley personnel with their industry counterparts.

Training and maintenance programs must be carefully planned, executed, controlled, and documented. Because lack of time is a constant in every Command and there rarely is time to attend shore-based schools, attention must be paid to the training available in individual Commands, and time must be carefully allocated to satisfy food service training and maintenance requirements.

The information in this Chapter aids in formulating and maintaining an effective food service training program. Training support is available by contacting NAVSUP Food Service Division. See NAVSUP P-476 for an updated list of NAVSUP N432 personnel.

### 1001 DIVISION TRAINING PROGRAM

1. FOOD SERVICE TRAINING. This Section provides information on organizing a local food service training program. Each local Command determines the contents of a training program based on its own needs.

A comprehensive training program must include a variety of delivery methods including the following:

- lectures
- demonstrations
- hands-on application in conjunction with on-the-job training
- capitalizing on teachable moments
- videos as supplemental reinforcement
- schools and correspondence courses when applicable

When organizing a training program, it is important to remember that training is a means to an end; the program's objectives must form the foundation of the program. Specific goals and objectives must take into account the needs of the food service operation and/or the Command's Culinary Specialists (CSs). The following tools may be useful when establishing a program to meet the goals and objectives of the Division:

- Instructor aids
- Training methods
- Training aids
- Curriculum

- Lesson planning
- Records and schedules

2. RECORDING TRAINING. Training must be recorded using a procedure that is simple but thorough. Individual training packages and folders shall be structured and maintained according to the guidelines of the individual ships, Type Commander (TYCOM), and Chief of Navy Education and Training (CNET). The following information is the minimum that should be kept on file by the Divisional Training Petty Officer:

- Record of food handler's physical exam.
- Food handler's training log.
- Job rotation log.
- Record of training accomplished.
- Copies of profile sheets of exams completed.
- Personal Qualifications Standards (PQS) for General Mess (GM) operations.
- All other information considered pertinent by the Food Service Officer (FSO).

### 1002 INSTRUCTOR AIDS

1. GENERAL. The suggestions given below will help upgrade and improve the level of instruction in a formal training program. The Food Service Division's Petty Officers, who may have had little formal training in instructing, are responsible for instruction. Various aids are available for all CSs to become proficient in instructor training.

2. INSTRUCTOR TRAINING SCHOOLS. These schools develop the skills and confidence required of good instructors. Recommend one or more Petty Officers be sent to an Instructor Training School.

3. NAVY INSTRUCTIONAL THEORY (NAVEDTRA 134A). The Navy Instructional Theory manual may be used as a textbook for the inexperienced instructor. Each FSO should read the manual and make it available to the Petty Officers.

4. TRAINING SESSIONS. The first step in establishing a training program is to schedule sessions for instructors. Each instructor must learn the principles of learning discussed below.

- a. Self-Motivation. When self-motivation for training is not present, the instructor must provide the motivation that is essential to learning through methods such as self-satisfaction, promotion, and recognition.
- b. Various Training Methods. The learning process is enhanced considerably by using various training methods such as displays, mockups, movies, slides, and other audiovisual aids.
- c. Facts. The instructor must be sure of the facts. It is more difficult to unlearn and relearn than to learn correctly the first time.
- d. Time to Learn. The instructor must provide time for the trainees to practice what they have learned.
- e. Relationship. The relationship the instructor establishes with trainees is an important ingredient towards learning and retention.
- f. Different Learning Styles. The instructor must recognize that people have different learning styles and must adapt to ensure that all members of the class/session are gaining the knowledge and skill to meet the training objective
- g. Quizzes as Metrics. The impact of the lesson presentations should be measured with summary quizzes or performance demonstrations.

h. Examples and Demonstrations. Instructors shall provide trainees with an example or demonstration related to the training session to demonstrate competency.

The problem of the lack of qualified instructors may be partly solved by using instructors from other divisions for damage control, first aid, and firearms training. The FSO should arrange with other Division Officers for the services of their personnel to perform specialized training.

### 1003 TRAINING METHODS

1. GENERAL. Most of the sessions listed in the Section on "Curriculum" can be taught by lecture; however, this method must be combined with a demonstration with hands-on applications. It is important that the applicable equipment, small wares, records, reference materials, and other supporting information are available. On-the-job training frequently is the most effective method of training because many professional topics correspond to actual job requirements. The following subparagraphs provide specific information on the training methods of lecture, demonstration, and on-the-job training.

2. LECTURE. The lecture is the transfer of information from the instructor and resource to the trainee; it can be a quick transfer of information to review previous lectures or to deliver new information. Lectures must be well organized, follow a logical progression, and be delivered by someone knowledgeable on the subject matter. Solely reading from a prepared statement or PowerPoint presentation is not an effective method for providing information.

The lecture method is particularly useful in giving trainees background information in subject areas before on-the-job training. Lectures may be delivered during quarters or on turnover days. For example, a course on bread making covers topics such as baking theory, the effects of time, and the conditions to which the bread dough is subjected. These topics may be covered by a lecture; however, a demonstration or on-the-job training should follow soon after to enhance the trainee's retention of the material.

3. DEMONSTRATION. Demonstration emphasizes a specific subject. Demonstration promotes interest through observation and stimulates faster attainment of skills. Demonstration requires prior planning and organization; everything that is part of the demonstration must be ready. It is critical that the instructor is proficient in the subject matter to ensure credibility and the transfer of correct knowledge. The demonstrator should rehearse before a knowledgeable person who can determine whether the presentation achieves its goals. This method is suitable for teaching trainees equipment operation; how to prepare reports, requisitions, or similar forms; and how to perform other duties that have a set procedure or standard. When a lecture precedes the demonstration, sufficient information must be presented during the lecture to familiarize trainees with the subject and to prepare them for the demonstration. The instructor must be concise with each step of the demonstration and must show how each step is relevant to the overall operation. The instructor shall ask questions periodically to judge whether trainees understand the demonstrated steps. Everyone must understand all the material and steps covered. A practice session should be conducted after the demonstration for trainees to put into practice what they have learned.

4. ON-THE-JOB TRAINING. On-the-job training (OJT) is done spontaneously while a trainee is engaged in normal work activity. OJT is an informal opportunity to engage with the trainee and staff. A good instructor or mentor recognizes a teachable moment and turns it into a positive opportunity rather than one that turns into an embarrassing situation. Good leadership and instructors are consistently engaged in the activity of their charges without micromanaging. OJT capitalizes on the strengths of all trainees and mentors to correct areas of weakness in job performance. This type of training is useful when new products and methods are introduced or when established procedures change. OJT builds on existing skills and knowledge to ensure that foundation skills grow to become advanced skill sets. This method is a delivery method for teaching complex operations.

5. ADDITIONAL METHODS. The two methods of training discussed below may be useful in certain circumstances.

- a. Role Playing. In this method the instructor describes a situation, has trainees act out the situation, and has the class analyze the situation. This method is particularly useful in developing the poise and tact required of wardroom food service personnel and Food Service Attendants (FSAs).
- b. Training Symposiums. Training Symposiums are valuable for changing attitudes, extending practical knowledge through the experiences of others, and correcting misunderstandings. This method is effective with experienced CSs for resolving problems, stimulating ideas, and for establishing or changing policy.

#### 1004 TRAINING AIDS

1. GENERAL. Properly constructed and used training aids are valuable assets for any training lesson. Training aids illustrate or demonstrate subject matter and stimulate and hold the interest of the trainees. However, training aids only reinforce the instructor; they do not replace the instructor. The instructor must be competent and able to deliver and demonstrate the information. Training aids that are used primarily in training situations are discussed below.

2. PRINTED MATERIAL. Printed material such as books, pictures, and drawings are valuable because they provide easy reference material; these aids should not be used as a substitute for teaching. Reading or passing out material to trainees and then asking a few questions about the material is a waste of valuable time that could be put to better use.

Printed material should be passed out or assigned for reading before the class session so that trainees can study the material to gain basic information about the subject matter. This lays the foundation for class instruction and helps the trainees follow the presentation.

3. TRAINING VIDEOS AND/OR DVDs. Training videos and/or DVDs are extremely useful as training aids to present information and to demonstrate skills or techniques. The instructor must preview the video and/or DVD (regardless of the number of times previously viewed) and make notes on the main points and on those portions of the video and/or DVD that are of particular importance. The video and/or DVD must be introduced to the class giving the title and reasons for showing it and alerting the trainees to the portions of particular importance. The video and/or DVD shall be

discussed and summarized; any misunderstandings the trainees may have about the subjects covered must be cleared up.

4. TRAINING COST. The Expenditure Log, NAVSUP Form 1334 (Loss Without Survey), may be used to expend up to \$200.00 maximum per month for food materials used for training. All food items used for training must be entered on NAVSUP Form 1334 as separate single line item entries not to exceed \$200.00 per month.

5. SPECIALIZED PERSONNEL. A person who has expertise in a particular field or area that is covered in a class session is a very valuable training asset. These specialized personnel offer experience and knowledge in their field that can develop an enthusiasm for the subject in the trainees. For example, an expert on manpower usage can demonstrate proper techniques of work flow that can be practiced on the job, an expert storekeeper can explain inventory procedures, and an expert pastry chef might demonstrate the fine points of preparing pies that would be impossible to learn from a recipe card. The TYCOM and Legal Representative must be contacted before any contract is entered into that will use specialized personnel for training.

6. CHALKBOARDS AND CHARTS. If a chalkboard is to be effective, then as much of the class material as possible must be written on the chalkboard before the class begins. New material must be written quickly, and the trainees' line of vision must not be obscured; the instructor's back shall not face the class. Charts are valuable as permanent aids because they can be prepared in advance and are easily moved around. Effective charts are simple, the material is understandable at first glance, and the lettering and illustrations are large enough to be easily read or recognized. Charts are quite effective for presenting material such as enlargements of forms or diagrams of equipment or for illustrating the sequence of steps in a procedure.

7. PROFESSIONAL FOOD SERVICE CERTIFICATIONS. Recognized professional certification may improve individual food service management and culinary competency when applied appropriately. CS guidance for qualifying credentials is located on the Navy COOL website: https://www.cool.navy.mil/. Additional information is available from NAVSUP N432.

#### 1005 CURRICULUM

1. CULINARY SPECIALIST CURRICULUM. The present CS training curriculum was designed for optimal use and is available on the MyNAVSUP website. The lesson plans allow the trainer to follow a specific sequence so the CSs learn the proper order of food service management. Each lesson should be 20 minutes to 30 minutes long with one topic scheduled per week. All lesson plans are updated annually by the Navy Food Management Team (NFMT)'s subject matter experts (SMEs) and posted on the MyNAVSUP website. NFMTs will manage the updates for the CS curriculum lesson plans to ensure that they are updated with current and accurate information in accordance with NAVSUP policy. Lesson plans for FSA training will be updated by NFMTs and posted on the MyNAVSUP website for optimal Command use.

2. LONG-RANGE TRAINING PLAN. The long-range training plan in Figure L-1 below is for use by the training Petty Officer to set up a training plan for the specific year. The plan should encompass the full calendar year including four hours of food sanitation

training. Submarines shall use the Non-Tactical Data Processing System (NOSIS).

CS DIVISION LONG RANGE TRAINING PLAN	FROM:	TO:
--------------------------------------	-------	-----

	Lesson					
Topic Title	Number	Date				

Prepared By:\_\_\_\_\_ Reviewed By:\_\_\_\_\_

Approved By:\_\_\_\_\_

Figure L-1 Long-Range Training Plan 3. SHORT-RANGE TRAINING PLAN (THE CULINARY SPECIALIST DIVISION QUARTERLY TRAINING PLAN). The short-range training plan in Figure L-2 below is an in-depth training plan that is compiled from the long-range training plan. The short-range training plan is prepared on a quarterly basis and must be maintained on file for one year. Submarines shall use the Non-Tactical Data Processing System (NOSIS).

Lesson Topic	Lesson Number	Date	Instructor

### CULINARY SPECIALIST DIVISION QUARTERLY TRAINING PLAN

Prepared By:\_\_\_\_\_

Approved By:\_\_\_\_\_

### Figure L-2 Short-Range Training Plan

4. REPORT OF TRAINING ATTENDANCE. Figure L-3 below is used to provide an accurate record of attendance at training sessions. It must be signed by all personnel in attendance at the session. Upon completion of the training session, the remainder of the form must be filled in by the instructor who shall forward it to the training Petty Officer to be kept on file. Submarines shall use the Non-Tactical Data Processing System (NOSIS).

NAME:

#### **RECORD OF TRAINING ACCOMPLISHED INCLUDING ALL GMT'S**

Торіс	Lesson #	Date	Init.

#### Figure L-3 Report of Training Attendance

5. IMPLEMENTATION. The records in this Appendix are designed to satisfy most TYCOM requirements; however, individual TYCOM instructions must be checked and balanced with current instructions.

#### 1006 CROSS TRAINING/JOB ROTATION LOG

CSs are required to perform in many areas. They may be assigned to billets in ashore or afloat GMs, to include officers' and CPO messes afloat.

Cross-training and job rotation is required to ensure that personnel receive the proper training in all areas and that they are able to perform in any assignment. Job rotation assignments shall be from six months to nine months. It is the responsibility of officers and leading Petty Officers to ensure that each individual in the organization is afforded the opportunity to function in as many different assignments as possible. The CS Job

Rotation Log (Figure L-4 below) provides a standard format to monitor individual qualifications and job assignments.

Name: \_\_\_\_\_\_ Rate: \_\_\_\_\_

Date Reported On Board: \_\_\_\_\_

Job Assignments	Date Qualified	Date Started	Date Rotated	LCS Signature

#### Figure L-4 Job Rotation Log

#### 1007 FOOD SERVICE ATTENDANT TRAINING PROGRAM

In many GMs, the missing link in the chain of good food service is effective dining facility management. Frequent turnover of FSAs and the Mess Deck Master-At-Arms (MDMAA) contributes to this problem. Effective training for these personnel therefore is an essential part of the overall food service training program. NAVSUP P-486, Volume II, Chapter 2 states that one of the detailed duties assigned to the MDMAA, in conjunction with the medical department, is to administer a training program for FSAs that covers food handling, sanitation requirements, and scullery operations. These operations are discussed below.

a. Food Handling. This training must cover serving food on the serving line and working in food preparation areas (Refer to Food Safety Training Program, BUMEDINST 4061.4, and the Training Log for Food Handlers).

- b. Sanitation. This training must cover maintaining cleanliness of GM spaces and equipment including washing cooking utensils and baking utensils in the galley and bakery.
- c. Scullery. This training must cover operating the scullery equipment and handling the disposal of food waste.

### 1008 EVALUATING A TRAINING PROGRAM

1. GENERAL. A successful training may be measured by how well it meets its objectives. Special effort must be made to measure the progress of the trainees and to determine the effectiveness of the training program.

Before the training program begins, standards must be formulated to measure trainee progress. Then these standards then are used to measure trainees' progress.

2. PERFORMANCE TESTS. A performance test requires a person to perform a particular job under specific conditions. Performance tests are especially useful in evaluating OJT. Test instructions must be clear, complete, and standardized so the trainee knows exactly what is expected. Evaluation must be based on standardized procedures for the job being tested. Proper use of goals, materials, equipment, and the observance of safety precautions are taken into consideration when making evaluations.

3. WRITTEN TESTS. Written tests shall be used to measure the trainees' knowledge of facts and their understanding of the subject matter. It is important that test items be carefully prepared so that the results are accurate and reliable. Results shall be used to measure the instructor's effectiveness.

4. OBSERVING PERFORMANCE. The trainees' on-the-job performance may be evaluated by comparing the efficiency and the quality of their work to that of an experienced worker. For example, the trainee may be asked to prepare a specific recipe and compare it to one prepared by an experienced CS. An improvement in the quality of the product shows that the training has been effectively delivered and retained.

### PART B: PROFESSIONAL CERTIFICATIONS AND THE NAVY COOL PROGRAM

### 1100 INTRODUCTION TO PROFESSIONAL CERTIFICATION

Appropriately applied, recognized professional certification may improve individual food service management and culinary competency. Attaining industry recognized, accredited, and professional certification reflects the highest level of professionalism in work experience and educational background; it demonstrates a dedication to continuing education and skills development.

### 1101 NAVY COOL ENLISTED CREDENTIALING PROGRAM

The Credentialing Opportunities On-Line (COOL) is the credentialing program that further develops the personal and professional capabilities of enlisted personnel. This Web-based program catalogs and defines comprehensive information on occupational credentials - including certifications, qualifications, licenses, and growth opportunities – that correlate with every Navy rating, job, and occupation. The COOL program provides "how to" instructions for pursuing these credentials, links to credentialing organizations, and cross-references to programs such as Tuition Assistance, Montgomery GI Bill, and the Defense Activity for Non-Traditional Education Support (DANTES) that may help Sailors pay credentialing fees. COOL's site also has links to the United Services Military Apprenticeship Program (USMAP) and to college information for Sailors. For example, the CS community has credentialing available through the American Culinary Federation (ACF), Inc.; the International Food Service Executive Association (IFSEA); and the National Restaurant Association (NRA).

CS guidance for qualifying credentials is located on the Navy COOL website (<u>https://www.cool.navy.mil/</u>) and can be accessed by clicking on the "Credential Search" page. Reimbursement information and eligibility guidelines are provided on the "Costs and Resources" page.

### 1102 PROFESSIONAL ORGANIZATIONS

1. INDUSTRY FOOD SERVICE ASSOCIATIONS. There are many organizations and associations representing the professional food service industry that provide a process for service members to become credentialed as managers and culinarians. Individual association certification programs require members to attain and maintain the highest levels of knowledge, experience, leadership, and professionalism. The following subparagraphs provide information on two recognized industry food service and culinary associations that provide professional certification. For additional information and support for selecting the appropriate certification contact NAVSUP Food Service Division; see NAVSUP P-476 for an updated list of NAVSUP N432 personnel.

2. AMERICAN CULINARY FEDERATION (ACF). Mission Statement: To make a positive difference for culinarians through education, apprenticeship, and certification while creating a fraternal bond of respect and integrity among culinarians everywhere.

Website: www.acfchefs.org

Address: 180 Center Place Way, St. Augustine, FL 32095 Phone: (904) 824-4468, (800) 624-9458, Fax (904) 825-4758 Levels of Certification: A variety of certification levels are available based on work experience, education, and skills. The requirements for each level are located on the ACF web site.

- a. Entry Level Culinary Certification (E2-E4)
  - Certified Culinarian (CC)
  - Certified Pastry Culinarian (CPC)
- b. Working Level Culinary Certification (E4-E7)
  - Certified Sous Chef (CSC)
  - Certified Working Pastry Chef (CWPC)
  - Certified Chef de Cuisine (CCC)
- c. Culinary Educators/Trainers Certification (E6-E9)
  - Certified Culinary Educator (CCE)
  - Certified Secondary Culinary Educator (CSCE)
- d. Executive Level Culinary Certification (E7-E9)
  - Certified Executive Chef (CEC)
  - Certified Executive Pastry Chef (CEPC)

3. INTERNATIONAL FOOD SERVICES EXECUTIVE ASSOCIATION (IFSEA). Mission Statement: IFSEA is a multifaceted service organization for the professionals of the hospitality industry; IFSEA's mission is to enhance the careers of its members through professional and personal growth.

Website: www.ifsea.com

Address: 4955 Miller Street, Suite 107, Wheat Ridge, CO. 80033 Phone: (800) 893-5499

Levels of certification: The latest certification information for culinary professionals is on IFSEA's website.

#### 1103 OTHER INDUSTRY-RECOGNIZED PROFESSIONAL FOOD SERVICE ORGANIZATIONS

1. CERTIFICATIONS. Some of the many Certification Programs available and approved for funding by Navy COOL are listed below. Frequent checking of the Navy COOL site is recommended because the list may change often.

- Retail Bakers Association: <u>www.retailbakersofamerica.org/index.php</u>
- Association of Nutrition & Foodservice Professionals: www.anfponline.org/ formerly: Dietary Managers Association
- American Hotel and Lodging Educational Institute (AHLEI): https://www.ahlei.org/
- Institute of Certified Professional Managers (ICPM): <u>www.icpm.biz/</u>
- National Environmental Health Association (NEHA): <u>www.neha.org/index.shtml</u>
- National Registry of Food Safety Professionals (NRFSP): <u>www.nrfsp.com/</u>
- Culinary Institute of America: www.ciaprochef.com/

2. OTHER PROFESSIONAL FOOD SERVICE ORGANIZATIONS. The following are other professional food service organizations that may offer training programs associated with culinary certifications:

- American Personal Chefs Association: <u>http://www.personalchef.com/</u>
- United States Personal Chefs Association: <u>www.uspca.com/</u>
- National Restaurant Association (NRA): www.restaurant.org
- International Association of Culinary Professionals: <u>http://www.iacp.com/</u>
- Women Chefs and Restaurateurs: http://www.womenchefs.org/

### APPENDIX M: MOBILE FEEDING PROGRAM (FOOD TRUCK)

#### Part A: SUBSISTENCE SUPPORT FOR A FOOD TRUCK

Introduction	<u>1000</u>
Mobile Feeding Messing and Menu Activation	1001
Mobile Feeding Report of Rations	1002

### APPENDIX M: MOBILE FEEDING (FOOD TRUCK)

### PART A: SUBSISTENCE SUPPORT FOR A FOOD TRUCK

### 1000 INTRODUCTION

1. GENERAL. This Section defines the scope and responsibilities of activities engaged in a Navy Mobile Galley Feeding service. The insertion of a Navy Mobile Galley platform increases Galley feeding mobility, assists with training of Culinary Specialists (CSs), and sustains Galley Ration-In-Kind (RIK) facilities in a budget-constrained environment. With current food trends and convenient locations, a mobile galley enhances the quality of service and customer satisfaction that is expected by all personnel in today's military. Activities can develop a mobile food truck feeding system that is equipped with small footprint cooking and holding technology for serving a rotating menu of fresh and healthy cuisines that appeal to all personnel. Region, TYCOM, and NAVSUP are committed to providing our forces with nutritious balanced meals.

2. OPERATIONAL CONCEPT. Static galley feeding no longer meets U.S. Navy manning and lifestyle changes. A mobile galley feeding system allows Navy Food Service the flexibility to provide meals pier side, in the shipyard, and in remote locations. The Mobile galley provides a branch mess from the parent galley. The mobile galley must be coordinated with the Regional Manager and must be outfitted with at the following (at a minimum):

- oven
- flame grill
- 4-burner stove
- flat top grill
- serving line (4 holes)
- salad bar (4 trays)
- handwashing sink
- reefer
- freezer
- warmer
- storage cabinets

### 1001 MOBILE FEEDING MESSING AND MENU ACTIVATION

1. MOBILE FEEDING PROCESS. The first stage of obtaining a mobile vehicle is to initiate communication between the food service operation and Regional Managers. This process determines if there are valid requirements to source the vehicle. Menus must be based on feeding requirements and the availability of CSs, support personnel, and food items including Go For Green® (G4G) menu items. Each Command must have approved standard operating procedures in place before conducting mobile feeding.

2. ACTIVATION OF MESSING. Food Service operations shall contact their local Regional Manager to request establishing a branch mess for mobile feeding. Command will submit a menu to the NAVSUP Nutritionist for menu planning, compliance, and approval when initiating Mobile Feeding messing. Once approved, the menu will be entered into FSM at NAVSUP. Although operational, FSM will be able to capture data for calculating the subsistence cost to

identify whatever ongoing logistical support is required. The following must be considered when establishing a Mobile Feeding messing:

- The use of shelf-stable products for timeliness and ease of preparation in a batch cooking environment.
- Incorporation of 80 percent scratch-cooking methodologies.
- Consolidation of the total number of supporting subsistence line items needed to optimize the range and depth of the monthly cost.
- Using ingredients that are multi-use to reduce load list items while providing quality recipes within the menu.

3. ACTIVATION OF MENU. Activation of an approved Mobile Feeding/Navy Standard Core Menu (NSCM) within the parent facility requires navigating to the Activities Module in FSM and choosing the mobile feeding menu. This requires entering an effective date provided by the FSO/Region. Once activated, the Menu will be used until the Food Service Officer (FSO) is notified.

### 1002 MOBILE FEEDING REPORT OF RATIONS

1. GENERAL. All food must be ordered at the parent galley's FSM system. The mobile feeding unit shall use NAVSUP Forms 1282 to request food and shall have their own NAVSUP Forms 1090.

2. MOBILE FEEDING REPORT OF RATIONS. Rations-in-Kind are entered on NAVSUP Form 1291 and must be verified. NAVSUP Forms 1291 are closed out and turned in to the Cash Collection Agent (CCA) for collection at the end of the day and are manually entered into FSM. The use of a Wireless Credit Card Machine is recommended for cash-paying customers. If cash sales are collected using DD Form 1544, the Food Truck Cashier must sign them out from the CCA and turn them in at the end of the day to be entered into FSM for accuracy and accountability of headcounts and deposits. Daily headcounts must be posted in FSM under the branch mess.

The following guidelines shall be complied with:

- Daily cleanliness and sanitation requirements must be in compliance with the TRI Service Food Code, NAVMED P-5010-1, and must comply with the following:
  - All spaces must be cleaned and sanitized at the end of each meal.
  - All food items must be stowed at the proper holding temperatures, and proper labels must be in place.
  - When shore power is available, then subsistence may remain in the mobile unit under refrigeration and under lock and key.
- Local SOPs must provide guidance on propane/diesel/gas usage.
- Purchase card requests must be approved and tracked for usage and cost in accordance with the contract.
- Daily records keeping shall continue to be posted at the parent galley.

### **APPENDIX N:**

### DENIED COMMUNICATIONS ENVIRONMENT

## Part A: SUBSISTENCE SUPPORT IN A COMMUNICATIONS DEGRADED / COMMUNICATIONS DENIED ENVIRONMENT

### APPENDIX N: DENIED COMMUNICATIONS ENVIRONMENT

### Part A: SUBSISTENCE SUPPORT IN A COMMUNICATIONS DEGRADED / COMMUNICATIONS DENIED ENVIRONMENT

### 1000 INTRODUCTION

1. GENERAL. Since the end of the Cold War, the naval logistics force has progressively traded away combat effectiveness and survivability in the pursuit of peacetime efficiency and cost-saving solutions. As a result, an increasingly dangerous security environment threatens our ability to sustain protracted combat operations in a contested maritime environment. To meet this challenge, the Navy must adopt a war-fighting approach to logistics support incorporating the fundamentals of man-oeuvre warfare designed to maintain maritime superiority. As such, our peacetime logistics force must be agile, distributed and maneuverable in quantity and quality to deliver responsive, uninterrupted sustainment, to any joint force maritime component commander. Food service is of no exception.

There may be many instances where a ship needs to order subsistence in support of their menu while conducting operations in an isolated part of the world or wartime steaming in a communications degraded or communications denied environment. Traditionally subsistence support for Navy ships has been overly reliant on ship-to-shore information or communication exchanges in placing orders sustaining operations of food services afloat. The traditional subsistence provisioning through the means of data transmission via FSM and STORESWEB will not be operational in a Communications Degraded / Communications Denied Environment (C2D2E). Therefore, the ordering process for subsistence and the sustainability for food service operations in a denied communications environment must be enabled through a push type logistics ordering system. This logistics ordering system concept will be the push of subsistence orders utilizing a phase II menu and a phase II load list based on crew size and a specific number of days within an approved menu cycle by platform in feeding the crew.

The formula used to compute the days of subsistence on hand with the Basic Daily Food Allowance (BDFA) is as follows:

- Daily consumption dollar value: Full complement # (underway/operational) times (BDFA+ Applicable Prime Vender Allowance)
- Days on hand inventory: Divide by the inventory on hand by the value computed for daily consumption to compute the actual days on hand of inventory onboard.

NAVSUP N432 along with Type/Fleet Commanders and Food Service SMEs are currently working on a denied communications environment policy to include a denied communications menu, ordering procedures for subsistence and menu activation schedules. NAVSUP P-486, VOL I, Appendix N (a current placeholder) will be added to the NAVSUP P-486, Revision 9 through a signed Interim Change Notice upon completion.

### APPENDIX O: PROVISION ON-LOAD PROGRAM

### Part A: SUBSISTENCE PROVISION ON-LOAD PROGRAM

Introduction	<u>1000</u>
Provision On-Load Shipboard Requirements	<u>1001</u>
Provision On-Load Contracts	1002

### APPENDIX O: PROVISION ON-LOAD PROGRAM

### Part A: SUBSISTENCE PROVISION ON-LOAD PROGRAM

### 1000 INTRODUCTION

The subsistence provision on-load program started in October 2005 as part of the Secretary of the Navy and Chief of Naval Operation's Quality of Life (QOL) initiatives to reduce the workload of Sailors onboard Navy ships and submarines. The current contract is with PRIDE Industries, one of the nation's largest non-profit employers of people with disabilities. The main job of the provision on-load contracted team is to load or unload subsistence on Navy ships sufficiently and safely.

Contractor load-out of food service storerooms enhances afloat QOL and reduces workload requirements for ships in port by 531 man-years annually. Shifting workload from Sailors to contractors improves QOL for Sailors while in port, especially during the Inter-Deployment Training Cycle. Contractor load-outs are defined as moving all subsistence from the delivery vehicle into dry and refrigerated storerooms onboard the ship or submarine. Minor load-outs (fresh fruits and vegetables, dairy products, and bakery products) may require four to five workers for two to three hours every other day or weekly. A major load-out (significant amounts of dry and frozen products) may employ more than 100 workers for four to six hours several days each month. The previous practice of using organic working parties to load storerooms interrupted the daily routine of the ship and the work performed in individual Work Centers.

Contracted workers under the current contract may be required to operate pier fork lifts and Mulags in coordination with pier and port services and/or operations. Use of a contractor to load storerooms eliminates subsistence working parties and saves approximately \$15.4M in Sailors' labor annually. Use of a contractor to load storerooms eliminates subsistence working parties and saves approximately 343,625 hours in Sailors' labor annually.

#### 1001 PROVISION ON-LOAD SHIPBOARD AND SUBMARINE REQUIREMENTS

1. GENERAL. All Navy ships and submarines using the Provision On-Load Program must conform to current policies in support of the Subsistence Provision On-Load Contract. The requirements for all subsistence loads on Navy piers are discussed below.

a. Coordination with NAVSUP FLC Stores Operator or Subsistence Stores Scheduler to Schedule a Provision On-Load for Subsistence. Note: The Navy representative shall provide anticipated provisions deliveries 72 hours in advance of required loading operations. The Government shall provide a delivery sequence schedule 24 hours in advance of all deliveries. Shorter notices may be given for emergency situations.

Subsistence delivery and port services support must be scheduled to request a working party to support all PV/Stores deliveries. A working party request requires the following steps:

- Providing ship, hull, and pier location.
- Providing start time based on provision delivery.
- Requesting needed support equipment (fork lift, crane, Mulag).
- Providing approximate pallet and case count based on the subsistence provision order.

- Providing the name of the Supervisor and team.
- Providing additional notes and remarks as required.
- b. Provision On-load Delays. The ship or submarine stores representative for a subsistence provision on-load must ensure that all requirements and arrangements are made to eliminate all unnecessary delays. The ship or submarine stores representative must ensure that the working party is scheduled at least 30 minutes after the arranged time of the subsistence stores delivery and after any ship-scheduled evolution. It is imperative that everything is in place and ready to begin work before the working party arrives. This includes time to begin the inventory of subsistence on the pier in verifying subsistence receipts. These steps eliminate delays. All delays must be reported on NAVSUP FORM 4336/1 (Figure P-1) after the 15-minute grace period based on the arrival of the provisions on-load team at the previously scheduled start time of the ship or submarine provision on-load. All delays cost the Navy additional dollars so all delays must be avoided. The following are general rules for provision on-load delays:
  - All delays are calculated in 15 minute increments.
  - The delay report NAVSUP Form 4336/1 must be properly filled out and distributed as follows:
    - White Copy NAVSUP FLC
    - Yellow Copy Ship or submarine Food Service Officer
    - Pink Copy Contractor
  - Delays are properly defined as follows:
    - o P Pier
    - o **S Ship**
    - W Weather
    - o V Vendor
    - X Cancellation
    - o O Other

Note: The ship or submarine representative must use common sense when scheduling a subsistence provision on-load. Scheduling must be avoided during known drills, extreme weather conditions, and ammo or refuelling operations where pier access is limited.

- c. Provision On-load Actions. The ship or submarine stores representative must ensure that the case counts on the subsistence stores receipt and the provisions on-load receipt, delay, and performance report match. Figure O-1 shows a Receipt, Delay, and Performance Report. All items that are listed as each for the unit of issue on the receipt must be verified to ensure that they are not counted as individual items on the provisions on-load receipt, delay, and performance report when packaged inside a case, box, or crate. An example of this is a delivery of 12 containers of spices within one crate counted as each on the receipt. This must be reported as one container on the provisions on-load receipt, delay, and performance report; it must not be reported as 12 individual containers. All case counts on the provisions on-load receipt, delay, and performance report is not be receipt, delay, and performance reports are signed. The following items shall be complied with:
  - The receipt, inspection, and stowage guidance in NAVSUP P-486, Vol I, Chapter 5, Part A, Paragraph 5000 through Paragraph 5002 and Part B, Paragraph 5100 through Paragraph 5109 shall be followed.
  - NAVSUP FLC's Technical Point of Contact (TPOC) for the provisions On-load Program and the provisions on-load Supervisor shall work together to resolve any case count discrepancies. Case counts must match on both documents before signing off for the completion of the store on-load working party.

- The performance report must specify if all stores were loaded in a timely manner and if the number of personnel in the working party was sufficient for loading all provisions.
- The receipt inspector on the pier must check with the storeroom custodian before completing the delay and performance report to ensure that all discrepancies and loading issues have been identified and reported.
- After review of the subsistence case counts between the receipt and the POL delay and performance report to include all reported delays, customer evaluation and provision load details; the FSO/LCS must sign the POL report for verification of data and contractor performance.

Y SYSTEMS COMMAN		PROVISI	ONS ON-	LOAD	RECE	IPT, DELAY	AND PERFORMA	ANCE REPORT
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	n of the d	lay prior to t	he schedu	led load				orking party can be sh
ALL DELAY	S MUST	BE ANNOT	ATED IN				Delay Code	
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Start Time Start Time		End Time End Time		Code Code		Reason: Reason:		
Start Time		End Time		Code		Reason:		
Start Time		End Time		Code		Reason:		
			C	USTON	IER EV	ALUATION		ry (S) Unsatisfactory (I
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provisions on	load/offl	oad generate	ed trash wa	as dispo	sed of	correctly.	S	U/S
Supervisor's p	performa	ince and con	duct.				5	U/S
Handler's per	formanc	e and condu	ct.				5	U/S
Overal onloa	d/offload	d evolution.					5	U/S
Ship provide	d person	nel to suppor	t the provi	ision on	load/o	ffload. Yes	No	How many:
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Ship's perso personnel a	e used t	o complimen	t the contr	acted w	orking		show that number of	gency situations whe on this report in the

### Figure O-1 Provision On-Load Receipt, Delay, and Performance Report

#### 1002 PROVISION ON-LOAD CONTRACTS

1. GENERAL. The current provision on-load contract provides a provision on-load team to load or unload subsistence on Navy ships sufficiently and safely. The current contract relates to all DoD and Commercial Ports in the Groton, CT; Norfolk, VA; Mayport, FL; San Diego, CA; Puget Sound Area, WA; Hawaii; and Guam as identified in the contract individual Task Orders. Based on the current subsistence stores on-load contract, and the desired actions requested from the customer, the contractor shall provide the following:

- Storeroom preparation, off-load, on-load, back-load, and stock rotation assistance when required. This must not interfere with normal on-load operations and must comply with the following:
  - The contractor shall store all subsistence and shall safeguard and account for it in accordance with the latest revision of NAVSUP P-486 and Tri-Service Food Code (NAVMED P-5010-1).
  - Case dimensions may range from 4" x 4" x 4" to 24" x 24" x 36" and may weigh up to 65 pounds.
  - The contractor shall off-load pallets and cases of provisions and supplies from commercial and Government delivery vehicles and shall stage them in the appropriate staging areas on the pier or Subsistence Ready Supply Store (SRSS) warehouse and/or freezer.
  - The contractor shall transport all subsistence items and supplies from the staging area to a designated location onboard the ship by hand, daisy chain, dolly, cart, and/ or conveyor methods. Provisions shall be transferred to all sub/ship locations including dry storage rooms, freezer, reefer or chiller, and vegetable holding areas.
  - The contractor shall provide limited stock rotation and/or provisions relocation in the ship's storerooms to allow proper stowage of ship's provisions. This must not interfere with the normal on-load schedule, and no additional cost shall be incurred
  - The contractor shall stow all items accurately in accordance with the technical direction provided by the Customer Representative or the Store Room Custodian and/or Jack of the Dust (JOD).
- Transportation, communications devices, and safety equipment necessary to meet requirements.
- Personnel, supervision, and equipment (except for Government-provided equipment).
- Capability to support emergency and surge requirements.
- A Contingency Plan that must be in effect to cover hurricanes, shutdowns, and or Acts of God.
- Project management functions including coordination and liaison support for all phases of provision load-out operations.
- Quality control functions to ensure that work is accomplished efficiently, safely, accurately, and within the scheduled time frame. Quality control shall include the following:
  - Providing onsite supervision to contractor personnel and being the Point of Contact for the Government representative.
  - Planning and organizing schedules to ensure that work is scheduled properly to obtain maximum use of resources; ensure that work is performed as scheduled using cost saving factors and quality control.
  - Ensuring that the proper manning of contracted personnel is in place so that all cases are loaded safely and in a timely manner. Command's working parties must be used only in emergency situations and must not be used to compensate for the lack of contracted personnel or to reduce the time of the provision on-load.
  - Providing accurate and timely reports as required.

- Providing liaison support including all phases of provisions load-out operations.
- Performing quality control daily to ensure that work is accomplished efficiently, safely, accurately, and within the scheduled time frame.
- Providing project management functions including a coordinating effort and daily data collection.
- Operations to safeguard all subsistence under the task order.
- The Contractor shall comply with all applicable DoD security regulations and local security directives and/or procedures during the performance of the contract. Security screening must include the following:
  - FBI fingerprint screening
  - Criminal and employment history check
  - o Citizenship verification
  - o Credit check
  - Drug screening (if required by the Command Security Manager)

### **APPENDIX P:**

# ABBREVIATIONS AND CURRENT DIRECTIVES AND PUBLICATIONS

ABBREVIATIONS	P-1
BAS DEFINITIONS	P-2
MASTER LIST OF PUBLICATIONS	P-3

### P-1 Food Service Abbreviations

ACF	American Culinary Federation, Inc.
ACSA	Acquisition and Cross Servicing Agreement
ADT	Active Duty for Training
ADSW	Active Duty for Special Work
AFRS	Armed Forces Recipe Service
AHLEI	American Hotel and Lodging Educational Institute
AOR	Area of Responsibility
APF	Appropriated Fund
APHIS	Animal and Plant Health Inspection Service
ARK	Ashore Record-keeper
ATG	Afloat Training Group
ATO	Authority to Operate
AVI	Army Veterinary Inspector
BAS	Basic Allowance for Subsistence
BCS	Bulk Storeroom Custodian
BDFA	Basic Daily Food Allowance
BIB	Bag in Box
BLA	Business Logistics Application
BUPERS	Bureau of Naval Personnel N10
C2D2E	Communication Degraded/Communications Denied Environment
CAC	Common Access Card
CAL	Calories
CARGO	Consolidated Afloat Requisitioning Guide Overseas
CBP	Customs and Border Protection
CC	Certified Culinarian
CCA	Cash Collection Agent
CCC	Certified Chef de Cuisine
CCE	Certified Culinary Educator
CCO	Chief of the Contracting Office
CEC	Certified Executive Chef
CEPC	Certified Executive Pastry Chef
CFF	Commander Fleet Forces
СНО	Carbohydrate
CLF	Combat Logistics Forces
CLO	Chief Logistics Officer
CNET	Chief of Navy Education and Training
CNIC	Commander Navy Installations Command
CNSF	Commander Naval Surface Forces
CNO	Chief Naval Operations
СО	Commanding Officer

CONUS	Continental United States; Contiguous United States
COOL	Credentialing Opportunities On-Line
COR	Contracting Officer's Representative
COSAL	Consolidated Shipboard Allowance Listing
COTS	Commercial Off the Shelf System
CPC	Certified Pastry Culinarian
CPO	Chief Petty Officer
CRR	Cost Recovery Rate
CS	Culinary Specialist
CSC	Certified Sous Chef
CSCE	Certified Secondary Culinary Educator
CSMP	Current Ship Maintenance Project
CSO	Consumer Safety Officer
CTF	Commander Task Force
CTQS now NOSIS	Non-Tactical Data Processing System
CWM	Catch Weight Multiple
CWO	Chief Warrant Officer
CWPC	Certified Working Pastry Chef
DANTES	Defense Activity for Non-Traditional Education Support
DAO	Department Accountable Officer
DCPO	Damage Control Petty Officer
DFAS	Defense Finance and Accounting Office
DLA	Defense Logistics Agency
DLA – TS	Defense Logistics Agency – Troop Support
DNAD	Domestic Non-Availability Determination
DOD	Department of Defense
DODAAC	Department of Defense Activity Address Code
DON	Department of the Navy
DOP	Date of Pack
DRMO	Defense Reutilization and Marketing Office
EBO	Emergency Break-Out
ECD	Ethylene Control Devices
ENABLER	Automatic Head Count Upload System
ESM	Essential Station Messing
EUM	Essential Unit Messing
FAR	Federal Acquisition Regulation
FASTDATA	Fund Administration and Standardized Document Automation
FBO	Food and Beverage Officer
FCA	Fleet Concentration Areas
FEMA	Federal Emergency Management Agency
FIAR	Financial Improvement Audit Readiness
FIC	Food Item Code
FIFO	First In First Out

FLC	Fleet Logistics Center
FLT QTRS	Flight Quarters
FMO	Financial Management Office
FMR	Financial Management Regulation
FOUO	For Official Use Only
FSA	Food Service Attendant
FSM	Food Service Management
FSO	Food Service Officer
FTS	Full Time Support
G4G	Go For Green
GFM	Global Freight Management
GLS	Global Logistics Support
GM	General Mess
GQ	
	General Quarters
GWC	Galley Watch Captain
HACCP	Hazardous Analysis Critical Control Point
HPRC	Human Performance Resource Center
ICO	Installation Commanding Officers
ICPM	Institute of Certified Professional Managers
IDL	International Date Line
IDT	Inactive Duty Training
IDTT	Inactive Duty Training with Travel
IFSEA	International Food Service Executive Association
IMET	International Military Education Training
INSURV	Board of Inspection and Survey
ISIC	Immediate Superior in Command
ITD	Inspection Test Date
JOD	Bulk Storeroom Custodian
JROTC	Junior Reserve Officer Training Corps
JSM	Joint Service Manual
JSPB	Joint Subsistence Policy Board
KCO	Key Control Objective
KSD	Key Supporting Document
LCS	Leading Culinary Specialist
LCS	Littoral Combat Ship
LOA	Line of Accounting
LOGREQ	Logistic Requirements
LOGSSR	Logistics Support Services Repository
LPO	Leading Petty Officer
LSN	Local Stock Number
LSR	Logistic Support Representative
LST	Logistic Support Team
M-NEAT	Military Nutrition Environment Assessment Tool
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MAA/ MDMAA	Master at Arms/Mess Deck Master at Arms
MDR	Medical Department Representative
MIDRATS	Midnight Rations
MIL-STD	Military Standard
MILSTRIP	Military Standard Requisitioning and Issue Procedures
MICSTRIP	Maintary Standard Requisitioning and issue Procedures
MIPR	Military Interdepartmental Purchase Request
MLL	Master Load List
MLSO	Mutual Logistic Support Order
MOA	Memorandum of Agreement
MRE	Meal Ready-to-Eat
MTF	Military Treatment Facility
MWR	Morale Welfare and Recreation
MNP	My Navy Portal
NAVEDTRA	Naval Education and Training
NAVSISA	Navy Supply Information Systems Activity
NAVSUP	Naval Supply Systems Command
	Quarterly Guidelines and Procedures for Food Service Financial
NAVSUPNOTE 7330	Accountability
NEHA	National Environmental Health Association
NFMT	Navy Food Management Team
NFS	Navy Food Service
NIAPS	Navy Information Application Product Suite
NIS	Not in Stock
NLL	Naval Logistics Library
NMCB	Naval Mobile Construction Battalion
NPPSC	Navy Pay and Personnel Support Center
NRA	National Restaurant Association
NRFSP	National Registry of Food Safety Professionals
NSCM	Navy Standard Core Menu
NSN	National Stock Number
	Outside Continental United States; Outside Contiguous United
OCONUS	States
OIC	Officer in Charge (Currently not Used-replaced with Director)
OJT	On-the-Job Training
	Organization Maintenance Management Systems Next
OMMS - NG	Generation
OMN	Operational Maintenance Navy
OPRATS	Operational Rations
OPTAR	Operating Target
ORF	Official Representation Funds
ORM	Operational Risk Management
OSO	Other Supply Officer
Р	Publication

PAA	Broporty Accounting Activity
	Property Accounting Activity
PCO	Prospective Commanding Officer
PCS	Permanent Change of Station
PCU	Prospective Commissioning Unit
PI	Physical Inventory
PII	Personal Identification Information
PMA	Preventive Medicine Authority
PMS	Preventive Maintenance System
POS	Point of Sale
POW	Prisoner of War
PPQ	Plant Protection and Quarantine
PQDR	Product Quality Discrepancy Report
PQS	Personal Qualifications Standards
PRF	Purchase Ratio Factor
PRO	Protein
PSD	Personnel Support Detachment
PV	Prime Vendor
PVA	Prime Vendor Allowance
PWO	Public Works Officer
RAS	Replenishment at Sea
RCW	Ration Cold Weather
RDD	Required Delivery Date
REVS	Ration Entitlement Verification System
RIK	Rations in Kind
ROD	Report of Discrepancy
ROI	Return on Investment
ROTC	Reserve Officer Training Corps
RSC	Regional Supply Center
RWC	Receipts with Charge
RWOC	Receipts with Charge
SALTS	Standard Automated Logistics Tool Set
SDN	Standard Document Number
SF	Standard Document Number
SIK	Subsistence in Kind
SITSUM	Situation Summary
SMC	Supply Management Certification
SMD	Ship's Manning Document
SME	Subject Matter Expert
SOP	Standard Operating Procedure
SPV	Subsistence Prime Vendor
SRSS	Subsistence Ready Supply Store
STARS	Standard Accounting and Reporting System
STORES	Subsistence Total Order Receipt and Electronic System

TAD	Temporary Additional Duty
TAR	Training and Administration of Reserves
TFA	Temporary Field Assignment
TYCOM	Type Commander
UAC	Unauthorized Commitment
UH	Unaccompanied Housing
UHT	Ultra High Temperature
UI	Unit of Issue
UIC	Unit Identification Code
UMD	Unmatched Disbursements
USAPHC	U. S. Army Public Health Command
USDA	United States Department of Agriculture
USFF	U. S. Fleet Forces
USMAP	United Services Military Apprenticeship Program
XO	Executive Officer

# P-2 BASIC ALLOWANCE FOR SUBSISTENCE DODD 1418.5, OCT 2003

Adequate Food Storage and Preparation Facilities. A determination made by the Secretary concerned or designee that the facilities are sufficient to allow for sanitary food storage and preparation of nutritious meals. Suggested guidelines for adequate food storage and preparation facilities are those facilities that are near, but separate from the bedroom and bathroom and comprised of a refrigerator with freezer, a conventional oven or microwave, a cook-top with at least two electric or gas burners, a kitchen sink, and a dry food pantry or storage cabinets and a dining table or counter with chairs.

**Appropriated Fund (APF) Dining Facility**. A generic term used in lieu of Government mess, general mess, dining hall, dining activity, dining facility, mess hall, galley, field kitchen, flight kitchen, or similar terms used to describe dining facilities funded totally by appropriated funds. It excludes activities operated by non-appropriated fund instrumentalities such as an officer's mess, club, organized mess, and all similar terms.

Close Geographic Proximity. Installations and/or bases within local commuting distance of each other.

**Essential Station Messing (ESM)**. Messing declared by the installation, base, or station commander responsible for single Government quarters; that is essential to operate the appropriated fund dining facility efficiently and economically; or that is necessary for the health and safety of enlisted personnel permanently assigned to single quarters.

**Essential Unit Messing (EUM).** Any group messing that an appropriate authority (the Secretary concerned or, for a JTF, the Combatant Commander or JTF Commander concerned) declares essential for operational readiness, military operations or effective training where members are required to eat Government-furnished meals. Members shall be in a travel status and are entitled to travel reimbursement for incidental expenses, but not for subsistence. Designation for essential unit messing shall apply only to organizational units and to operational elements and detachments, not to individual Service members.

**Field Duty**. Any maneuvers, war games, field exercises, or similar operations where a member is assigned to a unit being subsisted in a dining facility operated by or on behalf of the U.S. Government or with an organization drawing field rations. Members may be on per diem orders.

**Government-Furnished Meals**. All meals that are provided as subsistence in kind, or meals or rations furnished by or on behalf of the U.S. Government. Meals or rations furnished without charge by a Government contractor or a foreign government, or through a fellowship, grant or intern program while a member is receiving basic pay, either under the terms of a contract or agreement or on a complimentary basis, are considered to be furnished on behalf of the U.S. Government.

**Pay As You Go**. Applies to members who are charged for only the meals that they actually eat in an APF dining facility.

**Sea Duty**. Service performed in a self-propelled vessel with berthing and messing facilities that is in an active status, in commission, or in service. Applies to members who are either permanent party or aboard for temporary duty.

**Rations in Kind**. Furnished meals or rations provided at no charge to members not entitled to BAS from an appropriated fund dining facility or who are subsisted at no charge on behalf of the Government.

# P-3 Master List of Food Service Publications

The following provides an updated list of all current food service publications as well a list of cancelled pubs and instructions. Please review your food service library to ensure you have the most current pubs on hand. This list of publications may be updated periodically throughout the year. To ensure you have the most recent list of publications go to the Food Service Page on the NKO and download as required.

### FOOD SERVICE NOTICES, PUBLICATIONS, MESSAGES (Keep a minimum of 24 months)

NAVSUP NOTE 7330 Quarterly	Quarterly Guidelines and Procedures for Food Service Financial Accountability (Ashore/Afloat)
CS LESSON PLANS (53)	For CS Training Programs (Ashore/Afloat)
FOOD FLASHES	Food Service Policy Updates (Ashore/Afloat)
	DLA Quidence For Quideistence (Ashers (Aflect)

ALFOODACTS

DLA Guidance For Subsistence (Ashore/Afloat)

<b>PUBLICATIONS</b>	NOMENCLATURE	STOCK NUMBER	APPLICABILITY
NAVSUP P-7 BASIC Aug 03	Armed Forces Recipe Service	0530-LP-188-7300	ASHORE/AFLOAT
NAVSUP P-7 Aug 03	Index of Armed Forces Recipes	0530-LP-011-3090	ASHORE/AFLOAT
NAVSUP P-476	Navy Food Service Newsletter	Issued Quarterly	ASHORE/AFLOAT
NAVSUP P-486 REV 9, Jul 2020	Food Service Management General Messes Vol 1 & 2	0530-LP-011-1940	ASHORE/AFLOAT
NAVMED P-5010-1 TBMED 530 30 Apr 2014	Tri-Service Food Code	010-LP-207-1300 https://armypubs.army. mil	ASHORE/AFLOAT
NSWCCD S6161-Q5-CAT-010	Naval Shipboard Food Service Equipment Catalog	http://usnhabeqptcatalog. gdit.com/fsc/home.asp	AFLOAT
NAVSUP P-4998	Consolidated Afloat Requisitioning Guide Overseas	Included in NAVSUP Notice 7330, quarterly	AFLOAT
CARGO LISTING 01 Jun 17	https://nll.navsup.navy.mil CACC Certification Required	Navy Publications Index Stock# 0530LP1d66075	Search Key P4998
NAVSUPINST 4355.10A, 28 Aug 06	Veterinary Surveillance Inspection of Subsistence	0526-LD-052-1730	ASHORE/AFLOAT
NAVSUPINST 4355.4H 18 Feb 05	Veterinary/Medical Food Safety, Quality Assurance Lab Service	0526-LD-103-9902	ASHORE/AFLOAT

NAVSUPINST 5061.2AR, 6 OCT 2014	Ney Memorial Awards Program	0526-LD-100-8272	2 ASHORE/AFLOAT
NAVSUPINST 10110.8C, 2 Jul 08	DoD Hazardous Food and Non- Prescription Drug Recall System	0526-LD-052-3010	) ASHORE/AFLOAT
CNIC 1710.3 14 Jun 2013	Operations of Morale, Welfare and Recreation Program	CNIC Instruction	ASHORE
CNIC 4061.1A 01 Mar 2018	Authorized Patronage for Navy Shore Galleys	CNIC Instruction	ASHORE
CULINARY SPECIALIST PQS	Personal Qualifications Standards (PQS)	MYNAVSUP	ASHORE/AFLOAT
OPNAV, SECNAV Instruction	ons, are available via the Web www	w.npc.navy.mil	
OPNAVINST 5090.1D 10 Jan 2014	Environmental Readiness Program	ŀ	AFLOAT
OPNAVINST 7220.13 20 Dec 2005	Military Per Diem Rates	ŀ	ASHORE/AFLOAT
OPNAVINST 4061.4 6 Mar 2008	Food Service Safety Program	ŀ	ASHORE/AFLOAT
OPNAVINST 1700.16B 22 Jul 2015	Alcohol Beverage Control	ŀ	ASHORE/AFLOAT
SECNAVINST 4355.18A 21 Jan 1999	Reporting of Supply Discrepancies	ļ	ASHORE/AFLOAT
SECNAVINST 1306.2D 22 Dec 05	Utilization of Enlisted Aides on Personal Staffs	ŀ	ASHORE/AFLOAT
SECNAVINST M-5216.5 May 2018	DON Correspondence Manual	ŀ	ASHORE/AFLOAT
OPNAVINST 1710.11 4 Nov 10	Navy Morale, Welfare and Recreation Programs	ļ	ASHORE
SECNAVINST 7042.7K 14 Mar 06	Guidelines for Use of Official Representation of Funds (ORF)	ļ	ASHORE/AFLOAT
DOD 7250.13 30 Jun 09 1, 27 Sep 2017	Use of Appropriated Funds for Official Change representation	ŀ	ASHORE/AFLOAT
SECNAVINST 1730.8B 02 Nov 08	Accommodation of Religious Practices	/	ASHORE/AFLOAT
OPNAVINST 4001.3A 04 Sep 2014	Policy for the Management of Presentation Silver Program	ļ	ASHORE/AFLOAT

### CULINARY SPECIALIST TRAINING PUBLICATIONS

Nutrition for Foodservice and Culinary Professionals (9th Editio ISBN-13: 978-1-119-14849-4

On Cooking (6<sup>th</sup> Edition), Publisher: Prentice Hall, ISBN-13: 978-0-13-444190-0 or ISBN-10: 0-13-444190-7

On Baking (3<sup>rd</sup> Edition), Publisher: Prentice Hall ISBN-13: 978-0-13-388675-7 or ISBN-10: 0-13-388675-1

\* Available via open purchase through local book stores.

#### NAVAL EDUCATION AND TRAINING PROFESSIONAL DEVELOPMENT AND TECHNOLOGY CENTER

Naval Advancement Center Website is now: https:// www.netc.navy.mil/netc/netpdc/navadv.htm

Nonresident Training Courses (NRTC) website: https://www.courses.netc.navy.mil

#### FOOD SERVICE FINANCIAL INSTRUCTIONS, DIRECTIVES, REGULATIONS AND INSTRUCTIONS

Department of Defense Financial Management Regulation 7000.14-R Food Service Program, VOL 12, CH 19, Jul 2013

Department of Defense Financial Management Regulation 7000.14-R Subsistence Allowance, VOL 7A, CH 25, Apr 2018

Department of Defense Directive 1418.05 Basic Allowance for Subsistence (BAS) Policy, 23 Apr 2007

Department of Defense Instruction 1338.10 Department of Defense Food Service Program (DFSP), 12 Sep 2012, Change 1, 13 Sep 2017

Manual for the Department of Defense Food Service Program - 1338.10-M, 2 Dec 2014, Change 2, 9 Nov 17

Department of Defense Directive 5101.10E DoD Executive Agent (DoD EA) for Subsistence, 26 Oct 2015, Change 1, 19 Jul 2017

Department of Defense Instruction 7250.13 Use of Appropriated Funds for Official Representation Purposes, 30 Jun 2009, Change 1, 27 Sep 2017

Naval Military Personnel Manual NAVPERS 15560D

MILPERSMAN	1746-010 &	020 MILF	PERSMAN	7220-140,	150,	160,	170,	182,	& 190	(Basic	Allowand	e for
Subsistence)												

Title 10, United States Code

OPNAVINST 10110.1 "Nutrition and Menu Standards for Human Performance Optimization," 3 Jan 2017

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### NAVSUP P-486, REVISION 9, VOLUME I SUMMARY OF MAJOR CHANGES

NAVSUP P-486, Revision 9, Volume I incorporates numerous content and formatting changes from Revision 8. The content revision included adding to and removing material. The major content changes are listed below.

Updated charts and forms Updated acronyms, terminology, and naming conventions	
Updated publications and website references	
Updated information on the NAVMED P-5010 Tri-Service Food Code	
Added Financial Improvement and Audit Readiness (FIAR) compliance inform	nation
and terminology	Throughout
Added Appendix O Mobile Feeding Program	Appendix O
Added Appendix P Provision Onload Program	Appendix P
Updated Point of Contact (POC) and organization code changes	Throughout
Updated Glossary	Glossary
Updated Index	Index

### CHAPTER 1 – Organization, Administration, Security and Food Service Management

Updated food transfer guidance for General Mess (GM) temporary closures	Chapter 1
Updated GM authorization and submission information	Chapter 1
Added remote feeding guidance	Chapter 1
Updated GM organization charts	Chapter 1
Updated guidance for meal sampling	Chapter 1
Updated food service uniform guidance	Chapter 1
Added information for key supporting document and Military Standard Requisition	oning
and Issue Procedures (MILSTRIP) information	Chapter 1
Updated financial losses and accountability adjustments (loss/gain)	Chapter 1
Updated financial accountability information	Chapter 1

### CHAPTER 2 – Ration System

Updated GM categories of authorized patrons	Chapter 2
Updated emergency feeding information	
Updated special entitlement guidance	
Added guidance for feeding Foreign Service personnel	Chapter 2
Updated Cash Meal Payment Sheet information	Chapter 2
Added information for the Ration Entitlement Verification System	Chapter 2
Modified receipt, deposits, handling, security, and recording of funds informatio	nChapter 2
Added change fund information (afloat)	Chapter 2
Updated holiday ration credit information	Chapter 2
Added ceremonial cake information (afloat)	Chapter 2
Updated Essential Station Messing (ESM) guidance	Chapter 2
Added guidance for recreational fishing from deployed vessels	Chapter 2

### CHAPTER 3 – Standard Core Menu and Menu Planning

Removed outdated nutritional information and programs	Chapter 3
Updated menu review process and submission procedures	Chapter 3
Updated guidance for Ration-In-Kind (RIK) Feeders	Chapter 3
Updated menu submission information	Chapter 3
Updated Go For Green® Program and training information	Chapter 3
Added CNIC ingredient and recipe submission policy	Chapter 3
Added menu validation responsibilities	Chapter 3
Added guidance for donation of leftover foods	Chapter 3

#### **CHAPTER 4 - Procurement**

Added guidance for emergency order requests	Chapter 4
Updated subsistence support information including emergency requisitioning	•
Updated interoperability for subsistence information	Chapter 4
Updated operational rations procurement information	Chapter 4

#### CHAPTER 5 – Receipt, Inspection and Stowage

Updated Veterinary contact information and food inspection information	Chapter 5
Added guidance for storing breastmilk	Chapter 5

#### **CHAPTER 6 – Expenditures**

Updated disposal at sea information	Chapter 6
Modified food recall guidance	Chapter 6
Updated GM summary of issues	Chapter 6
Updated Other Supply Officer (OSO) transfer guidance	Chapter 6
Updated information for NAVSUP Form 367 records posting	Chapter 6
Updated DLA disposition contact information	Chapter 6
Added guidance for donation of leftovers	Chapter 6

### CHAPTER 7 – General Mess Reports, Inventory, and Financial Returns

Updated NAVSUP Form 367 information	Chapter 7
Updated inventory control and guidance information	Chapter 7
Updated summary of issues to the GM (NAVSUP Form 1359) information	Chapter 7

#### **APPENDIX A – Food Service Management (FSM) System Procedures**

Updated records accountability and retent	ion (inventories, issues, and audits) Appendix A
Updated User Guide instructions	Appendix A

#### APPENDIX B - Forms Replaced Figures containing form examples......Appendix B

### APPENDIX C – Food Service FSM Audit Forms

Modified Food Service Officer (FSO) accountability file information	Appendix C
Replaced Figures containing form examples	Appendix C

#### **APPENDIX D – Letters of Authority**

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#### **APPENDIX E – Command Functions and Organization**

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Updated Veterinary references and POC information	Appendix F
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Updated contacts including added NFMT Bahrain contact information	Appendix H
Added Figure for length of visit	Appendix H
APPENDIX I – Food Service Evaluation, Training and Inspection Checklist	
Modified all formatting including grading criteria	Appendix I
Updated all references to NAVSUP P-486, VOL I and VOL II grading	
APPENDIX J – Distance Support Food Service Records Ashore For Afloat L	ittoral
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APPENDIX K – Operational Rations	
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